

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

As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and ASTOUND Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://ccccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

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 commenters.

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.

AGENDA
June 21, 2022

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

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

1. Agency Negotiators: Monica Nino.

Employee Organizations: Public Employees Union, Local 1; AFSCME Locals 512 and 2700;

California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; and Teamsters Local 856.

2. Agency Negotiators: Monica Nino.

Unrepresented Employees: All unrepresented employees.

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

1. *Christina Beckett-Ware v. Contra Costa County*, WCAB Nos. ADJ10331204, ADJ10331189
2. *Sorikane Bith v. Contra Costa County*, WCAB No. ADJ11341237
3. *Jeffrey Boatright v. Contra Costa County*, WCAB No. ADJ13677376
4. *Mary McCaslin-Curry v. Contra Costa County*, WCAB Nos. ADJ10577281; ADJ4644917; ADJ10577273
5. *Mary Elizabeth Knox, et al. v. The County of Contra Costa, et al.*; United States District Court, Northern District of California, Case No. 3:20-cv-01449-JCS

C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): [One potential case.]

Inspirational Thought- *"It isn't the big pleasures that count the most; it's making a big deal out of the little ones."* ~Jean Webster

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.201 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 recognizing the LGBTQIA+ Pride Month in Contra Costa County. (Rainbow Community Center)

DISCUSSION ITEMS

- D. 1** HEARING to consider adoption of Resolution No. 2022/223 forming Underground Utility District No. 32, Appian Way, City of Pinole Limits to Argyle Court, and requiring undergrounding of overhead utilities within the district, as recommended by the Public Works Director, El Sobrante area. (Craig Standafer, Public Works Department)

- D. 2** HEARING to consider the proposed formation of Zone 1518 within County Service Area P-6 (Police Services) for Subdivision No. 9559 in the unincorporated Walnut Creek area of the county for County File #SD21-09559. (Jennifer Cruz, Department of Conservation and Development)
- D. 3** HEARING to consider adopting Resolution No. 2022/222 and Ordinance No. 2022-19, authorizing the levy of a special tax for police protection services in Zone 1518 of County Service Area P-6 for Subdivision No. 9559 (County File #SD21-09559) in the unincorporated Walnut Creek area of the county, and fixing an election on August 23, 2022, to seek voter approval. (Jennifer Cruz, Department of Conservation and Development)
- D. 4** CONSIDER approving recommended change in services and 11.8% rate increase for solid waste collection, effective August 1, 2022, for residential and commercial customers served by Allied Waste Systems, Inc., under the County's Franchise Agreement. (David Brockbank, Department of Conservation and Development).
- D. 5** CONSIDER approving the 2022/2023 North Richmond Waste and Recovery Mitigation Fee Expenditure Plan, in the amount of \$876,795, as recommended by the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee. (100% North Richmond Mitigation Funds) (Supervisor Gioia)
- D. 6** CONSIDER adopting Resolution No. 2022/238 and Resolution No. 2022/239 addressing initial employment terms for employees entering certain classifications associated with the annexation of East Contra Costa Fire Protection District by the Contra Costa Fire Protection District. (David Sanford, Labor Relations Director)
- D. 7** CONSIDER adopting Resolution No. 2022/229 approving the Side Letters between IAFF, Local 1230 and the United Chief Officers Association addressing the impacts associated with the annexation of East Contra Costa Fire Protection District by the Contra Costa Fire Protection District. (David Sanford, Chief of Labor Relations)
- D. 8** CONSIDER adopting Resolution No. 2022/228 approving the Memorandum of Understanding between Contra Costa County and the California Nurses Association, implementing negotiated wage agreements and other economic terms and conditions of employment, for the period of July 1, 2022 through September 30, 2025. (David Sanford, Labor Relations)
- D. 9** ACCEPT report on liability expenses associated with contracts between the County and certain cities for the provision of city police services and PROVIDE direction to staff regarding such police services contracts. (Mary Ann McNett Mason, County Counsel)

- D.10** CONSIDER authorizing the Board of Supervisors, in all its capacities, and its subcommittees, and 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)

12:00 P.M. Closed Session

D. 11 CONSIDER Consent Items previously removed.

D. 12 PUBLIC COMMENT (2 Minutes/Speaker)

D. 13 CONSIDER reports of Board members.

ADJOURN

CONSENT ITEMS

Road and Transportation

- C. 1** ADOPT Resolution No. 2022/204 ratifying the prior decision of the Public Works Director, or designee, to partially close a portion of Oak Road between Las Juntas Way and Buskirk Avenue, on June 2, 2022 from 7:00 a.m. through 4:00 p.m., for the purpose of operating a crane from the roadway, Walnut Creek area. (No fiscal impact)
- C. 2** ADOPT Resolution No. 2022/208 approving and authorizing the Public Works Director, or designee, to fully close a portion of Bernhard Avenue between Cypress Avenue and Kensington Avenue, on August 6, 2022 from 5:00 a.m. through 11:59 p.m., for the purpose of a neighborhood gathering/community fundraiser, East Richmond Heights area. (No fiscal impact)
- C. 3** ADOPT Resolution No. 2022/209 approving and authorizing the Public Works Director, or designee, to fully close a portion of Buskirk Avenue between Treat Boulevard and Wayne Drive, on July 1, 2022 from 12:00 a.m. through 11:59 p.m., for the purpose of operating a crane from the roadway, Walnut Creek area. (No fiscal impact)
- C. 4** ADOPT Resolution No. 2022/210 approving and authorizing the Public Works Director, or designee, to partially close a portion of Fred Jackson Way between Chesley Avenue and Grove Avenue, on July 4, 2022 from 10:00 a.m. through 4:00 p.m., for the North Richmond Parade and Festival, North Richmond area. (No fiscal impact)

- C. 5** APPROVE and AUTHORIZE the Chair, Board of Supervisors, to execute an amendment to the Real Property Services Agreement with the City of Vallejo effective June 1, 2022, to increase the amount payable to Contra Costa County by \$23,500, to a new payment limit of \$173,500, and to extend the termination date from June 1, 2022 through September 30, 2022, for additional services in connection with the Sacramento Bridge Replacement Project, as recommended by the Public Works Director, Vallejo area. (100% Local Road Funds)
- C. 6** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with BSK Associates in an amount not to exceed \$800,000 to provide on-call geotechnical engineering services for the period June 21, 2022 through June 21, 2025, Countywide. (100% Local Road and Flood Control Funds)
- C. 7** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with AGS, Inc., in an amount not to exceed \$800,000 to provide on-call geotechnical engineering services for the period June 21, 2022 through June 21, 2025, Countywide. (100% Local Road and Flood Control Funds)
- C. 8** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Cal Engineering & Geology, Inc., in an amount not to exceed \$800,000 to provide on-call geotechnical engineering services for the period June 21, 2022 through June 21, 2025, Countywide. (100% Local Road and Flood Control Funds)
- C. 9** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Crawford & Associates, Incorporated in an amount not to exceed \$800,000 to provide on-call geotechnical engineering services for the period June 21, 2022 through June 21, 2025, Countywide. (100% Local Road and Flood Control Funds)
- C. 10** ADOPT Resolution No. 2022/225 to obtain Senate Bill 1, The Road Repair and Accountability Act, funding in Fiscal Year 2022/2023 for specified road repair and rehabilitation, as recommended by the Public Works Director, Countywide. (100% SB1 Road Maintenance and Rehabilitation Account)

Engineering Services

- C. 11** ADOPT Resolution No. 2022/212 accepting completion of private improvements for the Subdivision Agreement and release of cash deposit for subdivision MS06-00008 for a project developed by Montair Associates, LLC, as recommended by the Public Works Director. Walnut Creek area. (100% Developer Fees)

Special Districts & County Airports

- C. 12** Acting as the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute on behalf of the Contra Costa Clean Water Program, a contract with Kinnetic Environmental, Inc., in an amount not to exceed \$3,000,000 to provide services in order to maintain compliance with federal and state stormwater permit requirements issued under the National Pollutant Discharge Elimination System Permit for the period July 1, 2022 through June 30, 2025, Countywide. (100% Stormwater Utility Assessment Funds)
- C. 13** RATIFY action of the Director of Airports, or designee, to execute a contract with Barnes and Thornburg LLP in an amount not to exceed \$65,000 for training, audits, and testing to ensure the County complies with stormwater pollution prevention guidelines at Buchanan Field and Byron Airport for the period April 1, 2022 through March 31, 2027. (100% Airport Enterprise Fund)

Geologic Hazard Abatement Districts

- C. 14** Acting as the governing board of the California Tradewinds Geological Hazard Abatement District (GHAD), ADOPT California Tradewinds Resolution No. 2022/01 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD general manager payment limit under the consulting services agreement.
- C. 15** Acting as the governing board of the Hillcrest Heights Geological Hazard Abatement District (GHAD), ADOPT Hillcrest Heights GHAD Resolution No. 2022/01 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under consulting services agreement.
- C. 16** Acting as the governing board of the Wendt Ranch Geological Hazard Abatement District (GHAD), ADOPT Wendt Ranch GHAD Resolution No. 2022/01 adopting the GHAD budget for 2022/2023 fiscal year and to update GHAD Manager payment limit under consulting services agreement.
- C. 17** Acting as the governing board of the Wiedemann Ranch Geological Hazard Abatement District (GHAD), ADOPT Wiedemann Ranch Resolution No. 2022/01 adopting the GHAD budget for 2022/2023 fiscal year, updating the GHAD Manager payment limit pursuant to the Consulting Services Agreement, and authorizing the suspension of the assessment levy for fiscal year 2022/2023 for the Norris Canyon Estates and Henry Ranch developments.
- C. 18** Acting as the governing board of the Blackhawk Geological Hazard Abatement District (GHAD), ADOPT Blackhawk GHAD Resolution No. 2022/01 approving the third amendment to the Plan of Control.

- C. 19** Acting as the governing board of the Blackhawk Geological Hazard Abatement District (GHAD), ADOPT Blackhawk GHAD Resolution No. 2022/02 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under the consulting services agreement.
- C. 20** Acting as the governing board of the Canyon Lakes Geological Hazard Abatement District (GHAD), ADOPT Canyon Lakes GHAD Resolution No. 2022/01 approving the Second Amendment to the Plan of Control.
- C. 21** Acting as the governing board of the Canyon Lakes Geological Hazard Abatement District (GHAD), ADOPT Canyon Lakes GHAD Resolution No. 2022/02 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under consulting services agreement.

Claims, Collections & Litigation

- C. 22** DENY claims filed by Cinda Blanchard, John Evans, Karen Evans, Joseph Kim, Diablo Mobile Lodge, Christine Roa, LaKema Sams, and Laura Sanchez. DENY amended claim filed by Leigh Ann Libbey. DENY late claims filed by Rakesh Dhingra and Curtis Marquis Turner(2).

Statutory Actions

- C. 23** ACCEPT Board members meeting reports for May 2022.

Honors & Proclamations

- C. 24** ADOPT Resolution No. 2022/199 recognizing Nicholas Welsh III for his 40 years of service to Contra Costa County, as recommended by the Public Works Director.
- C. 25** ADOPT Resolution No. 2022/215 recognizing John McCormick as the 2022 Lafayette Business Person of the Year, as recommended by Supervisor Andersen.
- C. 26** ADOPT Resolution No. 2022/237 declaring June 2022, LGBTQIA+ Pride Month in Contra Costa County, as recommended by Supervisor Mitchoff.

Ordinances

- C. 27** ACCEPT the Industrial Safety Ordinance Annual Report for 2021, as requested by the Health Services Director.

- C. 28** ADOPT Ordinance No. 2022-21, amending the County Ordinance Code to regulate prehospital personnel and the operation of ambulances in Contra Costa County.

Appointments & Resignations

- C. 29** ACCEPT the resignation of Cloudell Douglas, DECLARE a vacancy in Public Sector Seat Number 1 on the Economic Opportunity Council, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Director.
- C. 30** ACCEPT the resignation of Hannah Brown, DECLARE a vacancy in the District IV Seat on the Contra Costa Commission for Women and Girls for a term ending February 28, 2026, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.
- C. 31** ACCEPT the resignation of Jenny Tsang, DECLARE a vacancy in the At-Large Seat 3 on the Family and Children’s Trust Committee for a term ending September 30, 2023, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Director.
- C. 32** REAPPOINT Barbara Serwin to the District II Seat #2 on the Contra Costa County Mental Health Commission for a term ending June 30, 2025, as recommended by Supervisor Andersen.

Appropriation Adjustments

- C. 33** Employment and Human Services Department, Community Services Bureau (0588): APPROVE Appropriation and Revenue Adjustment No. 5056 authorizing new revenue from the California Child and Adult Care Food Program in the amount of \$135,534 to the Employment and Human Services Department, Community Services Bureau for the Child Nutrition Program of Head Start. (100% State)
- C. 34** Plant Acquisition (0111): APPROVE Appropriation Adjustment No. 5062 for the Veterans' Services lobby remodel project at 10 Douglas Drive, Martinez, CA, as recommended by the Public Works Director, Countywide. (100% General Fund) -
- C. 35** Arts and Culture Commission (1151): APPROVE Appropriation and Revenue Adjustment No. 005060 authorizing new revenue from the California Arts Council in the amount of \$28,500 to the Contra Costa County Arts and Culture Commission (1151) for the Arts & Cultural Organizations General Operating Relief Grant program. (100% State)

- C. 36** Contra Costa County Fire Protection District (7300): Acting as the Contra Costa County Fire Protection District Board of Directors, APPROVE Appropriation and Revenue Adjustment No. 5061 authorizing new revenue in the amount of \$110,000 from a Hazard Mitigation Grant Program award and fund balance, and appropriating it in the CCCFPD General Operating Fund for generator upgrades at Fire Station 2 in Pleasant Hill and Fire Station 81 in Antioch. (64% Federal, 36% CCCFPD Operating Fund Balance)
- C. 37** District Attorney (0242): APPROVE Appropriation and Revenue Adjustment No. 5063 authorizing new revenue from the California Board of State and Community Corrections in the amount of \$1,300,000 to the District Attorney's Office for the Resentencing Pilot Program. (100% State)

Personnel Actions

- C. 38** Acting as the Contra Costa County Fire Protection District Board of Directors, ADOPT Position Adjustment Resolution No. 25971 to add 38 positions as listed in Attachment A due to the annexation and dissolution of East Contra Costa Fire Protection District. (100% Special District Revenue)
- C. 39** ADOPT Position Adjustment Resolution No. 25864 to reallocate the salary of the Chief of Shelter Medicine – Exempt (unrepresented) and the Registered Veterinary Technician (represented) classifications on the salary schedule in the Animal Services Department. (100% General Fund)
- C. 40** ADOPT Position Adjustment Resolution No. 25975 to add one Registered Nurse (represented) position in the Contra Costa Health Plan Division of the Health Services Department. (100% CCHP member premiums)
- C. 41** ADOPT Position Adjustment Resolution No. 25978 to add one Administrative Services Assistant III (represented) position in the Community Services Bureau of the Employment and Human Services Department. (80% Federal, 20%State).
- C. 42** ADOPT Position Adjustment Resolution No. 25968 to add one (1) Public Defender Client Services Specialist (represented) position in the Public Defender's Office for the Youth Early Intervention Partnership. (100% State)
- C. 43** ADOPT Position Adjustment Resolution No. 25958 to add two Information Systems Manager II (represented) and cancel two Systems Software Analyst II (represented) positions in the Department of Information Technology. (100% User Departments)

- C. 44** ADOPT Position Adjustment Resolution No. 25962 to add one Volunteer Program Coordinator, one Public Health Nurse Program Manager, one Mental Health Clinical Specialist, one Medical Social Worker II, and four Health Education Specialist positions, and cancel four Health Education Specialist-Project positions in the Health Services Department. (All represented) (57% Public Health Emergency Preparedness, 43% Housing Opportunities for Persons with HIV/AIDS (HOPWA) grant)
- C. 45** ADOPT Position Adjustment Resolution No. 25963 to add four Mental Health Clinical Specialist positions (represented) in the Psychiatric Emergency Services Unit of the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 46** ADOPT Position Adjustment Resolution No. 25965 to add two Quality Management Program Coordinator (represented) positions in the Health Services Department. (94% Workforce Development, 6% CalAIM revenues)
- C. 47** ADOPT Position Adjustment Resolution No. 25973 to reallocate the salaries for the unrepresented classifications of Principal Human Resources Analyst, Human Resources Supervisor, Human Resources Manager, and Assistant Director of Human Resources. (31% Benefit Administration Fee; 69% General Fund)
- C. 48** ADOPT Position Adjustment Resolution No. 25974 to transition one (1) Deputy Public Defender III - Project position and one ASA III - Project position and incumbents into the Merit system class, Deputy Public Defender III and Administrative Services Assistant III in the Public Defender's Office. (Cost Neutral)
- C. 49** ADOPT Position Adjustment Resolution No. 25969 to cancel one part time (20/40) Clerk-Experienced Level (represented) position and increase the hours of one part time (20/40) Clerk-Experienced Level (represented) position to full time in the Library Department. (Cost savings, Library Fund)
- C. 50** ADOPT Position Adjustment Resolution No. 25970 to add one Clerk-Senior Level position (represented) in the Library Department. (100% City of Pittsburg, Library Fund)
- C. 51** ADOPT Position Adjustment Resolution No. 25972 to add one Substance Abuse Program Supervisor (represented) position and add three Mental Health Community Support Worker I – Project (represented) positions in the Health Services Department. (60% American Rescue Plan Act, 40% Coronavirus Response and Relief Supplemental Appropriations Act)
- C. 52** ADOPT Position Adjustment Resolution No. 25976 to add one Clinical Psychologist (represented) position and cancel one Mental Health Community Support Worker II (represented) position in the Health Services Department. (100% Medi-Cal Administrative Activities)

- C. 53** ADOPT Position Adjustment Resolution No. 25977 to cancel one Occupational Therapist II (represented) position and add one Supervising Pediatric Therapist (represented) position in the Health Services Department. (50% State, 50% County)

Leases

- C. 54** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a revenue lease with Young Men’s Christian Association of the East Bay, on behalf of the Employment and Human Services Department, to pay the County an annual rate of \$9,000 for use of County-owned property located at 55 Castlewood Drive in Pittsburg as a Head Start facility for the period July 1, 2022 through December 31, 2023. (100% General Fund)
- C. 55** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a sublease with Young Men’s Christian Association of the East Bay (YMCA) to pay the County an annual rate of \$49,837 for use of 1203 W. 10th Street, Antioch for the operation of a Head Start program site for the period July 1, 2022 through December 31, 2023. (100% General Fund)

Grants & Contracts

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

- C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the California Department of Public Health Office of AIDS to pay County in an amount not to exceed \$25,727 per client per calendar year for case managed home and community-based care under the AIDS Medi-Cal Waiver Program for the period January 1, 2022 through December 31, 2025. (No County match)
- C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the State of California Health and Human Services Agency, California Department of Public Health, to pay the county an amount not to exceed \$1,216,765 for the Disease Intervention Specialist Workforce Development Project for the period from July 1, 2021 through December 31, 2025. (No County match)
- C. 58** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board, to accept grant funding from the California Workforce Development Board in an amount not to exceed \$250,000 to provide education and training that support equitable recovery with quality jobs in Contra Costa County, for the period July 1, 2022 through December 31, 2023. (100% Federal)

- C. 59** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board, to accept grant funds from the California Volunteers-Office of the Governor, in an amount not to exceed \$2,423,457, to increase employment opportunities for youth ages 16-30, develop career pathways and strengthen local capacity to address key areas of food insecurity, climate, and COVID-19 recovery, for the period March 28, 2022 through June 30, 2024. (100% State)
- C. 60** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an Interagency Service Agreement between Community Services Bureau and First 5 Contra Costa and accept a payment limit of \$610,000 to coordinate and administer a family support program for the period July 1, 2022 through June 30, 2023. (100% Federal)
- C. 61** APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept a grant in the amount of \$657,001 from the California State Library to purchase equipment and professional services to implement high-speed broadband networking for all library locations, for the period May 1, 2022 through June 30, 2023. (No County match)
- C. 62** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the City of Concord, effective July 1, 2022, to increase the amount payable to the County by \$10,400 for a new payment limit of \$20,800 and to extend the term from June 30, 2022 to June 30, 2023, to provide additional homeless outreach services to residents in Concord and Pleasant Hill for the Coordinated Outreach, Referral and Engagement Program. (No County match)
- C. 63** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board to accept additional grant funding from the California Department of Labor, National Dislocated Worker Grant Employment Recovery (NDWG) in the amount of \$234,587.17 for a new total up to \$774,587.17, and to extend the term through March 31, 2023 to provide employment and training to workers impacted by job loss and layoffs from the Coronavirus Pandemic. (100% Federal)
- C. 64** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with the City of Oakland to extend the term from June 30, 2022 through June 30, 2023 with no other changes, to provide the 2020 Housing Opportunities for Persons with AIDS Program. (100% Federal, no County match)

- C. 65** RATIFY the Contra Costa County Arts and Culture Commission's grant application; and APPROVE and AUTHORIZE the County Administrator, or designee, on behalf of the Arts and Culture Commission, to accept grant funding from the California Arts Council (CAC), in an amount not to exceed \$28,500, for the Arts & Cultural Organizations General Operating Relief Grant program. (100% State)
- C. 66** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Empowered Aging (formerly Ombudsman Services of Contra Costa, Inc.) in an amount not to exceed \$519,180 to provide long term care ombudsman services to seniors for the period July 1, 2022 through June 30, 2023. (81% State, 19% Federal)
- C. 67** ADOPT Resolution No. 2022/230 to approve and authorize the Employment and Human Services Director, or designee, to execute an agreement and to accept funding in an amount not to exceed \$6,484,925 from the California Department of Aging for Older Americans Act Title III and Title VII programs for the period July 1, 2022 through June 30, 2023. (69% Federal, 31% State)
- C. 68** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County contract amendment with Public Health Foundation Enterprises, Inc., dba Heluna Health, to increase the amount payable to the county by \$149,930 to a new total of \$298,625 and extend the termination date to December 31, 2022 to allow County to continue to perform genomic analysis on hospitalized patients for the California Emerging Infection Programs SARS-CoV-2 Surveillance. (No County match)
- C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the California Department of Health Care Services, to update contract language and exhibits for the Medi-Cal Administrative Activities Program, with no change in the amount payable to County of \$27,000,000 or term of July 1, 2021 through June 30, 2024. (No County match)

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

- C. 70** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with San Ramon Valley Unified School District in an amount not to exceed \$367,805 to provide State Preschool services for the period July 1, 2022 through June 30, 2023. (100% State)

- C. 71** APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract with Aspiranet, in an amount not to exceed \$2,109,760 to provide Early Head Start program enhancement and CalWORKs initiative services for the term July 1, 2022 through June 30, 2023. (55% State, 45% Federal)
- C. 72** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Little Angels Country School, LLC, in an amount not to exceed \$321,829 to provide State Preschool services, for the term July 1, 2022 through June 30, 2023. (100% State)
- C. 73** APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with HireVue, Inc. in the amount not to exceed \$121,181, to provide web-based, structured human resources interviewing solutions for the period July 1, 2022, through June 30, 2025. (100% User Fees)
- C. 74** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with COCOKIDS, Inc. in an amount not to exceed \$382,588 to provide Head Start and Early Head Start Child Care Partnership Program Enhancement services for the period July 1, 2022 through June 30, 2023. (100% Federal)
- C. 75** APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Biometrics4ALL, Inc. in an amount not to exceed \$495,000 to provide technology services to facilitate fingerprinting of new hire candidates for the period July 1, 2022, through June 30, 2025. (100% User Fees)
- C. 76** APPROVE and AUTHORIZE the County Administrator, or designee, to execute an agreement with Independent Counsel, Inc., in an amount not to exceed \$18,000,000 to provide mandated criminal conflict defense and other non-criminal legal services for the period July 1, 2022, through June 30, 2025. (100% General Fund)
- C. 77** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Little Angels Country School, LLC, to increase the payment limit by \$86,490 to a new payment limit of \$278,563 to increase the daily reimbursement rate established by the California Department of Education for providing State Preschool services, with no change to term July 1, 2021 through June 30, 2022. (100% State)
- C. 78** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an Interagency Agreement amendment with San Ramon Valley Unified School District to increase the payment limit by \$71,283 to a new payment limit of \$316,659 to increase the daily reimbursement rate established by the California Department of Education for providing State Preschool services, with no change to term July 1, 2021 through June 30, 2022. (100% State)

- C. 79** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract change order with GradeTech, Inc., effective June 21, 2022, to increase the payment limit by \$57,466 for additional costs associated with the Ygnacio Valley Parking Lot & ADA Improvements Project, Walnut Creek area. (85% Community Development Block Grant Funds, 15% Library Department Funds)
- C. 80** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Rubicon Programs Incorporated, in an amount not to exceed \$1,400,000, to operate and manage America's Job Center of California locations and provide Adult and Dislocated Worker Career Services to County residents, for the period July 1, 2022 through June 30, 2023. (100% Federal)
- C. 81** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Catholic Charities of the East Bay, in an amount not to exceed \$270,000, to provide Child Welfare Redesign Differential Response Path 2 Case Management services in Central Contra Costa County for the period July 1, 2022 through June 30, 2023. (100% State)
- C. 82** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Executive Consulting Group, LLC, in an amount not to exceed \$860,000 to provide consultation and technical assistance to the Appointment Unit regarding productivity at Contra Costa Regional Medical Center and Health Centers for the period June 15, 2022 through June 14, 2023. (50% Hospital Enterprise Fund I, 50% American Rescue Plan Act)
- C. 83** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg to increase the payment limit by \$430,001 to a new payment limit of \$2,705,736.36 to implement the daily childcare reimbursement rates increases by the California Department of Social Services and California Department of Education with no change to the term July 1, 2021 through June 30, 2022. (77% State, 23% Federal)
- C. 84** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Contra Costa Youth Service Bureau, in an amount not to exceed \$312,735, to provide Child Welfare Redesign Differential Response Path 2 Case Management services in West Contra Costa County for the period July 1, 2022 through June 30, 2023. (100% State)
- C. 85** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Medline Industries, Inc., in an amount not to exceed \$632,000 for end-to-end distribution services for the period from March 1, 2022 through February 28, 2023. (100% Hospital Enterprise Fund I)

- C. 86** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), in an amount not to exceed \$339,200, to provide case management services in East Contra Costa County for the period July 1, 2022 through June 30, 2023. (100% State)
- C. 87** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Child Abuse Prevention Council in an amount not to exceed \$1,371,173 to provide child abuse prevention services for the period July 1, 2022 through June 30, 2023. (70% State, 30% County)
- C. 88** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Wayfinder Family Services, in an amount not to exceed \$381,051 to provide Kinship Support Services to relative caregivers of relative's children in East County for the period July 1, 2022 through June 30, 2023. (100% State)
- C. 89** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Aspiranet, in an amount not to exceed \$2,133,081 to provide emergency shelter receiving center services for children taken into protective custody or transitioning through foster placements for the period July 1, 2022 through June 30, 2023. (70% State, 30% County)
- C. 90** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with We Care Services for Children to increase the payment limit by \$78,419.52 to a new payment limit of \$323,796 due to increased daily childcare rates from the state with no change to term July 1, 2021 through June 30, 2022. (100% State)
- C. 91** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Lifelong Medical Care, in an amount not to exceed \$4,000,000 to provide primary care physician services, urgent care, acupuncture and specialty medical services for Contra Costa Health Plan members and County recipients for the period July 1, 2022 through June 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 92** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Richmond Elementary School, Inc. in an amount not to exceed \$408,672 to provide State Preschool services for the term July 1, 2022 through June 30, 2023. (100% State)
- C. 93** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Fiscal Experts, Inc. (dba Time Study Buddy) in an amount not to exceed \$276,000 for maintenance of the online time study application for the period July 1, 2022 through June 30, 2024. (60% Federal, 34% State, 6% County)

- C. 94** APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with the California Department of Food and Agriculture in an amount not to exceed \$3,120 to reimburse the County for inspection of recycling establishments licensed as weighmasters for the period of July 1, 2022 through June 30, 2023. (100% State)
- C. 95** APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with the California Department of Food and Agriculture in an amount not to exceed \$14,550 to reimburse the County for inspection of service stations, quick lube, auto service, and oil change shops for the period of July 1, 2022 through June 30, 2023. (100% State).
- C. 96** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Lutheran Social Services of Northern California in an amount not to exceed \$242,088 to provide transitional housing assistance for emancipated youth for the period July 1, 2022 through June 30, 2023. (100% State)
- C. 97** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order amendment with POLYMEDCO, Inc. to increase the payment limit by \$150,000 to a new payment limit of \$750,000 to procure additional reagents and supplies for the Clinical Laboratory at Contra Costa Regional Medical Center, with no change to the term. (100% Hospital Enterprise Fund I)
- C. 98** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Laboratory Corporation of America Holdings, in an amount not to exceed \$18,900 to provide genetic parentage testing services for clients of the Children and Family Services Bureau for the period July 1, 2022 through June 30, 2024. (70% State, 30% County)
- C. 99** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Young Men's Christian Association of the East Bay (dba YMCA of the East Bay), to increase the payment limit by \$1,111,008 to a new payment limit of \$2,516,490 and to extend the term through June 30, 2023, to provide additional Head Start and Early Head Start Program services and operations at specified childcare centers. (100% Federal)
- C.100** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Sharjo, Inc. (dba Servicemaster Restoration Services) in an amount not to exceed \$9,300,000 to provide emergency restoration services at Contra Costa Regional Medical Center and Health Centers for the period May 1, 2022 through October 31, 2023. (53% Hospital Enterprise Fund I, 47% American Rescue Plan Act)

- C.101** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Chiu-Hung Tung, M.D, Inc., in an amount not to exceed \$450,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.102** APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement amendment with the California Department of Food and Agriculture to increase the amount payable to the County by \$38,841 to a new payment limit not to exceed \$1,719,797 for continued Cal-Traps services, with no change to the term July 1, 2020 through June 30, 2022. (100% State)
- C.103** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Vladimir Krespostin, M.D., in an amount not to exceed \$1,692,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.104** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with KinderCare Learning Centers LLC, to increase the payment limit by \$84,552 to a new payment limit of \$710,360 for an increase in the daily childcare rate provided by the California Department of Social Services, with no change to term July 1, 2021 through June 30, 2022. (55% State, 45% Federal)
- C.105** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Foley & Lardner, LLP, in an amount not to exceed \$450,000 for the provision of legal services related to Medi-Cal audit appeals and other Contra Costa Health Plan appeals, report issues, and authorized litigation issues for the period July 1, 2022 through June 30, 2023. (100% Hospital Enterprise Fund I)
- C.106** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with Graviton Consulting Services, Inc., to extend the term from June 30, 2022 to June 30, 2023 and to increase the payment limit by \$220,000 to a new payment limit of \$440,000 to provide PeopleSoft technical support services. (100% General Fund)
- C.107** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order in the amount of \$36,000,000 with Medline Industries, Inc., for medical and cleaning supplies, low unit of measure fees and miscellaneous minor equipment for the Contra Costa Regional Medical Center and Health Centers, for the period from July 1, 2022, through June 30, 2025. (97% Hospital Enterprise Fund I, 3% American Rescue Plan Act)

- C.108** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Carolina Castillo, LMFT, in an amount not to exceed \$238,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.109** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Ana De Jesus, LCSW (dba A New Day Psychotherapy), in an amount not to exceed \$204,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.110** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Ena Rios Corp, in an amount not to exceed \$284,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.111** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Allied Medical and Consultation Services, P.C., in an amount not to exceed \$1,000,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2023. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.112** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Behavioral Health Works, Inc., in an amount not to exceed \$375,000 to provide applied behavioral analysis services to Contra Costa Health Plan members for the period March 1, 2022 through February 28, 2025. (100% Contra Costa Health Plan Fund II)
- C.113** APPROVE and AUTHORIZE the Health Services Director, or designee to execute a contract with John Muir Health (dba John Muir Medical Center-Walnut Creek) in an amount not to exceed \$50,000 to provide back-up laboratory testing services for Contra Costa Regional Medical Center and Health Centers for the period January 1, 2022 through December 31, 2024. (100% Hospital Enterprise Fund I)
- C.114** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Contra Costa Interfaith Transitional Housing, Inc., effective June 1, 2022, to increase the payment limit by \$17,492 to a new payment limit of \$235,492 for additional housing advocacy and navigational services for the period July 1, 2021 through June 30, 2022. (100% Federal Housing Opportunities for Persons with AIDS funds)

- C.115** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Remarkable Marriage and Family Institute, in an amount not to exceed \$827,000 to provide Medi-Cal specialty mental health services for beneficiaries in east and central Contra Costa County for the period July 1, 2022 through June 30, 2023. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.116** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Lisa Wang, M.D., effective June 1, 2022, to increase the payment limit by \$22,176 to a new payment limit of \$231,840 to provide additional mental health services in West Contra Costa County through June 30, 2022. (100% Mental Health Realignment)
- C.117** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bay Area Doctors, Inc., in an amount not to exceed \$1,300,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.118** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Luma Health, Inc. (dba Luma Health Technologies) in an amount not to exceed \$1,680,000 to provide software, services, and maintenance and support for Luma's patient communications solution for the period June 21, 2022 through June 20, 2025. (100% Hospital Enterprise Fund I)
- C.119** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with John Meyers in an amount not to exceed \$600,000 for helicopter pilot services for the period July 1, 2022 through June 30, 2025. (65% State, 34% CSA P-6 zone funds, 1% Agency user fees)
- C.120** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Nancy E. Ebbert, M.D., in an amount not to exceed \$351,438 to provide psychiatric services for intensive early psychosis intervention and clinical high-risk programs for the period July 1, 2022 through June 30, 2023. (34% Federal Medi-Cal, 33% Mental Health Realignment, 33% Mental Health Services Act)
- C.121** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Axis Community Health, Inc., in an amount not to exceed \$600,000 to provide primary care physician services, specialty medical services, acupuncture, chiropractic, psychological and neuropsychological testing, and behavioral health services for Contra Costa Health Plan members and County recipients for the period July 1, 2022 through June 30, 2025. (100% Contra Costa Health Plan Enterprise Fund II)

- C.122** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Genevieve S. Yandell, MFT, in an amount not to exceed \$225,000 to provide behavioral health services for Contra Costa Health Plan members for the period July 1, 2022 through June 30, 2025. (100% Contra Costa Health Plan Enterprise Fund III)
- C.123** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Hugo Gonzales Therapy Inc., in an amount not to exceed \$333,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.124** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with the City of Orinda in an amount not to exceed \$25,000 for the Orinda Updated Park Master Plan Project, as recommended by Supervisor Andersen. (100% Livable Communities Trust Fund, District II share)
- C.125** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with the Moraga Community Foundation in an amount not to exceed \$25,000 for implementation of the Moraga Commons Enhancement Project, as recommended by Supervisor Andersen. (100% Livable Communities Trust Fund, District II share)
- C.126** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with The Park Theater Trust in an amount not to exceed \$25,000 for the Lafayette Park Theater Project, as recommended by Supervisor Andersen. (100% Livable Communities Trust Fund, District II share)
- C.127** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Seneca Family of Agencies, in an amount not to exceed \$579,600, to provide wraparound services to youth for increased placement stability, for the period July 1, 2022 through June 30, 2023. (70% State, 30% County)
- C.128** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with We Care Services for Children in an amount not to exceed \$367,805 to provide State Preschool services for the term July 1, 2022 through June 30, 2023. (100% State)
- C.129** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a new contract with Young Men's Christian Association (YMCA) of the East Bay (dba YMCA of the East Bay), in an amount not to exceed \$3,203,750 to provide Head Start/Early Head Start and Early Head Start-Childcare Program services for the term July 1, 2022 through December 31, 2022. (77% State, 23% Federal)

- C.130** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with KinderCare Learning Centers LLC in an amount not to exceed \$886,663 to provide Head Start and Early Head Start childcare program services as well as State General Childcare program services for the period July 1, 2022 through June 30, 2023. (61% State, 39% Federal)
- C.131** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg to increase the payment limit by \$108,263 to a new payment limit of \$508,530 due to an increase in the daily childcare rate by the California Department of Social Services with no change to the term July 1, 2021 through June 30, 2022. (100% State)
- C.132** APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Strategic Threat Management, Inc., in an amount not to exceed \$303,400 to provide security services for the period July 1, 2022 through June 30, 2024.
- C.133** APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Delta Personnel Services, Inc. (dba Guardian Security Agency), in an amount not to exceed \$424,000 to provide security services at various library branches for the period July 1, 2022 through June 30, 2023. (100% Library Fund)
- C.134** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Richmond Elementary School, Inc., to decrease the payment limit by \$28,950.36 to a new payment limit of \$356,337, incorporating a 7.5% administration cost reduction, with no change to term July 1, 2021 through June 30, 2022. (100% State)
- C.135** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with McKesson Medical Surgical Inc., in an amount not to exceed \$615,000 to purchase reagents and supplies including small equipment for the Clinical Laboratory at Contra Costa Regional Medical Center (CCRMC), for the period July 1, 2022, through June 30, 2025. (40% Hospital Enterprise Fund I, 30% Enhancing Lab Capacity grant, 30% American Rescue Plan Act)
- C.136** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Richard Hanzy, MFT, in an amount not to exceed \$280,000 to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)

- C.137** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Laura Swafford, in an amount not to exceed \$280,000 to provide technical support and training services for the Health Services Department ccLink System for the period July 1, 2022 through June 30, 2023. (100% Hospital Enterprise Fund I)
- C.138** APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$615,500 to provide one-on-one academic support services for youth who are justice-involved or at risk of justice involvement for the period July 1, 2022 through June 30, 2023. (100% State)
- C.139** APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$615,500 to provide one-on-one academic support services for transition aged youth, ages 18-24 years old, who are justice-involved or at risk of justice involvement for the period July 1, 2022 through June 30, 2023. (100% State)
- C.140** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Benjamin Rayikanti, MD, Inc., in an amount not to exceed \$400,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2024. (100% Hospital Enterprise Fund I)
- C.141** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with La Clinica De La Raza, Inc., in an amount not to exceed \$4,000,000 to provide primary care physician and optometry services for Contra Costa Health Plan members and County recipients for the period July 1, 2022 through June 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C.142** APPROVE and AUTHORIZE the Chief Probation Officer, or designee, to execute an Interagency Agreement with Contra Costa County Office of Education (CCCOE) in an amount not to exceed \$234,613 for CCCOE to provide reentry support and assistance to individuals as they transition from the County adult detention facilities for the period of July 1, 2022 through June 30, 2023. (100% State)
- C.143** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Native American Health Center, Inc., in an amount not to exceed \$265,486 to provide Mental Health Services Act Prevention and Early Intervention program services for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$132,743. (100% Mental Health Services Act)

- C.144** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Orantes, LLC (dba Tiny Toes Preschool), in an amount not to exceed \$380,277 to provide childcare services for the period July 1, 2022 through June 30, 2023. (64% State, 36% Federal)
- C.145** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg to increase the payment limit by \$465,493 to a new payment limit of \$2,640,479 to implement the California Department of Social Services' and California Department of Education's daily childcare reimbursement rate increases, with no change to the term July 1, 2021 through June 30, 2022. (85% State, 15% Federal)
- C.146** APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$372,758 to provide student educational programs for youth enrolled in the Briones Youth Academy that graduated from Mt. McKinley High School for the period July 1, 2022 through June 30, 2023. (100% State)
- C.147** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Counseling Options & Parent Education Support Center, Inc. (C.O.P.E.), in an amount not to exceed \$256,408, to provide parenting classes and case management throughout Contra Costa County as part of the community-based family support services component of the Promoting Safe and Stable Families Program for the period July 1, 2022 through June 30, 2024. (100% Federal)
- C.148** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Jeff Weichieh Chiu, D.O., Inc., in an amount not to exceed \$210,000 to provide emergency medicine services at Contra Costa Regional Medical Center and Health Centers for the period June 1, 2022 through May 31, 2023. (100% Hospital Enterprise Fund I)
- C.149** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with Robert Half International, Inc., to extend the termination date from June 30, 2022 to June 30, 2023 and increase the payment limit by \$2,000,000 from \$6,822,000 to a new payment limit of \$8,822,000 to provide temporary information technology support staff. (100% User Fees)
- C.150** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), in an amount not to exceed \$612,401, to provide family preservation and support services to families referred from existing child welfare cases and/or County Probation Department for the period July 1, 2022 through June 30, 2023. (70% State; 30% County)

- C.151** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute contract amendments with Neil Sachs, M.D. Kimberly Loda, M.D., Indra Singh, M.D., Arianne Ferguson, M.D., Richard D. Baldwin, M.D., Vasanta Venkat Giri, M.D., Robin Wendy Asher, M.D., Bettina K. Mutter, M.D., Ronald L. Leon M.D., Jee Hyun Guss, M.D., Jennifer Lee Miles, and Margaret L. Miller, M.D., effective June 1, 2022, to increase the total payment limits and hourly rates to provide additional outpatient psychiatric services with no change in the original contract term.
- C.152** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Wayfinder Family Services, in an amount not to exceed \$330,000 to provide pre- and post-adoption support services for the Promoting Safe and Stable Families Program for the period July 1, 2022 through June 30, 2024. (100% Federal)
- C.153** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Contra Costa Interfaith Transitional Housing (dba Hope Solutions), in an amount not to exceed \$281,576 to provide intensive case management, clinical, and academic support services to families who are formerly homeless, at risk to become homeless, and living in poverty as part of the Family Preservation component of the Promoting Safe and Stable Families Program for the period July 1, 2022 through June 30, 2024. (100% Federal)
- C.154** APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract amendment with Orantes, LLC (dba Tiny Toes Preschool and Childcare Center) to increase the payment limit by \$42,552 to a new payment limit of \$344,780 with no change in the term July 1, 2021 through June 30, 2022, due to an increase in the daily childcare rate by the California Department of Education and the California Department of Social Services. (60% State, 40% Federal)
- C.155** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with First Baptist Church of Pittsburg, in an amount not to exceed \$468,115 for expenses related to the COVID-19 pandemic and enhancement to support staff, families and children returning to Head Start and Early Head Start programs as set forth by the Administration for Children and Families, for the term June 22, 2022 through June 30, 2022. (100% Federal)
- C.156** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Aspiranet in an amount not to exceed \$223,198 for expenses related to the COVID-19 pandemic and enhancement to support staff, families, and children returning to Head Start and Early Head Start programs as set forth by the Administration for Children and Families (ACF), for the term June 22, 2022 through March 31, 2023. (100% Federal)

- C.157** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Department, a purchase order with Reliance Wholesale, Inc. in the amount of \$325,000 for Intravenous (IV) and Pharmaceutical drugs and supplies to be used at Contra Costa Regional Medical Center and Health Centers, for the period July 1, 2022 through June 30, 2023. (90% Hospital Enterprise Fund I, 10% American Rescue Plan Act)
- C.158** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Young Men's Christian Association of the East Bay (dba YMCA of the East Bay), in an amount not to exceed \$1,160,876 to serve as the delegate agency and operate a Head Start program in east Contra Costa County, for the period July 1, 2022 through December 31, 2022. (100% Federal)
- C.159** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Clifford Owens, LMFT (dba Odyssey for Personal Wellness, Inc.), in an amount not to exceed \$236,000 for the provision of outpatient specialty mental health services for the period July 1, 2022 through June 30, 2024. (50% Federal Medi-Cal, 50% State Mental Health Realignment)
- C.160** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with EZ Ride LLC, in an amount not to exceed \$300,000 for the provision of non-emergency medical transportation services, for Contra Costa Health Plan Medi-Cal members for the period July 1, 2022 through June 30, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C.161** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Community Health for Asian Americans, effective January 1, 2022, to increase the payment limit by \$5,000 to a new payment limit of \$258,848, to provide additional drug abuse prevention services in West Contra Costa County with no change in the term July 1, 2021 through June 30, 2022. (100% Proposition 64)
- C.162** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Oxford House, Inc., effective January 1, 2022, to increase the payment limit by \$195,856 to a new payment limit of \$361,480, to provide additional access to recovery residential facilities and services with no change in the term July 1, 2021 through June 30, 2022. (100% Coronavirus Response and Relief Supplemental Appropriations Act)
- C.163** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), in an amount not to exceed \$330,000 to provide community-based supervised family visitation services as part of the Family Reunification component of the Promoting Safe and Stable Families Program for the period July 1, 2022 through June 30, 2024. (100% Federal)

- C.164** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Jeffrey J. Saadi, M.D., in an amount not to exceed \$1,215,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.165** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Peyman Keyashian, M.D., in an amount not to exceed \$2,100,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.166** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Paul H. Kwok, M.D., in an amount not to exceed \$1,347,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.167** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with First Choice Anesthesia Consultants of Northern California, PC, in an amount not to exceed \$850,000 to provide anesthesia services at Contra Costa Regional Medical Center and Health Centers for the period March 1, 2022 through February 28, 2023. (100% Hospital Enterprise Fund I)
- C.168** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with George Lee, M.D., in an amount not to exceed \$1,850,000 to provide anesthesiology services for Contra Costa Regional Medical Center and Health Center patients for the period June 1, 2022 through May 31, 2025. (100% Hospital Enterprise Fund I)
- C.169** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with 3 Prong (dba 3 Prong Health), in an amount not to exceed \$600,000 to provide behavioral telehealth and utilization management services for behavioral health program services to Contra Costa Health Plan members for the period June 1, 2022 through May 31, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C.170** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with R.E.A.C.H. Project, effective January 1, 2022, to increase the payment limit by \$470,160 to a new payment limit of \$1,817,155 to provide additional drug abuse prevention and treatment services with no change in the term. (100% Coronavirus Response and Relief Supplemental Appropriations Act)

- C.171** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Fehr & Peers, to extend the term from June 30, 2022 through December 31, 2022 with no change to the payment limit, to continue analyzing the feasibility of multi-use trail concepts for the Marsh Creek Corridor. (84% Livable Communities Trust (District III portion), 8% Road Fund, 8% East Contra Costa County Habitat Conservancy)
- C.172** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with the Contra Costa Centre Association in an amount not to exceed \$389,115 to provide transportation demand management services for the Contra Costa Centre (Pleasant Hill BART) area for the period July 1, 2022 through June 30, 2023. (100% County Service Area M-31 funds)
- C.173** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bi-Bett effective August 5, 2021, to modify the fee schedule for residential treatment for substance use disorder treatment services for County residents referred through the Behavioral Health Access Line with no change in the payment limit of \$5,232,481 or term July 1, 2021 through June 30, 2022. (71% Federal Medi-Cal, 25% Assembly Bill 109, 4% Substance Abuse Treatment and Prevention Block Grant)
- C.174** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Guardian Home Health Care & Hospice, Inc., in an amount not to exceed \$300,000 to provide home health care and hospice services to Contra Costa Health Plan members for the period July 1, 2022 through June 30, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C.175** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Shelter, Inc., effective May 1, 2022, to increase the payment limit by \$49,751 to a new payment limit of \$216,612, to provide specialty housing for adults participating in substance use disorder treatment with no change in the term October 1, 2021 through June 30, 2022 (100% Coronavirus Response and Relief Supplemental Appropriations Act)
- C.176** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Paige D. Radell, M.D., in an amount not to exceed \$450,000 to provide dermatology services at Contra Costa Regional Medical Center and Health Centers for the period June 1, 2022 through May 31, 2023. (100% Hospital Enterprise Fund I)
- C.177** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bay Area Community Resources, Inc., effective January 1, 2022, to increase the payment limit by \$89,921 to a new payment limit of \$474,673, to provide additional Substance Abuse Prevention Treatment services for offenders referred through the Assembly Bill 109 criminal justice realignment program in West Contra Costa County with no change in the term July 1, 2021 through June 30, 2022. (100% Substance Abuse Prevention and

Treatment Block Grant)

- C.178** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Zoom Video Communications in an amount not to exceed \$216,567 for Annual Enterprise Hosting, Zoom Phone Unlimited Calling and Audio License Unlimited for the period of March 15, 2022 to March 14, 2023. (50% Hospital Enterprise Fund I, 50% American Rescue Plan Act)

Other Actions

- C.179** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to enter into a tolling agreement with Discovery Builders, Inc., and affiliated entities, effective June 21, 2022, to toll the limitations period for potential litigation related to the May 24, 2022 approval of development agreements between the County and Pacific West Communities for the development of Ambrose Village/Orbisonia Heights, through July 28, 2022, as recommended by the Conservation and Development Director. (No fiscal impact)
- C.180** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with San Francisco State University, to provide supervised field instruction to nursing program intern students in the County's Public Health Division for the period June 1, 2022 through May 31, 2023. (No fiscal impact)
- C.181** ADOPT Resolution No. 2022/224, setting forth duties and membership standards for the County Service Area (CSA) P-2 Zone A Citizens Advisory Committee, and APPROVE the Bylaws of CSA P-2 Zone A Citizens Advisory Committee, as recommended by Supervisor Andersen.
- C.182** APPROVE and AUTHORIZE the Purchasing Agent to purchase, on behalf of the Health Services Department, gift cards and transportation vouchers totaling an amount not to exceed \$246,300 for County clients served by programs within Family, Maternal and Child Health for the period from July 1, 2022 through June 30, 2024. (100% California Department of Public Health and California Home Visiting Program)
- C.183** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute amendments to an agreement with Contra Costa Community College District, to extend the use of District's Diablo Valley College Overflow Lot, 321 Golf Club Rd, Pleasant Hill as a COVID-19 vaccine administration and testing site at no cost to the County, through September 30, 2022. (No fiscal impact)
- C.184** APPROVE revised Bylaws of Contra Costa County Economic Opportunity Council (EOC), as recommended by the Employment and Human Services Director.

- C.185** ADOPT Resolution No. 2022/195 approving the reissuance of Multifamily Housing Revenue Notes and Bonds in the amount of \$130,000,000 for the acquisition and construction of a 271-unit residential rental housing development currently identified as the Terraces at Nevin Apartments, located at 2100 Nevin Avenue in Richmond, California, as recommended by the Director of Conservation and Development. (No impact to the General Fund)
- C.186** ACCEPT the 2020 and 2021 annual reports from the Transportation, Water and Infrastructure Committee, as recommended by the Committee.
- C.187** ADOPT the Mental Health Services Act (MHSA) Three Year Program and Expenditure Plan Update for Fiscal Year 2022-23, and AUTHORIZE the Chair, Board of Supervisors, to send a letter of approval for the adoption of the plan update, as recommended by the Health Services Director. (100% MHSA)
- C.188** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an agreement with Voltus, Inc., for enrollment in Pacific Gas and Electric Company's Demand Response Auction Mechanism Program for the period June 21, 2022 through June 22, 2027. (100% Building Occupancy rates)
- C.189** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an agreement with CLEAResult Consulting Inc., for enrollment in Marin Clean Energy's Strategic Energy Management Program for the period June 21, 2022 through December 31, 2023. (100% Building Occupancy rates)
- C.190** APPROVE and AUTHORIZE the Auditor-Controller or designee, to pay up to \$233,702 to the City of Richmond for security services provided at the Richmond COVID-19 testing and vaccine site for the period March 22, 2021 through April 29, 2022, as recommended by the Health Services Director. (100% American Rescue Plan Act)
- C.191** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute amendments to an agreement with the City of Richmond to extend the use of the Richmond Memorial Auditorium and Convention Center, 403 Civic Center Plaza, Richmond, as a COVID-19 vaccine administration and testing site at no cost to the County, through September 30, 2022. (No fiscal impact)
- C.192** APPROVE amended list of designated positions for the Conflict of Interest Code for the Contra Costa Mosquito & Vector Control District, as recommended by County Counsel.
- C.193** APPROVE and AUTHORIZE the County Administrator, or designee, to execute amendments to an agreement with 2600 CR, LLC to extend the use of 2600 Camino Ramon, San Ramon, as a COVID-19 testing site at no cost to the County, through September 30, 2022. (No fiscal impact)

- C.194** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute amendments to an agreement with the City of Antioch to extend the use of Antioch Community Center, 4703 Lone Tree Way, Antioch, as a COVID-19 vaccine administration and testing site at no cost to the County, through September 30, 2022. (No fiscal impact)
- C.195** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute amendments to an agreement with the City of Antioch to extend the use of City's Nick Rodriguez Community Center, 213 F St, Antioch, as a COVID-19 vaccine administration and testing site at no cost to the County, through September 30, 2022. (No fiscal impact)
- C.196** ADOPT Resolution No. 2022/226 amending the boundaries of the El Sobrante Municipal Advisory Council (MAC) to exclude the North Arlington neighborhood, and ADOPT Resolution No. 2022/227 amending the boundaries of the East Richmond Heights MAC to include the North Arlington neighborhood as recommended by Supervisor Gioia. (No fiscal impact)
- C.197** APPROVE and AUTHORIZE the expenditure of up to \$2,120 for costs associated with employee John Gackowski's attendance at the Federal Bureau of Investigation National Academy from July 10, 2022 through September 13, 2022. (100% General Fund)
- C.198** APPROVE the Affordable Housing Finance Committee recommendation for the allocation of \$625,000 in FY 2018/19, FY 2019/20, and FY 2020/21 Housing Opportunities for Persons with HIV/AIDS funds to Resources for Community Development for the rehabilitation of the Aspen Court Apartments project in the Pacheco area. (100% Federal funds)
- C.199** APPROVE allocation of FY 2022/23 Community Development Block Grant, HOME Investment Partnerships Program, and Emergency Solutions Grant as recommended by the Affordable Housing Finance Committee, Family and Human Services Committee, and Finance Committee; ADOPT and APPROVE the FY 2022/23 Annual Action Plan; ADOPT related California Environmental Quality Act findings; and AUTHORIZE the Conservation and Development Director to execute related administrative actions implementing each program. (100% Federal funds)
- C.200** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an amended and restated exclusive negotiating rights agreement with Eden Housing, Inc., and Community Housing Development Corporation – North Richmond, under which the parties are negotiating the purchase of the County-owned property at 100 38th Street in Richmond for use as affordable housing, and extend the term of the agreement for two years through June 2024, and enable the County to recoup a portion of the property's maintenance expenses during the negotiation period. (61% Hospital Enterprise Fund I, 39% General Fund)

- C.201** RATIFY action of the Health Services Director's designee, for the issuance of a 30-day advance written contract termination notice to 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond), for the provision of the State's Project Roomkey program emergency shelter services for homeless individuals who are high risk for COVID-19, effective at the end of business on June 30, 2022. (100% American Rescue Plan Act)

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.

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:

www.contracosta.ca.gov

STANDING COMMITTEES

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 Diane Burgis and Karen Mitchoff) 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.

Airports Committee	September 14, 2022	11:00 a.m.	See above
Family & Human Services Committee	June 27, 2022	9:00 a.m.	See above

Finance Committee	July 4, 2022 Canceled Special Meeting July 13, 2022	9:00 a.m.	See above
Hiring Outreach Oversight Committee	September 26, 2022	10:30 a.m.	See above
Internal Operations Committee	July 11, 2022	10:30 a.m.	See above
Legislation Committee	July 11, 2022	1:00 p.m.	See above
Public Protection Committee	June 27, 2022	10:30 a.m.	See above
Sustainability Committee	July 11, 2022	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	July 11, 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
CCCPCD (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 (CCCPCD) 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
ECCPCD 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: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: HEARING to consider adoption of Resolution 2022/223 to form Underground Utility District No. 32, El Sobrante area. (District I)

RECOMMENDATION(S):

1. OPEN the public hearing to consider adoption of Resolution No. 2022/223 establishing Underground Utility District No. 32, Appian Way, City of Pinole Limits to Argyle Road (“District”), and requiring undergrounding of overhead utilities within the District, El Sobrante area; RECEIVE public comments; and CLOSE the public hearing.
2. ADOPT Resolution no. 2022/223 establishing Underground Utility District No. 32, Appian Way, City of Pinole Limits to Argyle Road, and requiring undergrounding of overhead utilities within the District.
3. APPROVE and AUTHORIZE the Public Works Director, or designee, to execute, on behalf of the County, the General Conditions Agreement, Agreement to Perform Tariff Schedule Related Work, and Letter of Streetlight Agreement with Pacific Gas and Electric Company (PG&E).
4. DETERMINE that this activity is categorically exempt from environmental review under the California Environmental Quality Act (CEQA) [DCD-CP #22-15] Project No: 0676-6P1056, pursuant to CEQA guidelines section 15302(d).
5. DIRECT the Director of Conservation and Development, or designee, to file a Notice of Exemption with the County Clerk-Recorder; and

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Craig Standafer, 925.313.2018

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

6. 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 Clerk-Recorder for filing the CEQA Notice of Exemption.

FISCAL IMPACT:

Implementation of the utility undergrounding will be funded under California Public Utilities Commission (CPUC) Tariff Rule 20A. Work completed by the utility companies is incorporated into their business plan as it relates to all work to underground utilities in cities and unincorporated county areas. Funds are ultimately generated by rate payers across the region. Specific areas with undergrounding projects do not have an additional assessment as compared to other locations. Local Road Funds will be used for staff time to conduct community outreach, pre-construction project planning, engineering, right-of-way acquisition, and other costs not funded by Rule 20A.

BACKGROUND:

In order to proceed with the Appian Way Utility Undergrounding Project (Project), an underground utility district must be established, to allow funding through CPUC Electric Rule 20A.

The Formation of the District will formally begin the process to utilize Electric Rule 20A and Telecommunication Rule 32 funding established by the CPUC. No changes to existing land uses shall be allowed and any future actions will require a separate CEQA analysis to be conducted for the actual construction of the Project.

The trench lead for design and construction management will be PG&E. AT&T and Comcast will be responsible for the design, coordination and construction for their portion of the Project. The Project will also include lateral trenching to connect the newly undergrounded utilities to each residence. The electrical panel for each property will be replaced by PG&E utilizing Rule 20A credits to pay for the work.

The design and construction of the utility joint trench will be funded by Electric Rule 20A work credits that have been saved up by the County for utility undergrounding projects. Work credits are not passed through the County's Finance system since the County does not receive the funds from the CPUC. According to a preliminary estimate, the project will cost between \$4,000,000 and \$10,000,000 in work credits.

There are portions of the work that cannot be funded by work credits such as CEQA, real estate transactions (i.e. the County must purchase easements on behalf of PG&E), coordination work, and certain other charges. It is estimated the County will expend between \$150,000 and \$350,000 in Local Road Funds to fund the utility undergrounding. The County General Fund will not be affected.

In order for PG&E to complete the utility connection work at no expense to the property owner, the property owner must sign a permit-to-enter with PG&E. A building permit will also be required so that the County Building Inspector may perform a safety check before the new service panel can be activated. Staff time spent on the County Building Permit review and inspection will be charged to the Project fund and will not be assessed to the property owner.

The Project will prepare the area for future pedestrian and bicycle improvements along Appian Way. The Project will improve ADA access along this segment of roadway. The Project will also improve aesthetics through this heavily travelled gateway corridor. An increase in foot traffic along the Project route is anticipated, as people would be attracted to a more vibrant area including the corresponding decrease in motorized travel along the busy Appian Way corridor.

A public notice has been sent to the property owners and residents regarding formation of the District. Public awareness will continue as the Project progresses. If the Board approves formation of the District, staff will provide a follow up notice to the owners and residents that the District has been formed with a tentative timeline for improvements.

The Project involves the conversion of overhead utilities to underground facilities and, therefore, is exempt from environmental review under the California Environmental Quality Act. (CEQA Guidelines, § 15302(d).)

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the formation of the District will result in postponement or cancellation of the Project.

ATTACHMENTS

Resolution No. 2022/223

CEQA

General Conditions Agreement

Agreement to Perform Tariff Schedule

Letter of Streetlight Agreement

Exhibit 1

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/223

IN THE MATTER OF: Formation of Underground Utility District No. 32, Appian Way Utility Undergrounding District. ("District"), as recommended by the Public Works Director, El Sobrante area. (District I)

IN THE MATTER OF: Formation of Underground Utility District No. 32, Appian Way Utility Undergrounding District. ("District") El Sobrante Area, as recommended by the Public Works Director, El Sobrante area. (District I)

WHEREAS, the California Public Utilities Commission (CPUC) has authorized electric and telecommunication utilities to convert overhead utility lines and facilities to underground pursuant to Electric Rule 20 and Telecommunication Rule 32, and

WHEREAS, pursuant to certain criteria, CPUC rules allow participating cities and counties to establish legislation authorizing the creation of underground utility districts within which existing overhead electric distribution and telecommunication distribution and service facilities will be converted to underground, and

WHEREAS, Contra Costa County has adopted an ordinance authorizing the Board of Supervisors to designate areas within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities (County Ordinance Code, Ch. 1008-2); and

WHEREAS, the Director of Public Works for Contra Costa County has consulted with AT&T and Comcast (the "Utility Companies") and each Utility Company has agreed that the proposed underground conversion district, designated the District and more particularly described in Exhibit 1 attached hereto and incorporated herein by reference, meets the criteria established by the rules of the CPUC, to wit,

- that such undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities, and
- that the street or road or right-of-way is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic, and
- that the street or road or right-of-way adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public, and
- that the street or road or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines, and

WHEREAS, each year Contra Costa County is notified by Pacific Gas and Electric Company (PG&E) regarding the allocation of work credits for conversion of overhead electric distribution lines and facilities to underground, known as Electric Rule 20A allocations, and

WHEREAS, the Director of Public Works for Contra Costa County has consulted with PG&E and determined that the County has accumulated Electric Rule 20A work credits sufficient to complete the proposed overhead to underground conversion project, and

WHEREAS, Contra Costa County and the affected utilities have agreed by letter that each Utility Company shall complete the engineering of their respective portion of the Appian Way Utility Undergrounding Project, and

WHEREAS, Contra Costa County and the affected utilities have agreed by letter that PG&E shall be responsible for preparation of the trench profile and composite drawings and that PG&E shall be designated as "trench lead" to manage trenching,

installation of substructures, and pavement restoration and such other work, and

WHEREAS the Director of Public Works of Contra Costa County and the affected utilities have agreed on a work schedule which meets their respective capabilities and further agreed to waive any administrative fees, costs or special street restoration requirements for purposes of this project, and

WHEREAS, to the extent required, Contra Costa County has agreed to provide easements or rights of way on private property as may be necessary for installation of utility facilities in a form satisfactory to the affected utilities, and

WHEREAS, the Board of Supervisors of Contra Costa County has now received the report from the Director of Public Works recommending that the area identified in Exhibit 1 should be designated as an underground utility district within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities; and

WHEREAS, upon the recommendation of the Director of Public Works, the Board of Supervisors of Contra Costa County has determined that the proposed Appian Way Underground Utility District is categorically exempt from environmental review pursuant to the California Environmental Quality Act, and

WHEREAS, removal of overhead utilities and relocation of the utility underground within the proposed District will advance the health, safety, and welfare of County residents and businesses by providing an improved pedestrian and bicycle environment, increasing foot traffic within this corridor near downtown El Sobrante, and improving aesthetics within the District;

WHEREAS, Contra Costa County has notified all affected property owners within the proposed Appian Way Underground Utility District and inviting same to attend a public hearing concerning the proposed formation of the District as required by Ordinance Code section 1008-2,004; and

WHEREAS, the Board of Supervisors of Contra Costa County held a public hearing at which time the Board of Supervisors received and considered the recommendation of the Public Works Director, and any and all objections or protests that were raised by the owners of property within the above-described district pertaining to designating this area an underground utility district;

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

1. FINDS that the public health, safety, and welfare require the removal of all existing utility poles, [excepting those poles supporting streetlights and traffic signals], overhead wires and associated overhead structures and installation of underground wires and facilities for supplying electric power, communication, or similar associated services within the areas as shown in Exhibit 1, attached hereto, with such area being designated as the Underground Utility District No. 32, the Appian Way Underground Utility District, Appian Way, City of Pinole Limits to Argyle Road, El Sobrante Area (the "District"), and
2. FURTHER FINDS that, relocating overhead utility infrastructure underground within the proposed District is in the public interest for the following reasons: (1) undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities; and (2) the road is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic; and (3) the road is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines.
3. ACKNOWLEDGES that wheelchair access is in the public interest and was considered as a basis for defining the boundaries of the underground utility district by the resolution.
4. ESTABLISHES Underground Utility District No. 32, Appian Way Utility Undergrounding District, Appian Way, City of Pinole Limits to Argyle Road, El Sobrante Area (District) for the purposes described herein. The District boundaries are more particularly described and depicted in Exhibit 1, attached hereto and incorporated herein by reference.
5. ORDERS:
 - A. That the Utility Companies, cable television services and other affected services shall commence work on installation of underground facility installation in the Appian Way Underground Utility District and that as each phase of the project is complete and ready for conversion from overhead to underground utility facilities, all fronting property owners shall be notified by first class letter, postage pre-paid, of the schedule for conversion of all utility service lines, and
 - B. The electric utility shall construct panel conversions including individual electric service trenching and conductor (as well as backfill, paving and conduit, if required) in accordance with the Agreement to Perform Tariff Schedule Related Work - Rule 20A Electric Panel Service Conversion, and each other serving Utility Company shall provide service trenching conductor in accordance with its rules and tariffs on file with the California Public Utilities Commission or as required by its Franchise Agreement with Contra Costa County, and

C. Each property owner shall be responsible for maintenance of the conduit and termination box located on, under or within any structure on the premises served, and

D. That upon notification as specified in Section 5.A., above, all property owners in the Appian Way Underground Utility District shall have underground electrical entrance facilities installed and inspected pursuant to Contra Costa County Electrical Code within sixty (60) days and that should any property owner fail to install satisfactory underground electrical entrance facilities by the date specified in the notice, the electric utility shall notify the Director of Public Works who shall post written notice on the affected premises and order disconnection of electrical service 30 days thereafter in accordance with Rule 11 and Ordinance Code section 1008-2.018. Electrical service will remain disconnected until electrical entrance facilities are ready to accept underground electrical conductors and have passed the necessary inspection requirements, and

E. That within 90 days after all services have been converted from overhead to underground, the Utility Companies, cable television services and other affected services shall remove all poles and associated overhead facilities in the Appian Way Underground Utility District. PG&E is authorized to discontinue overhead service upon completion of the conversion of existing overhead facilities to underground and connection of the utilities to properties within the District.

6. DIRECTS the Clerk of the Board of Supervisors to mail the following documents to each property owner within the District, as shown on the most recent equalized assessment roll, and all affected utilities, within 10 days after the adoption of this resolution, pursuant to Ordinance Code section 1008-2.014: a copy of this resolution, a copy of Ordinance Code chapter 1008-2; and a notice stating that if the property owner, or any person occupying the property desires to continue to receive services from PG&E, Comcast, and AT&T, the property owner or occupant shall provide necessary facility changes on the property and/or grant utilities a permit-to-enter, as specified in the resolution, so as to receive that utility service after the utility-undergrounding work is completed, subject to applicable rules, regulations, and tariffs of PG&E on file with the California Public Utilities Commission.

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: Craig Standafer, 925.313.2018

ATTESTED: June 21, 2022

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

By: , Deputy

cc:



CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: [X] 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: Appian Way Utility Undergrounding, Project No. 0676-6P1056, CP#22-15

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

Project Location: Appian Way between Argyle Road and City of Pinole city limits, unincorporated El
Sobrante, Contra Costa County

Lead Agency: Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553
Main: (925) 655-2705, Contact: Syd Sotoodeh (925) 655-2877

Project Description:

The Contra Costa County Public Works Department (County), in coordination with utility companies, is
planning to underground the overhead utility lines. The project will support the community's desire to
improve aesthetics by removing the overhead lines. The project includes the construction of underground
trenches along the road for installation of utility conduits, construction of a combination of aboveground
facilities and belowground vaults for transformers and switches, and lateral trenching to connect the
newly undergrounded utilities to each residence. Real Estate transactions, utility relocations, temporary
traffic control for lane closures, and excavations up to approximately 10 feet are anticipated. Tree and
vegetation trimming may be necessary. Appropriate best management practices for stormwater (i.e.
storm drain inlet protection) will be in place.

Exempt Status:

- Ministerial Project (Sec. 21080[b][1]; 15268)
Declared Emergency (Sec. 21080[b][3]; 15269[a])
Emergency Project (Sec. 21080[b][4]; 15269[b][c])
Categorical Exemption (Sec. 15302(d))
General Rule of Applicability (Sec. 15061[b][3])
Other Statutory Exemption (Sec.)

Reasons why project is exempt: The activity consists of the conversion of overhead electric utility
distribution system facilities to underground pursuant to Article 19, Section 15302(d) 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: Syd Soto Title: Planner II Date: 3/17/2022

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

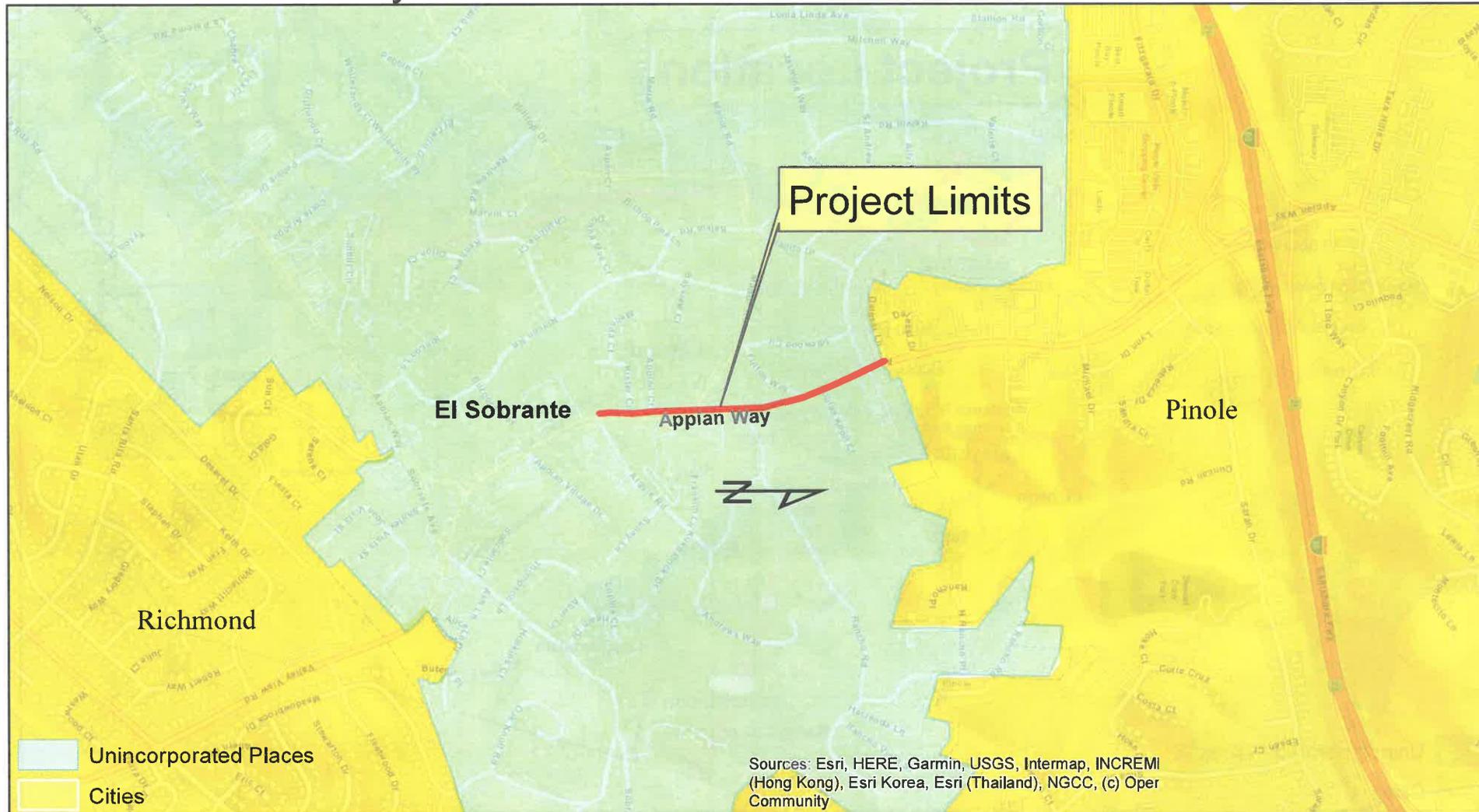
Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: Emma Burckert *cg*
Environmental Services Division
Phone: (925) 313-2161

Department of Fish and Wildlife Fees Due

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

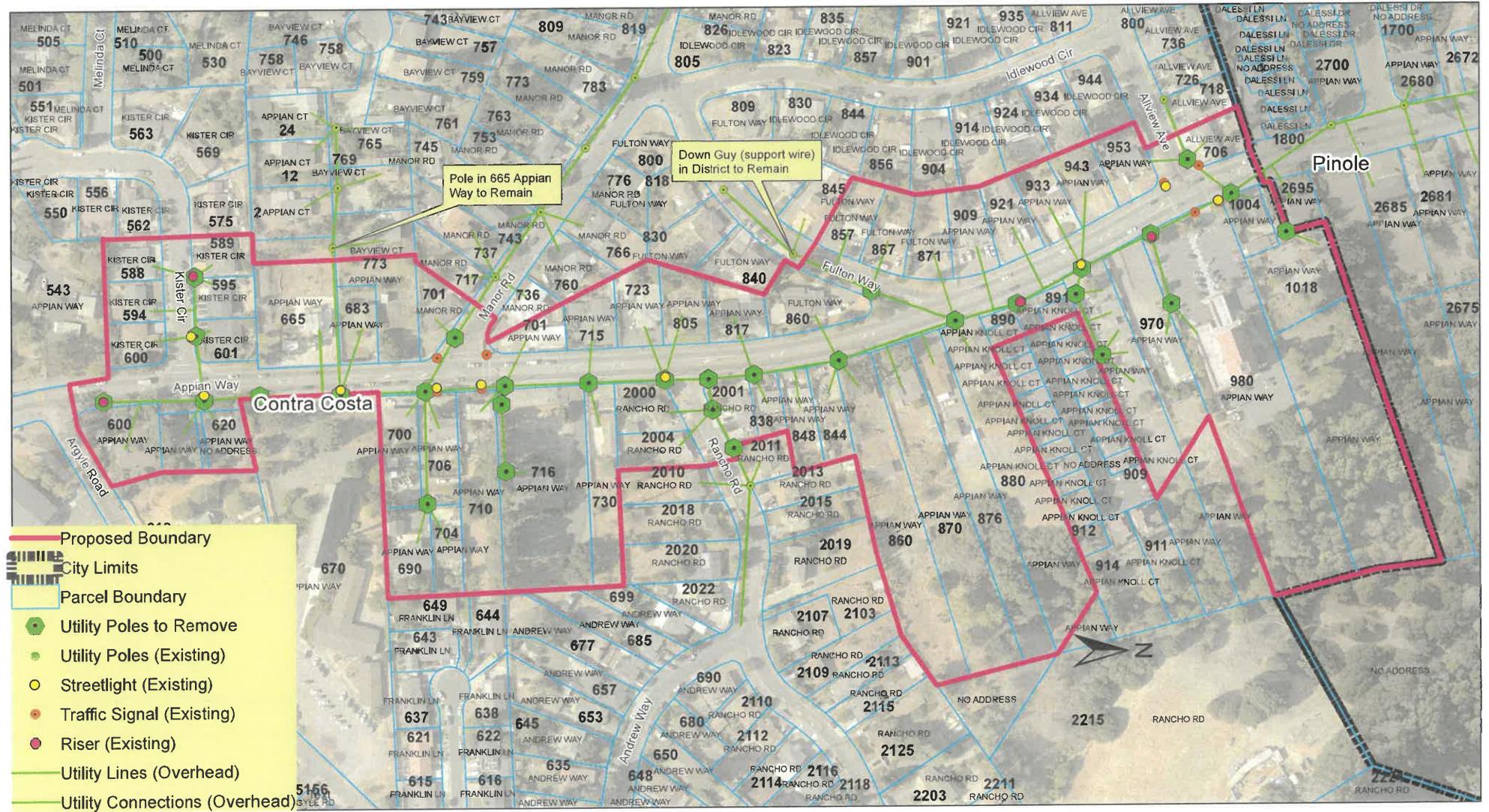
Total Due: \$75

Receipt #: _____



Appian Way Utility Undergrounding Project





0 75 150 300 450 600 Feet
1 in = 150 feet

Utility Undergrounding Boundary Map

Appian Way -- City of Pinole city limits to Argyle Court -- Utility District No. 32

For Environmental Document



Date: 2/8/2022

Drawn by: Craig Standafer

Document Path: P:\GIS USERS - Projects\Transportation\Projects\Appian Way Utility Undergrounding\VRT\RTI - Boundary map - Appian Utility - Feb2022.mxd



GENERAL CONDITIONS AGREEMENT TO PERFORM WORK PURSUANT TO PG&E ELECTRIC RULE 20A – REPLACEMENT OF OVERHEAD WITH UNDERGROUND ELECTRIC FACILITIES

PG&E Contract: Lizette Burtis, Program Liaison
Contact #: (707) 321-0206

PROJECT NAME: APPIAN WAY CONTRA CO STA COUNTY R20A
LOCATION: Appian Way between Argyle Rd & Dalessi Ln, CALIFORNIA

City/County of Contra Costa (Governmental Body) has requested, and PACIFIC GAS AND ELECTRIC COMPANY (PG&E) has agreed to perform the replacement of overhead with underground electric facilities pursuant to Section A of PG&E's Electric Rule 20 Tariff (Electric Rule 20A), subject to the following General Conditions Agreement.

Rule 20A Tariff:

PG&E will, at its expense, replace its existing overhead electric facilities with underground electric facilities along public streets and roads, and on public lands and private property across which rights-of-way satisfactory to PG&E have been obtained by PG&E, consistent with Electric Rule 20A.

To ensure the success of this Electric Rule 20A project, Governmental Body and PG&E agree to the following terms. Any exceptions to these terms will require an advice filing with the California Public Utilities Commission (CPUC), with notice to the Governmental Body in accordance with General Order 96-B or any successor orders.

Responsibilities of the Governmental Body:

PG&E's Electric Rule 20A sets forth a program for replacing existing overhead electric facilities with underground electric facilities subject to certain requirements. In order to implement the Electric Rule 20A program as requested by the Governmental Body, the Governmental Body hereby agrees to:

- 1) Consult with PG&E to confirm the requirements of an Electric Rule 20A project and the location of the specific Electric Rule 20A project.
2) Hold public hearing(s) on the proposed Electric Rule 20A project in order to determine that the specific Electric Rule 20A project is in the general public interest.
3) Provide PG&E with a duly-adopted ordinance or resolution, as appropriate, creating an underground district in the area in which both the existing and new facilities are and will be located, requiring, among other things:
a) That all existing overhead communication and electric distribution facilities in such district shall be removed;
b) That each property served from such electric overhead facilities shall have installed in accordance with PG&E's rules for underground service, all electrical facility changes on the premises necessary to receive service from the underground facilities of PG&E as soon as it is available; and
c) Authorizing PG&E to discontinue its overhead electric service upon completion of the underground distribution system.
4) Acknowledge that wheelchair access is in the public interest and will be considered as a basis for defining the boundaries of projects that otherwise meet the criteria set forth in PG&E's Electric Rule 20A, Subsection 1(a).
5) Provide PG&E with a project boundary map and available drawings showing all known Governmental Body-owned facilities and known road improvements.
6) Identify property owners/persons responsible for the properties identified by PG&E as requiring easements. Make initial contact with the property owners/responsible persons, mail PG&E prepared easement documents, and coordinate meetings for the purpose of assisting PG&E with acquisition of necessary easements.

GENERAL CONDITIONS AGREEMENT TO PERFORM WORK PURSUANT TO PG&E ELECTRIC RULE 20A – REPLACEMENT OF OVERHEAD WITH UNDERGROUND ELECTRIC FACILITIES

- 7) Provide PG&E with the Governmental Body's published standard for trench restoration and backfill requirements prior to start of engineering for the project, and require joint trench participants to replace paving, landscaping, sidewalk, etc., in accordance with the Governmental Body's published standard for trench restoration and backfill requirements that is removed or damaged during construction.
- 8) Work cooperatively with PG&E to schedule undergrounding projects prior to paving projects or after the paving moratorium period. If the Governmental Body elects to construct the undergrounding project prior to the end of the paving moratorium period, restoration and backfill requirements shall not exceed the standards for non-moratorium streets, described in Section 7 above.
- 9) Prior to the start of the project design, elect how to address streetlights impacted within the project scope.
- 10) Prior to the start of the project design, provide a list of all recorded property owners (including APNs and addresses based on current tax assessor records).
- 11) By the end of the project design, disclose all intended permit conditions, fees, and cost details. If the Governmental Body is a joint trench participant, the Governmental Body will pay its share of the associated permit costs.
- 12) Provide PG&E with recent pot holing/core samplings and soils/paving information from other projects, if available.
- 13) Work cooperatively with PG&E to establish work hour restrictions for construction, including holiday and/or special construction limitations.
- 14) Survey, stake, and provide drawings to PG&E for any future known Governmental Body road improvement, grade changes, or viaduct projects known or planned within the project limits.
- 15) Work cooperatively with PG&E to identify a suitable construction yard for the Rule 20A project. If the Governmental Body is a joint trench participant, will pay its share of the associated construction yard costs.
- 16) Work cooperatively with PG&E concerning contaminated soils and cultural resources.
 - a) Contaminated Soils. In the circumstance where contamination may be a concern, PG&E's Electric Rule 20A funds will be used for core samples to design a project to avoid environmental issues. In the event contamination is encountered that triggers federal, state, and/or local laws and regulations which restrict or prohibit further work in the trench, PG&E will suspend work in the affected area until all measures required by law have been completed by the Governmental Body or other party responsible for such contamination.
 - b) Cultural Resources. In the circumstance where cultural resources are encountered that trigger federal, state, and/or local laws and regulations which restrict or prohibit further work in the trench, PG&E will suspend work and comply with the appropriate notification requirements.
- 17) Electric Service Panel Conversion: Governmental Body may choose to be the lead in the conversion of electric service panels to accept underground service. If so and stated in the ordinance or resolution, PG&E shall pay the Governmental Body up to the maximum amount allowed by the Electric Rule 20A Tariff per service entrance, excluding permit fees. If the panel conversions are performed by the property owner, the Governmental Body will coordinate the reimbursement of PG&E funds, to the property owner / responsible party, up to the maximum amount allowed by the Electric Rule 20A Tariff per service entrance, excluding permit fees.
- 18) Subsurface Equipment: Governmental Body may request that PG&E install electrical equipment subsurface. If PG&E agrees, then, the Governmental Body's Electric Rule 20A allocation shall be used for the additional costs necessary to complete the subsurface installation. The Governmental Body shall be responsible for paying the appropriate one-time maintenance charge. However, in the event that pad-mounted equipment cannot be installed due to field conditions, the Governmental Body will not be charged the one-time maintenance fee.

The one-time maintenance charge is calculated by multiplying the Estimated Special Facility Cost by a one-time Cost-of-Ownership factor which represents the present worth of estimated operations and maintenance expenses per dollar of facility cost. The Estimated Special Facility Cost will vary



GENERAL CONDITIONS AGREEMENT TO PERFORM WORK PURSUANT TO PG&E ELECTRIC RULE 20A – REPLACEMENT OF OVERHEAD WITH UNDERGROUND ELECTRIC FACILITIES

depending on the transformer size. The Estimated Special Facility Cost equals the Estimated Non-Standard Special Facility Cost minus the Estimated Standard Facility Cost. The one-time Cost-of-Ownership factor is: $((\text{current monthly Cost-of-Ownership factor} \times 12 \text{ months}) \times (\text{current Present Worth Factor}))$. The monthly Cost-of-Ownership factor is stated in Rule 2 of PG&E's tariff. For example, based on the monthly Cost-of-Ownership factor as of January 1, 2018, the one-time maintenance charge would be $((0.53\% \times 12) \times (14.2)) \times (\text{Estimated Special Facility Cost})$. This is for example purposes only and the formula factors may change over time.

Responsibilities of PG&E:

PG&E's Electric Rule 20A sets forth a program for replacing existing overhead electric facilities with underground electric facilities subject to certain requirements. In order to implement the Electric Rule 20A program as requested by the Governmental Body, PG&E hereby agrees to:

- 1) Consult with the Governmental Body to confirm the requirements of Electric Rule 20A, including but not limited to holding public hearings, adoption of an ordinance or resolution, and creation of a project boundary map.
- 2) Prepare a base map showing the following: boundary, roads, sidewalks, curbs, property lines, buildings, existing water and sewer, easements, and any other known utilities or obstacles.
- 3) Upon request of the Governmental Body, initiate project design sufficient to identify trench routes and obtain any necessary easements with the express understanding that if the underground district is subsequently delayed or cancelled, PG&E shall deduct all project-related expenses, including overheads, from the Governmental Body's Electric Rule 20A allocation. If the necessary easement(s) cannot be obtained, the Governmental Body may elect to change the project scope, request redesign of the project to avoid the need for the easement(s), or request that the project be postponed.
- 4) If PG&E is designated as the design/trench lead, PG&E shall prepare the intent drawings, composite drawings and joint trench cost agreement for joint trench construction (costs will be shared by all joint trench participants). If an entity other than PG&E is designated as the design/trench lead, PG&E shall provide electric design to the design/trench lead agency.
- 5) Disclose project impacts to the existing streetlight system.
- 6) If PG&E is designated as the joint trench lead, provide Governmental Body with traffic control plan for PG&E construction pursuant to the California Manual on Uniform Traffic Control Devices (MUTCD) as part of the permit process.
- 7) Identify all locations that require an easement(s) for PG&E, prepare all necessary easement-related documents, and with the cooperation of the Governmental Body (as described in item 6 of "Responsibilities of Governmental Body" above), secure easements to the satisfaction of PG&E.
- 8) Once the design process begins, provide a project schedule and cost updates on a quarterly basis to the Governmental Body.
- 9) Provide proper notification to all affected customers when electrical outages are necessary to complete project conversion to the new underground system.
- 10) Remove poles, portions of poles, or tenant poles from the underground district as required by the Joint Pole Utility Agreement.
- 11) Provide inspection services for the installation of PG&E facilities.
- 12) Work cooperatively with the Governmental Body concerning contaminated soils and cultural resources.
 - a) Contaminated Soils. In the circumstance where contamination may be a concern, PG&E's Electric Rule 20A funds will be used for core samples to design a project to avoid environmental issues. In the event contamination is encountered that triggers federal, state, and/or local laws and regulations which restrict or prohibit further work in the trench, PG&E will suspend work in the affected area until all measures required by law have been completed by the Governmental Body or other party responsible for such contamination.



GENERAL CONDITIONS AGREEMENT TO PERFORM WORK PURSUANT TO PG&E ELECTRIC RULE 20A – REPLACEMENT OF OVERHEAD WITH UNDERGROUND ELECTRIC FACILITIES

- b) Cultural Resources. In the circumstance where cultural resources are encountered that trigger federal, state, and/or local laws and regulations which restrict or prohibit further work in the trench, PG&E will suspend work and comply with the appropriate notification requirements.
- 13) Electric Service Panel Conversion: Governmental Body may choose for PG&E to be the lead for the panel conversion. If so, then PG&E will convert the electric service panels to accept underground services. PG&E will have its selected contractor communicate to each property owner / responsible party the plan for the trench and panel locations and reach an agreement with the property owner / responsible party before proceeding with conversion. PG&E will be responsible for any work up to and including the meter. Any additional work needed by the property owner / responsible party will be at owner's / responsible party's costs. PG&E will require its selected contractor to abide by all Governmental Body's applicable laws and regulations.
- 14) Subsurface Equipment: Governmental Body may request that PG&E install equipment subsurface. If PG&E agrees, then the Governmental Body's Electric Rule 20A allocation shall be used for the additional installation costs necessary to complete the subsurface installation. The Governmental Body shall be responsible for paying the appropriate one-time maintenance charge. However, in the event that pad-mounted equipment cannot be installed due to space constraints, the Governmental Body will not be charged the one-time maintenance fee.

The one-time maintenance charge is calculated by multiplying the Estimated Special Facility Cost by a one-time Cost-of-Ownership factor which represents the present worth of estimated operations and maintenance expenses per dollar of facility cost. The Estimated Special Facility Cost will vary depending on the transformer size. The Estimated Special Facility Cost equals the Estimated Non-Standard Special Facility Cost minus the Estimated Standard Facility Cost. The one-time Cost-of-Ownership factor is: $((\text{current monthly Cost-of-Ownership factor} \times 12 \text{ months}) \times (\text{current Present Worth Factor}))$. The monthly Cost-of-Ownership factor is stated in Rule 2 of PG&E's tariff. For example, based on the monthly Cost-of-Ownership factor as of January 1, 2018, the one-time maintenance charge would be $((0.53\% \times 12) \times (14.2)) \times (\text{Estimated Special Facility Cost})$. This is for example purposes only and the formula factors may change over time.



GENERAL CONDITIONS AGREEMENT TO PERFORM WORK PURSUANT TO PG&E ELECTRIC RULE 20A – REPLACEMENT OF OVERHEAD WITH UNDERGROUND ELECTRIC FACILITIES

I have read the above information and understand and agree with the provisions and responsibilities as described above. I understand that this agreement at all times shall be subject to such modifications as the California Public Utilities Commission may direct from time to time in the exercise of its jurisdiction. I hereby attest, under penalty of perjury, that I am authorized to enter into this agreement on behalf of the entity indicated below.

Executed this _____ day of _____ 20____

~~City~~/County of: Contra Costa

 Governmental Body

 Authorized by (Signature)

 Print Name

 Title

PACIFIC GAS AND ELECTRIC COMPANY

 Authorized by (Signature)

Lizette Burtis

 Print Name

Program Liaison

 Title

Mailing Address

255 Glacier Dr, Martinez, CA 94553



DISTRIBUTION

- Applicant (Original)
- Division (Original)
- Acctg. Services

REFERENCES

MLX#: _____ PM#: _____

Project Mgr.: _____

Lizette Burtis, Program Liaison
(707) 321-0206

AGREEMENT TO PERFORM TARIFF SCHEDULE RELATED WORK - RULE 20A ELECTRIC PANEL SERVICE CONVERSION

~~xxx~~ County of Contra Costa, (Applicant) has requested PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (PG&E) to perform the tariff scheduled related work as located and described herein.

Electric Panel Service Conversion Program:

In order to expedite the completion of Rule 20A Projects, PG&E has offered to manage the electric service conversions, and pay for this work from the Applicant's allocation funds. The underground electric feed that replaces the existing overhead service will be installed in the most economical manner possible, as determined by PG&E. To ensure the success of this program, the Applicant agrees to support the Electric Panel Service Conversion Program as follows:

Responsibilities of the Applicant:

1. Provide accurate list of owner, parcel #, address, phone number.
2. Mail informational letters to all residents describing the program and their responsibilities.
 - a. PG&E will provide templates for these letters.
3. Obtain Right of Entry agreements from property owners prior to scheduling construction.
 - a. PG&E will provide the document for each property owner to complete and sign.
4. Provide a liaison for residents and property owners to contact with questions.
5. Waive permit fees.
6. Waive Inspection fees.
7. Facilitate a preliminary job walk with the liaison, building inspector and others.
 - a. Review PG&E's intended placement of new equipment required for conversions.
 - b. Clarify the inspection and permit requirements and timing, if necessary.
8. Provide information enabling the field crews to determine the location of property lines.
9. Disclose all special circumstances
 - a. For example: historic buildings, hazardous materials, environmental issues, burial grounds and other items that may affect the overhead-to-underground conversion.
10. Communicate with the property owners if additional work beyond the conversion will be required.
 - a. PG&E will pay for the work required to replace the existing overhead electric feed with a new underground feed only. The cost of any additional work required to bring the property up to current codes will be borne by others (property owner or Applicant).
 - b. The Applicant will communicate to the property owner all items that must be brought up to code in a timely manner, and all code issues will be managed by the Applicant.
11. Disclose work hours and days.



AGREEMENT TO PERFORM TARIFF SCHEDULED RELATED WORK - RULE 20A ELECTRIC PANEL SERVICE CONVERSION

- 12. Agree prior to construction regarding the required notifications to residents and property owners.
13. Failure to complete the above requirements may result in construction delays.

PROJECT NAME: APPIAN WAY CONTRA COSTA COUNTY R20A

LOCATION Appian Way between Argyle Rd & Dalessi Ln, CALIFORNIA

City: County of Contra Costa

Executed this day of , 20

This agreement is effective when accepted and executed by PG&E.

County of Contra Costa
Customer/Company
Authorized by (Print)
Signature
Title
Date

PACIFIC GAS AND ELECTRIC COMPANY
Lizette Burtis
Authorized by (Print)
Signature
Program Liaison
Title
Date

Mailing Address: 255 Glacier Dr, Martinez, CA 94553

County of : Contra Costa



Letter of Streetlight Agreement

Dear valued customer,

As we approach the beginning of your Rule 20A project, one issue that you will need to address is your choice of the available streetlight options. The streetlights located within the Rule 20A project are currently (PG&E or community owned) and on Rate Schedule (LS1, LS2, LS3, streetlights OL1 outdoor lighting, TC1 traffic signals).

Rule 20A funding covers the costs of converting existing PG&E owned streetlight services on a one-for-one basis, but does not provide for the upgrading of facilities. Therefore, if the existing streetlights are on wood poles, the Rule 20A funding will cover the cost of providing an underground service and riser up the existing wood pole to the existing streetlight and the topping of the wood pole just above the streetlight.

You have the option under Rate Schedule LS1 (PG&E owned streetlights); to install new-galvanized steel streetlights that meet PG&E's standards or have PG&E install these new streetlights for you at your cost, in place of leaving the existing wood pole mounted streetlights. If you choose to have PG&E install these new streetlights standards the costs which you will be responsible for will include the installation and purchase of the new streetlight, replacement of any necessary landscaping, pavement and/or concrete and ITCC tax at a current rate of 34%. If you choose to install new streetlights that do not meet PG&E's standards, you may do so but PG&E will no longer own and maintain them.

If the existing streetlights are customer owned (rate schedule LS2 or LS3), you as the streetlight owner will be responsible for the cost to underground the streetlights. A portion of your streetlight undergrounding cost will include a share of the joint trenching costs (based on the conduit occupancy of the joint trench) and streetlight conduit installation costs should you choose to participate in the joint trench. When estimating begins we will provide you with an estimate of the approximate cost of this portion of your streetlight conversion costs for your budgeting purposes. You will also be responsible for any connection and removal costs associated with your customer owned streetlights. All of the provisions of customer owned streetlights also apply to traffic signals (rate schedule TC1) and outdoor lighting (rate schedule OL1).

Please note that the existing streetlights and supporting overhead electrical system cannot be removed prior to the new streetlights being installed and energized. If you are the streetlight owner or they are PG&E owned and you choose to perform the streetlight work yourself, then the new streetlights should be installed and ready to be energized prior to the completion of trenching. Streetlight standard leads times can be three to four months, so please coordinate your work to ensure the streetlights do not delay removal of the overhead system.



Please check the boxes below that represent how your community would like to proceed regarding streetlights.

- Streetlights will remain on existing wood poles.
- Install new galvanized steel streetlight poles at our expense.
- We choose to purchase and install our own new streetlights poles.
- We choose to participate in the joint trench installing our own streetlight conduit.
- We choose to participate in the joint trench, but would like PG&E to install our streetlight conduit.
- We choose not to participate in the joint trench, and instead will do our own trenching for streetlights.
- The current streetlights are in conflict with our road improvements and we would like PG&E to replace them on a one-for-one basis.

NOTE: LS1 = Owned & maintained by PG&E; LS2 = Customer owned & maintained or PG&E maintained; LS3 = Customer owned metered; OL1= Outdoor lighting private property; TC1 = Government owned metered traffic signals or signal lighting systems.

I request PG&E to proceed with the design of this project based on the above marked choices and understand I will have a chance to review the estimate prior to agreeing on any associated cost. If applicable, contracts will be executed based on the above decisions and associated cost.

City/County of:

PACIFIC GAS AND ELECTRIC COMPANY

Applicant

By: _____

By: _____

(Print or Type Name)

(Print or Type Name)

Title:

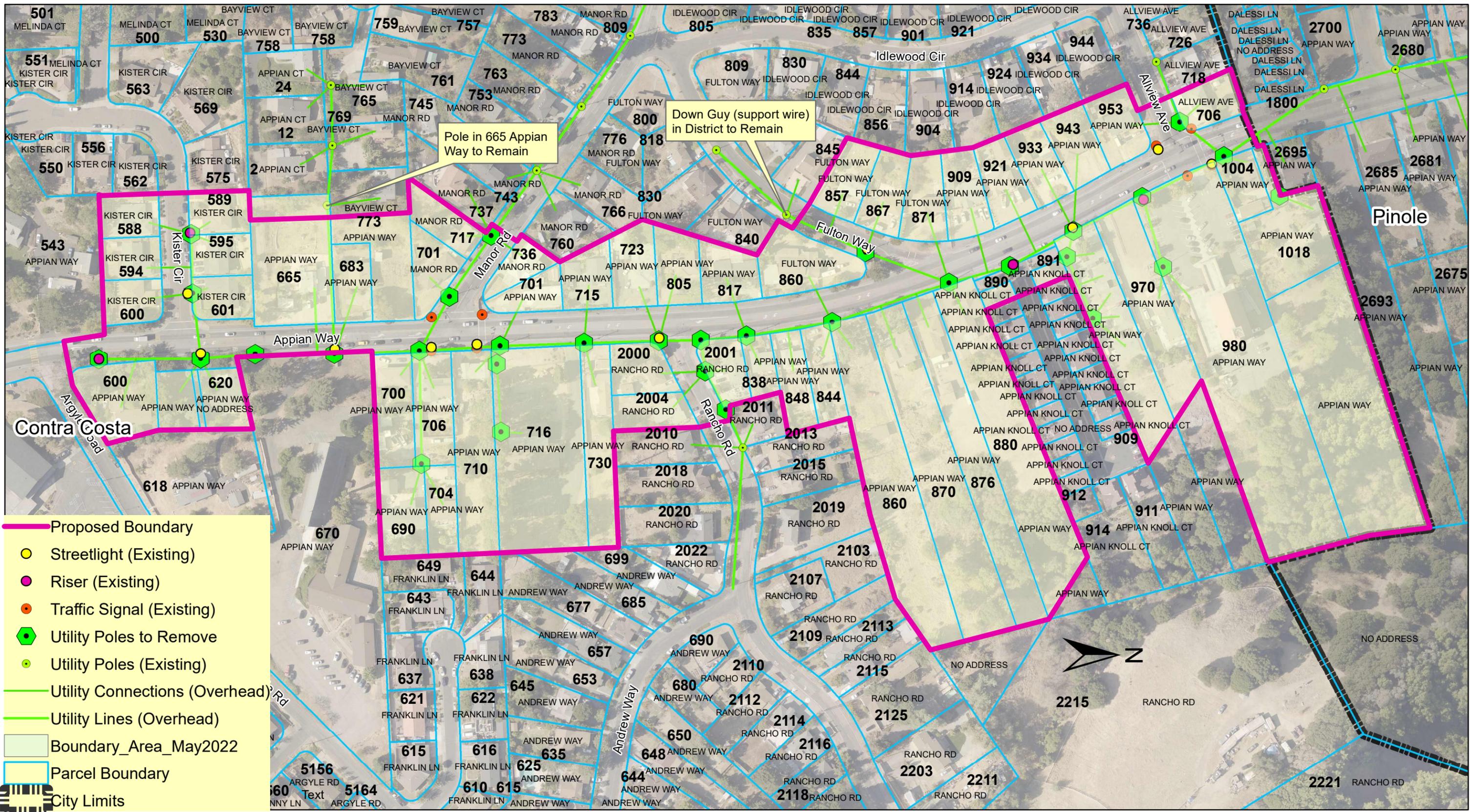
Title:

Mailing Address:

City/County of:

Date: _____

Project Description: _____



Utility Undergrounding Boundary Map

Appian Way -- City of Pinole city limits to Argyle Court -- Utility District No. 32



Date: 5/24/2022

Drawn by: CS

Document Path: P:\GIS USERS - Projects\Transportation\Projects\Applan Way Utility Undergrounding\Mapping\Boundary map -Applan Utility -May2022.mxd



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: HEARING TO CONSIDER THE PROPOSED FORMATION OF ZONE 1518 IN THE COUNTY SERVICE AREA OF P-6 IN THE WALNUT CREEK AREA OF THE COUNTY (DISTRICT IV)

RECOMMENDATION(S):

1. OPEN the hearing on the proposed formation of Zone 1518 within County Service Area P-6; CONSIDER all oral and written comments; and CLOSE the hearing.
2. DETERMINE whether a majority protest of the voters residing within the boundaries of proposed Zone 1518 exists pursuant to Government Code Section 25217.1(b)(1). In the event that the Board determines a majority protest exists, TERMINATE the proceedings.
3. If the Board determines a majority protest does not exist, ADOPT Resolution No. 2022/221, attached hereto, establishing Zone 1518 of County Service Area P-6 subject to voter approval of a special tax to fund police protection services within the zone.

FISCAL IMPACT:

The cost of establishing the Police Service District and the election is paid for by the developer of the subdivision

BACKGROUND:

Per the conditions of approval for Subdivision No. 9559 (County File #SD21-09559), prior to recording the final map for the 19-lot subdivision, the subdivider is required to establish a special police services tax district for the subdivision in order to provide additional funding to augment police services in the area of the subdivision. The property to be placed within the special tax district consists of a 5.94-acre site located at 2740 Jones Road in the unincorporated Walnut Creek area of the County.

On May 24, 2022, the Board granted conceptual approval for August 23, 2022, ballot measure seeking approval of a special tax to fund an increase in the level of police protection services that is provided in the unincorporated Walnut Creek area of the County.

On May 24, 2022, the Board approved Resolution No. 2022/183, as required by Government Code Section 25217, subdivision (b), as the first step in forming a new zone within County Service Area (CSA) P-6. The proposed zone would serve as the vehicle to collect special taxes within the proposed zone if a special tax measure is approved by voters on August 23, 2022.

-
- APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jennifer Cruz, 925-655-2893

By: , Deputy

BACKGROUND: (CONT'D)

Pursuant to Government Code Section 25217.1, subdivision (a), at the public hearing, the Board is required to hear and consider any protests to the formation of the zone. Pursuant to Government Code Section 25217.1, subdivision (b)(1), in the case of inhabited territory, if at the conclusion of the public hearing, the Board determines that more than 50 percent of the total number of voters residing within the proposed zone have filed written objections to the formation, then the Board shall determine that a majority protest exists and terminate the proceedings.

If there is no majority protest, the Board may continue the proceedings to form the zone by adopting Resolution No. 2022/221, which would establish Zone 1518 subject to voter approval of the special tax. A separate hearing is also scheduled for June 21, 2022, to consider the adoption of an ordinance authorizing the levy of the tax.

CONSEQUENCE OF NEGATIVE ACTION:

Zone 1518 would not be formed and the subdivider would be unable to comply with the conditions of approval of the project. The subdivider would be unable to record the final map for the subdivision.

ATTACHMENTS

Resolution 2022/221

Exhibit A Legal Description

Exhibit B Plat Map

Resolution No. 2022/183

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/221

IN THE MATTER OF CREATING ZONE 1518 OF COUNTY SERVICE AREA P-6 IN THE UNINCORPORATED WALNUT CREEK AREA OF THE COUNTY

WHEREAS, this Board recognizes the need for increased police protection services in the above subject zone and the difficulty of funding the current or an increased level of services.

WHEREAS, establishing the subject zone is a necessary step for the Board of Supervisors to seek voter approval of a special tax for increased police protection services in the zone area. Government Code Sections 25217 and 25217.1 establish procedures for the formation of a zone within a county service area.

NOW, THEREFORE, BE IT BY THE BOARD RESOLVED THAT:

1. It is in the public interest to provide an increased level of police protection services in the area of proposed Zone 1518 of County Service Area P-6.
2. A majority protest against the proposed formation of Zone 1518 does not exist, pursuant to Government Code Section 25217.1, subdivision (b).
3. Subject to voter approval of Ordinance No. 2022-19 on August 23, 2022, authorizing the levy of a special tax within proposed Zone 1518, that portion of Contra Costa County Service Area P-6 described in Exhibit A attached hereto and shown in Exhibit B attached hereto is established as Zone 1518 of County Service Area P-6, effective upon this Board's adoption of a resolution declaring the results of the August 23, 2022, election ("Effective Date").
4. No affected properties located in Zone 1518 will be taxed for any existing bonded indebtedness or contractual obligations as a result of the formation of said zone.
5. On or after the Effective Date, the Clerk of this Board shall cause the filing of a statement of the creation of said zone to be made with the County Assessor and the State Board of Equalization (in Sacramento) pursuant to Government Code Sections 54900-54902. The filing shall include a map or plat indicating the boundaries of said zone.

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: June 21, 2022

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

Contact: Jennifer Cruz, 925-655-2893

By: , Deputy

cc: Rosa Mena

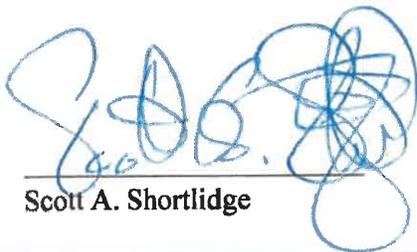
Exhibit "A"

Real property situate in the County of Contra Costa, State of California, and being all of property encompassed Subdivision 9559 filed on _____, ___, 2022, in Book _____ of Maps at Page _____ Official Records of said County, and being more particularly described as follows:

Beginning at the southeast corner of said Subdivision 9559; Thence along the south line of said Subdivision 9559 for the following three (3) courses: (1) North 88° 52' 21" West - 426.03 feet, (2) North 04° 50' 49" East - 109.72 feet, and North 89° 47' 59" West - 114.69 feet to the southwest corner of said Subdivision 9559, same corner being a the beginning of a curve to the right from which the center bears South 72° 00' 58" East; Thence along the west line of Subdivision 9559 for the following three (3) courses: (1) in a northeasterly direction 262.26 feet along the arc of said curve to the right, having a radius of 2970.00 feet and through a central angle of 05° 03' 34", (2) North 23° 02' 36" East - 127.88 feet for the beginning of a curve to the right, and (3) in a northeasterly direction 53.77 feet, having a radius of 270.00 feet and through a central angle of 11° 24' 39" to the northwest corner of Subdivision 9559; Thence along the north line of Subdivision 9559 for the following four (4) courses: (1) South 35° 10' 28" East - 94.33 feet, (2) South 89° 41' 45" East - 143.93 feet, (3) South 15° 58' 21" West - 21.54 feet, and (4) South 82° 07' 28" East - 167.65 feet to the northeast corner of Subdivision; Thence along the east line of Subdivision 9559, South 08° 46' 44" West - 488.98 feet to the **Point of Beginning**
Containing 255,535 square feet of land area, more or less.

See Exhibit B – Plat to Accompany Legal Description which is attached hereto and made a part hereof.

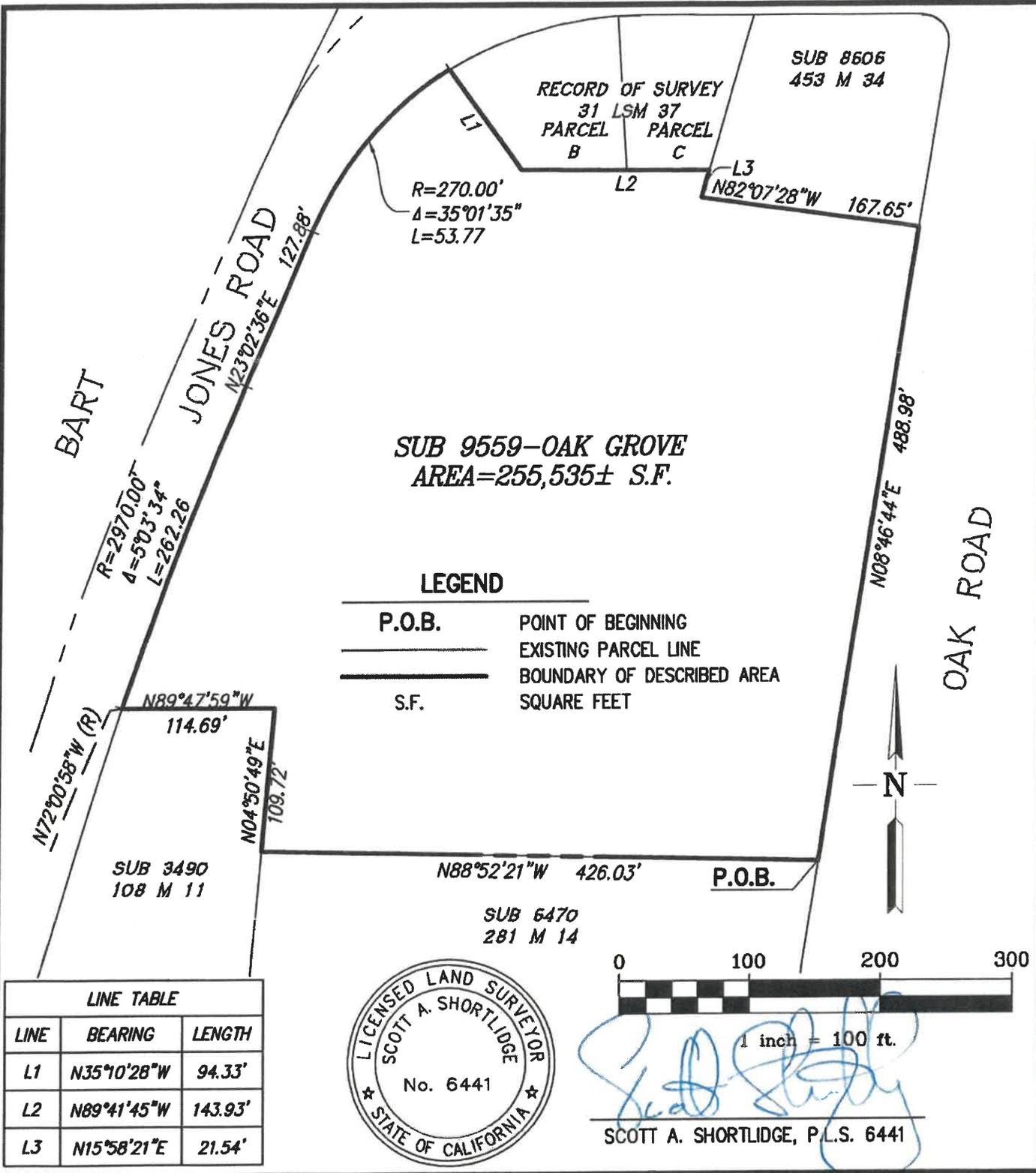
END OF DESCRIPTION


Scott A. Shortlidge



3-31-2022
Date

G:\062020\201069\SURVEY\CAD FILES\PLATS\201069-PLAT 8.S\TITLE.DWG 3/31/2022 9:36:28 AM SHAWN CARTER/AJB



SUB 9559-OAK GROVE
AREA=255,535± S.F.

LEGEND

- P.O.B.** POINT OF BEGINNING
- EXISTING PARCEL LINE**
- BOUNDARY OF DESCRIBED AREA**
- S.F.** SQUARE FEET

LINE TABLE		
LINE	BEARING	LENGTH
L1	N35°10'28"W	94.33'
L2	N89°41'45"W	143.93'
L3	N15°58'21"E	21.54'



0 100 200 300

1 inch = 100 ft.

Scott A. Shortlidge

SCOTT A. SHORTLIDGE, P.L.S. 6441

EXHIBIT B
PLAT TO ACCOMPANY LEGAL DESCRIPTION
FOR
OAK GROVE PROPERTY DESCRIPTION
CONTRA COSTA COUNTY, CALIFORNIA

RJA
RUGGERI-JENSEN-AZAR
 ENGINEERS • PLANNERS • SURVEYORS
 4690 CHABOT DRIVE, SUITE 200 PLEASANTON, CA 94588
 PHONE: (925) 227-9100 FAX: (925) 227-9300

SCALE: 1" = 100'	DATE: 3-31-2022	JOB NO.: 201069
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THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 05/24/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/183

RESOLUTION OF INTENTION TO FORM ZONE 1518 OF COUNTY SERVICE AREA P-6 IN THE UNINCORPORATED WALNUT CREEK AREA

The Board of Supervisors of Contra Costa County RESOLVES:

1. The Board of Supervisors of Contra Costa County proposes the formation of new zone in the unincorporated Walnut Creek area of County Service Area (CSA) P-6, pursuant to Article 8 of Chapter 2.3 of Part 2 of Division 2 of Title 3 of the California Government Code.
2. The boundaries of the territory to be included in the zone area are described in 'Exhibit A' and shown in 'Exhibit B', both of which are attached hereto and incorporated herein by this reference.
3. The formation of Zone 1518 is proposed to provide the County of Contra Costa with a method of financing an increased level of police protection services to the area within the zone.
4. The proposed zone would provide a level of police protection services that exceeds the level of service outside the zone, and if approved by the voters, the proposed zone would generate additional revenue in the form of special taxes to fund the increase in this level of service.
5. The increase in the level of service would be financed through the levy of a voter-approved special tax on all taxable parcels within the zone.
6. The name proposed for the zone is "Zone 1518" of CSA P-6.

NOW, THEREFORE, BE IT RESOLVED THAT at 9:00 a.m. on June 21, 2022, in the Chamber of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553, this Board will conduct a public hearing upon the proposed formation of Zone 1518 of CSA P-6. The Clerk of the Board is hereby directed to give notice of the public hearing by (1) publishing a notice that complies with Government Code Section 25217, subdivision (d)(1), pursuant to Government Code Section 6061; (2) mailing the notice to all owners of property within the proposed zone; (3) mailing the notice to each city and special district that contains, or whose sphere of influence contains the proposed zone; and (4) verifying that the notice is posted in at least three public places within the territory of the proposed zone.

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: May 24, 2022

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

Contact: Jennifer Cruz, 925-655-2867

By: , Deputy

cc: Rosa Mena



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: HEARING TO CONSIDER ADOPTION OF PROPOSED SPECIAL TAX ORDINANCE AND AUTHORIZE ELECTION TO OBTAIN VOTER APPROVAL (DISTRICT IV)

RECOMMENDATION(S):

1. OPEN hearing to consider adopting Ordinance No. 2022-19, authorizing the levy of a special tax for police protection services in Zone 1518 of County Service area P-6 in the unincorporated Walnut Creek area of the County; CONSIDER oral and written comments received; and CLOSE the public hearing.
2. ADOPT Ordinance No. 2022-19, attached hereto.
3. ADOPT Resolution No. 2022/222, attached hereto, authorizing an election in Zone 1518 of County Service Area P-6 to consider approval of Ordinance No. 2022-19.
4. DIRECT the County Clerk, Elections Division, to conduct the election required by Government Code Sections 23027 and 53978. This election shall be held on August 23, 2022.

FISCAL IMPACT:

The cost of establishing the Police Service District and election is paid for by the developer of the subdivision.

BACKGROUND:

Per the conditions of approval for Subdivision No. 9559 (County File #SD21-09559), prior to recording the final map for the 19-lot subdivision, the subdivider is required to establish a special Police Services tax district for the purposes of providing additional funding to augment police services in the area. The property to be subdivided and placed within the proposed special tax district consists of a 5.94-acre site located at 2740 Jones Road in the unincorporated Walnut Creek area of the County.

On May 24, 2022, the Board approved Resolution No. 2022/183, as required by Government Code Section 25217, subdivision (b), as the first step in forming a new zone within County Service Area (CSA) P-6 in the unincorporated Walnut Creek area of the County. The proposed zone would serve as the vehicle to collect special taxes within the boundaries of the zone if a special tax measure is approved by registered voters within the zone area at the August 23, 2022, election.

-
- APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jennifer Cruz, 925-655-2893

By: , Deputy

BACKGROUND: (CONT'D)

The Board is scheduled to conduct a separate hearing on June 21, 2022, on the formation of the proposed zone. If the Board determines there is no majority protest to the formation of this new zone, and if the Board adopts Resolution No. 2022/221 establishing CSA P-6, Zone 1518 subject to voter approval of the special tax, the next step in the process is the hearing on the adoption of a special tax ordinance, the adoption of that ordinance and adoption of a resolution submitting the tax measure to the voters.

In this action, the Board is asked to conduct the hearing on, and adopt, the special tax ordinance (Ordinance No. 2022-19), which would authorize the levy of a special tax for police protection services on all taxable parcels in the area of Zone 1518 if a special tax ballot measure is approved by a two-thirds majority of the registered voters in the zone area. Resolution No. 2022/222, the adoption of which is also recommended, sets forth appropriate ballot language, directs the County Clerk, Elections Division, to conduct the aforementioned election as part of the August 23, 2022, election, and supplies appropriate ballot language.

CONSEQUENCE OF NEGATIVE ACTION:

The project developer would be unable to comply with the conditions of approval for the project. The developer would be unable to record the final map for the subdivision.

ATTACHMENTS

Resolution 2022/222

Exhibit A - Legal Description

Exhibit B - Plat Map

Exhibit C - Ordinance No. 2022-19

Resolution No.2022/183

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/222

IN THE MATTER OF AUTHORIZING A SPECIAL TAX IN PROPOSED ZONE 1518 OF COUNTY SERVICE AREA P-6

WHEREAS, this Board recognizes the need for increased police protection services in the above subject zone and the difficulty of funding the current or an increased level of services. Government Code Sections 50077 and 53978 establish procedures for voter authorization of a special tax in order to provide additional funding for police protection.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Ordinance No. 2022-19, adopted on this date, is to be presented for approval of the voters of proposed Zone 1518 of County Service Area P-6 at the election to be held on August 23, 2022, according to the following ballot proposition:

"Shall Ordinance No. 2022-19, to provide additional funding for police protection services, be approved to authorize a special tax on property located in Zone 1518 of County Service Area P-6 in the unincorporated Walnut Creek area of the County, at an initial annual amount of \$200 per parcel for single-family, residential parcels, with higher and lower amounts for properties in other use categories identified in the ordinance, commencing with the tax year beginning July 1, 2023?"

2. The Contra Costa County Registrar of Voters is designated as the Election Official for this election, and the County Clerk, Elections Division, is hereby authorized and directed to provide all notices and take all other actions necessary to hold the election described in this resolution including, but not limited to, providing notices of times within which arguments for and against are to be submitted.

3. The County Administrator, or his designee, shall serve as the Eligible Filer for purposes of filing necessary documents with the Elections Official to facilitate listing of the above ballot proposition.

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: June 21, 2022

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

Contact: Jennifer Cruz, 925-655-2893

By: , Deputy

cc: Rosa Mena

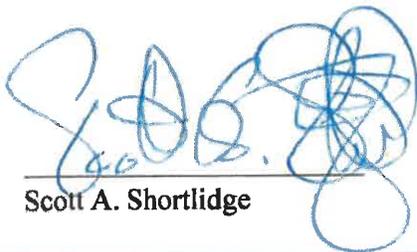
Exhibit "A"

Real property situate in the County of Contra Costa, State of California, and being all of property encompassed Subdivision 9559 filed on _____, ___, 2022, in Book _____ of Maps at Page _____ Official Records of said County, and being more particularly described as follows:

Beginning at the southeast corner of said Subdivision 9559; Thence along the south line of said Subdivision 9559 for the following three (3) courses: (1) North 88° 52' 21" West - 426.03 feet, (2) North 04° 50' 49" East - 109.72 feet, and North 89° 47' 59" West - 114.69 feet to the southwest corner of said Subdivision 9559, same corner being a the beginning of a curve to the right from which the center bears South 72° 00' 58" East; Thence along the west line of Subdivision 9559 for the following three (3) courses: (1) in a northeasterly direction 262.26 feet along the arc of said curve to the right, having a radius of 2970.00 feet and through a central angle of 05° 03' 34", (2) North 23° 02' 36" East - 127.88 feet for the beginning of a curve to the right, and (3) in a northeasterly direction 53.77 feet, having a radius of 270.00 feet and through a central angle of 11° 24' 39" to the northwest corner of Subdivision 9559; Thence along the north line of Subdivision 9559 for the following four (4) courses: (1) South 35° 10' 28" East - 94.33 feet, (2) South 89° 41' 45" East - 143.93 feet, (3) South 15° 58' 21" West - 21.54 feet, and (4) South 82° 07' 28" East - 167.65 feet to the northeast corner of Subdivision; Thence along the east line of Subdivision 9559, South 08° 46' 44" West - 488.98 feet to the **Point of Beginning**
Containing 255,535 square feet of land area, more or less.

See Exhibit B – Plat to Accompany Legal Description which is attached hereto and made a part hereof.

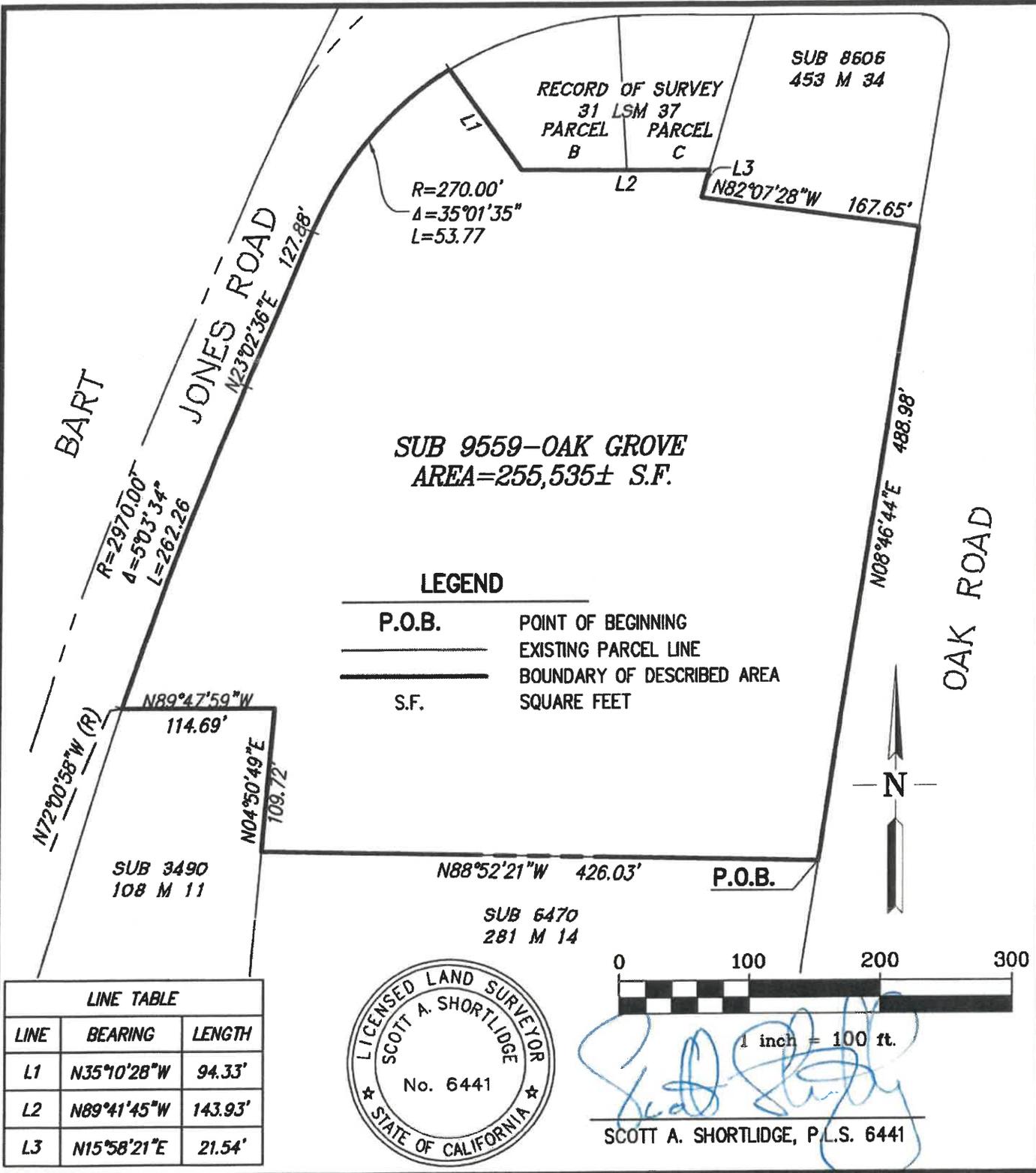
END OF DESCRIPTION


Scott A. Shortlidge



3-31-2022
Date

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SUB 9559-OAK GROVE
AREA=255,535± S.F.

LEGEND

- P.O.B. POINT OF BEGINNING
- EXISTING PARCEL LINE
- BOUNDARY OF DESCRIBED AREA
- S.F. SQUARE FEET

LINE TABLE		
LINE	BEARING	LENGTH
L1	N35°10'28"W	94.33'
L2	N89°41'45"W	143.93'
L3	N15°58'21"E	21.54'



0 100 200 300

1 inch = 100 ft.

Scott A. Shortlidge

SCOTT A. SHORTLIDGE, P.L.S. 6441

EXHIBIT B
PLAT TO ACCOMPANY LEGAL DESCRIPTION
FOR
OAK GROVE PROPERTY DESCRIPTION
CONTRA COSTA COUNTY, CALIFORNIA

RJA
RUGGERI-JENSEN-AZAR
 ENGINEERS • PLANNERS • SURVEYORS
 4690 CHABOT DRIVE, SUITE 200 PLEASANTON, CA 94588
 PHONE: (925) 227-9100 FAX: (925) 227-9300

SCALE: 1" = 100'	DATE: 3-31-2022	JOB NO.: 201069
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ORDINANCE NO. 2022-19
(Uncodified)

(An Ordinance of the Board of Supervisors of Contra Costa County)
Authorizing a Special Tax for Police Protection Services in Zone 1518
of County Service Area P-6

The Contra Costa County Board of Supervisors ORDAINS as follows:

ARTICLE I. PURPOSE AND INTENT. It is the purpose and intent of this Ordinance to authorize the levy of a tax on parcels of real property on the secured property tax roll of Contra Costa County that are within Zone 1518 of Contra Costa County Service Area No. P-6 in order to augment funding for police protection services.

This tax is a special tax within the meaning of Section 4 of Article XIII A of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel and use of property basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to *ad valorem* property taxes are intended to apply to the collection and administration of this tax (Article IV of this Ordinance), as authorized by law.

The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, for paying the salaries and benefits of police protection personnel, and for such other police protection service expenses as are deemed necessary.

ARTICLE II. DEFINITIONS. The following definitions shall apply throughout the Ordinance:

1. “Parcel” means the land and any improvements thereon, designated by an assessor’s parcel map and parcel number and carried on the secured property tax roll of Contra Costa County. For the purposes of the Ordinance, “parcel” does not include any land or improvements outside the boundaries of Zone 1518 of County Service Area P-6 nor any land or improvements owned by any governmental entity.

2. “Fiscal year” means the period of July 1 through the following June 30.

3. Contra Costa County Service Area P-6 Zone 1518 (hereinafter called “Zone”) means that portion of unincorporated area of Contra Costa County located within the Zone’s boundaries described and shown in Exhibits A and B attached hereto.

4. “Use Code” means the code number assigned by the Assessor of Contra Costa County in order to classify parcels according to use for *ad valorem* property tax purposes. A copy

of the Assessor’s use code classifications chart is attached hereto as Exhibit C and incorporated herein.

5. “Consumer Price Index” means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area (1982-84=100) as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Consumer Price Index had not been discontinued of revised.

6. “Constant first year dollars” shall mean an actual dollar amount which, in years subsequent to the first fiscal year the tax is levied, shall have the same purchasing power as the base amount in first fiscal year dollars as measured by the Consumer Price Index. The base amount shall be the amount of tax per parcel as specified in Article III 1A herein. The adjustment from actual to constant dollars shall be made by use of the Consumer Price Index, as specified in Section III 1B herein.

ARTICLE III. AMOUNT AND LEVEL OF TAXES

1. The tax per year on each parcel in the Zone shall not exceed the amount applicable to the parcel as specified below.

A. For First Fiscal Year:

The tax per year for the first fiscal year (July 1, 2023 through June 30, 2024) shall be the Amount of Tax per Parcel for the Property Use Code Category as set forth in Exhibit D incorporated herein.

B. For Subsequent Fiscal Years:

In order to keep the tax on each parcel in constant first year dollars for each fiscal year subsequent to the first fiscal year, the tax per year shall by adjusted as set forth below to reflect any increase in the Consumer Price Index beyond the first fiscal year a tax is levied.

In July, the Board of Supervisors of Contra Costa County shall determine the amount of taxes to be levied upon the parcels in the Zone for the then current fiscal year as set forth below.

For each Property Use Category on Exhibit C, the tax per year on each parcel for each fiscal year subsequent to the first fiscal year shall be an amount determined as follows:

Tax Per Parcel For Then Current Fiscal Year	=	Tax Per Parcel For Previous Fiscal Year	X	(Consumer Price Index for April of Immediately <u>Preceding Fiscal Year</u>) (Consumer Price Index For the first Fiscal Year Of Levy)
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In no event shall the tax per parcel for any fiscal year be less than the amount established for the first fiscal year.

2. The taxes levied on each parcel pursuant to this Article shall be a charge upon the parcel and shall be due and collectible as set forth in Article IV, below. A complete listing of the amount of taxes on each Zone shall be maintained by the Sheriff-Coroner of the County of Contra Costa at Martinez, California, and be available for public inspection during the remainder of the fiscal year for which such taxes are levied.

ARTICLE IV. COLLECTION AND ADMINISTRATION.

1. Taxes as Liens Against the Property.

The amount of taxes for each parcel each year shall constitute a lien on such property, in accordance with Revenue and Taxation Code section 2187, and shall have the same effect as an *ad valorem* real property tax lien until fully paid.

2. Collection.

The taxes on each parcel shall be billed on the secured roll tax bills for *ad valorem* property taxes and shall be due the County of Contra Costa. Insofar as feasible and insofar as not inconsistent with this Ordinance, the taxes are to be collected in the same manner in which the County collects secured roll *ad valorem* property taxes. Insofar as feasible and insofar as not inconsistent with the Ordinance, the times and procedure regarding exemptions, due dates, installment payments, corrections, cancellations, refunds, late payments, penalties, liens, and collection for secured roll *ad valorem* property taxes shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax: 1) the secured roll tax bills shall be the only notices required for this tax, and 2) the homeowner and veterans exemptions shall not be applicable because such exemptions are determined by dollar amount value.

3. Costs of Administration by the County.

The reasonable costs incurred by the County officers collecting and administering this tax shall be deducted from the collected taxes.

ARTICLE V. ACCOUNTABILITY MEASURES.

1. Account.

Upon the levy and collection of the tax authorized by this ordinance, an account shall be created into which the proceeds of the tax will be deposited. The proceeds of the tax authorized by this Ordinance shall be applied only to the specific purposes identified in this Ordinance.

2. Annual Report.

An annual report that complies with the requirements of Government Code section 50075.3 shall be filed with the Board of Supervisors of Contra Costa County no later than January 1 of each fiscal year in which the tax is levied.

ARTICLE V. SEVERABILITY CLAUSE

If any article, section, subsection, sentence, phrase of clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The voters of the Zone hereby declare that they would have adopted the remainder of the Ordinance, including each article, section, subsection, sentence phrase or clause, irrespective of the invalidity of any other article, section, subsection, sentence, phrase or clause.

ARTICLE VI. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within Zone 1518 in an election to be held on August 23, 2022, so that taxes shall first be collected hereunder for the tax year beginning July 1, 2023. Within 15 days of passage, this Ordinance shall be published once, with the names of the Supervisors voting for and against it, in the Contra Costa Times, a newspaper of general circulation published in this County.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors, County of Contra Costa, State of California, on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO, Clerk of the Board
of Supervisors and County Administrator

By: _____
Deputy

Chair of the Board of Supervisors

[SEAL]

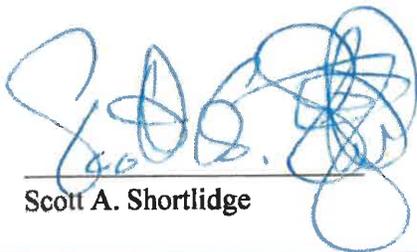
Exhibit "A"

Real property situate in the County of Contra Costa, State of California, and being all of property encompassed Subdivision 9559 filed on _____, ___, 2022, in Book _____ of Maps at Page _____ Official Records of said County, and being more particularly described as follows:

Beginning at the southeast corner of said Subdivision 9559; Thence along the south line of said Subdivision 9559 for the following three (3) courses: (1) North 88° 52' 21" West - 426.03 feet, (2) North 04° 50' 49" East - 109.72 feet, and North 89° 47' 59" West - 114.69 feet to the southwest corner of said Subdivision 9559, same corner being a the beginning of a curve to the right from which the center bears South 72° 00' 58" East; Thence along the west line of Subdivision 9559 for the following three (3) courses: (1) in a northeasterly direction 262.26 feet along the arc of said curve to the right, having a radius of 2970.00 feet and through a central angle of 05° 03' 34", (2) North 23° 02' 36" East - 127.88 feet for the beginning of a curve to the right, and (3) in a northeasterly direction 53.77 feet, having a radius of 270.00 feet and through a central angle of 11° 24' 39" to the northwest corner of Subdivision 9559; Thence along the north line of Subdivision 9559 for the following four (4) courses: (1) South 35° 10' 28" East - 94.33 feet, (2) South 89° 41' 45" East - 143.93 feet, (3) South 15° 58' 21" West - 21.54 feet, and (4) South 82° 07' 28" East - 167.65 feet to the northeast corner of Subdivision; Thence along the east line of Subdivision 9559, South 08° 46' 44" West - 488.98 feet to the **Point of Beginning**
Containing 255,535 square feet of land area, more or less.

See Exhibit B – Plat to Accompany Legal Description which is attached hereto and made a part hereof.

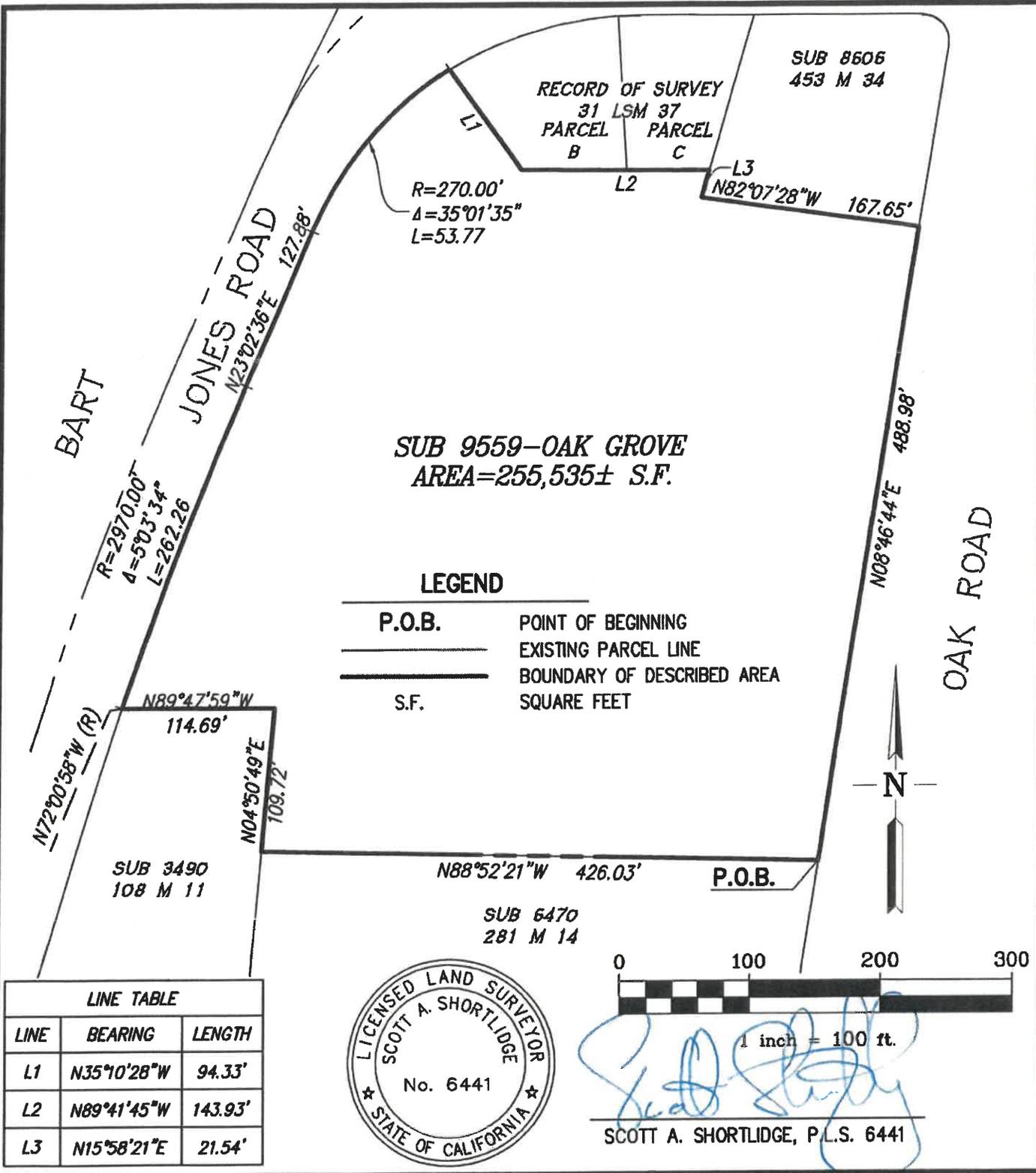
END OF DESCRIPTION


Scott A. Shortlidge



3-31-2022
Date

G:\062020\201069\SURVEY\CAD FILES\PLATS\201069-PLAT 8.S\TITLE.DWG 3/31/2022 9:36:28 AM SHAWN CARTER/AJB



SUB 9559-OAK GROVE
AREA=255,535± S.F.

LEGEND

- P.O.B. POINT OF BEGINNING
- EXISTING PARCEL LINE
- BOUNDARY OF DESCRIBED AREA
- S.F.** SQUARE FEET

LINE TABLE		
LINE	BEARING	LENGTH
L1	N35°10'28"W	94.33'
L2	N89°41'45"W	143.93'
L3	N15°58'21"E	21.54'



0 100 200 300

1 inch = 100 ft.

Scott A. Shortlidge

SCOTT A. SHORTLIDGE, P.L.S. 6441

EXHIBIT B
PLAT TO ACCOMPANY LEGAL DESCRIPTION
FOR
OAK GROVE PROPERTY DESCRIPTION
CONTRA COSTA COUNTY, CALIFORNIA

RJA
RUGGERI-JENSEN-AZAR
 ENGINEERS • PLANNERS • SURVEYORS
 4690 CHABOT DRIVE, SUITE 200 PLEASANTON, CA 94588
 PHONE: (925) 227-9100 FAX: (925) 227-9300

SCALE: 1" = 100'	DATE: 3-31-2022	JOB NO.: 201069
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Exhibit C

Zone 1518

REJECT AND CONFIRMATION CODES	USE CODES								RESPONSIBILITY CODES
	RESIDENTIAL	MULTIPLE	COMMERCIAL	COMMERCIAL	INDUSTRIAL	LAND	INSTITUTIONAL	MISCELLANEOUS	
REJECT CODES 0 Normal Sale 1 Sold Part of a Split 3 Sales With Other Parcels 4 Hidden Stamps 5 Investigate Sale 7 Restricted Sale 8 Assumption 9 No Exemption Change U Unrecorded Documents NOTE: Reject Codes 0 & 1 "identify" sales. They do not reject them. Such sales (when confirmed) are used in statistics. Sales with other codes ARE rejected & do not enter into statistics.	10	20	30	40	50	60	70	80	1 Residential 2 Multiple Residential 3 Commercial/Industrial 4 Commercial/Industrial 5 Commercial/Industrial 6 Land 7 Commercial/Industrial 8 Residential (Unparcelized Condos) (88-8 = Floating Homes) 9 Unassigned
	Vacant, Unbuildable	Vacant	Vacant Land	Boat Harbors (-4)	Vacant Land	Unassigned	Intermediate Care Facil. (Rehab, Skilled Nursing) (-7)	Mineral Rights (productive/non-productive)	
	11 Single Family	21	31	41	51	61	71	81	
	1 Res on 1 Site & Duets without Common Areas	Duplex	Commercial Stores (not Supermarkets)	Supermarkets (not in shopping centers)	Industrial Park (with structures)	Rural, Residential Improved 1A up to 10A	Churches	Private Roads	
	12 Single Family	22	32	42	52	62	72	82	
	1 Res on 2 or More Sites	Triplex	Small Grocery Stores (7-11, Mom & Pop, Quick-Stop)	Shopping Centers (all pcls incl vac for future shopping center)	Research and Development, with or without structures; flexible use	Rural, with or without Misc. Structures 1A up to 10A	Schools & Colleges (public or private, with or without improvements)	Pipelines and Canals	
	13 Single Family	23	33	43	53	63	73	83	
	2 or More Res on 1 or More Sites	Fourplex	Office Buildings	Financial Bldgs. (Ins. & Title Companies, Banks, S & L)	Light Industrial	Urban Acreage 10A up to 40A	Acute Care Hospitals, with or without imp	State Board Assessed Parcels	
	14 Single Family	24	34	44	54	64	74	84	
	On other than Single Family Land	Combinations; e.g., Single and a Double, etc.	Medical; Dental	Motels, Hotels (-4) & Mobile Home Parks (-7)	Heavy Industrial (-5) Alpha	Urban Acreage 40A and over	Cemeteries (-7) & Mortuaries (-3)	Utilities, with or without bldgs (not assessed by SBE)	
15	25	35	45	55	65	75	85		
Miscellaneous Improvements, 1 Site	Apartments, 5-12 units, inclusive	Service Stations; Car Washes; Bulk Plants, Mini Lube	Theaters	Mini-Warehouse (Public Storage)	Orchards, Vineyards, Row Crops, Irrig. Past. 10A up to 40A	Fraternal and Service Organizations; Group Homes, Shelters	Public and Private Parking		
16	26	36	46	56	66	76	86		
Misc. Imps. On 2 or More Sites; includes trees & vines	Apartments, 13-24 units, inclusive	Auto Repair	Drive-In Restaurants (Hamburger, Taco, etc)	Misc. Imps. including T&V on Light or Heavy Industrial	Orchards, Vineyards, Row Crops, Irrig. Past. 40A & over	Residential Care Facil. (Congregate Housing, Assisted Living) (-7)	Taxable Municipally-Owned Property (Section 11)		
17	27	37	47	57	67	77	87		
Vacant, 1 Site (includes PUD sites)	Apartments, 25-59 units, inclusive	Community Facilities; Recreational; Swim Pool Assn.	Restaurants (not drive-in; inside service only)	Unassigned	Dry Farming, Farming, Grazing & Pasturing 10A up to 40A	Cultural Uses (Libraries, Museums)	Common Area pcls in PUD's (Open Spaces, Rec. Facilities)		
18	28	38	48	58	68	78	88		
Vacant, 2 or More Sites	Apartments, 60 units or more	Golf Courses	Multiple and Commercial; Miscellaneously Improved	Unassigned	Dry Farming, Farming, Grazing & Pasturing 40A & over	Parks and Playgrounds	Manufactured Hsng. (-4) Accessories, (-7) MH on local property tax Floating Homes (-8)		
19 Single Family	29	39	49	59	69	79	89		
Res, Detached, w/Common Area (normal subdiv. type PUD); Duets w/Common Area	Attached PUD's, Cluster Homes, Co-ops, Condos, Townhouses, etc. (-1,-2) Single Fam.	Bowling Alleys	Auto Agencies	Pipeline Rights-Of-Way	Agricultural Preserves	Government-owned, with or without bldgs (Fed, State, County, City, SFBART, EBRPD)	Other; Split parcels in different tax code areas		
							90 Awaiting Assignment		

ORDINANCE NO. 2022-19 ZONE 1518

FOR FISCAL YEAR JULY 1, 2023, THROUGH JUNE 30, 2024

EXHIBIT D

<u>PROPERTY USE CODE CATEGORY</u>	<u>EXPLANATION</u>	<u>ANNUAL TAX PER PARCEL</u>
11	Single Family Residence – 1 residence, 1 site	\$200
12	Single Family Residence- 1 residence, 2 or more sites	\$200
13	Single Family Residence- 2 residences on 1 or more sites	\$200
14	Single Family Residence – other than single family land	\$200
15	Misc. Improvements – 1 site	\$200
16	Misc. Improvements – 2 or more sites	\$200
17	Vacant – 1 site	\$100
18	Vacant – 2 or more sites	\$100
19	Single Family Residence - Det. w/common area	\$200
20	Vacant – Multiple	\$100
21	Duplex	\$200
22	Triplex	\$200
23	Fourplex	\$200
24	Combination	\$200
25	Apartments (5-12 units)	\$400
26	Apartments (13-24 units)	\$400
27	Apartments (25-59 units)	\$600

28	Apartments (60+ units)	\$800
29	Attached PUDs: Cluster Homes, Condos, Etc.	\$200
30	Vacant – Commercial	\$100
31	Commercial Stores – Not Supermarkets	\$600
32	Small Grocery Stores (7-11, etc.)	\$600
33	Office Buildings	\$400
34	Medical, Dental	\$400
35	Service Stations, Car Wash	\$400
36	Garages	\$400
37	Community Facilities (recreational, etc.)	\$800
38	Golf Courses	\$400
39	Bowling Alleys	\$400
40	Boat Harbors	\$400
41	Supermarkets (not shopping centers)	\$600
42	Shopping Centers	\$800
43	Financial Buildings (Ins., Title, Banks, S&L)	\$400
44	Motels, Hotels & Mobile Home Parks	\$600
45	Theaters	\$600
46	Drive-In Theaters	\$400
47	Restaurants (not drive-in)	\$400
48	Multiple & Commercial	\$400

49	New Car Agencies	\$400
50	Vacant Land (not part of Ind. Park or P. & D.)	\$100
51	Industrial Park	\$800
52	Research & Development	\$400
53	Light Industrial	\$400
54	Heavy Industrial	\$400
55	Mini Warehouses (public storage)	\$600
56	Misc. Improvements	\$400
61	Rural, Res. Improvement 1A-10A	\$200
62	Rural, W/or w/o Structure 1A-10A	\$200
70	Convalescent Hospitals/Rest Homes	\$400
73	Hospitals	\$400
74	Cemeteries/Mortuaries	\$400
75	Fraternal & Service Organizations	\$400
76	Retirement Housing Complex	\$600
78	Parks & Playgrounds	\$800
85	Public & Private Parking	\$400
87	Common Area	\$400
88	Mobile Homes	\$200
89	Other (split parcels in different tax code areas)	\$200
99	Awaiting Assignment	\$200

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

Adopted this Resolution on 05/24/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/183

RESOLUTION OF INTENTION TO FORM ZONE 1518 OF COUNTY SERVICE AREA P-6 IN THE UNINCORPORATED WALNUT CREEK AREA

The Board of Supervisors of Contra Costa County RESOLVES:

1. The Board of Supervisors of Contra Costa County proposes the formation of new zone in the unincorporated Walnut Creek area of County Service Area (CSA) P-6, pursuant to Article 8 of Chapter 2.3 of Part 2 of Division 2 of Title 3 of the California Government Code.
2. The boundaries of the territory to be included in the zone area are described in 'Exhibit A' and shown in 'Exhibit B', both of which are attached hereto and incorporated herein by this reference.
3. The formation of Zone 1518 is proposed to provide the County of Contra Costa with a method of financing an increased level of police protection services to the area within the zone.
4. The proposed zone would provide a level of police protection services that exceeds the level of service outside the zone, and if approved by the voters, the proposed zone would generate additional revenue in the form of special taxes to fund the increase in this level of service.
5. The increase in the level of service would be financed through the levy of a voter-approved special tax on all taxable parcels within the zone.
6. The name proposed for the zone is "Zone 1518" of CSA P-6.

NOW, THEREFORE, BE IT RESOLVED THAT at 9:00 a.m. on June 21, 2022, in the Chamber of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553, this Board will conduct a public hearing upon the proposed formation of Zone 1518 of CSA P-6. The Clerk of the Board is hereby directed to give notice of the public hearing by (1) publishing a notice that complies with Government Code Section 25217, subdivision (d)(1), pursuant to Government Code Section 6061; (2) mailing the notice to all owners of property within the proposed zone; (3) mailing the notice to each city and special district that contains, or whose sphere of influence contains the proposed zone; and (4) verifying that the notice is posted in at least three public places within the territory of the proposed zone.

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: May 24, 2022

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

Contact: Jennifer Cruz, 925-655-2867

By: , Deputy

cc: Rosa Mena



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Changes to Solid Waste Collection Service and Rates in the unincorporated areas served by Allied Waste Systems, Inc. under County Franchise Agreement

RECOMMENDATION(S):

1. ACCEPT report from consultant Crowe, LLP (Crowe), dated June 8, 2022, summarizing the results of its review of the rate application for service changes submitted by Allied Waste Systems, Inc.(Allied), attached as Exhibit A.
2. CONSIDER approving and direct Allied to implement the following recommended service changes and associated rate adjustment effective August 1, 2022, resulting in an 11.8% solid waste collection rate increase for commercial, light industrial, and residential customers in unincorporated areas served by Allied under County's Franchise Agreement based on staff and Crowe's review of Allied's rate application:
 - a. Switch from bi-weekly to weekly residential recycling collection
 - b. Switch from bi-weekly to weekly residential organics collection and expand the list of materials accepted
 - c. Mandatory SB 1383 monitoring and reporting (residential and commercial)

FISCAL IMPACT:

There is no impact to the County General Fund. The costs for County staff time spent and any related consulting services focused on administering the Franchise Agreement with Allied, including the rate setting process, are covered by solid waste/recycling collection franchise fees.

BACKGROUND:

On September 19, 2016, Governor Jerry Brown signed into law the Short-lived Climate Pollutant Reduction Act ("SB 1383"). SB 1383 required the California Department of Resources Recycling and Recovery ("CalRecycle") to develop regulations to reduce organics in landfills as a source of methane. The regulations developed by CalRecycle under SB 1383 revised numerous provisions of division 7 of title 14 of the California Code of Regulations and added Chapter 12, entitled "Short-lived Climate Pollutants," effective January 1, 2022. The SB 1383 Regulations require counties, cities and other local jurisdictions to adopt enforceable ordinances or other enforceable mechanisms to mandate that organic waste generators, haulers, and other entities comply with requirements in the SB 1383 Regulations. The SB 1383 Regulations generally address requirements applicable to organic waste collection services, inspection of waste containers for prohibited contaminants, regulation of commercial edible food generators, provision of education and outreach information to generators, reporting to CalRecycle on compliance with the SB 1383 Regulations, and maintenance of records of compliance with SB 1383 Regulations, with the goal of achievement

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: David Brockbank, 925-655-2911

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of statewide organic waste disposal reduction targets. This Allied rate review was initiated at the County's request due to new costs and services required to comply with the SB 1383 Regulations.

County Rate Regulation: The County establishes and regulates collection rates that Allied can charge for residential and commercial collection services provided in their Franchise Area. These rates are established in accordance with the adopted rate setting methodology (Rate Manual) approved by the County in 1998 for use in setting rates for the County's Franchise Agreement with Allied Waste (owned by Republic Services). The Rate Manual provides for recovery of the reasonable costs that Allied will incur in performing services under the Franchise Agreement, plus allowable profit. When there are proposed rate changes that do not involve any proposed change in services, the Rate Manual establishes a process with the following components:

- Every four (4) years: Base Year rate reviews. Such reviews rely upon data submitted in detailed rate applications and accompanying audited financial statements; and
- Intervening years between Base Years (Interim Years): The Franchisee may request no change, or a change based on one of the following options. One, a rate change which does not exceed the annual change in Consumer Price Index (CPI) (no Board approval required). The hauler is not required to submit audited financial data with the interim year rate application. Therefore, the Interim Year Rate Review is less rigorous than that carried out in a Base Year.
- The other option is for extraordinary circumstances, where either the County or franchise hauler may initiate an extraordinary rate adjustment process. Generally the hauler experiences significant changes in costs or revenues not under its control, in which case, a rate application and appropriate documentation can be submitted for staff review and Board approval.

History of Solid Waste Collection Rate Adjustments Since 2016: There have been various rate adjustments in the Allied Franchise Area since 1998 when the County adopted a Rate Manual. Below is a summary of rate review and subsequent allowable rate adjustments since 2016.

2016: Base Year Rate Review – The 2016 Base Year Rate Review was phased in over a two-year period. For the first year a 14.28% increase was needed to cover the costs of the hauler's operations. There were various factors that contributed to this increase, including CPI adjustments, as well as new service enhancements that increased the number of community clean-up boxes provided each year, increase in franchise fees paid to the County, on-call removal of illegal dumping from the right-of-way, and the elimination of a separate recycling charge for commercial customers. Republic also implemented on-call bulky item collection in conjunction with the base year rate change that took effect in 2017. For the second year there was a 4.99% base year rate pass through as described below.

2017: Interim Year - An increase of 8.5% was implemented, which was comprised of a 4.99% phased in 2016 base year increase and a 3.51% CPI adjustment. This increase was implemented in conjunction with a franchise fee increase, and service enhancement (second annual On-Call Residential Bagged Pick-Up & On-Call Right-of-way Clean-up).

2018: Interim Year - CPI increase of 4.3%

2019: Interim Year - CPI increase of 2.7%

2020: Base Year Rate Review resulted in no increase to rates

2021: Interim Year - CPI increase of 1.59%

Service Change Rate Review: Allied requested an increase of 17.92% in the rate application based on projected costs for existing services, but would increase collection frequency of recyclables and organics to a weekly basis. Crowe reviewed the Rate Application submitted by Allied for consistency with the Rate Manual, County policies, and waste management industry practices. Crowe did not conduct an audit, review or compile any financial or supplemental data normally analyzed in a Base Year rate review. Rather, Crowe relied upon information provided to Crowe without investigation, but the information in their analysis was based on estimates, assumptions and other data developed by Crowe from information provided by Allied, knowledge of and participation in other studies, data supplied by the County, and other sources deemed to be reliable. Crowe's review of the Rate Application led to recommending reductions to various cost categories, such as Direct Labor, Tipping Fees, Trucking and Equipment, that resulted in an overall net decrease in annual projected costs identified in the Allied Rate Application. There are multiple factors contributing to the changes in the projected costs and revenue which drive the recommended rate adjustment. Some of these are routine factors associated with existing services (e.g., increased wages and benefits and CPI adjustments to various other categories of operational costs, including trucking and equipment).

Minimum Required Rate Increase - Not Recommended

This rate review was a focused review related to service changes needed to address requirements in the SB 1383 Regulations. County staff identified new collection services needed to comply with the state's SB 1383 mandates that must be implemented by the franchise hauler (Allied). At a minimum, weekly collection of organics is required so customers can recycle food waste, food scraps, and food soiled paper in the organics cart, as required by SB 1383 Regulations. Most of the recommended rate increase is associated with moving to weekly collection of organics with food waste, monitoring and reporting, plus CPI adjustment. If the Board was to just approve those items needed to comply with the SB 1383 regulatory collection requirements, the rate increase would be 7.54% as stipulated in Exhibit A. Details regarding this Minimum Required Rate Increase for all residential cart sizes is shown in Table 1 of Exhibit A (attached) and subsequent tables for commercial customers.

RECOMMENDED RATE INCREASE

The Recommended Rate Increase shown in Table 1 below includes the Minimum Required Rate Increase (7.54%) described above as well as an additional percentage increase to increase the frequency of recycling collection. In 2016, staff prepared the first amendment to the Allied Franchise Agreement for the Board to review and approve. As part of the substantial rate increase for new services spread over two years, staff recommended the Board consider an additional rate increase of 6% to include weekly collection of recyclables. The Board opted to defer that service change to a later date mainly due to the large rate increases needed for 2016 and 2017. Crowe's analysis has concluded that the cost of implementing weekly recycling collection would only necessitate an additional increase of 4.26%, which is almost 2% less than the same weekly collection service analyzed six years ago. Staff recommends the Board approve the full 11.8% rate increase to comply

with SB 1383 regulations and provide similar levels of service as in West County and other unincorporated areas in Central County (RecycleSmart).

Table 1 - Recommended Rates

Cart Size	Existing Monthly Residential Rates	Recommended Monthly Rate Increase (11.8%)	New Recommended Monthly Rates (eff 8/1/2022)
20 Gallon	\$17.53	\$2.07	\$19.60
32 Gallon	\$22.95	\$2.71	\$25.66
64 Gallon	\$34.22	\$4.04	\$38.26
96 Gallon	\$44.38	\$5.24	\$49.62

RECOMMENDED SERVICE CHANGES

The proposed service changes that staff is recommending that Allied be directed to implement effective August 1, 2022 in conjunction with the recommended 11.8% rate increase are described in more detail below.

- a. Switch from every other week to weekly residential recycling collection – No change to list of materials accepted in the recycling cart/bin
- b. Switch from every other week to weekly residential organics collection – Expand the list of materials accepted in the organics cart/bin to comply with SB 1383 Regulations (e.g. food scraps, food soiled paper). Weekly collection of mixed organics from centralized location in Canyon.
- c. Mandatory SB 1383 monitoring and reporting (residential and commercial) - Perform contamination monitoring (mandated SB 1383 route reviews) involving the use of auditing staff to "flip lids" of organic waste, recycling and garbage containers and satisfy associated recordkeeping and reporting requirements in the SB 1383 Regulations.

Rate Comparison: While the proposed rate change percentage is not small, the existing rates are still very low compared to neighboring unincorporated County jurisdictions. In Table 2 below are current Allied area residential rates, what the rates would be with the minimum required rate increase (7.54%), and the rates with the recommended rate increase (11.8%). The bottom row shows the difference in rates from the average of other unincorporated franchise areas and the recommended rate increase. Compared to other unincorporated areas franchised directly by the County or RecycleSmart, current Allied residential rates are about 40-45 percent below average, with fewer services. With the recommended 11.8% rate increase recommended to take effect on August 1, 2022, the Allied service area residential rates would remain well below average County franchise area rates, ranging between 32-41 percent below the average.

Table 2 - Rate Comparison

Franchise Area	20 Gallon	32 Gallon	64 Gallon	96 Gallon
Republic Services / RSS (West County)	\$32.30	\$40.11	\$76.69	\$114.30
Republic Services / Crockett	\$33.69	\$39.94	\$70.03	\$85.08
MDRR / Garaventa (East County)	\$31.62	\$39.45	\$45.76	\$54.44
Alamo & Uninc RecycleSmart (Central)	\$27.20	\$30.86	\$58.79	\$83.83
<i>Average Rates</i>	<i>\$31.20</i>	<i>\$37.59</i>	<i>\$62.82</i>	<i>\$84.41</i>
Republic Services / Allied -- EXISTING	\$17.53	\$22.95	\$34.22	\$44.38
Weekly Organics (+7.54%)	\$18.85	\$24.67	\$36.79	\$47.73
Weekly Organics + Recycling (+11.8%)	\$19.60	\$25.66	\$38.26	\$49.62
Difference with +11.8%	-37%	-32%	-39%	-41%

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve the recommended rate increase of 11.8%, the collection rates would remain the same and every other week collection service of organics and recycling would continue. The County would not be in compliance with state mandates imposed by SB 1383 regulations and could eventually potentially face penalties of up to \$10,000 per day for every day the County is not in compliance.

ATTACHMENTS

Exhibit A: Allied Rate Review Report



Crowe LLP
Independent Member Crowe International
575 Market Street, Suite 3300
San Francisco, California 94105-5829
Tel 415.576.1100
Fax 415.576.1110
www.crowe.com

June 8, 2022

Ms. Deidra Dingman
Conservation Programs Manager
Contra Costa County
Department of Conservation and Community Development
30 Muir Road
Martinez, California 94553-4601

Subject: **Final Report – Analysis of Senate Bill 1383 Rate Request by Allied Waste Systems, Inc. (a division of Republic Services, Inc.)**

Dear Ms. Dingman:

This report provides the results of Crowe LLP's (Crowe) analysis of the rate application (Application) submitted by Allied Waste Systems, Inc. (AWS, a subsidiary of Republic Services, Inc., and also referred to as Republic Services of Contra Costa County) to Contra Costa County (County) to cover new costs required to comply with Senate Bill 1383 (SB 1383). AWS provides refuse, organics, and recycling collection services in unincorporated Contra Costa County. This letter report is organized into eight (8) sections as follows:

- A. Purpose of Analysis
- B. Summary Results of Analysis
- C. Background of Analysis
- D. Goals and Objectives of Analysis
- E. Scope of Analysis
- F. History of Collection Rates
- G. SB 1383 Rate Application
- H. Results of Analysis.

There are four (4) attachments to this report, as follows:

- A. SB 1383 Rate Application
- B. Adjusted SB 1383 Rate Model
- C. Applicable Consumer Price Index Data
- D. Summary Comparison of Other Jurisdictions' SB 1383 Rate Changes.

A. Purpose of Analysis

The purpose of this analysis of the SB 1383 rate request submitted by AWS (Analysis) is to assist the County with establishing rates for refuse and recycling collection to cover new costs required to comply with SB 1383 requirements. Effective January 1, 2022, SB 1383 requires all businesses and residents to separate organics and recyclable materials from trash and either subscribe to the required collection services or self-haul organics to an appropriate facility for diversion. Under SB 1383, organic waste haulers will need to monitor contamination of organic waste containers at the time of collection, and report contamination data to jurisdictions.

We conducted this Analysis in accordance with the County's *Rate Setting Process and Methodology Manual for Residential Solid Waste Charges* (Manual), dated July 2019.

In the course of preparing this Analysis, we have not conducted an audit, review, or compilation of any financial or supplemental data used in the accompanying Analysis. We have made certain projections which may vary from actual results because events and circumstances frequently do not occur as expected and such variances may be material. We have no responsibility to update this Analysis for events or circumstances occurring after the date above.

Our procedures and work product are intended for the benefit and use of the County. This engagement was not planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

This Analysis is substantially different from an audit, examination, or review in accordance with Generally Accepted Auditing Standards, the objective of which is to express an opinion regarding AWS financial statements. Accordingly, we do not express such an opinion. Crowe's services and work product were performed in accordance with the Standards for Consulting Services established by the American Institute of Certified Public Accountants ("AICPA") and do not constitute an audit, examination, or review in accordance with standards established by the AICPA.

In the preparation of this Analysis, Crowe relied upon the information provided to Crowe without verification or investigation. The information in this Analysis is based on estimates, assumptions and other data developed by Crowe from information provided by AWS, knowledge of and participation in other studies, data supplied by the County, and other sources deemed to be reliable.

Crowe worked at the direction of the County in providing our services and preparing this Analysis. The County determined and approved the scope included within Crowe's work. The County will review this report and will determine to accept this Analysis and how to implement the results of Crowe's services.

The consulting services did not contemplate obtaining the understanding of AWS internal controls or assessing control risks, tests of accounting records and responses to inquiries by obtaining corroborating evidential matter, and certain other procedures ordinarily performed during an audit, examination, or review. Thus, this engagement was not intended to provide assurance that we would become aware of significant matters that would be disclosed in an audit, examination, or review.

The County agreed to be responsible to make all management decisions and perform all management functions; designate an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management to oversee these services; evaluated the adequacy and results of the services performed; and accepted responsibility for the results of the services.

Crowe's fees are not dependent upon the outcome of this report and Crowe is independent with respect to any other economic interests.

B. Summary

In its Application, AWS requested a rate increase of 17.92 percent. Based on the analysis of the Application, and applying the methodology contained in the Manual, we calculated a rate increase of 7.54 percent for 2022. The calculated rate increase would provide AWS with the target profit level allowed by the Manual and cover costs associated with SB 1383 requirements in 2022.

Table 1 below shows the rate increase for typical residential customer service levels. For residential customers, this rate increase ranges between \$1.32 and \$3.35 per customer, per month, depending on the residential service level. **Tables 2a** through **2e** show the calculated rate increases for typical commercial customers, depending on the commercial service level, by service area.

Table 1
Allied Waste Systems, Inc.
2022 Residential Rates, by Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
20 Gallon	\$17.53	\$18.85	\$1.32
32 Gallon	\$22.94	\$24.67	\$1.73
64 Gallon	\$34.21	\$36.79	\$2.58
96 Gallon	\$44.38	\$47.73	\$3.35

Table 2a
Allied Waste Systems, Inc.
2022 Alhambra Valley Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$158.62	\$170.58	\$11.96
2 yd. 1x per week	\$244.28	\$262.70	\$18.42

Table 2b
Allied Waste Systems, Inc.
2022 Bay Point Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$175.87	\$189.13	\$13.26
2 yd. 1x per week	\$228.33	\$245.55	\$17.22

Table 2c
Allied Waste Systems, Inc.
2022 Clyde/Central Sanitary Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$164.73	\$177.15	\$12.42
2 yd. 1x per week	\$224.20	\$241.10	\$16.90

Table 2d
Allied Waste Systems, Inc.
2022 Concord Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$158.62	\$170.58	\$11.96
2 yd. 1x per week	\$244.27	\$262.69	\$18.42

Table 2e
Allied Waste Systems, Inc.
2021 Morgan Territory Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$158.62	\$170.58	\$11.96
2 yd. 1x per week	\$244.27	\$262.69	\$18.42

Table 2f
Allied Waste Systems, Inc.
2021 Pacheco Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2021 Rate	2022 Rate	Rate Change
1 yd. 1x per week	\$164.73	\$177.15	\$12.42
2 yd. 1x per week	\$224.20	\$241.10	\$16.90

C. Background of Analysis

On October 29, 2021, AWS submitted a rate request to the County to cover new costs associated with SB 1383 compliance related activities. AWS's 2022 projected SB 1383 compliance costs primarily include:

- Weekly organics and recycling collection services – AWS projected an additional driver, and collection truck and maintenance costs, associated with transitioning from bi-weekly to weekly organics and recycling collection services
- Additional contamination monitoring – AWS projected an additional route auditing staff to monitor contamination of organic waste containers
- SB 1383 compliance reporting – AWS projected additional reporting staff time to support SB 1383 reporting activities.

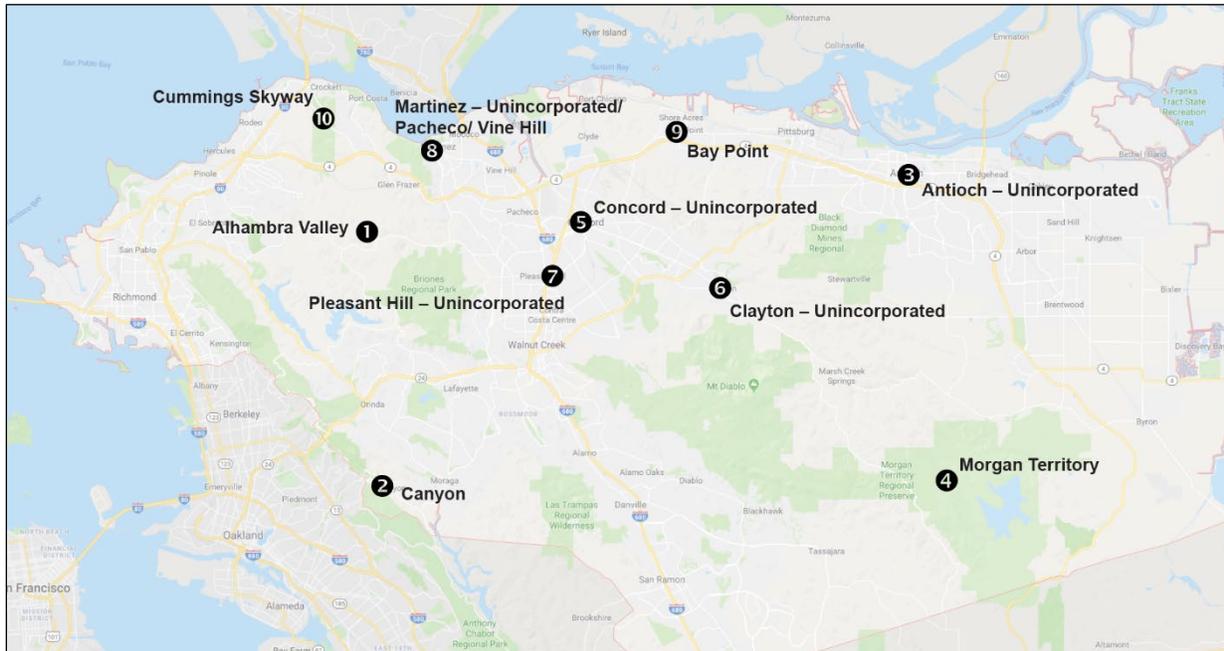
AWS operates under an exclusive franchise with the County to collect, and remove for disposal and recycling, residential, commercial, and light industrial solid waste, recyclable materials, and green waste (organics). On August 1, 1995, the County signed a twenty (20) year franchise agreement with Pleasant Hill Bayshore Disposal (PHBD), a predecessor company to AWS. The County then approved an assignment of this franchise agreement from PHBD to Allied Waste Industries, Inc. (now a Republic Services company) on February 2, 1999. The Franchise Agreement extended for twenty (20) years through July 31, 2015. On July 21, 2015, the County approved the First Amendment to the Franchise Agreement which extended the franchise term another ten (10) years through July 31, 2025.

The AWS franchise includes the following ten (10) service areas in unincorporated Contra Costa County (**Exhibit 1** on the following page shows locations of these service areas):

1. Alhambra Valley
2. Canyon
3. Antioch – Unincorporated areas
4. Morgan Territory
5. Concord – Unincorporated areas
6. Clayton – Unincorporated areas

7. Pleasant Hill – Unincorporated areas
8. Martinez Unincorporated/Pacheco/Vine Hill
9. Bay Point, Eastern
10. Cummings Skyway.

Exhibit 1
Unincorporated Contra Costa County
Map of Allied Waste Systems, Inc. Service Areas



AWS consolidates refuse collected from unincorporated County areas at the Contra Costa Transfer & Recovery Station in Martinez, California (CTRS) and transports refuse to Keller Canyon Landfill (located in unincorporated Contra Costa County) for disposal. Recyclables are long-hauled to the Newby Island Recyclery in San Jose, which is owned by Republic Services.

D. Goals and Objectives of Analysis

The primary goal of this Analysis is to determine fair and equitable residential and commercial refuse charges that cover AWS’s incremental new costs required to comply with SB 1383 requirements. AWS’s Application is for an “extraordinary rate adjustment,” which the Manual describes as follows:

“Special extraordinary adjustments are allowed outside of the annual schedules of the base year and interim year adjustments. Special extraordinary adjustments also may be submitted simultaneously with an interim year application. Both the County and franchise hauler may initiate the extraordinary rate adjustment process. For these adjustments, the franchise hauler will provide necessary information and documentation so the County can make a judgment as to the reasonableness of such a rate adjustment. With Board of Supervisor approval, an extraordinary adjustment can be made by the franchise hauler.”

Fairness is demonstrated through a rigorous evaluation of AWS actual revenues and projected expenses to comply with SB 1383 requirements. Residential charges also must be justifiable and supportable. Rate

setting is prospective. The County sets rates in advance of when actual results occur. The County must therefore base rates on careful projections. The County sets rates that are intended to cover AWS's costs of operations and allow a reasonable profit. The County uses the operating ratio (OR) method to project the profit level allowed to AWS. The actual OR level, or profit, received by AWS in a base year, and in subsequent interim years, is not however, guaranteed.

E. Scope of Analysis

The scope of work for this project is based on the Manual's requirements for an "extraordinary rate adjustment," within an interim year rate adjustment period. The scope of this Analysis included the following three (3) primary tasks:

1. Analyze AWS's SB 1383 Rate Request
2. Support County in discussions with AWS
3. Prepare Draft and Final Reports.

As part of this Analysis, we performed the following activities:

- Determined whether the SB 1383 rate request and model was mathematically correct and complete
- Assessed assumptions to comply with SB 1383 regarding incremental changes in routes, trucks, labor, operating costs, profits, and franchise fees
- Obtained documentation supporting baseline and incremental changes to AWS's costs (e.g., route data, number of drivers/laborers, depreciation schedules, and invoices validating operating costs)
- Compare incremental SB 1383 implementation costs, provided by AWS and others, experienced in similar jurisdictions
- Identify adjustments to the company's request, as necessary.

Crowe submitted a formal request to AWS on November 11, 2021. We received responses to our data request in November and December 2021. Crowe also met with AWS management on December 9, 2021 to ask Application-related questions and to provide AWS with an opportunity to provide additional context and explain responses to our data request.

F. History of Collection Rates

Over the 22 years since the County implemented the Manual (1998 to 2021), County rate increases (shown in **Table 3**) averaged approximately 2.70 percent on a compounded basis (including rate increases for new programs). During this same timeframe the applicable CPI increased by approximately 2.75 percent on a compounded basis.

Table 3
Unincorporated Contra Costa County
Historical Allied Waste Service Residential Refuse Collection Rate Changes
(1998 to 2021)

Year	Percent Change in Rate
1998	+ 2.5 to 14.5 percent depending on the service level (base year)
2001	+ 3.3 percent (interim year)
2003	- 5.0 percent (base year)
2004	+ 2.6 percent (interim year)
2005	+1.7 percent (interim year)
2006	+ 3.3 percent (interim year)
2007	+5.5 percent (interim year)
2008	0.0 percent (base year)
2009	New variable rate structure (interim year)
2010 to 2015	No rate changes
2016	+15.0 percent (base year)
2017	+15.05 percent (interim year) ¹
2018	+3.0 percent (interim year)
2019	+4.27 percent (interim year)
2020	No rate change (base year)
2021	+1.59 percent (Interim year)

G. SB 1383 Rate Application

The County received AWS's SB 1383 Rate Change Application (Application) on October 29, 2021. A copy of the Application is provided in **Attachment A**, at the end of this report. AWS used year-to-date information to estimate 2021 financial results. Year 2022 results were entirely projected in the Application. AWS requested a 17.92 percent rate increase effective for 2022. This request corresponds to a \$4.11 per customer, per month, increase in the 32-gallon residential rate, the most common service level in this County franchise area.

¹ The 2016 base year rate increase recommendation was 28.8%, which provided funding for nine new/enhanced services requested by the county. This increase was implemented over two years as a 15% increase in 2016 and a 12% increase in 2017. The additional 3.05% increase in 2017 was a CPI increase for interim year 2017.

H. Results of Analysis

This section provides detailed findings from Crowe's analysis of AWS's Application. Crowe analyzed the Application for consistency with the Manual, County policies, waste management industry practices, and SB 1383 requirements. We identify the impact of each our adjustments in terms of a dollar value increase or a decrease for each revenue and cost category shown in the Application. Our adjusted rate model is provided in **Attachment B**.

Revenue Requirement

The revenue requirement is the amount of revenue that AWS needs to collect, through rates charged to customers, to cover the costs of providing the service, plus a reasonable financial return. Increasing the revenue requirement results in an increase in rates and decreasing the revenue requirement results in a decrease in rates. The revenue requirement is equal to the sum of the following:

- Total allowable costs
- Allowable operating profits
- Total pass through costs.

AWS's requested County revenue requirement, as submitted in the Application, was \$4,181,042. This figure is shown on line 30 of the Application in Attachment A. Our analysis of the Application resulted in an overall decrease of \$368,874 to AWS's requested revenue requirement resulting in an adjusted 2022 revenue requirement of \$3,812,168, as shown in **Table 3**.

Table 3
Allied Waste Service, Inc.
Adjusted 2022 Revenue Requirement

Revenue Requirement Component	Projected 2022	Crowe Adjustments	Adjusted 2022
Total Allowable Costs	\$3,017,526	\$(440,274)	\$2,577,252
Allowable Operating Profits	450,895	(164,533)	286,362
Total Pass Through Costs	712,622	235,934	948,555
Total Revenue Requirement	\$4,181,042	\$(368,874)	\$3,812,168

Revenues

Residential Revenues

AWS projected no changes in residential revenues between 2021 and 2022. We analyzed AWS's actual residential revenues through October 2021, and annualized total estimated 2021 residential revenues to determine projected 2022 residential revenues. We adjusted AWS's projected 2022 revenues from \$1,345,776 to \$1,281,329 based on the expectation of \$64,447 in revenue loss due to customer migration following the rate increase and the shift from bi-weekly to weekly organics collection service. We also adjusted AWS's projected 2022 allowance for uncollectible revenues from \$37,874 to \$25,627.

- Net Impact: \$76,694 decrease in projected 2022 residential revenues.

Commercial and Light Industrial Revenues

AWS projected no changes in commercial and light industrial revenues between 2021 and 2022. We analyzed AWS's actual commercial and light industrial revenues through October 2021, and annualized total estimated 2021 commercial and light industrial revenues, to determine projected 2022 commercial and light industrial revenues. Our analysis resulted in an adjustment to AWS's projected commercial and light industrial revenues from \$2,255,910 to \$2,312,428. We also adjusted AWS's projected 2022 allowance for uncollectible commercial revenue from \$18,047 to \$23,124.

- Net Impact: \$61,595 increase in projected 2022 commercial and light industrial revenues.

Recycling Revenues

In the Application, AWS projected \$0 in recycling revenues for 2022. Due to the fact that existing recycling revenues are netted from recycled material processing costs (resulting in an overall net cost which is captured in the tipping fee portion of the analysis), Crowe did not adjust AWS's projected recycling revenues for 2022.

- Net Impact: None.

Allowable Costs

In its Application, AWS projected its 2022 allowable costs by accounting for the following two (2) factors:

1. CPI Escalation: AWS first adjusted its 2021 estimated costs by the Consumer Price Index (CPI) escalation factor to calculate its baseline 2022 projected costs. AWS utilized the CPI for the San Francisco-Oakland-San Jose area (all items, all urban consumers) from August 2020 to August 2021. The CPI change from August 2020 to August 2021 was 3.66 percent $(311.167 - 300.182)/300.182$. In accordance with the Manual, Crowe utilized the CPI rate change from June 2020 to June 2021, which equates to a 3.15 percent adjustment $((309.497 - 300.032)/309.497)$.
2. SB 1383 Compliance Costs: AWS added its projected SB 1383 compliance costs to its CPI-adjusted 2021 estimated costs.

In the remainder of this subsection, we provide additional details explaining how AWS applied these two (2) factors to determine projected 2022 allowable costs. We also identify and explain our adjustments to AWS's 2022 projected costs. The net impact for each cost category reflects our adjustment to the Application's CPI rate from 3.66 percent to 3.15 percent.

Direct Labor

AWS's projected 2022 direct labor costs totaled \$1,127,708, which reflects:

- A 3.66 percent increase to its 2021 estimated direct labor costs of \$863,407, equating to \$895,008; plus,
- Projected SB 1383 direct labor costs, including:
 - An additional driver (equivalent to a 0.8 full time equivalent (FTE)) to support weekly versus bi-weekly organics and recycling hauling services totaling \$174,817 inclusive of salary, payroll taxes, and fringe benefits
 - An additional contamination auditor (equivalent to a 0.5 FTE) to support additional SB 1383 auditing activities totaling \$46,710 inclusive of salary, payroll taxes, and fringe benefits
 - An additional reporting staff (equivalent to a 0.15 FTE) to support additional SB 1383 reporting activities totaling \$11,173 inclusive of salary, payroll taxes, and fringe benefits.

Crowe analyzed system generated payroll reports, route history data, and collective bargaining agreements to verify AWS's direct labor assumptions to support the shift from bi-weekly (every other week) to weekly organics and recycling collection services. We adjusted the additional driver requirement from 0.8 FTE to 0.4 FTE to account for the driving labor only needed to support weekly organics collection services (and not including the shift from bi-weekly to weekly recycling collection) and the

driver's salary and benefit rate based on our analysis of the support provided by AWS, which resulted in a decrease of \$108,420. In addition, we adjusted the contamination auditor's base salary from \$60,000 to \$50,714 and the reporting staff's salary from \$47,840 to \$65,486 based on actual payroll schedules provided by AWS.

- Net Impact: \$115,891 decrease in projected 2022 direct labor costs.

Tippling Fees (Profit Allowed)

AWS's projected 2022 tipping fees (profit allowed) costs totaled \$780,046, which is based on:

- A requested increase in tipping fee cap allowed with profit from \$43.08 per ton to \$65 per ton
- Actual 2021 MSW (municipal solid waste), green waste, and recycling tonnage
- Estimated 2021 MSW, green waste, recycling tonnage
- Projected 2022 increase to 2021 recycling tonnage of 17 percent.

Tipping fees charged to County ratepayers reflect costs of operating the CCTRS and the costs of disposal at the Keller Canyon Landfill. According to the Manual, tipping fees are allowed with a profit and capped at \$43.08 per ton. Amounts above \$43.08 per ton are treated as a pass-through expense. We adjusted AWS's projected 2022 tipping fee (profit allowed) costs by adjusting the Application's per ton cost from \$65 per ton to \$43.08 per ton to reflect tipping fees allowed with profit, as specified in the Manual. We also adjusted AWS's projected 2022 tipping fee (profit allowed) by also applying the CPI increase of 3.15 percent.

- Net Impact: \$253,101 decrease in projected 2022 tipping fees (profit allowed) costs.

Corporate and Local General and Administrative Costs

AWS's projected 2022 corporate and local general and administrative (G&A) costs totaled \$395,436, which reflects:

- A 3.66 percent increase to its 2021 estimated G&A costs of \$380,509, equating to \$394,436; plus,
- Projected SB 1383 corporate and local general and administrative costs, including:
 - Recyclist Program Tracker subscription fee of \$1,000 to support additional SB 1383 reporting and compliance activities.

Crowe discussed and confirmed AWS' need for the additional Recyclist Program Tracker subscription to support SB 1383 reporting and compliance activities. We reduced AWS's projected 2022 corporate and local general and administrative costs based on our adjustment to the Application's CPI rate from 3.66 percent to 3.15 percent.

- Net Impact: \$1,923 decrease in projected 2022 corporate and local G&A costs.

Trucking and Equipment Costs

AWS's projected 2022 trucking and equipment costs totaled \$463,820, which reflects:

- A 3.66 percent increase to its 2021 estimated trucking and equipment costs of \$373,155, equating to \$386,813.47; plus,
- Projected SB 1383 trucking and equipment costs, including:
 - Projected fuel costs to support weekly versus bi-weekly organics and recycling hauling services totaling \$8,251
 - Projected annual registration and licensing costs for a new truck to support weekly versus bi-weekly organics and recycling hauling services totaling \$4,832
 - Projected maintenance costs for a new truck to support weekly versus bi-weekly organics and recycling hauling services totaling \$63,924.

Crowe obtained AWS documentation to support its projected fuel and maintenance costs. We also obtained actual invoices to support annual registration and licensing costs. We adjusted AWS's cost allocation basis for trucking and equipment costs from 0.8 to 0.4 to align with the driver's 0.4 FTE allocation to support weekly organics collection services (and not the shift from biweekly to weekly recycling services). This change in AWS's allocation basis decreased their 2022 projected fuel costs from \$8,251 to \$5,157. We further adjusted AWS's projected 2022 maintenance costs based on our analysis of an internal schedule indicating lower actual maintenance costs, which lowered maintenance costs from \$63,924 to \$25,297. We also adjusted AWS's projected annual registration and licensing costs from \$4,832 to \$1,660 based on our analysis of the provided invoices.

- Net Impact: \$46,779 decrease in projected 2022 trucking and equipment costs.

Depreciation and Other Operating Costs

AWS's projected 2022 depreciation and other operating costs totaled \$250,516, which reflects:

- A 3.66 percent increase to its 2021 estimated costs depreciation and other operating costs of \$200,303 equating to \$207,634; plus,
- Projected SB 1383 depreciation and other operating costs, including:
 - Projected annual depreciation for a new truck to support weekly versus bi-weekly organics and recycling hauling services totaling \$28,320
 - Projected annual depreciation for pails delivered residential customers totaling \$2,861
 - Projected annual depreciation for refurbishing commercial bins totaling \$11,701.

Crowe obtained actual invoices supporting the actual cost for a new collection truck. We adjusted the total projected truck cost from \$354,000 to \$426,293 based on actual documentation provided by AWS. We further adjusted AWS's cost allocation basis for its new truck depreciation costs from 0.8 to 0.4 to align with the driver's 0.4 FTE allocation to support weekly organics collection services. In addition, we adjusted AWS's depreciation assumption for the new truck from 10 years to 8 years based on the Manual's depreciation useful life for vehicles. After discussion with the County, we removed AWS's projected annual depreciation costs for pails because costs associated with these items are not essential to support AWS's compliance with SB 1383 requirements in 2022. In addition, we removed the \$11,701 in bin refurbishing costs as both the County and AWS determined that this was not a necessity for SB 1383 compliance at this time.

- Net Impact: \$22,580 decrease in projected 2022 depreciation and other operating costs.

Pass Through Costs

Tipping Fees (Pass-Through)

AWS's projected 2022 tipping fees (pass-through) costs totaled \$419,949, which reflects:

- Projected total MSW disposal and recycling processing costs (\$101.19 per ton) less tipping fees (profit allowed) costs (\$65 per ton), plus
- Projected total green waste processing costs (\$93.24 per ton) less tipping fees (profit allowed) costs (\$65 per ton).

We reduced AWS's projected tipping fees (profit allowed) costs from \$65 per ton to reflect the Manual's cap at \$43.08 per ton. This resulted in an offsetting increase in pass-through tipping fee costs as a result of adjusting the pass-through tipping fee rate applied to all costs above \$43.08 per ton rather than \$65 per ton in the Application. See our discussion under "Tipping Fees (Profit Allowed)" for additional details.

- Net Impact: \$261,755 increase in projected 2022 tipping fees (pass through) costs.

Franchise Fees

The County franchise agreement with AWS specifies that the County can establish an amount equal to “a percentage of Contractor’s [AWS’s] Gross Annual Revenues” with the “amount, time and frequency of payment of such fees established by the County.”

The franchise fee paid by AWS to the County is currently equal to seven (7) percent of gross revenues. Gross revenues include all residential, commercial, and light industrial refuse and recycling revenue. Franchise fees are a pass-through expense, which do not earn profit. We adjusted AWS’s projected 2022 franchise fees from \$292,673 to \$266,852 based on our adjustments to AWS’s projected 2022 total allowable costs.

- Net Impact: \$25,821 decrease in projected 2022 franchise fees.

Allowable Operating Profit

AWS’s projected 2022 allowable operating profit totaled \$450,895, which reflects:

- An 87 percent operating ratio, and
- Projected \$3,017,526 total allowable costs.

The Manual specifies AWS’s projected operating ratio should fall between 88 percent and 92 percent. In accordance with the Manual, we adjusted AWS’s projected operating ratio from 87 percent to 90 percent to rebase the projected allowable profit. This resulted in an adjustment to AWS’s projected 2022 operating profit from \$450,895 to \$286,362 based on our adjustment to AWS’s projected 2022 total allowable costs (from \$3,017,526 to \$2,577,252) and its operating ratio, shown in **Table 4**.

- Net Impact: \$164,533 decrease in projected 2022 allowable operating profit.

Table 4
Allowable Operating Profit Calculation

Description	Projected 2022	Crowe Adjustment	Adjusted 2022
Total Allowable Costs (line 7)	\$3,017,526	\$(440,274)	\$2,577,252
Operating Ratio (line 8)	87.0%	3%	90.0%
Total Allowable Costs / Operating Ratio	3,468,420		2,863,613
Less Total Allowable Costs (line 7)	3,017,526		2,577,252
Equals Total Allowable Operating Profit	\$450,895	\$(164,533)	\$286,362

With the company’s profit level rebased from 87 percent to 90 percent, and the overall adjustments detailed within this subsection, we calculate a rate increase of 7.54 percent. This is shown in the Adjusted Base Year 2022 column (line 26) of Attachment B.

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Ms. Deidra Dingman
June 8, 2022

Page 13

If you have any questions regarding this Analysis, or any of the contents of this letter report, please do not hesitate to contact Erik Nylund at (415) 230-4963.

Very truly yours,

Crowe LLP



Ms. Deidra Dingman
June 8, 2022

Page 14

Attachment A: SB 1383 Rate Application

Attachment A includes the 2022 (Application) submitted by AWS to the County. In the Application, AWS proposed to increase unincorporated County collection rates by 17.92 percent in 2022. The Application included the following forms:

- Financial information
- Revenue summary; Crowe identified formula and mathematical errors and did not rely on this summary to prepare our adjustments to AWS's projected 2022 residential, commercial and industrial revenues
- Single family residential revenues summary (including current rates and accounts)
- Operating information
- Rate change requested (including current and proposed rates).

Financial Information

Actual Historical Years			Estimated Current Year	Projected Base Year
Year 1	Year 2	Year 3	Year 4	Year 5
2018	2019	2020	2021	2022

Section I - Allowable Costs

1. Direct Labor	794,538	828,220	887,897	863,407	1,127,708
2. Tipping Fees (Profit Allowed)	500,229	495,848	502,240	510,830	780,046
3. Corporate, Local General and Administrative Costs	220,253	287,548	220,253	380,509	395,436
4. Trucking and Equipment	362,799	474,912	362,799	373,155	463,820
5. Depreciation and Other Operating Costs	296,067	293,906	296,067	200,303	250,516
6. Services Provided to City	13,670	38,959	13,670	-	-
7. Total Allowable Costs (Lines 1+2+3+4+5+6)	2,187,556	2,419,393	2,282,926	2,328,204	3,017,526

Section II - Allowable Operating Profit

8. Operating Ratio	89.4%	94.2%	91.5%	74.3%	87.0%
9. Allowable Operating Profit [(Line 7 / Line 8) - Line 7]	258,892	148,106	212,100	803,243	450,895

Section III - Pass Through Costs without Franchise Fees

10. Administrative Fee	-	-	-	-	-
11. Tipping Fees (Pass Through)	617,708	683,609	617,416	78,069	419,949
12. Total Pass Through costs (without Franchise Fees) (Lines 10+11)	617,708	683,609	617,416	78,069	419,949

Section IV - Revenue Requirement without Franchise Fees

13. Total Allowable Costs (Line 7) plus Allowable Operating Profit (Line 9) plus Total Pass Through Costs (without Franchise Fees) (Line 12)	3,064,156	3,251,107	3,112,442	3,209,516	3,888,369
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Section V - Revenue without Rate Change in Base Year

14. Residential Revenue					1,345,776
15. Less Allowance for Uncollectible Residential Accounts					37,874
16. Total Residential Revenue (without Rate Change in Base Year)	1,247,215	1,306,015	1,261,720	1,307,902	1,307,902
17. Commercial and Light Industrial Revenue					2,255,910
18. Less Allowance for Uncollectible Commercial and Light Industrial Accounts					18,047
19. Total Commercial/Light Industrial Revenue (without Rate Change in Base Year)	2,136,539	2,234,769	2,153,272	2,255,910	2,237,863
20. Recycled Material Sales	4,402	-	-	-	-
21. Total Revenue (Lines 16+19+20)	3,388,156	3,540,784	3,414,992	3,563,812	3,545,765

Section VI - Net Shortfall (Surplus)

22. Net Shortfall (Surplus) without Franchise Fees (Line 13 - Line 21)					342,604
23. Residential/Commercial/Light Industrial Franchise Fees (see calculation below)	224,345	233,533	224,345	243,391	292,673
24. Net Shortfall (Surplus) with Franchise Fees (Line 22 + 23)					635,277

25. Total Residential/Commercial/Light Industrial Revenue Prior to Rate Change (Lines 16 + 19)					3,545,765
26. Percent Change in Existing Residential/Commercial/Light Industrial Rates (Line 24 / Line 25)					17.92%

Equation 1) Line 13 X .10 = X
Equation 2) Line 13 + X
X = (Line 13 x 0.10) / 0.90

2022
292,673

27. Total Allowable Costs (Line 7)	3,017,526
28. Allowable Operating Profits (Line 9)	450,895
29. Total Pass Through Costs (with Franchise Fees) (Line 12+23)	712,622
30. 2022 Revenue Requirement (Lines 27+28+29)	4,181,042
Franchise Fee Rate	7.00%

Revenue Summary

Section IX - Revenue

Actual			Estimated Current Year	Projected Base Year
Historical Years				
Year 1	Year 2	Year 3	Year 4	Year 5
2018	2019	2020	2021	2022

Single Family Residential Service

43. Single Family Residential Revenue (Base Year from Page 4 of 6)	1,247,215	1,306,015	1,261,720	1,307,902	1,345,776
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Multiunit Residential Service (all contained within the Single Family Service)

44. Number of Accounts					
45. Multi-unit Residential Revenue					
46. Residential Revenue (w/o Allowance for Uncollectible Accounts)(Line 43+45)	1,247,215	1,306,015	1,261,720	1,307,902	1,345,776
47. Allowance for Uncollectible Accounts	26,192	27,426	26,496	27,466	28,261
48. Total Residential Revenue (Line 46 + Line 47)	1,221,023	1,278,589	1,235,224	1,280,436	1,317,514

Commercial and Light Industrial Can Service

49. Number of Accounts	332	330	237	237	237
50. Commercial and Light Industrial Can Revenues	408,262	479,659	445,862	464,900	478,847

Commercial and Light Industrial Bin Service

51. Number of Accounts	191	204	197	197	197
52. Commercial and Light Industrial Bin Revenues	966,568	1,102,721	1,199,990	1,251,230	1,288,767

Commercial and Light Industrial Drop Box Service

53. Number of Accounts	38	38	38	38	38
54. Commercial and Light Industrial Drop Box Service	404,714	469,924	490,687	511,639	526,989

55. Commercial and Light Industrial Revenue (w/o Allowance for Uncollectible Accounts) (Lines 50+52+54)	1,779,544	2,052,304	2,136,539	2,227,769	2,294,602
56. Allowance for Uncollectible Commercial and Light Industrial Accounts	14,236	16,418	17,092	17,822	18,357
57. Total Commercial and Light Industrial Revenue (Line 55 + Line 56)	1,765,308	2,035,886	2,119,447	2,209,947	2,276,245

58. Recycled Material Sales	4,402	-	-	-	-
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59. Total Revenue (Lines 48+ 57+58)	2,990,733	3,314,474	3,354,671	3,490,383	3,593,760
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Ms. Deidra Dingman
June 8, 2022

Single Family Residential Summary

Section X - Single Family Residential Revenue

Single Family Residential Revenue (without Rate Change in Base Year)			Current Rate/Month	Projected Accounts	Projected Base Year 2022 Total
Size	Contract				
20 GALLON CART	B	18 ALHAMBRA VALLEY	17.53	35	7,362.60
20 GALLON CART	D	2 BAY POINT	17.53	200	42,072.00
20 GALLON CART	H	14 CENTRAL SANITARY	17.53	22	4,627.92
20 GALLON CART	J	3 CONCORD	17.53	2	420.72
20 GALLON CART	M	19 MORGAN TERRITORY	17.53	11	2,313.96
20 GALLON CART	O	5 PACHECO	17.53	113	23,770.68
20 GALLON CART		PLEASANT HILL UNINCORPORATED	17.53	6	1,262.16
Subtotal				389	81,830.04
32 GALLON CART		ALHAMBRA VALLEY	22.95	111	30,569.40
32 GALLON CART		BAY POINT	22.95	703	193,606.20
32 GALLON CART		CANYON	28.01	40	13,444.80
32 GALLON CART		CENTRAL SANITARY	22.95	104	28,641.60
32 GALLON CART		CONCORD	22.95	7	1,927.80
32 GALLON CART		MORGAN TERRITORY	22.95	49	13,494.60
32 GALLON CART		PACHECO	22.95	297	81,793.80
32 GALLON CART		PLEASANT HILL UNINCORPORATED	22.95	18	4,957.20
32 GALLON CART / EXTRA RECYCLING CART		BAY POINT	25.82		-
32 GALLON CART / EXTRA YARDWASTE CART		ALHAMBRA VALLEY	30.17	1	362.04
Subtotal				1,330	368,797.44
2 - 32 GALLON CARTS		MORGAN TERRITORY	35.26		-
2 - 32 GALLON CARTS		ALHAMBRA VALLEY	35.26	-	-
2 - 32 GALLON CARTS		PLEASANT HILL UNINCORPORATED	35.26		-
Subtotal				-	-
3 - 32 GALLON CARTS		ALHAMBRA VALLEY	47.92	1	575.04
Subtotal				1	575.04
64 GALLON CART		ALHAMBRA VALLEY	34.21	99	40,641.48
64 GALLON CART		BAY POINT	34.21	644	264,374.88
64 GALLON CART		CANYON	32.59	8	3,128.64
64 GALLON CART		CENTRAL SANITARY	34.21	82	33,662.64
64 GALLON CART		CONCORD	34.21	7	2,873.64
64 GALLON CART		MORGAN TERRITORY	34.21	71	29,146.92
64 GALLON CART		PACHECO	34.21	250	102,630.00
64 GALLON CART		PLEASANT HILL UNINCORPORATED	34.21	22	9,031.44
Subtotal				1,183	485,489.64
2-64 GALLON CARTS		ALHAMBRA VALLEY	58.32	8	5,598.72
2-64 GALLON CARTS		CONCORD	58.32	2	1,399.68
2-64 GALLON CARTS		MORGAN TERRITORY	58.32	2	1,399.68
Subtotal				12	8,398.08
96 GALLON CART		ALHAMBRA VALLEY	44.38	59	31,421.04
96 GALLON CART		BAY POINT	44.38	392	208,763.52
96 GALLON CART		CANYON	37.17	3	1,338.12
96 GALLON CART		CENTRAL SANITARY	44.38	43	22,900.08
96 GALLON CART		CONCORD	44.38	12	6,390.72
96 GALLON CART		MORGAN TERRITORY	44.38	70	37,279.20
96 GALLON CART		PACHECO	44.38		-
96 GALLON CART		PLEASANT HILL UNINCORPORATED	44.38	15	7,988.40
Subtotal				594	316,081.08
96 GALLON CART / EXTRA YARDWASTE CART		ALHAMBRA VALLEY	50.80		-
96 GALLON CART / EXTRA YARDWASTE CART		CONCORD	50.80	4	2,438.40
96 GALLON CART / EXTRA YARDWASTE CART		MORGAN TERRITORY	50.80	2	1,219.20
Subtotal				6	3,657.60
96 GALLON CART / EXTRA RECYCLING CART		ALHAMBRA VALLEY	46.52		-
Subtotal				-	-

2-96 GALLON CARTS	ALHAMBRA VALLEY	78.66	16	15,102.72
2-96 GALLON CARTS	BAY POINT	78.66	34	32,093.28
2-96 GALLON CARTS	CONCORD	66.82	7	5,612.88
2-96 GALLON CARTS	MORGAN TERRITORY	78.66	8	7,551.36
2-96 GALLON CARTS	PACHECO	78.66	2	1,887.84
2-96 GALLON CARTS / EXTRA RECYCLING	MORGAN TERRITORY	80.27		-
2-96 GALLON CARTS / EXTRA RECYCLING / EXTRA YARD WASTE	CENTRAL SANITARY	88.76	4	4,260.48
Subtotal			71	66,508.56
3-96 GALLON CARTS	BAY POINT	111.19	3	4,002.84
3-96 GALLON CARTS	CONCORD	111.19		-
3-96 GALLON CARTS / 2 EXTRA RECYCLING 2 EXTRA YARDWASTE	CONCORD	131.07		-
Subtotal			3	4,002.84
4-96 GALLON CARTS	BAY POINT	144.94	4	6,957.12
Subtotal			4	6,957.12
EXTRA YARDWASTE CARTS	ALHAMBRA VALLEY	7.11	15	1,279.80
EXTRA YARDWASTE CARTS	BAY POINT	7.11	5	426.60
EXTRA YARDWASTE CARTS	CENTRAL SANITARY/CLYDE	7.11	1	85.32
EXTRA YARDWASTE CARTS	CONCORD	7.11	11	938.52
EXTRA YARDWASTE CARTS	PACHECO	7.11	-	-
EXTRA YARDWASTE CARTS	MORGAN TERRITORY	7.11	2	170.64
Subtotal			34	2,900.88
EXTRA RECYCLING CARTS	BAY POINT	2.83	4	135.84
EXTRA RECYCLING CARTS	CENTRAL SANITARY/CLYDE	2.83	1	33.96
EXTRA RECYCLING CARTS	MORGAN TERRITORY	2.83	6	203.76
EXTRA RECYCLING CARTS	PACHECO	2.83	6	203.76
Subtotal			17	577.32
60. Total Base Year Single Family Residential			3,644	1,345,775.64



Ms. Deidra Dingman
June 8, 2022

Commercial Summary

Commercial Revenue						Projected Base Year 2021	Increased Rate 17.92%	Projected Base Year 2022
Commercial Revenue (without Rate Change in Base Year)						Current Rate/Month	Projected Accounts	Total
Service level	Frequency	Contract						
32 GALLON CART	1	ALHAMBRA VALLEY				-	-	-
32 GALLON CART	1	BAY POINT				-	-	-
32 GALLON CART	1	CANYON				-	-	-
32 GALLON CART	1	CENTRAL SANITARY				-	-	-
32 GALLON CART	1	CONCORD				-	-	-
32 GALLON CART	1	MORGAN TERRITORY				-	-	-
32 GALLON CART	1	PACHECO				-	-	-
32 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-	-	-
Subtotal						-	-	-
2 - 32 GALLON CARTS	1	PACHECO				-	-	-
4 - 32 GALLON CARTS	1	BAY POINT				-	-	-
8 - 32 GALLON CARTS	1	BAY POINT				-	-	-
11 - 32 GALLON CARTS	1	BAY POINT				-	-	-
13 - 32 GALLON CARTS	1	BAY POINT				-	-	-
17 - 32 GALLON CARTS	1	BAY POINT				-	-	-
40 - 32 GALLON CARTS	1	PACHECO				-	-	-
157 - 32 GALLON CARTS	1	PACHECO				-	-	-
218 - 32 GALLON CARTS	1	PACHECO				-	-	-
218 - 32 GALLON CARTS	1	CENTRAL SANITARY				-	-	-
Subtotal						-	-	-
64 GALLON CART	1	ALHAMBRA VALLEY				-	-	-
64 GALLON CART	1	BAY POINT				-	-	-
64 GALLON CART	1	CANYON				-	-	-
64 GALLON CART	1	CENTRAL SANITARY				-	-	-
64 GALLON CART	1	CONCORD				-	-	-
64 GALLON CART	1	MORGAN TERRITORY				-	-	-
64 GALLON CART	1	PACHECO				-	-	-
64 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-	-	-
2-64 GALLON CARTS	1	BAY POINT				-	-	-
2-64 GALLON CARTS	1	PACHECO				-	-	-
3-64 GALLON CARTS	1	BAY POINT				-	-	-
4-64 GALLON CARTS	1	BAY POINT				-	-	-
9-64 GALLON CARTS	1	CENTRAL SANITARY				-	-	-
94-64 GALLON CARTS	1	CONCORD				-	-	-
Subtotal						-	-	-
96 GALLON CART	1	ALHAMBRA VALLEY				-	-	-
96 GALLON CART	1	BAY POINT				-	-	-
96 GALLON CART	1	CANYON				-	-	-
96 GALLON CART	1	CENTRAL SANITARY				-	-	-
96 GALLON CART	1	CONCORD				-	-	-
96 GALLON CART	1	MORGAN TERRITORY				-	-	-
96 GALLON CART	1	PACHECO				-	-	-
96 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-	-	-
Subtotal						-	-	-
2 -96 GALLON CART	1	ALHAMBRA VALLEY				-	-	-
2 -96 GALLON CART	1	BAY POINT				-	-	-
2 -96 GALLON CART	1	CANYON				-	-	-
2 -96 GALLON CART	1	CENTRAL SANITARY				-	-	-
2 -96 GALLON CART	1	CONCORD				-	-	-
2 -96 GALLON CART	1	MORGAN TERRITORY				-	-	-
2 -96 GALLON CART	1	PACHECO				-	-	-
2 -96 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-	-	-
Subtotal						-	-	-



Ms. Deidra Dingman
June 8, 2022

3 -96 GALLON CART	1	ALHAMBRA VALLEY				-		
3 -96 GALLON CART	1	BAY POINT				-		
3 -96 GALLON CART	1	CANYON				-		
3 -96 GALLON CART	1	CENTRAL SANITARY				-		
3 -96 GALLON CART	1	CONCORD				-		
3 -96 GALLON CART	1	MORGAN TERRITORY				-		
3 -96 GALLON CART	1	PACHECO				-		
3 -96 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
4 -96 GALLON CART	1	ALHAMBRA VALLEY				-		
4 -96 GALLON CART	1	BAY POINT				-		
4 -96 GALLON CART	1	CANYON				-		
4 -96 GALLON CART	1	CENTRAL SANITARY				-		
4 -96 GALLON CART	1	CONCORD				-		
4 -96 GALLON CART	1	MORGAN TERRITORY				-		
4 -96 GALLON CART	1	PACHECO				-		
4 -96 GALLON CART	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
5 -96 GALLON CART	1	PACHECO				-		
						-		
6 -96 GALLON CART	1	CONCORD				-		
						-		
4 -96 GALLON CART	2	BAY POINT				-		
						-		
1 Yard	1	ALHAMBRA VALLEY				-		
1 Yard	1	BAY POINT				-		
1 Yard	1	CANYON				-		
1 Yard	1	CENTRAL SANITARY				-		
1 Yard	1	CONCORD				-		
1 Yard	1	MORGAN TERRITORY				-		
1 Yard	1	PACHECO				-		
1 Yard	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
1 Yard	2	PACHECO				-		
Subtotal						-		
2 Yard	1	ALHAMBRA VALLEY				-		
2 Yard	1	BAY POINT				-		
2 Yard	1	CANYON				-		
2 Yard	1	CENTRAL SANITARY				-		
2 Yard	1	CONCORD				-		
2 Yard	1	MORGAN TERRITORY				-		
2 Yard	1	PACHECO				-		
2 Yard	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
2 Yard	2	ALHAMBRA VALLEY				-		
2 Yard	2	BAY POINT				-		
2 Yard	2	CANYON				-		
2 Yard	2	CENTRAL SANITARY				-		
2 Yard	2	CONCORD				-		
2 Yard	2	MORGAN TERRITORY				-		
2 Yard	2	PACHECO				-		
2 Yard	2	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
2 Yard Compactor	2	BAY POINT				-		
Subtotal						-		
3 Yard	1	ALHAMBRA VALLEY				-		
3 Yard	1	BAY POINT				-		
3 Yard	1	CANYON				-		
3 Yard	1	CENTRAL SANITARY				-		
3 Yard	1	CONCORD				-		
3 Yard	1	MORGAN TERRITORY				-		
3 Yard	1	PACHECO				-		
3 Yard	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
2-3 Yard	1	ALHAMBRA VALLEY				-		
2-3 Yard	1	BAY POINT				-		
2-3 Yard	1	CANYON				-		
2-3 Yard	1	CENTRAL SANITARY				-		
2-3 Yard	1	CONCORD				-		
2-3 Yard	1	MORGAN TERRITORY				-		
2-3 Yard	1	PACHECO				-		
2-3 Yard	1	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		
3 Yard	2	ALHAMBRA VALLEY				-		
3 Yard	2	BAY POINT				-		
3 Yard	2	CANYON				-		
3 Yard	2	CENTRAL SANITARY				-		
3 Yard	2	CONCORD				-		
3 Yard	2	MORGAN TERRITORY				-		
3 Yard	2	PACHECO				-		
3 Yard	2	PLEASANT HILL UNINCORPORATED				-		
Subtotal						-		

2-3 Yard	2	ALHAMBRA VALLEY			-
2-3 Yard	2	BAY POINT			-
2-3 Yard	2	CANYON			-
2-3 Yard	2	CENTRAL SANITARY			-
2-3 Yard	2	CONCORD			-
2-3 Yard	2	MORGAN TERRITORY			-
2-3 Yard	2	PACHECO			-
2-3 Yard	2	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
3-3 Yard	2	ALHAMBRA VALLEY			-
3-3 Yard	2	BAY POINT			-
3-3 Yard	2	CANYON			-
3-3 Yard	2	CENTRAL SANITARY			-
3-3 Yard	2	CONCORD			-
3-3 Yard	2	MORGAN TERRITORY			-
3-3 Yard	2	PACHECO			-
3-3 Yard	2	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
4 Yard	1	ALHAMBRA VALLEY			-
4 Yard	1	BAY POINT			-
4 Yard	1	CANYON			-
4 Yard	1	CENTRAL SANITARY			-
4 Yard	1	CONCORD			-
4 Yard	1	MORGAN TERRITORY			-
4 Yard	1	PACHECO			-
4 Yard	1	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
4 Yard	1	BAY POINT			-
Subtotal					-
2-4 Yard	1	ALHAMBRA VALLEY			-
2-4 Yard	1	BAY POINT			-
2-4 Yard	1	CANYON			-
2-4 Yard	1	CENTRAL SANITARY			-
2-4 Yard	1	CONCORD			-
2-4 Yard	1	MORGAN TERRITORY			-
2-4 Yard	1	PACHECO			-
2-4 Yard	1	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
3-4 Yard	1	ALHAMBRA VALLEY			-
3-4 Yard	1	BAY POINT			-
3-4 Yard	1	CANYON			-
3-4 Yard	1	CENTRAL SANITARY			-
3-4 Yard	1	CONCORD			-
3-4 Yard	1	MORGAN TERRITORY			-
3-4 Yard	1	PACHECO			-
3-4 Yard	1	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
4-4 Yard	1	ALHAMBRA VALLEY			-
4-4 Yard	1	BAY POINT			-
4-4 Yard	1	CANYON			-
4-4 Yard	1	CENTRAL SANITARY			-
4-4 Yard	1	CONCORD			-
4-4 Yard	1	MORGAN TERRITORY			-
4-4 Yard	1	PACHECO			-
4-4 Yard	1	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
4 Yard	2	ALHAMBRA VALLEY			-
4 Yard	2	BAY POINT			-
4 Yard	2	CANYON			-
4 Yard	2	CENTRAL SANITARY			-
4 Yard	2	CONCORD			-
4 Yard	2	MORGAN TERRITORY			-
4 Yard	2	PACHECO			-
4 Yard	2	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
2-4 Yard	2	ALHAMBRA VALLEY			-
2-4 Yard	2	BAY POINT			-
2-4 Yard	2	CANYON			-
2-4 Yard	2	CENTRAL SANITARY			-
2-4 Yard	2	CONCORD			-
2-4 Yard	2	MORGAN TERRITORY			-
2-4 Yard	2	PACHECO			-
2-4 Yard	2	PLEASANT HILL UNINCORPORATED			-
Subtotal					-
4 Yard	3	ALHAMBRA VALLEY			-
4 Yard	3	BAY POINT			-
4 Yard	3	CANYON			-
4 Yard	3	CENTRAL SANITARY			-
4 Yard	3	CONCORD			-
4 Yard	3	MORGAN TERRITORY			-
4 Yard	3	PACHECO			-
4 Yard	3	PLEASANT HILL UNINCORPORATED			-
Subtotal					-

3- 4 Yard	3	ALHAMBRA VALLEY			-	
3- 4 Yard	3	BAY POINT			-	
3- 4 Yard	3	CANYON			-	
3- 4 Yard	3	CENTRAL SANITARY			-	
3- 4 Yard	3	CONCORD			-	
3- 4 Yard	3	MORGAN TERRITORY			-	
3- 4 Yard	3	PACHECO			-	
3- 4 Yard	3	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
4- 4 Yard	3	ALHAMBRA VALLEY			-	
4- 4 Yard	3	BAY POINT			-	
4- 4 Yard	3	CANYON			-	
4- 4 Yard	3	CENTRAL SANITARY			-	
4- 4 Yard	3	CONCORD			-	
4- 4 Yard	3	MORGAN TERRITORY			-	
4- 4 Yard	3	PACHECO			-	
4- 4 Yard	3	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
4 Yard	5	ALHAMBRA VALLEY			-	
4 Yard	5	BAY POINT			-	
4 Yard	5	CANYON			-	
4 Yard	5	CENTRAL SANITARY			-	
4 Yard	5	CONCORD			-	
4 Yard	5	MORGAN TERRITORY			-	
4 Yard	5	PACHECO			-	
4 Yard	5	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
5 Yard	1	ALHAMBRA VALLEY			-	
5 Yard	1	BAY POINT			-	
5 Yard	1	CANYON			-	
5 Yard	1	CENTRAL SANITARY			-	
5 Yard	1	CONCORD			-	
5 Yard	1	MORGAN TERRITORY			-	
5 Yard	1	PACHECO			-	
5 Yard	1	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
5 Yard	2	ALHAMBRA VALLEY			-	
5 Yard	2	BAY POINT			-	
5 Yard	2	CANYON			-	
5 Yard	2	CENTRAL SANITARY			-	
5 Yard	2	CONCORD			-	
5 Yard	2	MORGAN TERRITORY			-	
5 Yard	2	PACHECO			-	
5 Yard	2	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
6 Yard	1	ALHAMBRA VALLEY			-	
6 Yard	1	BAY POINT			-	
6 Yard	1	CANYON			-	
6 Yard	1	CENTRAL SANITARY			-	
6 Yard	1	CONCORD			-	
6 Yard	1	MORGAN TERRITORY			-	
6 Yard	1	PACHECO			-	
6 Yard	1	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
6 Yard	2	ALHAMBRA VALLEY			-	
6 Yard	2	BAY POINT			-	
6 Yard	2	CANYON			-	
6 Yard	2	CENTRAL SANITARY			-	
6 Yard	2	CONCORD			-	
6 Yard	2	MORGAN TERRITORY			-	
6 Yard	2	PACHECO			-	
6 Yard	2	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
6 Yard	5	ALHAMBRA VALLEY			-	
6 Yard	5	BAY POINT			-	
6 Yard	5	CANYON			-	
6 Yard	5	CENTRAL SANITARY			-	
6 Yard	5	CONCORD			-	
6 Yard	5	MORGAN TERRITORY			-	
6 Yard	5	PACHECO			-	
6 Yard	5	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	
8 Yard	1	ALHAMBRA VALLEY			-	
8 Yard	1	BAY POINT			-	
8 Yard	1	CANYON			-	
8 Yard	1	CENTRAL SANITARY			-	
8 Yard	1	CONCORD			-	
8 Yard	1	MORGAN TERRITORY			-	
8 Yard	1	PACHECO			-	
8 Yard	1	PLEASANT HILL UNINCORPORATED			-	
Subtotal					-	



Ms. Deidra Dingman
June 8, 2022

8 Yard	2 ALHAMBRA VALLEY				-		
8 Yard	2 BAY POINT				-		
8 Yard	2 CANYON				-		
8 Yard	2 CENTRAL SANITARY				-		
8 Yard	2 CONCORD				-		
8 Yard	2 MORGAN TERRITORY				-		
8 Yard	2 PACHECO				-		
8 Yard	2 PLEASANT HILL UNINCORPORATED				-		
Subtotal					-		
8 Yard	3 ALHAMBRA VALLEY				-		
8 Yard	3 BAY POINT				-		
8 Yard	3 CANYON				-		
8 Yard	3 CENTRAL SANITARY				-		
8 Yard	3 CONCORD				-		
8 Yard	3 MORGAN TERRITORY				-		
8 Yard	3 PACHECO				-		
8 Yard	3 PLEASANT HILL UNINCORPORATED				-		
Subtotal					-		
60. Total Base Year Commercial					-		
					-		
					\$	-	\$
					-		-

Operating Information

Historical Unaudited Information	Percent Change	Historical Unaudited Information	Percent Change	Historical Audited Information	Percent Change	Current Year Estimated Information	Percent Change	Base Year Projected Information
Year 1	Yr 1 to 2	Year 2	Yr 2 to 3	Year 3	Yr 3 to 4	Year 4	Yr 4 to 5	Year 5
2018		2019		2020		2021		2022

Section XI - Operating Data

Accounts

61. Residential	3,483	5.1%	3,661	1.6%	3,718	-0.1%	3,714	0.0%	3,714
62. Commercial	300	7.3%	322	-1.6%	317	-1.9%	311	0.0%	311
63. Light Industrial	38	-21.1%	30	-10.0%	27	14.8%	31	0.0%	31
64. Total Accounts	3,821	5.0%	4,013	1.2%	4,062	-0.1%	4,056	0.0%	4,056

Waste Tonnage

65. Residential	3,499.9	2.2%	3,575.7	10.0%	3,933.5	0.0%	3,933.5	0.0%	3,933.5
66. Commercial	3,199.3	-2.2%	3,130.3	-8.9%	2,851.8	0.0%	2,851.8	0.0%	2,851.8
67. Light Industrial	2,627.2	10.4%	2,901.2	-18.1%	2,377.5	0.0%	2,377.5	0.0%	2,377.5
68. Total Tons	9,326.4	3.0%	9,607.2	-4.6%	9,162.7	0.0%	9,162.7	0.0%	9,162.7

Recyclable Tonnage

69. Residential	2,112.1	19.7%	2,527.4	-16.4%	2,112.1	0.0%	2,112.1	0.0%	2,112.1
70. Commercial	589.8	15.4%	680.6	-13.3%	589.8	0.0%	589.8	0.0%	589.8
71. Light Industrial	141.1	-34.1%	93.0	51.7%	141.1	0.0%	141.1	0.0%	141.1
72. Total Tons	2,843.0	16.1%	3,301.0	-13.9%	2,843.0	0.0%	2,843.0	0.0%	2,843.0

City Services

73. City Bins	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-
74. City Drop Boxes	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-

Section XII - Change in Commercial Rates

75. 3 Yd. Bin - 1X per week	263.84	15.1%	303.55	3.0%	312.66	4.3%	326.01	0.0%	326.01
76. 2 Yd. Bin - 1X per week	178.61	15.0%	205.49	3.0%	211.65	4.3%	220.69	0.0%	220.69
77. 20 Yd. Box - per pick up	397.56	15.0%	457.39	3.0%	471.11	4.3%	491.23	0.0%	491.23

Unincorporated Area: All Residential (Excluding Canyon)

Rate Change	
78. Rate Change Requested	17.92%

Rate Schedule

Abbreviated Rate Schedule	Current Rate	Increased Rate	Adjustments	New Rate
20g MSW / 64g RECY / 96g YW	17.53	20.67		20.67
32g MSW / 64g RECY / 96g YW	22.94	27.05		27.05
64g MSW / 64g RECY / 96g YW	34.21	40.34		40.34
96g MSW / 64g RECY / 96g YW	44.38	52.33		52.33
		-		-
96-GAL MSW (2) / 64-GAL RECY / 96-GAL YW	81.54	96.15		96.15
96-GAL MSW (3) / 64-GAL RECY / 96-GAL YW	95.18	112.23		112.23
96-GAL MSW (4) / 64-GAL RECY / 96-GAL YW	147.25	173.63		173.63
		-		-
20g MSW / 96g RECY / 96g YW	17.53	20.67		20.67
32g MSW / 96g RECY / 96g YW	22.94	27.05		27.05
64g MSW / 96g RECY / 96g YW	34.21	40.34		40.34
96g MSW / 96g RECY / 96g YW	44.38	52.33		52.33
		-		-
96g MSW (2) / 96g RECY / 96g YW	78.67	92.76		92.76
96g MSW (3) / 96g RECY / 96g YW	112.96	133.20		133.20
96g MSW (4) / 96g RECY / 96g YW	147.25	173.63		173.63
32g MSW / 64g RECY / 96g YW (2)	30.17	35.58		35.58
96g MSW / 64g RECY / 96g YW (2)	41.43	48.85		48.85
96g MSW / 64g RECY / 96g YW (3)	58.82	69.36		69.36
Extra 32g Trash	12.86	15.16		15.16
Extra 64g Trash	24.12	28.44		28.44
Extra 96g Trash	34.29	40.43		40.43
Extra Recycling	2.87	3.38		3.38
Extra Organics	7.22	8.51		8.51
		-		-
		-		-

79. Multi-unit Residential

Rate increases of 17.92% will be applied to all rates in each structure with each rate rounded up to the nearest \$0.05.

Attachment B: Adjusted SB1383 Rate Model

Financial Information

Actual Historical Years			Estimated Current Year	Projected Base Year	Crowe Adjustments	Crowe
Year 1	Year 2	Year 3	Year 4	Year 5		Adjusted
2018	2019	2020	2021	2022		2022

Section I - Allowable Costs

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
1. Direct Labor	794,538	828,220	887,897	863,407	1,127,708	(115,891)	1,011,817
2. Tipping Fees (Profit Allowed)	500,229	495,848	502,240	510,830	780,046	(253,101)	526,945
3. Corporate, Local General and Administrative Costs	220,253	287,548	220,253	380,509	395,436	(1,923)	393,513
4. Trucking and Equipment	362,799	474,912	362,799	373,155	463,820	(46,779)	417,041
5. Depreciation and Other Operating Costs	296,067	293,906	296,067	200,303	250,516	(22,580)	227,937
6. Services Provided to City	13,670	38,959	13,670	-	-	-	-
7. Total Allowable Costs (Lines 1+2+3+4+5+6)	2,187,556	2,419,393	2,282,926	2,328,204	3,017,526	(440,274)	2,577,252

Section II - Allowable Operating Profit

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
8. Operating Ratio	89.4%	94.2%	91.5%	91.2%	87.0%	3%	90%
9. Allowable Operating Profit [(Line 7 / Line 8) - Line 7]	258,892	148,106	212,100	223,656	450,895	(164,533)	286,362

Section III - Pass Through Costs without Franchise Fees

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
10. Administrative Fee	-	-	-	-	-	-	-
11. Tipping Fees (Pass Through)	617,708	683,609	617,416	679,870	419,949	261,755	681,703
12. Total Pass Through costs (without Franchise Fees) (Lines 10+11)	617,708	683,609	617,416	679,870	419,949	261,755	681,703

Section IV - Revenue Requirement without Franchise Fees

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
13. Total Allowable Costs (Line 7) plus Allowable Operating Profit (Line 9) plus Total Pass Through Costs (without Franchise Fees) (Line 12)	3,064,156	3,251,107	3,112,442	3,231,730	3,888,369	(343,053)	3,545,317

Section V - Revenue without Rate Change in Base Year

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
14. Residential Revenue					1,345,776	(64,447)	1,281,329
15. Less Allowance for Uncollectible Residential Accounts					37,874	(12,247)	25,627
16. Total Residential Revenue (without Rate Change in Base Year)	1,247,215	1,306,015	1,261,720	1,307,902	1,307,902	(76,694)	1,255,702
17. Commercial and Light Industrial Revenue					2,255,910	56,518	2,312,428
18. Less Allowance for Uncollectible Commercial and Light Industrial Accounts					18,047	5,077	23,124
19. Total Commercial/Light Industrial Revenue (without Rate Change in Base Year)	2,136,539	2,234,769	2,153,272	2,255,910	2,237,863	61,595	2,289,304
20. Recycled Material Sales	4,402	-	-	-	-	-	-
21. Total Revenue (Lines 16+19+20)	3,388,156	3,540,784	3,414,992	3,563,812	3,545,765	(15,099)	3,545,006

Section VI - Net Shortfall (Surplus)

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
22. Net Shortfall (Surplus) without Franchise Fees (Line 13 - Line 21)					342,604	(327,954)	311
23. Residential/Commercial/Light Industrial Franchise Fees (see calculation below)	224,345	233,533	224,345	243,391	292,673	(25,821)	266,852
24. Net Shortfall (Surplus) with Franchise Fees (Line 22 + 23)					635,277	(368,115)	267,162

Section VII - Percent Change in Rates

	2018	2019	2020	2021	2022	Crowe Adjustments	2022
25. Total Residential/Commercial/Light Industrial Revenue Prior to Rate Change (Lines 16 + 19)					3,545,765	(758)	3,545,006
26. Percent Change in Existing Residential/Commercial/Light Industrial Rates (Line 24 / Line 25)					17.92%	-10.38%	7.54%

Franchise Fee Calculation

Summary Revenue Requirement

Equation 1) Line 13 X .10 = X	2022	27. Total Allowable Costs (Line 7)	Total Allowable Costs	3,017,526	(440,274)	2,577,252
Equation 2) Line 13 + X		28. Allowable Operating Profits (Line 9)	Allowable Operating Profits	450,895	(164,533)	286,362
X = (Line 13 x 0.10) / 0.90	292,673	29. Total Pass Through Costs (with Franchise Fees) Total Pass Through	Total Pass Through	712,622	235,934	948,555
		30. 2022 Revenue Requirement (Lines 27+28+29) Revenue Requirement	Revenue Requirement	\$ 4,181,042	\$ (368,874)	\$ 3,812,168

Attachment C: Applicable Consumer Price Index Data

DRAFT



Ms. Deidra Dingman
May 13, 2022

Consumer Price Index - All Urban Consumers
Original Data Value

Series Id: CUURA422SA0,CUUSA422SA0
Not Seasonally Adjusted
Area: San Francisco-Oakland-San Jose, CA
Item: All items
Base Period: 1982-84=100
Years: 2005 to 2017

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2012		236.880		238.985		239.806		241.170		242.834		239.533	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570			273.306	
2018		281.308		283.422		286.062		287.664		289.673				
2019		291.227		294.801		295.259		295.49		298.443				
2020		299.69		298.074		300.032								
2021		304.387		309.419		309.497								

Change in CPI 3.15%

Attachment D: Summary Comparison of Other Jurisdictions' SB 1383 Rate Changes

DRAFT

Crowe did some research on the rate impacts of implementing SB 1383 in jurisdictions throughout California. The general expectation was for households to see a rate increase of between \$3 and \$5 per customer, per month with the average increase for businesses of between \$70 and \$90 per month. The League of California Cities reported a potential range of between 1 and 20 percent. The large range in rate changes is primarily driven by whether facility changes are required and to what degree collection routing/operations change.

A total of nineteen (19) recent published examples of SB 1383 rate changes throughout California are listed below²:

- City of Beaumont – 15.4%
- City of Campbell – 9.9%
- City of Claremont – 6.5%
- City of Citrus Heights – 26%
- City of Elk Grove – 23%
- City of Encinitas - \$3.88 per residential customer, per month
- City of Folsom – 34.1%
- City of Industry - \$2.45 per residential customer, per month
- City of Lake Forest – 25%
- City of Los Gatos – 9.9%
- City of Monte Sereno – 9.3%
- City of Napa – 6%
- City of Pacifica – 5.5%
- City of Rolling Hills Estates – 6.3%
- City of Santa Clara – 16%
- City of Saratoga – 9.5%
- City of Sacramento – 27% (implementation spread over 3 years)
- City of Vacaville – 4.2%
- City of Walnut – 9.36%.

For the 17 jurisdictions with a percent change noted above, these rate changes ranged from 4.2 to 34.1 percent with an average of just over 14 percent.

² These rate changes represent almost entirely the impacts of SB 1383, with some minor portions of these rate changes associated with other changes unrelated to SB 1383.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: 2022/2023 North Richmond Waste and Recovery Mitigation Fee Expenditure Plan

RECOMMENDATION(S):

APPROVE the 2022/2023 North Richmond Waste and Recovery Mitigation Fee Expenditure Plan (Exhibit A), in the amount of \$876,795.70, identifying the activities authorized to be funded with Mitigation Fee revenue and respective funding allocations for the period of July 1, 2022 through June 30, 2023, as recommended by the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee.

FISCAL IMPACT:

The proposed action will not have an impact on the County’s General Fund. Mitigation Fee revenue is used to cover the costs incurred by the County and City for any activities (Strategies) authorized to be funded under the applicable North Richmond Waste and Recovery Mitigation Fee Expenditure Plan approved by the County and City of Richmond. Each annual Expenditure Plan includes a Contingency line item in the budget to serve as a cushion for potential revenue shortfalls, and staff anticipates that there will be sufficient funding in the Contingency fund for this purpose.

BACKGROUND:

New Expenditure Plans and/or modifications to existing Expenditure Plans (Amended Expenditure Plan) must be approved by both the County Board of Supervisors and Richmond City Council to officially authorize use of North Richmond Waste and Recovery Mitigation Fee funding. The purpose of this North Richmond Mitigation Fee (NRMF) is to mitigate designated impacts resulting from the County and City approved land use permits for the expanded Bulk Material Processing Center (BMPC) located in North Richmond.

Summary of Recommended 2022/2023 Expenditure Plan:

At the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee (NRMFC) meeting on May 20, 2022, the Committee voted to recommend that the County Board of Supervisors and Richmond City Council approve a 2022/2023 Expenditure Plan that allocates funding from July 1, 2022, through June 30, 2023. The recommended 2022/2023 Expenditure Plan (Exhibit A) incorporated the following changes from the previous year:

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Justin Sullivan, (925) 655-2914

By: , Deputy

cc:

BACKGROUND: (CONT'D)

- Create new Strategy 4.B. This new Strategy 4.B mirrors Strategy 4.A. (previously Strategy 4), however it does not include tagging abatement removal and the implementing entity is County Public Works instead of Richmond Public Works Abatement Division, which is the implementing Entity for Strategy 4.A.
- Decreased funding for City and County Committee Administration/Staffing.

All other strategies remained unchanged. Most nonprofits were allocated funding under Strategies 10 and 13 based on a Request for Funding Proposal released by Committee staff on February 9, 2018. One nonprofit within strategy 10 was added per Committee direction at the October 16, 2020 meeting. The nonprofits selected for funding are shown in Attachments 2 and 4 of the Expenditure Plan. The next regularly scheduled NRMFC meeting is planned for October 21, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

Each new Expenditure Plan must receive final approval from the County Board of Supervisors and Richmond City Council. Expenditure Plans and any associated amendments recommended or approved by the NRMFC only take effect if/when approved by the Board of Supervisors and the Richmond City Council. Therefore, if the 2022/2023 Expenditure Plan is not approved by the Board prior to July 1, 2022 the previously approved strategies (activities) could not be funded by NRMF in which case, most if not all, would not continue being implemented without interruption.

ATTACHMENTS

Exhibit A - 2022/2023 NRMF Expenditure Plan

North Richmond Waste & Recovery Mitigation Fee 2022/23 Expenditure Plan

The Waste & Recovery Mitigation Fee was established as a result of the Draft Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

“Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) **to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.** The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF.”

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as “Strategies” or “Staff Costs”. Strategies are categorized as either “Core Services” or “Supplemental Enhancements”. Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee, *“to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”*.

All references to the “Mitigation Fee Primary Funding Area” or “Mitigation Fee Funding Area” pertain to the geographic area shown in the attached map (Attachment 4).

Expenditure Plan Period:	July 1, 2022 - June 30, 2023 <i>(unless otherwise specified herein)</i>
---------------------------------	--

BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are dependent upon multiple variables (e.g. number of tons of recovered materials vs. solid waste, per ton gate rate charged and amount of CPI-adjusted per ton Mitigation Fee). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A “Contingency” line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as “roll-over” funding for reallocation in a subsequent Expenditure Plan period.

The Budget includes some line items that are based on fixed costs, however there are other line items which are scalable and/or dependent on utilization thereby providing flexibility to reallocate amounts if and when a significant need is identified. Allocated funding may remain unspent due to under-utilization of a particular program. If the amount allocated to a particular line item is determined to exceed needs based upon usage, the remaining funding can only be reallocated by officially amending the Expenditure Plan. This Expenditure Plan may only be adjusted upon official action taken by both the City and County. Although there has been some interest in allowing flexibility for staff to adjust funding allocations under specific circumstances, the authority to approve or modify the Expenditure Plan rests solely with the City Council and Board of Supervisors.

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.

NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

	#	Expenditure Plan (EP) Strategy	Budget Allocations for 2022/2023
Core Services	1	Bulky Item Pick-ups & Disposal Vouchers	\$ 1,000.00
	2	Neighborhood Clean-ups	\$ 30,000.00
	3	Prevention Services Coordinator	\$ 50,726.75
	4.A.	City/County Right-of-Way Pick-ups	\$ 30,000.00
	4.B.	City/County Right-of-Way Pick-ups	\$ 20,000.00
	5	Code Enforcement - County	\$ 91,850.60
	6	Illegal Dumping Law Enforcement	\$ 175,814.30
	7	Surveillance Cameras	\$ -
	8	Code Enforcement - City	\$ 26,666.67
Supplemental Enhancements	9	Community Services Coordinator	\$ 90,909.09
	10	Community Clean-Up Projects (See Attachment 2)	\$ 75,750.00
	11	North Richmond Green Community Service Programs	\$ 20,042.00
	12	North Richmond Green Campaign	\$ 10,500.00
	13	Garden Projects (See Attachment 4)	\$ 48,179.79
	14	Mobile Tool Lending Library	\$ 35,540.00
		Contingency (10% of Projected Revenue)	\$ 79,816.50
Subtotal (without Committee Staffing)			\$ 786,795.70
	x	Committee Administration/Staffing	\$ 90,000.00
Total Projected Revenue in 2022/23 (July 1, 2022 thru June 30, 2023)			\$ 798,165.00
Roll-over Funding from Prior EP Cycle(s)			\$ 78,630.70
Total 2022/23 Expenditure Plan Budget			\$ 876,795.70

DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (associated allowable agency staff costs are described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the “Core Services” category contains higher priority Strategies than the “Supplemental Enhancements” category. Higher funding priority Strategies are those which best address the Fee’s intended purpose, **“to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”**) and “Supplemental Enhancements”.

Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4.A. - City/County Right-of-Way Trash & Tagging Removal
- 4.B. - City/County Right-of-Way Trash Removal
- 5 - Code Enforcement - County
- 6 - Illegal Dumping Law Enforcement
- 8 - Code Enforcement – City

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 9 - Community Services Coordinator
- 11 - North Richmond Green Community Services Program
- 12 - North Richmond Green Campaign
- 13 - Garden Project
- 14 - Mobile Tool Lending Library

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 10 - Community Clean-up Projects

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers

Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:

- Request up to one on-call pick-up service per household per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or

- Request up to twelve \$5 vouchers per household for disposal at Republic's transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity(ies):

Community Housing Development Corporation *(processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups)*

Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service *(reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided)*

Reporting/Payment Requirements: Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

2. **Neighborhood Clean-ups**

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows. *[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity(ies):

City Manager's Office *(coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities)*

Republic Services - Richmond Sanitary Service *(reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes)*

Reporting/Payment Requirements: Effective July 1, 2012, the City Manager's Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

3. **Prevention Services Coordinator**

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge¹) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers

¹ Administering agency contracting charge applies (\$3,000 per contract)

or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4. The PSC may also assist City and County with administering funding allocated to selected non-profit organizations under Strategies 10 and 13.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC)
*(reimbursed actual cost for part-time position and issues
Disposal Vouchers/arranges Bulky Item Pick-ups)*

Reporting/Payment Requirements: Effective July 1, 2012, CHDC shall provide required data pertinent to Strategy 1 and Strategy 3 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

4.A. City/County Right-of-Way Pick-up & Tagging Abatement

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping and tagging abatement in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Additional tasks would include identifying potential sites for Strategy 10 Clean-Up Projects. Funding is intended to pay for removal of illegal dumping that occurs as a result of referrals from the Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: Richmond Public Works Department's Abatement Division

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Public Works Department's Abatement Division shall provide required data pertinent to Strategy 4.A. based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

4.B. City/County Right-of-Way Pick-up

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Additional tasks would include identifying potential sites for Strategy 10 Clean-Up Projects. Funding is intended to pay for removal of illegal dumping

that occurs as a result of referrals from the Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Contra Costa County Public Works

Reporting/Payment Requirements: Effective July 1, 2022, Contra Costa County's Department of Public Works shall provide required data pertinent to Strategy 4.B. based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

5. Code Enforcement Staff - County

Fund at least a portion of County code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area. Additional tasks would include identifying potential sites for Strategy 10 Clean-Up Projects.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Department of Conservation & Development's Building Inspection Division

Reporting/Payment Requirements: Effective July 1, 2012, the County Department of Conservation & Development's Building Inspection Division shall provide required data pertinent to Strategy 5 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

6. Illegal Dumping Law Enforcement

Fund majority of a full-time Sheriff Deputy (between approximately 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area. Additional tasks would include identifying potential sites for Strategy 10 Clean-Up Projects.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff's Office shall provide required data pertinent to this Strategy based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

7. Surveillance Cameras

Fund the cost of cameras, camera infrastructure, camera signage and costs related to monitoring, maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area. Cameras will be used to assist the dedicated Illegal Dumping Law Enforcement officer prevent dumping in targeting specific locations where illegal dumping occurs most regularly.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity(ies):

Richmond Police Department (*operate, move and maintain eight Pan-Tilt-Zoom wireless video surveillance cameras and associated camera system infrastructure throughout NR -AND- install/clean/move FlashCam cameras located within the incorporated NR area if funding is available*)

County Sheriff's Department (*coordinate monitoring of FlashCams or other camera systems located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed*)

County Public Works Department (*install/clean/move FlashCam or other camera systems cameras located within the unincorporated NR area upon request if funding is available*)

Reporting/Payment Requirements: Effective July 1, 2012, each Implementing Entity shall provide required data pertinent to each entity's applicable Strategy 7 responsibilities based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers) now or in the future.

8. Code Enforcement Staff - City

Fund at least a portion of City code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/ abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the incorporated Mitigation Funding Area. Additional tasks would include identifying potential sites for Strategy 10 Clean-Up Projects.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: City Department of Infrastructure Maintenance & Operations

Reporting/Payment Requirements: Effective July 1, 2020, the City Department of Infrastructure Maintenance & Operations shall provide required data pertinent to Strategy 8 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

SUPPLEMENTAL ENHANCEMENTS

9. Community Services Coordinator

Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge²). The CSC shall:

- serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight using referral process identified by the City and County;
- coordinate outreach activities related to illegal dumping and beautification

²Administering agency contracting charge is \$3,000 per contract.

within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 11 & 12; and

- Identifying potential sites for Strategy 10 Clean-Up Projects.
- be bilingual in order to assist with Spanish translation as needed.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 9, 11 & 12 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

10. Community Clean-up Projects

Fund the implementation, oversight and administering agency contracting charges³ of community clean-up projects with specific focus on reducing blight. Community clean-up projects may involve the removal of debris and/or landscaping

maintenance. Sites to be cleaned shall be in the Mitigation Fee Funding area and designated by the Administering Agency. The number of sites to be cleaned will be determined by the amount of funding allocated.

A breakdown of contracting costs and amount awarded to the Implementing Entity is contained in the Community Clean-up Project Table included as Attachment 2. Up to 15% of the Implementing Entity's Award Amount in Attachment 2 may be used for a fiscal sponsor or administrative oversight.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County. Community Housing Development Corporation (CHDC) may under contract with the County as an Administering Agency, administer Community Clean-Up Project contracts funded under this Strategy. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to Community Clean-Up Projects (after subtracting City/County contracting cost) listed in Attachment 2 to oversee implementation, including facilitating review/assessment of reports' and deliverables. Payments to Implementing Entities for Community Clean-Up Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

Implementing Entity: See Community Clean-up Project Table in Attachment 2

³Administering agency contracting charge is \$3,000 per contract entered into by the County and up to 20% of the per project funding allocation as described in Administering Agencies section below).

Reporting/Payment Requirements: Any Community Clean-Up Projects shall be subject to the Reporting & Invoicing Requirements specified in the template Memorandum of Understanding included in Attachment 1. Attachment 1 only applies to Community Clean-Up Project contracts with the Implementing Entities. The County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available for payments requested by Implementing Entities if and when authorized by City and County Staff. Additionally, CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided.

11. North Richmond Green Community Services Programs

Fund the following North Richmond Green programs on a contract basis⁴ to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- *NR Little League Baseball Program* - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- *NR Youth Twilight Basketball Program* - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
- *NR Eco Workshops & Beautification Projects* – Eco Workshops and Beautification Projects include school gardens, recycling efforts, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such as landscaping and murals.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 9, 11 & 12 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

12. North Richmond Green Campaign

Fund the design, printing and/or distribution of education and outreach materials on a contract basis⁴ which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include “Jointly funded by City of Richmond & Contra Costa County” unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

- Inform the community about Mitigation Fee funded programs/efforts,
- Increase participation in Mitigation funded programs/efforts,

⁴ Administering agency contracting charge applies (\$3,000 per contract)

- Reduce illegal dumping and blight in the Mitigation Fee Funding Area, and/or
- Promote beautification in the Mitigation Fee Funding Area.

The following type of outreach material expenditures may be funded if reviewed and pre-approved by Committee Staff:

- STIPENDS – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies (*Jointly Funded text not applicable to stipend expenses, only materials*)
- HANDOUTS/MAILERS – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.
- T-SHIRTS - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts (*local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required*)

- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 9, 11 & 12 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

13. Garden Projects

Community Garden Projects: Fund on-going maintenance and up-keep of existing community gardens within the Primary Funding Area. The projects selected under this Strategy has been funded on an on-going basis.

Garden Retrofit Projects: Fund the development and implementation of educational garden retrofit events within the Primary Funding Area. Sites for garden retrofits shall be selected via an application process administered by the implementing Entity and approved by County/City staff. Garden retrofit applications will be ranked based on the applicant’s ability/willingness to maintain the garden after installation, the visibility of the site from the street, and the size of the garden site. The number of garden sites to be retrofitted will be determined by the amount of funding allocated. Garden retrofits shall contain drought-tolerant, native plants.

Details, including recommended allocation amounts, for Projects are included in Attachment 4. Up to 15% of the Non-Profit Implementer Award Amount specified in Attachment 4 may be used for administrative oversight.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County.⁵ Community Housing Development Corporation (CHDC) may under contract with the County as the Administering Agency, administer Community Garden & Garden Retrofit contracts funded under this Strategy. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to Projects (after subtracting City/County contracting cost) to oversee implementation, including facilitating review/assessment of reports and

deliverables. Payments to Implementing Entities for Community Garden & Garden Retrofit Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Garden Projects Table in Attachment 4)

Reporting/Payment Requirements: Any Garden Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 3. Garden Project contracts being administered by CHDC on behalf of the County shall also incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 3. Attachment 3 only applies to the Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 3 due to the nature of the services to be provided. The County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

14. Mobile Tool Lending Library

Fund the development, implementation, and on-going maintenance of a mobile tool lending library that is accessible to the public within the Mitigation Fee Primary Funding Area at least once a week. Funding is intended to pay for the purchase of educational material, tools, a cell phone for the library, costs related to the tool lending system & trailer/tool maintenance, and personnel/labor.

Administering Agency: City of Richmond

Implementing Entity: City of Richmond Community Services Department

Reporting/Payment Requirements: Effective July 1, 2020, the City of Richmond Community Services Department shall provide required data pertinent to Strategy 15 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

STAFF COSTS

Committee Administration/Staffing Funding: The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding

allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract (Currently \$3,000 per contract. An additional \$3,000 may be added to a contract amendment to add additional funding or nonprofits to a contract during an existing contract cycle) unless otherwise specified herein.

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TEMPLATE MEMORANDUM OF UNDERSTANDING BETWEEN

AND
COMMUNITY HOUSING DEVELOPMENT CORPORATION

This is an agreement made and executed on _____ between Community Housing Development Corporation (CHDC) and _____ (Contractor). This contract will remain in effect for the time period identified in the TERM section of the agreement.

OVERVIEW:

The _____ North Richmond Mitigation Fee (NRMF) Expenditure Plan approved by the Board of Supervisors in _____ and Richmond City Council in _____ allocates a total of **\$19,400** to the Contractor for the disbursement of funds within Strategy 10 to complete Clean-Up Project(s) in the North Richmond Mitigation Area.

TERM: The term of this agreement begins on _____ and ends on _____. Contractor will complete all work performed under this agreement not later than _____. Invoices submitted for work performed before or after this specified term and invoices submitted after _____ will not be paid.

I. Contractor's Obligations

The Contractor shall administer the _____, as described herein for an amount not to exceed **\$19,400** involving the following activities:

A. Recruit and Hire up to four (4) workers

1. Contractor will develop and publicize the job announcements. Job announcements shall contain, "Jointly funded by The City of Richmond & Contra Costa County" language.
2. Contractor will interview, select and hire up to four workers.
3. Contractor will host training for new hires that discusses the proper procedures of disposal of hazardous waste (televisions, phones, batteries, tires, paint etc.).

Task A - Deliverables:

1. Documentation of publicized job announcement in English/Spanish with required jointly funded language.
2. Documentation of hiring papers.

B. Clean up to eight (8) North Richmond Sites Approved by the County

1. Contractor shall select North Richmond addresses provided by the County or City to be cleaned during each clean up. Community clean-up projects may involve the removal of debris and/or landscaping maintenance.
 - a. Addresses provided by the County or City will include a description of debris for removal and/or landscaping needs.
 - b. Addresses provided by the County or City shall only be selected once for clean-up unless directed otherwise by County Staff.
2. Contractor will confirm with the County the address for cleanup one week and provide clear written procedures for the proper disposal of all waste types previously described at each clean-up site, including

waste that is recyclable, hazardous or requires special handling. Procedures shall be submitted and approved by the County before the site is cleaned up.

3. Contractor shall make arrangements in advance with the appropriate partners for the proper removal, recycling, composting or disposal of the debris identified in the area to be cleaned, including materials that require special handling such as tires, hazardous/universal wastes, appliances, and medical sharps/waste.
4. Contractor shall document approximate quantities (count, volume or weight) of each type of material/debris removed from the area during clean-up, using a log or other method agreed upon in advance.
5. Contractor shall demonstrate how the materials/debris removed during the clean-up were transported and where each type was properly recycled, composted or disposed.

Task B - Deliverables:

1. Documentation of disposal procedures approved by the County for each confirmed clean-up address.
2. Before photos of the entire site before the material/debris has been cleaned up.
3. Completed Contractor's Log identifying the types and amount of material/debris removed.
4. After photos of the entire site after it has been cleaned up. Contractor shall strive to take After photos from the same vantage points as the Before photos.
5. Documentation demonstrating that the material/debris removed was properly disposed or recycled. If debris removed during the clean-up is disposed of in existing containers that are routinely serviced by Republic Services, Contractor shall submit copy of an invoice or letter from Republic Services confirming what collection services were being provided at the disposal location during the applicable timeframe. For any in-kind hauling/disposal service offered by partner organizations or agencies, contractor may submit written communication identifying what was picked up by whom and where it was taken (e.g. e-mail message from the Parks District confirming that yard debris that was placed in tarps and set-out at agreed upon location was placed in designated green waste bin on the District's property or transported to a specified compost facility). Alternatively, if disposal services are provided in the form of debris box donation(s) from Republic Services, contractor may submit written communication confirming donation.

C. Attend Community Meetings and Events

1. Attend one North Richmond Green meeting(s) per quarter (quarterly periods end on December 31st, March 31st and June 30th).
 - a. No portion of the Quarterly Meeting Attendance budget line item will be paid to Contractor unless Contractor submits written evidence proving Contractor representative attended at least one monthly North Richmond Green Meeting during the applicable quarter.

Task C - Deliverables:

1. Documented attendance via minutes or copies of sign-in sheets of North Richmond Green meetings

D. Reporting & Invoicing

1. Submit invoices and the required supporting documentation (including applicable required Deliverables and completed Progress Reports as specified in Section III. Payment Provisions) for each calendar month, and not later than 30 days after the end of the applicable monthly period. The Reporting and Invoicing budget line items are intended to ensure timely submittal of invoices and required supporting

documentation. No portion of the Invoicing budget line item will be paid to Contractor for invoices submitted late, or without the required documentation or completed Progress Report.

Task D- Deliverables:

1. Complete monthly invoices on time for all tasks completed, accompanied by all required deliverables (including completed Progress Report or Final Progress Report). If Contractor does not provide a timely and complete invoice with all deliverables required for applicable tasks outlined on the invoice, as specified herein, no later than 30 days after the end of the applicable monthly period, the Contractor shall forfeit the \$100 allocated for each applicable invoice period. Contractor may not use any funding specifically allocated for Reporting and Invoicing for any other purpose
2. Completed Progress Report addressing activities that occurred during the corresponding invoice period (except for the final invoice) consistent with Section III.3.a.
3. Completed Final Progress Report addressing the entire project to be submitted with the final invoice consistent with Section III.3.a.

E. Eligible Costs:

Eligible costs consistent with the below table can only be reimbursed if included on invoices in conformance with the payment provisions and submitted prior to _____.

Budget Line Items by Task/Deliverable	Quantity	Payment per Unit	Total Payments	Budget Amount
A. Recruit and hire up to four (4) workers				\$ 1,750
Deliverable 1 - Recruitment Documentation	1 each	\$350	\$350	
Deliverable 2 - Hiring Documentation	4 each	\$350	\$1,400	
B. Clean-up up to eight (8) designated locations in the NRMF Funding Area				\$ 14,400
Deliverable 1 - Procedures	8 each	\$200	\$1600-	
Deliverable 2 - Before Photos	8 each	\$300	\$2,400-	
Deliverable 3 - Contractors Log	8 each	\$400	\$3,200-	
Deliverable 4 - After Photos	8 each	\$300	\$2,400-	
Deliverable 5 - Disposal Documentation	8 each	\$600	\$4,800-	
C. Attend North Richmond Green Meetings				\$ 750
Deliverable 1 - NR Green Meetings	3 each	\$250	\$750	
D. Reporting and Invoicing				\$ 2,500
Deliverable 1 - Timely & Complete Invoice	9 each	\$100	\$900	
Deliverable 2 - Progress Reports	8 each	\$150	\$1,200	
Deliverable 3 - Final Progress Report	1 each	\$400	\$400	
SUBTOTAL				\$ 19,400
Fiscal Agent (10% of amount invoiced)			\$0	
TOTAL BUDGET & ALLOWABLE PAYMENTS				\$ 19,400

II. CHDC's Obligations

Subject to the payment limit of **\$19,400** CHDC shall reimburse Contractor for eligible costs described in the previous section where such are incurred in the performance of work under the contract, subject to the below Payment Provisions. CHDC will disburse Contractor funds only after receiving written approval by County authorizing the disbursement of the Contractor grant funds based on approved budget, approved advance and request for reimbursement.

III. Payment Provisions

Contractor shall submit invoices and required deliverables on a monthly basis consistent with the amounts and frequency specified in Section I.E -Eligible Costs, which together may not total more than **\$19,400**. Contractor will only receive payment for eligible costs incurred for work performed during the term of this contract which are itemized on invoices substantiated with adequate supporting documentation. Invoices submitted after July 30, - _____ will not be paid.

1. **Advanced Payments:** In order to receive any potential advance payment, such must be authorized for the specified project in Attachment ____ of the Expenditure Plan approved by the Board of Supervisors and The City of Richmond. Advance payment is limited to no more than ten (10) percent (%) of the approved implemented Entity Award for the Project. Contractor shall submit a written request to CHDC for approval by City and County Committee staff detailing the reason(s) advance payment is necessary and itemizing each specific cost that the requested advance payment amount would pay for and how such costs will aid in the completion of each applicable required task. Advance payment requests must be submitted prior to any other invoice. If an advance payment is issued, Contractor shall not be eligible for an additional payment until enough required deliverables have been approved to offset the amount paid in advance.
2. **Partial Payments:** The Contracting entity (City of County) may authorize partial payment to Contractor for submittal of incomplete deliverables if solely incomplete due to unusual and unforeseen circumstances beyond the control of the Contractor. Contractor must submit written request asking to receive payment for incomplete deliverable containing an explanation as to what factors beyond the Contractor's control specifically precluded the Contractor from submitting the completed deliverable and why such could not have been foreseen or avoided by Contractor.
3. **Invoices:** Invoices shall be submitted monthly, no later than 30 days after the end of the applicable monthly period and contain the following information in sufficient detail and be submitted in a form which adequately demonstrates consistency with this contract. Invoices shall be accompanied by the applicable deliverables.
 - a. Itemization of any tasks completed during the applicable calendar month for which completed deliverables are submitted and associated payment is being requested.
4. **Supported Documentation:** The following required supporting documentation must be submitted with invoices when applicable as described below.

- a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates, as well as any applicable details specified above in Section I. Contractor's Obligations.
- b. All applicable Deliverables associated with the tasks and requested payment amounts itemized on each monthly invoice.

SIGNATURES: Executed on the dates and by the persons named below.

Date: _____	Date: _____
By: _____	By: _____
Name: _____	Name: _____

IV. Conflict of Interest

By signing below, Contractor agrees not to employ, subcontract with, or make payment to any person (employees and stipend recipients), for the purpose of implementing this Project, that is at the same time employed by Contra Costa County, the City of Richmond or any entity that receives NRMF funding from the County or the City of Richmond, or serves on the NRMF Committee, except upon written approval by the Department of Conservation and Development Director or his designee.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment 2 - Community Clean-up Projects Table (Strategy 10)

2022/23 Expenditure Plan Funding Allocations for Projects recommended for City/County approval by the North Richmond Mitigation Fee Committee

A total of **\$75,750.00** is recommended to be allocated in the **2022/2023 Expenditure Plan for Community Clean-up Projects (Strategy 10)**. Two of the three entities below were previously selected by the Committee based on a Funding Request Proposal process conducted in 2018.¹ The third entity, SOS! Richmond, was added per Committee direction at the October 16, 2020 meeting.

Community Clean-up Projects Recommended for Funding in 2022/2023								
Implementing Entity / Fiscal Sponsor <i>(if applicable)</i>	Project Title	Advance Payment Allowed <small>(Up to 10% of Implementer Award Amount)</small>	Requested Amount	Total Award Amount	County Contracting Costs ²	CHDC Contracting Cost (20%) to Manage Non- Profits ²	Non-Profit Implementer Award Amount for Project	Notes
Social Progress Inc.	Brighter Beginnings in North Richmond	Yes	\$ 29,999.76	\$ 25,250.00	\$ 1,000.00	\$ 4,850.00	\$ 19,400.00	
SOS! Richmond	SOS! Richmond	Yes	\$ 75,000.00	\$ 25,250.00	\$ 1,000.00	\$ 4,850.00	\$ 19,400.00	
Men & Women of Valor	Community Working Together	Yes	\$ 20,000.00	\$ 25,250.00	\$ 1,000.00	\$ 4,850.00	\$ 19,400.00	
Total Funding Requested/Allocated			\$ 124,999.76	\$ 75,750.00	\$ 3,000.00	\$ 14,550.00	\$ 58,200.00	

¹ Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations and Agencies on March 6, 2018. Funding Proposal Application received by Men & Women of Valor was the wrong application. At their meeting on March 23, 2018, the NRMF Committee gave Men & Women of Valor 30 days to re-submit their application to the NRMF Committee using the correct application and submittal requirements. On April 22, Committee staff received the correct Funding Proposal application. The Men & Women of Valor Proposal application was considered at the NRMF Committee Meeting on June 8th and selected for funding.

² Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost for \$3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.

Garden Project Reporting and Invoicing Requirements

Substantially equivalent language to be included in all NRMF-funded Community Project Agreements/Amendments

Agreements providing for payments using funding allocated for Community Projects must include provisions that address the requirements contained herein. Contractor shall submit Progress Reports covering each invoice period, using a City/County provided template in conjunction with each monthly invoice in order to be eligible for payment. Contractor shall monitor, document, and report all Project activities associated with the tasks and deliverables described in the agreement and any eligible Project costs for which reimbursement will be requested. Upon completion of work or the end of the contract's term, Contractor shall submit a Final Report, using a City/County provided template similar to the attached, in conjunction with the final invoice.

Task Deliverables

The agreement shall assign a dollar amount for each deliverable within each task. Contractor shall only be paid for completed deliverables submitted with all associated supporting documentation. The agreement may include assignment of one dollar amount to multiple deliverables for a specific task when appropriate to substantiate completion of the required task. The Contracting entity (City of County) may authorize partial payment to Contractor for submittal of incomplete deliverables if solely incomplete due to unusual and unforeseen circumstances beyond the control of the Contractor. Contractor must submit written request asking to receive payment for incomplete deliverable containing an explanation as to what factors beyond the Contractor's control specifically precluded the Contractor from submitting the completed deliverable and why such could not have been foreseen or avoided by Contractor.

Timely Submittal of Invoices

A separate Reporting & Invoicing budget line item shall be included in the agreement to facilitate timely submittal of invoices, progress reports and other deliverables. Submittal of monthly invoices shall be included as a deliverable and the exact amount that is payable upon timely submittal of each invoice complete with all required supporting documentation shall be specified. The agreement shall provide that no portion of the Reporting & Invoicing budget line item be paid to Contractor for invoices submitted beyond 30 days of any monthly invoice period, or without the required documentation including completed Progress Reports.

Pre-approval Required for Supplies and Materials

Unless the exact supplies and materials are specified as preauthorized in the Agreement, Contractor shall obtain pre-approval from the Contracting entity (City or County) prior to incurring supplies and materials expenses for which reimbursement will be requested. To request pre-approval, contractor shall provide written request identifying all proposed supplies and materials as well as an explanation demonstrating its reasonable cost and how said items will aid in the completion of each applicable required task.

Attendance of Community Meetings and Events

Contractor shall attend one North Richmond Green meeting per quarter during the contract period. Documentation substantiating attendance of required meetings shall be included as a deliverable for this task and be included with all applicable monthly invoice(s).

Acknowledgment Required on Outreach & Promotional Materials

Any printed outreach materials or promotional items must include “Jointly funded by City of Richmond & Contra Costa County”, with the exception of T-Shirts, which Contractor may request Contracting entity pre-approve to include only the NRGreen.org website address.

Authorized Advance Payments

In order to receive any potential payment in advance, such must be authorized for the specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan approved by both the County Board of Supervisors and Richmond City Council. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the approved Implementing Entity Award for this Project. In order to receive any advance payment(s) provided for in the City and County approved Expenditure Plan, the Contractor shall submit a written request to both the City and County Committee Staff detailing the reason(s) advance payment is necessary and itemizing each specific cost that the requested advance payment amount (not to exceed 10% of total award) would pay for and how such costs will aid in the completion of each applicable required task.

Conflict of Interest Provisions

Contractor shall not employ, subcontract with, or make payment to any person, for the purpose of implementing a specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan that is at the same time employed by Contra Costa County, City of Richmond or any entity that receives Expenditure Plan funding from the County or the City of Richmond, except upon written approval by the Contracting entity (either City or County).

Payment Provisions

Contractor shall submit invoices and required deliverables on a monthly basis consistent with the amounts and frequency contained in the “Eligible Costs” Section, which together may not total more than \$ (enter applicable contract amount). Contractor will only receive payment for eligible costs if such amounts are included on invoices adequately substantiated with required supporting documentation that are all submitted to the Contracting entity on or before July 30th. Invoices or portions thereof for which required supporting documentation has not been submitted by July 30th (or 30 days after any contract end date prior to June 30th) shall not be eligible for payment.

1. **Invoices:** Invoices shall be submitted monthly and contain the following information in sufficient detail and be submitted in a form, which adequately demonstrates consistency with the “Service Plan” specified in the contract. Invoices shall be accompanied by the applicable deliverables.
 - a. Itemization of any tasks partially or fully completed during the applicable calendar month for which completed deliverables are submitted and associated deliverable payment amount is being requested.
2. **Supporting Documentation:** The following required supporting documentation must be submitted with invoices when applicable as described below.
 - a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice, which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates, as well as any applicable details specified in the Service Plan as a Contractor’s Obligation.

- b. All applicable required deliverables associated with the requested payment amounts itemized on each monthly invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under the Agreement.

G:\Conservation\Deidra\Illegal Dumping\BMPC Mitigation Fee Committee_EPs\2021-2022 Exp Plan\Attachment 3.doc

Attachment 4 - Garden Projects (Strategy 13)

2022/2023 Funding Allocations for Garden Projects recommended for City/County approval by the North Richmond Mitigation Fee Committee

A total allocation of **\$48,179.79** is recommended to be allocated in the 2022/2023 Expenditure Plan for Garden Projects. The following entities were previously selected by the Committee based on a Funding Request Proposal process conducted in 2018.¹

Garden Projects Recommended for Funding in 2022/2023								
Implementing Entity / Fiscal Sponsor (if applicable)	Project Title	Advance Payment Allowed (Up to 10% of Implementer Award Amount)	Requested Amount	Total Award Amount	County Contracting Costs²	CHDC Contracting Cost (20%) to Manage Non-Profits²	Non-Profit Implementer Award Amount for Project	Notes
Watershed Project	Curb Appeal	No	\$ 29,986.25	\$ 28,062.13	\$ 1,747.34	\$ 5,262.96	\$ 21,051.83	
Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program	Lots of Crops	No	\$ 15,092.00	\$ 20,117.66	\$ 1,252.66	\$ 3,773.00	\$ 15,092.00	
Total Funding Requested/Allocation Recommended			\$ 45,078.25	\$ 48,179.79	3,000.00	9,035.96	\$ 36,143.83	

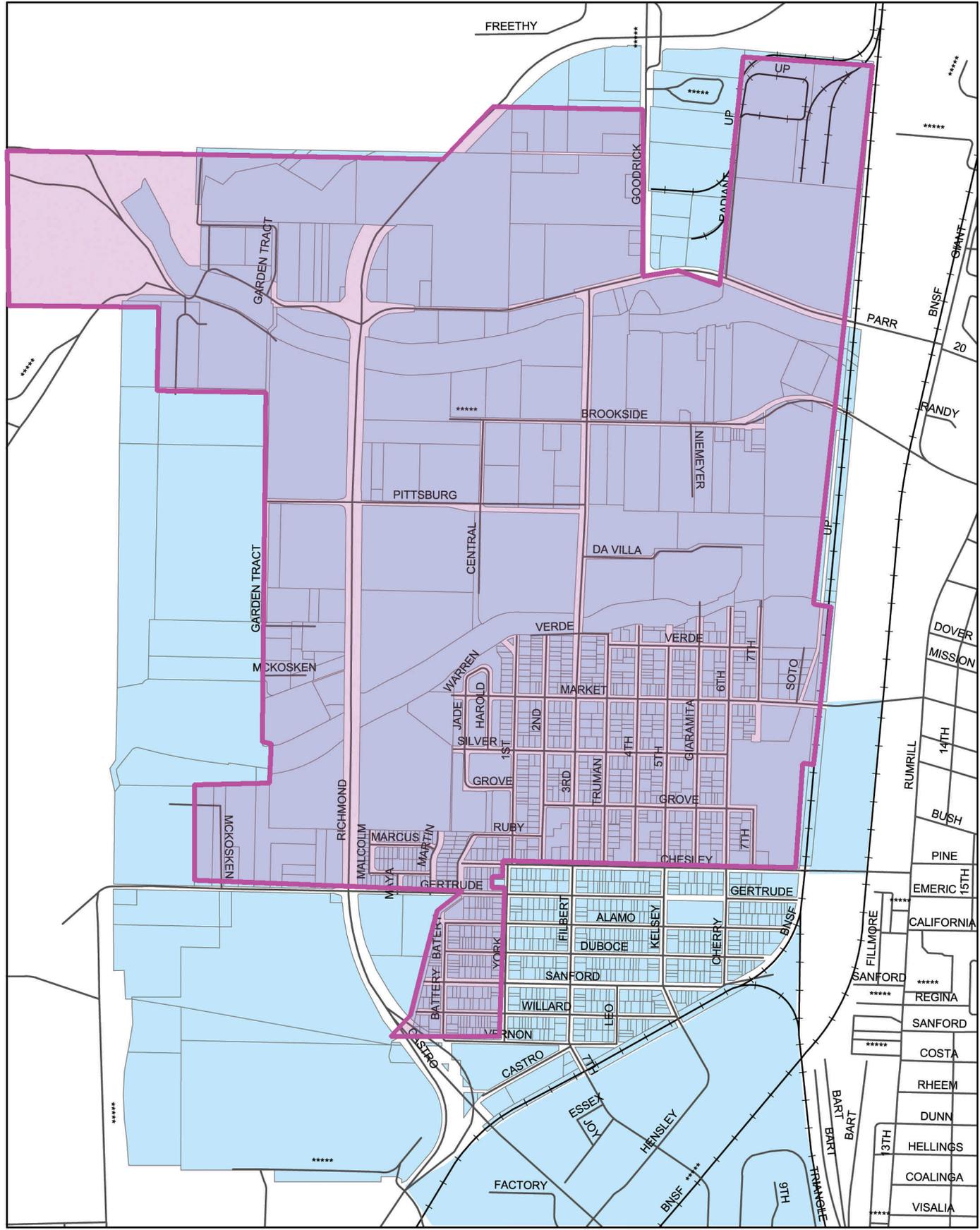
¹ Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations and Agencies on March 6, 2018.

² Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of \$3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.

North Richmond Waste & Recovery Mitigation Fee Funding Area

 Incorporated (City)

 Unincorporated (County)

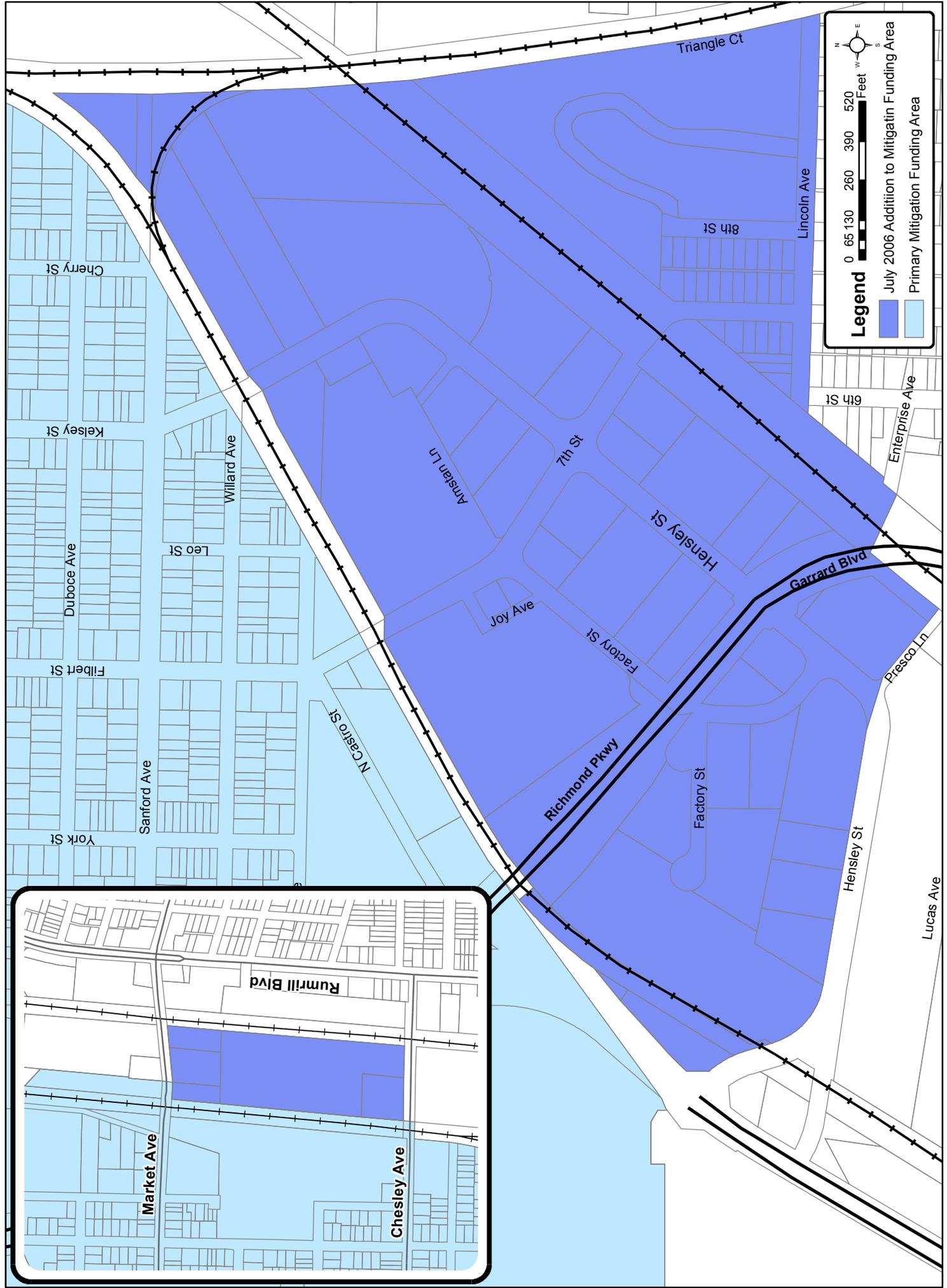


Contra Costa County
Community Development Department

Southern boundary 
shown on back side

Map contains copyrighted information
Revised on 7/28/2006

Committee Approved Additions to Primary Mitigation Funding Area





Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: EMPLOYMENT TERMS FOR EMPLOYEES TRANSITIONING FROM EAST CONTRA COSTA FIRE DISTRICT TO CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

RECOMMENDATION(S):

ADOPT Resolution No. 2022/238 and Resolution No. 2022/239 addressing initial employment terms for employees entering certain classifications associated with the annexation of East Contra Costa Fire Protection District by the Contra Costa Fire Protection District.

FISCAL IMPACT:

The resolutions present no additional costs to the County.

BACKGROUND:

Resolution No. 2022/238 and Resolution No. 2022/239 reflect the terms and conditions of employment for employees of East Contra Costa Fire Protection District (ECCFPD) when they transition to Contra Costa County Fire Protection District (Con Fire) employment on July 1, 2022. Employees will retain hire and anniversary dates as outlined in the resolution, as well as the specific placement on the salary schedule.

CONSEQUENCE OF NEGATIVE ACTION:

Employees from ECCFPD may not start their employment at Con Fire with the appropriate terms and conditions of employment.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: David Sanford 925-655-2070

By: , Deputy

cc:

ATTACHMENTS

Resolution 2022/238

Resolution No.
2022/239

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:
 NO:
 ABSENT:
 ABSTAIN:
 RECUSE:



Resolution No. 2022/238

In the matter of establishing initial employment terms for one classification as a result of the annexation of the East Contra Costa Fire Protection District approved by the Contra Costa County Local Agency Formation Commission

The Contra Costa County Board of Supervisors acting in its capacity as the Governing Board of the Contra Costa County Fire Protection District **RESOLVES THAT:**

Effective July 1, 2022, at 12:01 a.m., the initial employment terms below will be effective for one employee of the East Contra Costa Fire Protection District (“ECCFPD”) who will become a Contra Costa County Fire Protection District (“CCCFPD”) employee as a result of the annexation approved by the Contra Costa County Local Agency Formation Commission:

A. Classification, Hire Date, Anniversary Date, and Salary Step Placement:

Employee	CCCFPD Classification	Hire Date	Anniversary Date for CCCFPD Classification	Salary Step Placement
Donovan, Nicole	Building Plan Checker II (FRVA)	03/01/2020	03/01/2020	Step 5

B. Hire Date & Anniversary Date

The above-listed employee will preserve her existing recognized hire date and classification anniversary date with ECCFPD upon her transition into CCCFPD employment. The applicable hire date and anniversary date are listed in paragraph A., above. For purposes of layoff and seniority credit in promotional examinations, the Employee will be considered to have commenced work under CCCFPD’s merit system on the date she achieved status in ECCFPD comparable to permanent status in the CCCFPD’s merit system. Time served in volunteer or paid-on-call positions shall not be considered when calculating any applicable seniority.

C. Vacation Accrual Rate

Vacation accrual rates and maximums as listed in the current Memorandum of Understanding (“MOU”) between Contra Costa County and Teamsters Local 856, Section 13- Vacation Leave, shall apply to the above-listed employee as applicable to the CCCFPD classification. The vacation accrual rates and thresholds are based on length of service as determined by the hire date set forth above. Existing vacation balances will be transferred from ECCFPD to CCCFPD, up to the maximum cumulative hours allowed by the applicable aforementioned MOU based on length of service.

D. Sick Leave Accruals

Pursuant to the MOU between Contra Costa County and Teamsters Local 856, Section 14- Sick Leave, any existing sick leave accruals for the above-referenced employee will transfer in their entirety from ECCFPD upon the employee’s transition to CCCFPD employment. CCCFPD does not impose a cumulative hour maximum for sick leave accruals. Unused sick leave credits carry over from year to year.

E. Health Benefits

The employee identified in this resolution will receive the same health/retiree health benefits applicable to their new employment in CCCFPD as other similarly situated CCCFPD employees and will not retain any health/retiree health benefits provided by

ECCFPD.

F. All Other Terms

Except as otherwise provided in this Resolution, the terms, compensation, and benefits set forth in the current MOU between Contra Costa County and Teamsters Local 856 apply to the employee's CCCFPD classification identified above.

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: June 21, 2022

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

Contact: David Sanford 925-655-2070

By: , Deputy

cc:

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/239

In the matter of compensation and benefits for Contra Costa County Fire Protection District Unrepresented Fire Safety Management including Unrepresented Employees transitioning from the East Contra Costa Fire Protection District to the Contra Costa County Fire Protection District as a result of the annexation approved by the Contra Costa County Local Agency Formation Commission

The Contra Costa County Board of Supervisors acting in its capacity as the Governing Board of the Contra Costa County Fire Protection District **RESOLVES THAT:**

Effective July 1, 2022, at 12:01 a.m., the initial employment terms below will be effective for those employees of the East Contra Costa Fire Protection District (“ECCFPD”) who will become Contra Costa County Fire Protection District (“CCCFPD”) employees in unrepresented classifications as a result of the annexation approved by the Contra Costa County Local Agency Formation Commission:

A. Classification, Hire Date, and Salary Step Placement:

Employee	CCCFPD Classification	Hire Date	Anniversary Date for CCCFPD Classification	Salary Step Placement
Helmick, Brian	Deputy Fire Chief-Exempt (RPB2)	11/02/2002	04/01/2017	Step 2
Rubier, Regina	Fire District Chief of Administrative Services (APDE)	05/16/2018	01/01/2021	Step 5
Ervin, Alisa	Departmental Fiscal Officer (APSA)	08/16/2020	08/16/2020	Step 2
Rodriguez, Brunilda	Administrative Aide (Deep Class) (AP7A)	01/01/2018	01/01/2018	Step 9

B. Hire Date & Anniversary Date

The above-listed employees will preserve their existing recognized hire date with ECCFPD, or CCCFPD if previously employed, upon their transition into CCCFPD employment, and their current ECCFPD classification anniversary date upon their transition into their CCCFPD classification. The applicable hire dates and anniversary dates are listed in paragraph A., above. For purposes of layoff and seniority credit in promotional examinations in merit system classifications, the employees will be considered to have commenced work under CCCFPD’s merit system on the date they achieved status in ECCFPD comparable to permanent status in the CCCFPD’s merit system. Time served in volunteer or paid-on-call positions shall not be considered when calculating any applicable seniority.

C. Vacation Accrual Rate

Vacation accrual rates and maximums as listed in the current Unrepresented Fire Management Resolution No. 2021-4 and Management and Unrepresented Resolution No. 2019-507 shall apply to the above-listed employees as applicable to their CCCFPD classification. The vacation accrual rates and thresholds are based on length of service as determined by the hire date set forth above. Time served in volunteer or paid-on-call positions shall not be considered when calculating the employees’

length of service. Existing vacation balances will be transferred from ECCFPD to CCCFPD, up to the maximum cumulative hours allowed by the applicable aforementioned resolutions based on length of service.

D. Sick Leave Accruals

Pursuant to the Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies) and Administrative Bulletin No. 411 (Sick Leave Policy), any existing sick leave accruals for the above-referenced employees will transfer in their entirety from ECCFPD upon their transition to CCCFPD employment. CCCFPD does not impose a cumulative hour maximum for sick leave accruals. Unused sick leave credits carry over from year to year.

E. Health Benefits

The employees identified in this resolution will receive the same health/retiree health benefits applicable to their new employment in CCCFPD as other similarly situated CCCFPD employees and will not retain any health/retiree health benefits provided by ECCFPD.

F. All Other Terms

Except as otherwise provided in this Resolution, the terms, compensation, and benefits set forth in the current Unrepresented Fire Management Resolution No. 2021-4 and current Management and Unrepresented Resolution No. 2019-507 apply to the classifications as identified in those resolutions.

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: June 21, 2022

Contact:

, 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: June 21, 2022

Subject: Side Letters with IAFF, Local 1230 and the United Chief Officers Association regarding the annexation of East Contra Costa Fire Protection District.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/229 approving the Side Letters between Contra Costa County and IAFF, Local 1230 and the United Chief Officers Association addressing the impacts associated with the annexation of East Contra Costa Fire Protection District by the Contra Costa Fire Protection District.

FISCAL IMPACT:

The side letters present no additional costs to the County.

BACKGROUND:

The side letters reflect the terms and conditions of employment for employees of East Contra Costa Fire Protection District (ECCFPD) when they transition to Contra Costa County Fire Protection District (Con Fire) employment on July 1, 2022. Employees will retain hire and promotion dates as outlined in the side letter, as well as the specific placement on the salary schedule for the respective unions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Adam Nugyen, 925-655-2048

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The side letter also addresses the permanent status of the transferred employees, their accrual banks and vacation accrual caps, and information on benefits open enrollment.

CONSEQUENCE OF NEGATIVE ACTION:

Employees from ECCFPD may not start their employment at Con Fire with the appropriate terms and conditions of employment.

ATTACHMENTS

Resolution 2022/229

IAFF 1230 Side Letter

UCOA 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 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/229

In the Matter of: The Side Letter Agreements between the County of Contra Costa and IAFF, Local 1230 and the United Chief Officers Association addressing the impacts of the annexation of the East Contra Costa County Fire Protection District by the Contra Costa County Fire Protection District.

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 for the Contra Costa County Fire Protection District **RESOLVES THAT:**

The attached Side Letters of Agreement dated June 1, 2022, between Contra Costa County and IAFF, Local 1230 and the United Chief Officers Association, be **ADOPTED**.

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: June 21, 2022

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

Contact: Adam Nugyen, 925-655-2048

By: , Deputy

cc:

**SIDE LETTER
BETWEEN
THE CONTRA COSTA COUNTY FIRE DISTRICT
AND IAFF, LOCAL 1230**

This Side Letter is by and between the International Association of Firefighters (IAFF), Local 1230 ("Local 1230" or "Association") and the Contra Costa County Fire Protection District ("District"). Following approval by the Board of Directors for the Contra Costa County Fire Protection District, this Side Letter will take effect on the same day as the effective date of the annexation set by the Contra Costa County Local Agency Formation Commission ("LAFCO").

Upon the effective date of the annexation of the East Contra Costa Fire Protection District ("ECCFPD") as determined by LAFCO, the ECCFPD employees will become District employees. ECCFPD employees entering positions represented by Local 1230 will be subject to the rules of the District that establish the terms and conditions of employment that are applicable to employees represented by the Association. These District rules include the Memorandum of Understanding ("MOU") between Local 1230 and the District, the County Personnel Management Regulations, and any other written rule, regulation, or law that would impact the wages, hours, and terms and conditions of employment for employees represented by the Association.

This side letter memorializes the understanding between the District and Local 1230 regarding the specific subjects listed below relative to the following ECCFPD employees and their transition into District employment.

Employee	ECCFPD Classification	Hire Date	CCCFPD Classification
Aleksunas, Chris	Fire Engineer	8/1/19	Fire Engineer – 56 Hour
All, Aaron	Fire Fighter	7/1/19	Firefighter – 56 Hour
Aubert, Steven	Fire Marshal	2/4/08	Fire Prevention Captain
Baitx, Greg	Fire Captain	3/22/04	Fire Captain – 56 Hour
Bennett, Larry	Fire Captain	9/19/01	Fire Captain – 56 Hour
Brashier, Lance	Sr Firefighter	11/20/00	Firefighter – 56 Hour
Bryan, Richard	Fire Engineer	4/15/16	Fire Engineer – 56 Hour
Carter, Stephen	Fire Captain	5/15/02	Fire Captain – 56 Hour
Copple, Jeremy	Fire Captain	6/28/04	Fire Captain – 56 Hour
DeMaria, Christy*	Fire Inspector	3/1/20	Fire Inspector II
Earhart, Brandon	Fire Captain	11/13/98	Fire Captain – 56 Hour
Gavard, Jared	Sr Firefighter	4/15/16	Firefighter – 56 Hour
Grima, Joseph	Fire Captain	6/19/06	Fire Captain – 56 Hour
Hennis, Dan	Sr Firefighter	2/12/03	Firefighter – 56 Hour
LoCoco, Thomas	Fire Engineer	4/15/16	Fire Engineer – 56 Hour
May, Bob	Fire Engineer	7/1/06	Fire Engineer – 56 Hour
Miller, Dean	Fire Engineer	6/4/07	Fire Engineer – 56 Hour
Nelson, Daniel	Sr Firefighter	7/1/19	Firefighter – 56 Hour

Employee	ECCFPD Classification	Hire Date	CCCFPD Classification
Ortiz, Jason	Sr Firefighter	8/1/19	Firefighter – 56 Hour
Parslow, Matthew	Sr Firefighter	7/1/19	Firefighter – 56 Hour
Pesonen, Ryan	Fire Captain	11/30/02	Fire Captain – 56 Hour
Rezac, Mark*	Fire Inspector	11/25/02	Fire Inspector II
Ruddick, Robert	Fire Captain	5/15/02	Fire Captain – 56 Hour
Smith, Chris	Sr Firefighter	6/28/05	Firefighter – 56 Hour
Smith, Cole	Fire Engineer	11/16/02	Fire Engineer – 56 Hour
Somerhalder, Samuel	Fire Engineer	1/7/08	Fire Engineer – 56 Hour
Tanner, Kirk	Fire Engineer	5/15/02	Fire Engineer – 56 Hour
Vasquez, Arnulfo	Sr Firefighter	10/16/16	Firefighter – 56 Hour
Villatoro, Pete	Fire Captain	1/10/01	Fire Captain – 56 Hour
Whited, Cody	Fire Engineer	10/16/16	Fire Engineer – 56 Hour

*refer to “Minimum Qualifications for District Classifications” below

A. Salary

The current salary for the District classifications listed above will apply to the corresponding employee. In accordance with MOU Section 5.8 (Salary on Reallocation), employees will be placed on the salary range of their District position at the step that equals the salary received prior to the annexation. If no salary equals the salary step received prior to annexation, they shall be placed at the step of the new range which is both higher and closest to the salary rate received prior to annexation. For purposes of determining step placement at the District, the five percent (5%) Enhanced EMS Differential received by ECCFPD employees and the five percent (5%) differential received by Fire Prevention Officers (e.g. Fire Inspector and Deputy Fire Marshall) who possess and maintain the International Code Council (ICC) Fire Inspector Certification(s), will be considered part of the employee’s base salary.

B. Hire Date and Seniority

Pursuant to the District’s Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies), the above-listed employees will preserve their existing recognized hire date and merit step anniversary date as a permanent employee with the ECCFPD, or the District if previously employed, upon their transition into District employment. For purposes of layoff and seniority credit in promotional examinations, the above-listed employees will be considered to have commenced work under the District’s merit system on the date they achieved status in the ECCFPD comparable to permanent status in the District’s merit system. Time served in volunteer positions shall not be considered when calculating the employees’ hire dates or seniority.

C. Probationary Periods/Status

Pursuant to the District's Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies), the above-listed employees will not be required to serve a probationary period for their designated District classification. If any of the above-listed employees are actively serving a probationary period at the time of the annexation, the District will recognize any probationary time already served but will require that any outstanding probationary time be served in the new District classification.

D. Vacation Accrual Rate

Section 10 (Vacation Leave) of the current MOU between the District and Local 1230 will apply to the above-listed employees. Section 10 provides the following vacation accrual rates and thresholds based on the corresponding length of service: Time served in volunteer positions shall not be considered when calculating the employees' length of service.

<u>40 Hour Shift Employees</u>		
<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years of completed service	10	240
Beg. with 11 – 15 yrs completed service	12-2/3	304
Beg. with 16 – 20 yrs completed service	13-1/3	320
Beg. with 21 – 25 yrs completed service	16-2/3	400
Beg. with 26 – 30 yrs completed service	20	480
Beginning with 31 yrs service	23-1/3	560

<u>56 Hour Shift Employees</u>		
<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years of completed service	14	336
Beg. with 11 – 15 yrs completed service	16	384
Beg. with 16 – 20 yrs completed service	19	456
Beg. with 21 – 25 yrs completed service	24	576
Beg. with 26 – 30 yrs completed service	28	672
Beginning with 31 yrs service	33	792

Existing vacation balances will be transferred from ECCFPD to the District, up to the maximum cumulative hours listed.

E. Sick Leave Accruals

Pursuant to the District's Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies) and the District's Administrative Bulletin No. 411 (Sick Leave Policy), any existing sick leave accruals for the above-referenced employees will transfer in their entirety upon their transition to District employment. The District does not impose a maximum cumulative hours for sick leave accruals as unused sick leave credits carry over from year to year.

F. Minimum Qualifications for District Classifications

1. If ECCFPD employees Christy Demaria and Mark Rezac accept employment in the District in the Fire Inspector II classification, they will be required to satisfy the District's Fire Inspector II (RJVB) classification's minimum qualifications within two (2) years of the date of their transfer into the District Fire Inspector II classification.
2. For all ECCFPD employees identified in this Side Letter, the District will recognize the employees' prior full-time work experience with the ECCFPD for purposes of satisfying the minimum qualifications for the following District classifications:
 - Fire Engineer – 40 Hour (Job Code – RPVD)
 - Fire Engineer - 56 Hour (Job Code – RPVC)
 - Fire Engineer Paramedic – 40 Hour (Job Code – RPVE)
 - Fire Engineer Paramedic – 56 Hour (Job Code RPVF)
 - Fire Captain – 40 Hour (Job Code – RPTC)
 - Fire Captain – 56 Hour (Job Code – RPTA)
 - Fire Captain Paramedic – 40 Hour (Job Code – RPTF)
 - Fire Captain Paramedic – 56 Hour (Job Code – RPTH)
 - Fire Prevention Captain (Job Code – RPTD)
 - Fire Training Captain (Job Code – RPTE)
 - Battalion Chief – 56 Hour (Job Code – RPHA)

G. District Benefits & Open Enrollment

The ECCFPD employees identified in this side letter will receive the same health/retiree health benefits applicable to their new employment in the District as other similarly situated District employees, and will not retain any health/retiree health benefits provided by ECCFPD that are different from or not offered by the District. The employees will also be afforded a special open enrollment period for District health benefits after they enter District employment. Following the effective date of the annexation, Human Resources will convene an informational meeting to discuss the District's health benefits.

H. Entire Agreement

This Side Letter is fully integrated and constitutes the entire agreement and understanding between the Parties regarding the terms and conditions of District employment for the EECFPD employees identified in this Side Letter. The terms and conditions of employment applicable to all District employees are applicable to the EECFPD employees identified in this Side Letter unless specially changed by this Side Letter. There are no oral understandings, terms or conditions, and neither Party has relied upon any representation, express or implied, not contained in this Side Letter. All prior understandings, terms or conditions are deemed merged into this Side Letter.

This Side Letter will remain in effect until terminated by the parties. All other terms and conditions of the current MOU between the District and Local 1230 remain unchanged by this Side Letter.

Date: 6-1-22

Contra Costa County Fire District:
(Signature / Printed Name)

[Signature] # LEWIS BROSCIANO
_____/_____
_____/_____
_____/_____
_____/_____

IAFF, Local 1230:
(Signature / Printed Name)

[Signature] Vincent Wells
_____/_____
_____/_____
_____/_____
_____/_____

**SIDE LETTER
BETWEEN
THE CONTRA COSTA COUNTY FIRE DISTRICT
AND THE UNITED CHIEF OFFICERS ASSOCIATION**

This Side Letter is by and between the United Chief Officers Association ("UCOA" or "Association") and the Contra Costa County Fire Protection District ("District"). Following approval by the Board of Directors for the Contra Costa County Fire Protection District, this Side Letter will take effect on the same day as the effective date of the annexation set by the Contra Costa County Local Agency Formation Commission ("LAFCO").

Upon the effective date of the annexation of the East Contra Costa Fire Protection District ("ECCFPD") as determined by LAFCO, the ECCFPD employees will become District employees. ECCFPD employees entering positions represented by UCOA will be subject to the rules of the District that establish the terms and conditions of employment that are applicable to employees represented by the Association. These District rules include the Memorandum of Understanding ("MOU") between UCOA and the District, the County Personnel Management Regulations, and any other written rule, regulation, or law that would impact the wages, hours, and terms and conditions of employment for employees represented by the Association.

This side letter memorializes the understanding between the District and UCOA regarding the specific subjects listed below relative to the following ECCFPD employees and their transition into District employment.

Employee	ECCFPD Classification	Hire Date	Promotion Date	CCCFPD Classification
Auzenne, Craig	Battalion Chief	3/26/01	4/1/18	Battalion Chief – 56 Hour
Burris, Jeff	Battalion Chief	9/1/88	6/30/06	Battalion Chief – 56 Hour
Guerrero, Gilbert	Battalion Chief	9/26/02	3/15/20	Battalion Chief – 56 Hour
Macumber, Ross	Battalion Chief	12/12/00	4/1/18	Battalion Chief – 40 Hour

A. Salary

The above employees will be placed at Step 1 of the Battalion Chief – 56 Hour or Battalion Chief – 40 Hour classification in accordance with MOU Section 5.8 (Salary Reallocation and Salary on Reallocation).

B. Hire Date and Seniority

Pursuant to the District's Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies), the above-listed employees will preserve their existing recognized hire date as a permanent employee with the ECCFPD, or the District if previously employed, upon their transition into District employment. Pursuant to MOU Section 5.3 (Anniversary Dates), the merit step anniversary date for the above-listed employees will be the first day of the calendar month after the calendar month when the employee successfully completes six (6) months of service with the District. For purposes of layoff and seniority credit in promotional examinations, the above-listed employees will be considered to have commenced work under the District's merit system on the

date they achieved status in the ECCFPD comparable to permanent status in the District's merit system. Time served in volunteer positions shall not be considered when calculating the employees' hire dates or seniority.

C. Probationary Periods/Status

Pursuant to the District's Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies), the above-listed employees will not be required to serve a probationary period for their designated District classification. If any of the above-listed employees are actively serving a probationary period at the time of the annexation, the District will recognize any probationary time already served but will require that any outstanding probationary time be served in the new District classification.

D. Vacation Accrual Rate

Section 10 (Vacation Leave) of the current MOU between the District and UCOA will apply to the above-listed employees. Section 10 provides the following vacation accrual rates and thresholds based on the corresponding length of service: Time served in volunteer positions shall not be considered when calculating the employees' length of service.

<u>40 Hour Shift Employees</u>		
<u>Length of Service Completed</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years	10	240
11 years	10 2/3	256
12 years	11 1/3	272
13 years	12	288
14 years	12 2/3	304
15 through 19 years	13 1/3	320
20 through 24 years	16 2/3	400
25 through 29 years	20	480
30 years and up	23 1/3	560

<u>56 Hour Shift Employees</u>		
<u>Length of Service Completed</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 11 years	14	336
11 years	16	384
13 years	17	408
14 years	18	432
15 through 19 years	19	456
20 through 24 years	24	576
25 through 29 years	28	672
30 years and up	33	792

Existing vacation balances will be transferred from ECCFPD to the District, up to the maximum cumulative hours listed.

E. Sick Leave Accruals

Pursuant to the District's Personnel Management Regulations (PMR), Section 1602 (Transfers to Merit System Agencies) and the District's Administrative Bulletin No. 411 (Sick Leave Policy), any existing sick leave accruals for the above-referenced employees will transfer in their entirety upon their transition to District employment. The District does not impose a maximum cumulative hours for sick leave accruals as unused sick leave credits carry over from year to year.

F. District Benefits & Open Enrollment

The ECCFPD employees identified in this side letter will receive the same health/retiree health benefits applicable to their new employment in the District as other similarly situated District employees, and will not retain any health/retiree health benefits provided by ECCFPD that are different from or not offered by the District. The employees will also be afforded a special open enrollment period for District health benefits after they enter District employment. Following the effective date of the annexation, Human Resources will convene an informational meeting to discuss the District's health benefits.

G. Entire Agreement

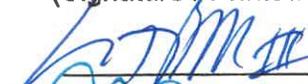
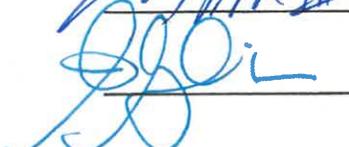
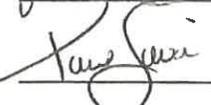
This Side Letter is fully integrated and constitutes the entire agreement and understanding between the Parties regarding the terms and conditions of District employment for the ECCFPD employees identified in this Side Letter. The terms and conditions of employment applicable to all District employees are applicable to the ECCFPD employees identified in this Side Letter unless specially changed by this Side Letter. There are no oral understandings, terms or conditions, and neither Party has relied upon any representation, express or implied, not contained in this Side Letter.

This Side Letter will remain in effect until terminated by the parties. All other terms and conditions of the current MOU between the District and UCOA remain unchanged by this Side Letter.

Date: 6/1/22

Contra Costa County Fire District:
(Signature / Printed Name)

United Chief Officers Association:
(Signature / Printed Name)

	LEWIS BROSCANO		VITO IMPUSATO
	ALAN MANGALINDAN		PAUL SILVA
_____ / _____		_____ / _____	
_____ / _____		_____ / _____	



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: Memoranda of Understanding with California Nurses Association

RECOMMENDATION(S):

ADOPT Resolution No. 2022/228 approving the Memorandum of Understanding between Contra Costa County and the California Nurses Association, implementing negotiated wage agreements and other economic terms and conditions of employment, for the period of July 1, 2022 through September 30, 2025.

FISCAL IMPACT:

The estimated cost of the negotiated contract between the County and the California Nurses Association is \$26.4 million for FY 2022-2023, \$31.7 million for FY 2023-2024, \$40.4 million for FY 2024-25, and \$12.4 million for July 1, 2025 through September 30, 2025. The majority of employees represented by the California Nurses Association work in the hospital and clinics, which is an Enterprise Fund (Hospital Enterprise Fund 145000).

BACKGROUND:

The California Nurses Association (CNA) began bargaining with Contra Costa County on August 27, 2021. A Tentative Agreement was reached between the County and CNA on June 1, 2022 and ratified on June 8, 2022. The resulting Memorandum of Understanding, which is attached, includes modifications to wages, retirement, health care, and other benefit changes.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Adam Nguyen, County Finance Director (925) 335-1023

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In summary, those changes are:

- Duration of Agreement - Section 64
 - The term of the agreement is from July 1, 2022 through September 30, 2025.
- Association Security (Section 2)
 - Deletes old language and adds language requiring the regular providing of information pursuant to AB 119.
- General Wages - Section 5.1
 - Effective July 1, 2022, the base rate of pay for all classifications represented by the Association will be increased by seven percent (7.0%).
 - Effective July 1, 2022, the base rate of pay for all classifications represented by the Association will be increased by four percent (4.0%).
 - Effective July 1, 2023, the base rate of pay for all classifications represented by the Association will be increased by four percent (4.0%).
 - Effective July 1, 2024, the base rate of pay for all classifications represented by the Association will be increased by four percent (4.0%).
 - Effective July 1, 2025, the base rate of pay for all classifications represented by the Association will be increased by four percent (4.0%).
- Charge Nurse Relief - Section 5.3
 - Increases Charge Nurse Relief differential to \$50.
- Deep Class Exception Section 5.4
 - Deletes reference to deep class exception.
- Preceptor and Orientation Section 5.20
 - Adds orientation language and preceptor pay for preceptor nurses.
- Staff Nurse Unit/Per Diem Employees - Section 49
 - Incorporates and modifies language from attachment regarding called off employees.
 - Deletes obsolete language.
- Vacation Leave - Section 13
 - Amends the vacation request process and makes process uniform for Family Nurse Practitioners.
- Floating - Attachment Q
 - Modifies Floating policy.
- Family Nurse Practitioners/Public Health Nurses (Section 52)
 - Changes title of "Family Nurse Practitioner" to "Nurse Practitioner." Amends process for Expanded Roles.
- Safe Staffing - Section 29
 - Add language regarding a break relief nurse and rosters for Nurse Practitioners.
- Safety - Section 33
 - Adds a transport nurse seven days a week, eight hours per day.
- Lunch Period/Rest Breaks - Section 51
 - Amends rest break duration and frequency.
- Days and Hours of Work - Section 6
 - Amends the process for consideration of requests to adjust position hours.
- Overtime and Compensatory Time - Section 7
 - Cleans up references in the MOU and adds process for discussing mandatory overtime in detention.
- Education Leave - Section 31
 - Amends process for taking education leave and expands availability of education leave to Public Health Nurse.
- Medical, Life and Dental Care - Section 18
 - Deletes Health Net HMO Plan A & Plan B, Health Net PPO Plan A, and provides Health Net SmartCare HMO Plan A & Plan B.
 - Clarifies that employees may continue coverage during periods of extended absence by paying the entire premium.
 - Amends supplemental life insurance benefit from \$100,000 to \$150,000.

- Leave of Absence - Section 16
 - Clarifies and amends references to FMLA and CFRA throughout.
 - Cleans up section to be consistent with the law.
- Professional Performance Committees - Section 38
 - Amends the structure and frequency of the Professional Performance Committees.
 - Increases release time for committees to eight hours as well as the number of attendees.
 - Incorporates language for the Assignment Despite Objection process.
 - Adds provision for employees who attend PPC on day off or non-work time.
- Catastrophic Leave Bank - Section 15
 - Revises the frequency of the catastrophic leave bank committee.
- Sick Leave - Section 14
 - Adds language for baby/child bonding.
 - clarifies circumstances where employees exhaust accruals.
- Section 21 - Transfer
 - Amend criteria to be contained in transfer postings.
- Incorporate or delete obsolete attachments, clean up language throughout.

CONSEQUENCE OF NEGATIVE ACTION:

Employees would be out of contract, which may cause labor issues.

ATTACHMENTS

Resolution 2022/228

CNA MOU 2022 - 2025

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/228

In The Matter Of: Memoranda of Understanding with California Nurses Association for the period of July 1, 2022 through September 30, 2025.

The Contra County Board of Supervisors acting in its capacity as the Governing Board of the County of Contra Costa RESOLVES that:

The Memorandum of Understanding (MOU) between Contra Costa County and the California Nurses Association providing for wages, benefits and other terms and conditions of employment for the period beginning July 1, 2022 through September 30, 2025, for those classifications represented by the California Nurses Association is ADOPTED. A copy of the MOU 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.

**Contact: Adam Nguyen, County Finance Director (925)
335-1023**

ATTESTED: June 21, 2022
, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

MEMORANDUM OF UNDERSTANDING
BETWEEN
CONTRA COSTA COUNTY
AND
CALIFORNIA NURSES ASSOCIATION



July 1, 2022 – September 1, 2025

CALIFORNIA NURSES ASSOCIATION

TABLE OF CONTENTS

<u>SECTION 1</u>	<u>ASSOCIATION RECOGNITION</u>	3
<u>SECTION 2</u>	<u>ASSOCIATION SECURITY</u>	
2.1	Dues Deduction	4
2.2	General Conditions	4
2.3	Communicating With Employees	4
2.4	Use of County Buildings.....	5
2.5	Advance Notice.....	6
2.6	New Hires and Orientation.....	6
2.7	Assignment of Classes to Bargaining Units	7
<u>SECTION 3</u>	<u>NO DISCRIMINATION</u>	8
<u>SECTION 4</u>	<u>NURSE REPRESENTATIVES</u>	
4.1	Attendance at Meetings	8
4.2	Association Representative	9
4.3	Release Time for Training.....	9
<u>SECTION 5</u>	<u>SALARIES</u>	
5.1	General Wages.....	9
5.2	Longevity Pay	10
5.3	Charge Nurse Relief	10
5.4	Entrance Salary or Wage.....	10
5.5	Anniversary Dates	11
5.6	Increments Within Range.....	12
5.7	Part-Time Compensation	12
5.8	Compensation for Portion of Month	13
5.9	Position Reclassification	13
5.10	Salary Reallocation and Salary on Reallocation	13
5.11	Salary on Promotion	14
5.12	Salary on Involuntary Demotion.....	14
5.13	Salary on Voluntary Demotion	14
5.14	Transfer	14
5.15	Pay for Work in Higher Classification.....	15
5.16	Payment.....	16
5.17	Nursing Certification Test Fee Reimbursement	16
5.18	Pay Warrant Errors	16
5.19	Preceptor and Orientation.....	17
<u>SECTION 6</u>	<u>DAYS AND HOURS OF WORK</u>	
6.1	Days and Hours of Work.....	17
6.2	Four (4) Week Schedules/Weekend Schedules	19

6.3	Time Changes: Pacific Standard Time And Daylight Savings Time.....	19
6.4	Low Census	19
6.5	Positions Hours Adjustment.....	19
<u>SECTION 7</u>	<u>OVERTIME AND COMPENSATORY TIME</u>	
7.1	Overtime	19
7.2	Compensatory Time	20
7.3	Continuous Shifts.....	22
7.4	Per Diem Overtime Pay	22
7.5	Mandatory Overtime in Detention	22
<u>SECTION 8</u>	<u>CALL-BACK TIME</u>	
8.1	Call-Back Pay	22
8.2	Operating Room Call Back	23
<u>SECTION 9</u>	<u>ON-CALL DUTY</u>	23
<u>SECTION 10</u>	<u>SHIFT DIFFERENTIAL</u>	
10.1	Shift Differential	23
10.2	Weekend Differential	24
10.3	Departmental Differentials	24
10.4	Emergency Department Differential.....	24
10.5	Per Diem Differentials.....	24
<u>SECTION 11</u>	<u>SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT</u>	
11.1	Workforce Reduction	25
11.2	Separation through Layoff.....	26
11.3	Notice.....	29
11.4	Special Employment Lists.....	29
11.5	Reassignment of Laid Off Employees.....	29
11.6	Further Study	29
<u>SECTION 12</u>	<u>HOLIDAYS</u>	
12.1	Holidays Observed	30
12.2	Holiday is NOT Worked and Holiday Falls on Scheduled Work Day.....	30
12.3	Holiday is NOT Worked and Holiday Falls on Scheduled Day Off	31
12.4	Holiday is WORKED and Holiday Falls on Scheduled Work Day ...	32
12.5	Holiday is Worked and Holiday Falls on Scheduled Day Off.....	33
12.6	Holiday and Compensatory Time Provisions	33
12.7	Permanent Intermittent Employee	34
12.8	Christmas and New Year's Day	34
12.9	Holiday Meal	34
12.10	Per Diem Holiday Pay and Holiday Meal	34

<u>SECTION 13</u>	<u>VACATION LEAVE</u>	
13.1	Vacation Allowance	34
13.2	Vacation Accrual Rates.....	35
13.3	Vacation Accrual During Leave Without Pay	35
13.4	Professional Sabbatical Leave.....	35
13.5	Vacation Allowance for Separated Employees	35
13.6	Permanent Part-Time and Intermittent Employees	35
13.7	Vacation Requests.....	35
13.8	Vacation Leave on Reemployment From a Layoff List	36
13.9	Vacation Leave Accrual Usage.....	36
<u>SECTION 14</u>	<u>SICK LEAVE</u>	
14.1	Purpose of Sick Leave	36
14.2	Credits To and Charges Against Sick Leave	36
14.3	Policies Governing the Use of Paid Sick Leave	37
14.4	Administration of Sick Leave.....	39
14.5	Disability	41
14.6	Workers' Compensation and Continuing Pay	41
14.7	Labor-Management Committee	43
14.8	Accrual During Leave Without Pay	44
14.9	State Disability Insurance (SDI).....	44
14.10	Confidentiality of Information/Records	45
<u>SECTION 15</u>	<u>CATASTROPHIC LEAVE BANK</u>	
15.1	Program Design.....	45
15.2	Operation	46
<u>SECTION 16</u>	<u>LEAVE OF ABSENCE</u>	
16.1	Leave Without Pay.....	47
16.2	General Administration – LOA (Non-Statutory).....	47
16.3	Furlough Days Without Pay	48
16.4	Military Leave.....	48
16.5	Leaves Pursuant to FMLA, CFRA, and PDL.....	49
16.6	Medical Certification	49
16.7	Intermittent Use of Leave.....	49
16.8	Aggregate Use for Spouse.....	49
16.9	Definitions.....	50
16.10	Group Health Plan Coverage.....	51
16.11	Leave Without Pay – Use of Accruals.....	51
16.12	Leave of Absence Replacement and Reinstatement	52
16.13	Salary Review While on LOA.....	52
16.14	Unauthorized Absence	52
16.15	Non-Exclusivity	52
<u>SECTION 17</u>	<u>JURY DUTY AND WITNESS DUTY</u>	
17.1	Jury Duty.....	52
17.2	Witness Duty.....	53

<u>SECTION 18</u>	<u>MEDICAL, LIFE, AND DENTAL CARE</u>	
18.1	County Plans	54
18.2	Rate Information	54
18.3	County Medical and Dental Plan Monthly Premium Subsidy	54
18.4	Family Member Eligibility Criteria.....	55
18.5	Partial Month.....	56
18.6	Coverage During Absences	56
18.7	Retirement Coverage.....	56
18.8	Dual Coverage.....	57
18.9	Health Care Spending Account.....	58
18.10	Public Employees Retirement System (PERS) Long-term Care.....	58
18.11	Deferred Retirement	58
18.12	Child Care.....	59
18.13	Dependent Care Assistance Program	59
18.14	Life Insurance Benefit Under Health and Dental Plans	59
18.15	Supplemental Life Insurance	60
18.16	Premium Conversion Plan	60
18.17	Voluntary Vision Plan.....	60
18.18	Prevailing Section.....	60
<u>SECTION 19</u>	<u>PROBATIONARY PERIOD</u>	
19.1	Duration	60
19.2	Probationary Period in Excess of Six Months	60
19.3	Revised Probationary Period	60
19.4	Criteria	60
19.5	Rejection During Probation.....	61
19.6	Regular Appointment.....	61
19.7	Layoff During Probation	62
19.8	Rejection During Probation of Layoff Employee	62
<u>SECTION 20</u>	<u>PROMOTION</u>	
20.1	Competitive Exam.....	62
20.2	Promotion Policy.....	63
20.3	Promotion Via Reclassification Without Examination.....	63
20.4	Requirements for Promotional Standing	63
20.5	Seniority Credits	63
20.6	Physical Examination.....	63
<u>SECTION 21</u>	<u>TRANSFER</u>	
21.1	Requirements	64
21.2	Procedure	64
21.3	Bid Procedure	64

<u>SECTION 22</u>	<u>RESIGNATIONS</u>	
22.1	Resignation in Good Standing	66
22.2	Constructive Resignation	66
22.3	Effective Resignation	66
22.4	Revocation.....	66
22.5	Coerced Resignations	66
22.6	Eligibility for Reemployment.....	67
<u>SECTION 23</u>	<u>DISMISSAL, SUSPENSION, AND DEMOTION</u>	
23.1	Sufficient Cause for Action.....	67
23.2	Skelly Requirements.....	68
23.3	Leave Pending Employee Response.....	69
23.4	Length of Suspensions	69
23.5	Procedure on Dismissal, Suspension, or Disciplinary Demotion.....	69
23.6	Employee Representation Rights	69
<u>SECTION 24</u>	<u>GRIEVANCE PROCEDURE</u>	
24.1	Definition and Procedural Steps	70
24.2	Time Limits	71
24.3	Union Notification.....	72
<u>SECTION 25</u>	<u>COMPENSATION COMPLAINTS</u>	72
<u>SECTION 26</u>	<u>MERIT BOARD</u>	72
<u>SECTION 27</u>	<u>NO STRIKE</u>	72
<u>SECTION 28</u>	<u>BILINGUAL PAY</u>	73
<u>SECTION 29</u>	<u>RETIREMENT</u>	
29.1	Contribution	73
29.2	Retirement Benefits for Registered Nurses Unit and Public Health Nurse Unit.....	74
29.3	Tier III.....	75
<u>SECTION 30</u>	<u>TRAINING REIMBURSEMENT</u>	
30.1	Career Development.....	78
30.2	Advance Cardiac Life Support Certification	79
30.3	Required Certifications and Licenses.....	79
<u>SECTION 31</u>	<u>EDUCATION LEAVE</u>	80
<u>SECTION 32</u>	<u>CLASSIFICATION</u>	81
<u>SECTION 33</u>	<u>SAFETY</u>	82
<u>SECTION 34</u>	<u>MILEAGE AND TRANSPORTATION</u>	
34.1	Reimbursement for Use of Personal Vehicle	82
34.2	Commuter Benefit Program	82

<u>SECTION 35</u>	<u>DEFERRED COMPENSATION</u>	
35.1	Deferred Compensation Plan – Special Benefit Only for PHNs Hired After January 1, 2010.....	82
35.2	Deferred Compensation Plan – Loan Provision.....	83
<u>SECTION 36</u>	<u>DETENTION FACILITY DIFFERENTIAL</u>	84
<u>SECTION 37</u>	<u>JOINT ASSOCIATION/MANAGEMENT MEETING</u>	85
<u>SECTION 38</u>	<u>PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES</u>	
38.1	Professional Performance Committees	85
38.2	Committee Minutes.....	87
38.3	Recommendations.....	87
38.4	PPC Nurse Practitioners.....	87
38.5	Quarterly Meetings with Health Services Department Managers....	87
38.6	Agenda Items for Quarterly Meeting With the Health Services Department.....	88
38.7	Recommendations for Action.....	88
38.8	PH Nurse Professional Performance Committee (PPC).....	88
38.9	PPC Minutes.....	89
38.10	PPC Agenda Items for Qtrly Meeting with PH Nursing Director.....	89
38.11	Professional Performance Committee (PPC) Schedule..	89
38.12	Infection Control Committee	90
<u>SECTION 39</u>	<u>NOTICE OF HIRES AND SEPARATIONS</u>	90
<u>SECTION 40</u>	<u>WORKPLACE VIOLENCE PREVENTION AND SAFETY</u>	91
<u>SECTION 41</u>	<u>PERSONNEL FILES</u>	91
<u>SECTION 42</u>	<u>REIMBURSEMENT FOR MEAL EXPENSES</u>	91
<u>SECTION 43</u>	<u>COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL PROPERTY</u>	92
<u>SECTION 44</u>	<u>SERVICE AWARDS</u>	92
<u>SECTION 45</u>	<u>UNFAIR LABOR PRACTICE</u>	93
<u>SECTION 46</u>	<u>LENGTH OF SERVICE DEFINITION (for service awards and Vacation accruals)</u>	93
<u>SECTION 47</u>	<u>PERMANENT PART-TIME EMPLOYEE BENEFITS</u>	93
<u>SECTION 48</u>	<u>PERMANENT-INTERMITTENT EMPLOYEE BENEFITS</u>	94
<u>SECTION 49</u>	<u>STAFF NURSE/PER DIEM EMPLOYEES</u>	94
<u>SECTION 50</u>	<u>PROVISIONAL EMPLOYEE BENEFITS</u>	96

<u>SECTION 51</u>	<u>LUNCH PERIOD / REST BREAK</u>	96
<u>SECTION 52</u>	<u>NURSE PRACTITIONERS (NP)</u>	
52.1	Nurse Practitioner Administrative Time.....	97
52.2	Nurse Practitioner Meetings.....	98
52.3	Nurse Practitioner Staff Development Time.....	98
52.4	Nurse Practitioner Paid Personal Leave	98
52.5	Policy for Nurse Practitioners.....	98
<u>SECTION 53</u>	<u>PUBLIC HEALTH NURSES (PHN)</u>	
53.1	Lunch Break.....	99
53.2	Involuntary Reassignment	99
53.3	Expanded Roles	99
53.3	Process for Filling Expanded Roles	99
<u>SECTION 54</u>	<u>HEALTH EXAMINATION</u>	100
<u>SECTION 55</u>	<u>FLOATING</u>	100
<u>SECTION 56</u>	<u>LEAVE DENIALS</u>	100
<u>SECTION 57</u>	<u>CODE GREY</u>	101
<u>SECTION 58</u>	<u>ADOPTION</u>	101
<u>SECTION 59</u>	<u>SCOPE OF AGREEMENT AND SEPARABILITY OF PROVISION</u>	
59.1	Scope of Agreement.....	101
59.2	Separability of Provisions.....	101
59.3	Personnel Management Regulations.....	101
<u>SECTION 60</u>	<u>SAFE STAFFING</u>	102
<u>SECTION 61</u>	<u>PATIENT CARE TECHNOLOGY REVIEW PROCEDURES</u>	102
<u>SECTION 62</u>	<u>CONSCIOUS SEDATION</u>	103
<u>SECTION 63</u>	<u>NEW TECHNOLOGY AND STAFFING RATIO DISPUTE RESO</u>	103
<u>SECTION 64</u>	<u>AMBULATORY CARE NURSES</u>	104
<u>SECTION 65</u>	<u>DURATION OF AGREEMENT</u>	105
<u>SECTION 66</u>	<u>AUTOMATED TIMEKEEPING REOPENER</u>	105
ATTACHMENTS		

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CONTRA COSTA COUNTY
AND
CALIFORNIA NURSES ASSOCIATION**

This Memorandum of Understanding (MOU) is entered into pursuant to the authority contained in Board of Supervisors' Resolution No. 81/1165 and has been jointly prepared by the parties.

The Employee Relations Officer (County Administrator) is the representative of Contra Costa County in employer-employee relations matters as provided in Board of Supervisors' Resolution No. 81/1165, Section 34-8.012.

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees of said representation unit, and have freely exchanged information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This MOU shall be presented to the Contra Costa County Board of Supervisors as the joint recommendation of the undersigned for salary and employee benefit adjustments for the term set forth herein.

DEFINITIONS

Appointing Authority: Department Head unless otherwise provided by statute or ordinance.

Association: California Nurses Association.

Class: A group of positions sufficiently similar with respect to the duties and responsibilities that similar selection procedures and qualifications may apply and that the same descriptive title may be used to designate each position allocated to the group.

Class Title: The designation given to a class, to each position allocated to the class, and to the employees allocated to the class.

County: Contra Costa County.

Demotion: The change of a permanent employee to another position in a class allocated to a salary range for which the top step is lower than the top step of the class which the employee formerly occupied, except as provided for under "Transfer," or as otherwise provided for in this MOU or in the Personnel Management Regulations.

Director of Human Resources: The person designated by the County Administrator to serve as the Assistant County Administrator-Director of Human Resources.

Eligible: Any person whose name is on an employment or reemployment or layoff list for a given classification.

Employee: A person who is an incumbent of a position or who is on leave of absence in accordance with provisions of this MOU and whose position is held pending his/her return.

Employment List: A list of persons who have been found qualified for employment in a specific class.

Layoff List: A list of persons who have occupied positions allocated to a class in the merit system and who have been involuntarily separated by layoff or displacement, or demoted by displacement, or have voluntarily demoted in lieu of layoff or displacement, or have transferred in lieu of layoff or displacement.

Per Diem Position: Per Diem employment is any employment that requires the services of a person on a daily basis, and that person is paid on an hourly basis and his/her classification has "per diem" in its title.

Permanent-Intermittent Position: Any position which requires the services of an incumbent for an indefinite period but on an intermittent basis, as needed, paid on an hourly basis.

Permanent Part-Time Position: Any position which will require the services of an incumbent for an indefinite period but on a regularly scheduled less than full-time basis.

Permanent Position: Any position which has required or which will require the services of an incumbent without interruption for an indefinite period.

Position: The assigned duties and responsibilities calling for the regular full-time, part-time or intermittent employment of a person.

Promotion: The change of a permanent employee to another position in a class allocated to a salary range for which the top step is higher than the top step of the class which the employee formerly occupied, except as provided for under "Transfer," or as otherwise provided for in this MOU or in the Personnel Management Regulations.

Reallocation: The act of reassigning an individual position from one class to another class at the same range of the salary schedule or to a class which is allocated to another range that is within five percent (5%) of the top step, except as otherwise provided for in the Personnel Management Regulations or other ordinances.

Reclassification: The act of changing the allocation of a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the kind, difficulty or responsibility of duties performed in such position.

Reemployment List: A list of persons who have occupied positions allocated to any class in the merit system and who have voluntarily separated and are qualified for consideration for reappointment under the Personnel Management Regulations governing reemployment.

Resignation: The voluntary termination of permanent employment with the County.

Temporary Employment: Any employment which will require the services of an incumbent for a limited period of time, paid on an hourly basis, not in an allocated position or in permanent status.

Transfer: The change of an employee who has permanent status in a position to another position in the same class in a different department, or to another position in a class which is allocated to a range on the salary plan that is within five percent (5%) at top step as the class previously occupied by the employee.

SECTION 1 – ASSOCIATION RECOGNITION

California Nurses Association is the formally recognized employee organization for the Registered Nurses Unit, Public Health Nurse Unit, and Staff Nurse Unit and such organization has been certified as such pursuant to Chapter 34-12 of Resolution No. 81/1165.

SECTION 2 – ASSOCIATION SECURITY

SECTION 2 – ASSOCIATION SECURITY

2.1 Dues Deduction. Pursuant to Chapter 34-26 of Resolution No. 81/1165, only a majority representative may have dues deduction and as such, the Association has the exclusive privilege of dues deduction for all members in its units.

The Association shall indemnify and hold harmless the County against any and all claims, actions or proceedings or other forms of liability that arise out of or by reason of this association security section, by any person or entity arising from deductions made by the County pursuant to this article.

2.2 General Conditions:

- A. The Association agrees that it has a duty to provide fair and nondiscriminatory representation to all employees in all classes in the units for which this section is applicable regardless of whether they are members of the Association.
- B. All nurses covered by terms of this agreement may voluntarily become and remain members in good standing of the Association, or voluntarily pay a Contributing Non-Member Fee to the Association, pursuant to the provisions of the MMBA. No nurse shall be required to join the Association as a condition of employment with the County.

Notification of Dues Deduction Changes. The Association shall regularly provide the County with the names of employees for whom dues deductions should be initiated, changed, or discontinued pursuant to this section in a manner that has been mutually agreed upon by the County and the Association and set forth in a separate protocol document. The Association will submit a spreadsheet in an agreed upon format to the Office of the Auditor-Controller via email. Requests for dues deductions received by the Auditor-Controller by the close of business at least five (5) business days prior to the end of the pay period will be implemented in the following pay period.

Bargaining unit members who are members of the Association on or after the effective date of this Agreement who wish to withdrawal from Association membership may do so by filing a written notice with the Association in accordance with the terms of the Association form signed by the nurse. No nurse shall be dropped from Association membership upon return from any leave of absence or layoff, unless such leave or layoff constitutes a break in service. Any communications received by the County regarding Association membership shall be returned to the nurse by the County with reference to this article. The County shall direct all bargaining unit member questions regarding Association membership to the Association. The Association will receive copies of all such correspondence.

2.3 Communicating With Employees. The Association shall be allowed to use designated portions of bulletin boards or display areas in public portions of County buildings or in public portions of offices in which there are employees represented by

SECTION 2 – ASSOCIATION SECURITY

the Association, provided the communications displayed have to do with matters within the scope of representation, and further provided that the employee organization appropriately posts and removes the information. The Department Head reserves the right to remove objectionable materials after notification to and discussion with the Association.

Representatives of the Association, not on County time, shall be permitted to place a supply of employee literature at specific locations in County buildings if arranged through the Labor Relations Manager; said representatives may distribute employee organization literature in work areas (except work areas not open to the public) if the nature of the literature and the proposed method of distribution are compatible with the work environment and work in progress.

Such placement and/or distribution shall not be performed by on-duty employees. The Association shall be allowed access to work locations in which it represents employees for the following purposes:

- A. to post literature on bulletin boards;
- B. to arrange for use of a meeting room;
- C. to leave and/or distribute a supply of literature as indicated above;
- D. to represent an employee on a grievance, and/or to contact an Association officer on a matter within the scope of representation.

In the application of this provision, it is agreed and understood that in each such instance, advance arrangements, including disclosure of which of the above purposes is the reason for the visit, will be made with the departmental representative in charge of the work area, and the visit will not interfere with County services.

2.4 Use of County Buildings. The Association shall be allowed the use of areas normally used for meeting purposes for meetings of County employees during non-work hours when:

- A. such space is available and its use by the Association is scheduled twenty-four (24) hours in advance;
- B. there is no additional cost to the County;
- C. it does not interfere with normal County operations;
- D. employees in attendance are not on duty and are not scheduled for duty;
- E. the meetings are on matters within the scope of representation.

The administrative official responsible for the space shall establish and maintain scheduling of such uses. The Association shall maintain proper order at the meeting

SECTION 2 – ASSOCIATION SECURITY

and see that the space is left in a clean and orderly condition.

The use of County equipment (other than items normally used in the conduct of business meetings, such as desks, chairs, ashtrays, and blackboards) is strictly prohibited, even though it may be present in the meeting area.

2.5 Advance Notice. The Association shall, except in cases of emergency, have the right to reasonable notice of any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the Board, or boards and commissions designated by the Board, and to meet with the body considering the matter.

The listing of an item on a public agenda, or the mailing of a copy of a proposal at least seventy-two (72) hours before the item will be heard, or the delivery of a copy of the proposal at least twenty-four (24) hours before the item will be heard, shall constitute notice.

In cases of emergency when the Board, or boards and commissions designated by the Board, determines it must act immediately without such notice or meeting, it shall give notice and opportunity to meet as soon as practical after its action.

2.6 New Hires and Orientation.

- A. Within thirty (30) days of employment for a new hire, or by the first pay period of the month following the date of hire, the County will provide CNA with the full name, job title, department, work location, home address, home telephone number, and if on file with the County, the personal cellular telephone number and personal email addresses. In addition to the above, the County must provide information for all employees in the bargaining unit at least every one hundred twenty (120) days unless more frequent or more detailed lists are required upon request of CNA.
- B. The County will provide a written statement to each new employee hired into a classification in any of the bargaining units represented by the Association, that the employee's classification is represented by the Association, and the name of a representative of the Association.
- C. The County will provide written notice of both Employer-wide and department level new employee orientations (no matter how few participants, and whether in person, online or through other means or mediums) to the Association, at least ten (10) business days prior to the event. This notice shall include a full attendance list of all bargaining unit employees.
- D. The new employee orientation notice provided to the Association will include the date, time and location of the orientation.
- E. Representatives of the Association shall be permitted to make a presentation of up to thirty (30) minutes, and present written materials, at the end of the orientation.

SECTION 2 – ASSOCIATION SECURITY

- F. One bargaining unit member attending orientation as the Association representative shall be given paid release time sufficient to cover the Association's presentation and travel time. The Association will provide the name of any employee who they wish to be released at least 48 hours in advance to the Labor Relations Manager.
- G. The County Human Resources Department shall monthly furnish a list of all new hires to the Association.
- H. To the extent that a nurse's orientation process is individualized, and/or to the extent that a nurse for any reason does not within sixty (60) days of beginning work attend a group orientation meeting as described above, the following alternate provisions shall apply:
 - 1. CNA shall notify the nurse, the nurse's manager and the local Labor Relations office of a proposed thirty (30) minute time slot, during normal working hours, for a designated CNA representative to meet privately with (and provide materials and information to) the nurse, without management personnel or any other persons present.
 - 2. For reasons of operational necessity only, the County may notify CNA that the proposed time is unworkable and that CNA must propose an alternate time.

2.7 Assignment of Classes to Bargaining Units. The County shall assign new classes in accordance with the following procedure:

- A. Initial Determination. When a new class title is established, the Employee Relations Officer or his/her designee shall review the composition of existing representation units to determine the appropriateness of including some or all of the employees in the new class in one or more existing representation units, and within a reasonable period of time, shall notify all recognized employee organizations of his/her determination.
- B. Final Determination. His/her determination is final unless, within ten (10) days after notification, a recognized employee organization requests in writing to meet and confer thereon.
- C. Meet and Confer and Other Steps. He/she shall meet and confer with such requesting organizations (and with other recognized employee organizations where appropriate) to seek agreement on this matter within sixty (60) days after the ten (10) day period in B. (above), unless otherwise mutually agreed.

Thereafter, the procedures in cases of agreement and disagreement, arbitration referral and expenses, and criteria for determination shall conform to those in Subsections D. through I. of Section 34-12.008 of Board of Supervisors' Resolution No. 81/1165.

SECTION 3 – NO DISCRIMINATION

There shall be no discrimination because of race, creed, color, national origin, sexual orientation or Association activities against any employee or applicant for employment by the County or by anyone employed by the County; and to the extent prohibited by applicable State and Federal law, there shall be no discrimination because of age. There shall be no discrimination against any disabled person solely because of such disability unless that disability prevents the person from meeting the minimum qualifications established for the position. There shall be no discrimination because of Association membership or legitimate Association activity against any employee or applicant for employment by the County or anyone employed by the County.

SECTION 4 – NURSE REPRESENTATIVES

4.1 Attendance at Meetings. Employees designated as nurse representatives of the Association shall be allowed to attend meetings held by County agencies during regular working hours on County time as follows:

- A. if their attendance is required by the County at a specific meeting;
- B. if their attendance is sought by a hearing body or presentation of testimony or other reasons;
- C. if their attendance is required for meetings scheduled at reasonable times agreeable to all parties required for settlement of grievances filed pursuant to Section 24 – Grievance Procedure of this Memorandum;
- D. if they are designated as a nurse representative in which case they may utilize a reasonable time at each level of the proceedings to assist an employee to present a grievance, provided the meetings are scheduled at reasonable times agreeable to all parties;
- E. if they are designated as spokesperson or representative of the Association, and as such, make representations or presentations at meetings or hearings on wages, salaries, and working conditions; provided in each case, advance arrangements for time away from the employee's work station or assignment are made with the appropriate Department Head, and the County agency calling the meeting is responsible for determining that the attendance of the particular employee(s) is required;
- F. in order to reduce the impact to patient care, the County agrees to provide a maximum of four (4) hours per month of paid time for a designated nurse representative to attend grievance meetings scheduled outside of their regular shift. Such time will be paid at the nurses' base rate of pay and will not be considered as time worked for the purpose of calculating overtime pay. The Association may designate no more than six (6) representatives to be eligible for such payment.

SECTION 5 – SALARIES

4.2 Association Representative. Official representatives of the California Nurses Association shall be allowed time off on County time for meetings during regular working hours when formally meeting and conferring in good faith or consulting with the Chief of Labor Relations, or other management representatives on matters within the scope of representation, provided that the number of such representatives shall not exceed two (2) without prior approval of the Chief of Labor Relations, and that advance arrangements for the time away from the work station or assignment are made with the appropriate Department Head.

- A. Release Time for Successor Bargaining. Release Time for Bargaining: The County shall allow up to six (6) Association members paid release time during periods of Successor Bargaining.

4.3 Release Time for Training. The County shall provide the Association a maximum of two hundred forty (240) total hours per year of release time for Association-designated representatives to attend Association-sponsored training programs. Requests for release time shall be provided in writing to the Department and County Human Resources at least fifteen (15) days in advance of the time requested. Department Heads will reasonably consider each request and notify the affected employee whether such request is approved within one (1) week of receipt.

SECTION 5 – SALARIES

5.1 General Wages.

- A. Effective on July 1, 2022, or the first of the month following adoption of this MOU by the Board of Supervisors, whichever is later, the base rate of pay for all classifications represented by the Association will be increased by seven percent (7%).
- B. Effective on July 1, 2022, or the first of the month following adoption of this MOU by the Board of Supervisors, whichever is later, the base rate of pay for all classifications represented by the Association will be increased by four percent (4%).
- C. Effective on July 1, 2023, the base rate of pay for all classifications represented by the Association will be increased by four percent (4%).
- D. Effective on July 1, 2024, the base rate of pay for all classifications represented by the Association will be increased by four percent (4%).
- E. Effective on July 1, 2025, the base rate of pay for all classifications represented by the Association will be increased by four percent (4%).

SECTION 5 – SALARIES

5.2 Longevity Pay. The following supplementary longevity payments shall be made based on the following criteria:

- A. Employees in the Registered Nurses Unit and Public Health Nurse Unit shall receive additional longevity pay in the amount of two and one-half percent (2.5%) under the following conditions:
 - 1. Completion of seven (7) years of County service; or
 - 2. Completion of twenty-four (24) months at top step of the current classification salary ranges covered by this agreement, whichever occurs first.
- B. Employees in the Registered Nurses Unit and Public Health Nurse Unit who have completed ten (10) years of employment shall receive additional pay in the amount of two and one-half percent (2.5%) for a total of five percent (5%).
- C. Employees in the Registered Nurses Unit who have completed fifteen (15) years of employment shall receive additional pay in the amount of two and one-half percent (2.5%) for a total of seven and one-half percent (7.5%).
- D. Employees in the Registered Nurses Unit who have completed twenty (20) years of employment shall receive additional pay in the amount of two and one-half percent (2.5%) for a total of ten percent (10%).

5.3 Charge Nurse Relief. An employee in the Registered Nurse Unit and Staff Nurses Unit who, at the County's request, relieves a Charge Nurse when he/she is physically off the unit or otherwise unavailable for purposes of performing assigned administrative duties, attending education activities, or other approved leaves of absence for a shift, shall receive an additional fifty dollars (50.00) per shift. Such assignment shall be scheduled among qualified staff on a volunteer rotational basis. Charge Nurse relief will be paid on a prorated basis to an eligible employee if he/she performs relief duties for a minimum of half a scheduled shift. Charge Nurse relief will also be paid on a prorated basis to an eligible employee in an outpatient clinic who is "assigned responsibility" for clinic operations for four (4) or more hours during a given shift.

5.4 Entrance Salary or Wage.

- A. New employees shall generally be appointed at the first (1) step of the salary or hourly wage range established for the particular class of position to which the appointment is made. However, the appointing authority may recommend that an appointment be made at a step above the first (1) step of the range based on education and experience, subject to authorization by the Director of Human Resources.
- B. For employees in the Registered Nurses Unit, Public Health Nurse Unit,

SECTION 5 – SALARIES

and Staff Nurses Unit, credit given for years of Registered Nurse experience shall be discussed at the request of the Association. This Section 5.4.B is not subject to the grievance procedure of the MOU.

5.5 Anniversary Dates.

A. Permanent Employees: Anniversary dates for employees in permanent positions will be set as follows:

1. New Employees. The anniversary date of a new employee is the first day of the calendar month after the calendar month when the employee successfully completes six (6) month's service; provided, however, if an employee began work on the first regularly scheduled workday of the month, the anniversary date is the first day of the calendar month when the employee successfully completes six (6) months service.
2. Promotions. The anniversary date of a promoted employee is determined as for a new employee in Subsection 5.4.A. above.
3. Transfer, Reallocation and Reclassification. The anniversary date of an employee who is transferred to another position or one whose position has been reallocated or reclassified to a class allocated to the same salary range or to a salary range which is within five percent (5%) of the top step of the previous classification, remains unchanged.
4. Reemployments. The anniversary of an employee appointed from a reemployment list to the first step of the applicable salary range and not required to serve a probation period is determined in the same way as the anniversary date is determined for a new employee who is appointed the same date, classification and step and who then successfully completes the required probationary period.
5. Notwithstanding other provisions of this Section 5, the anniversary of an employee who is appointed to a classified position from outside the County's merit system at a rate above the first step of salary range for the employee's new class, or who is transferred from another governmental entity to this County's merit system, is one (1) year from the first day of the calendar month after the calendar month when the employee was appointed or transferred; provided, however, when the appointment or transfer is effective on the employee's first regularly scheduled workday of that month, his/her anniversary is one (1) year after the first calendar day of that month.

B. Per Diem Employees: The anniversary date of a new employee is the first day of the calendar month after the calendar month when the employee successfully completes six (6) months of County service.

SECTION 5 – SALARIES

5.6 Increments Within Range.

A. Permanent Employees:

1. Each employee will be reviewed annually.
2. Effective January 1, 2018, each employee, except those employees already at the maximum salary step, shall be advanced to the next higher step in their salary range on their anniversary date as set forth in Section 5.5.
3. Except as herein provided, increments within range shall not be granted more frequently than once a year, nor shall more than one (1) step within-range increment be granted at one time. If an operating department verifies in writing that an administrative or clerical error was made in failing to submit the documents needed to advance an employee to the next salary step on the first of the month when eligible, said advancement shall be made retroactive to the first of the month when eligible.
4. Notwithstanding the provisions of this Section 5.6, between November 1, 2015, through December 31, 2017, employees will not be granted any salary step increases/advancements.

B. Per Diem Employees:

1. Each per diem employee will be reviewed annually.
2. Effective January 1, 2018, each employee, except those employees already at the maximum salary step, shall be advanced to the next higher step in their salary range on their anniversary date as set forth in Section 5.5.
3. Notwithstanding the provisions of this Section 5.6, between November 1, 2015, through December 31, 2017, per diem employees will not be granted an hourly wage rate step increases/advancements.

5.7 Part-Time Compensation. An employee in a permanent part-time position shall be paid a monthly salary in the same ratio to the full-time monthly rate to which the employee would be entitled as a full-time employee under the provisions of this Section 5 as the number of hours per week in the employee's part-time work schedule bears to the number of hours in the full-time work schedule of the department.

If employment is permanent-intermittent, depending on departmental requirements, payment for hours worked shall be made at the hourly rate established for the step of the salary range at which an employee is appointed. The County shall determine the differential paid to permanent-intermittent employees, provided it is no less than fifteen percent (15%) of the hourly rate.

SECTION 5 – SALARIES

5.8 Compensation for Portion of Month. Any employee in a permanent position who works less than any full calendar month, except when on earned vacation or authorized sick leave, shall receive as compensation for services an amount which is in the same ratio to the established monthly rate as the number of days worked is to the actual working days in such employee's normal work schedule for the particular month; but if the employment is intermittent, compensation shall be on an hourly basis.

5.9 Position Reclassification. An employee who is an incumbent of a position which is reclassified to a class which is allocated to the same range of the basic salary schedule as is the class of the position before it was reclassified, shall be paid at the same step of the range as the employee received under the previous classification.

An incumbent of a position which is reclassified to a class which is allocated to a lower range of the basic salary schedule shall continue to receive the same salary as before the reclassification, but if such salary is greater than the maximum of the range of the class to which the position has been reclassified, the salary of the incumbent shall be reduced to the maximum salary for the new classification. The salary of an incumbent of a position which is reclassified to a class which is allocated to a range of the basic salary schedule greater than the range of the class of the position before it was reclassified shall be governed by the provisions of Section 5.11 – Salary on Promotion.

5.10 Salary Reallocation and Salary on Reallocation.

- A. In a general salary increase or decrease, an employee in a class which is reallocated to a salary range above or below that to which it was previously allocated, when the number of steps remain the same, shall be compensated at the same step in the new salary range the employee was receiving in the range to which the class was previously allocated. If the reallocation is from one salary range with more steps to a range with fewer steps or vice versa, the employee shall be compensated at the step on the new range which is in the same percentage ratio to the top step of the new range as was the salary received before reallocation to the top step of the old range, but in no case shall any employee be compensated at less than the first step of the range to which the class is allocated.
- B. In the event that a classification is reallocated from a salary range with more steps to a salary range with fewer steps on the salary schedule, apart from the general salary increase or decrease described in this Section 5.10.A, each incumbent of a position in the reallocated class shall be placed upon the step of the new range which equals the rate of pay received before the reallocation. In the event that the steps in the new range do not contain the same rates as the old range, each incumbent shall be placed at the step of the new range which is next above the salary rate received in the old range, or if the new range does not contain a higher step, at the step which is next lower than the salary received in the old range.
- C. In the event an employee is in a position which is reallocated to a different class which is allocated to a salary range the same as, or above or below the salary

SECTION 5 – SALARIES

range of the employee's previous class, the incumbent shall be placed at the step in the new class which equals the rate of pay received before reallocation. In the event that the steps in the range for the new class do not contain the same rates as the range for the old class, the incumbent shall be placed at the step of the new range which is next above the salary rate received in the old range; or if the new range does not contain a higher step, the incumbent shall be placed at the step which is next lower than the salary received in the old range.

5.11 Salary on Promotion. Any employee in a permanent position who is appointed to a position of a class allocated to a higher salary range than the class previously occupied, except as provided under Section 5.14 – Transfer, shall receive the salary in the new salary range which is next higher than the rate received before promotion. In the event this increase is less than five percent (5%), the employee's salary shall be adjusted to the step in the new range which is at least five percent (5%) greater than the next higher step; provided, however, that the next step shall not exceed the maximum salary for the higher class. In the event of the appointment of a laid off employee from the layoff list to the class from which the employee was laid off, the employee shall be appointed at the step which the employee had formerly attained in the higher class unless such step results in a decrease in which case the employee is appointed to the next higher step. If, however, the employee is being appointed into a class allocated to a higher salary range than the class from which the employee was laid off, the salary will be calculated from the highest step the employee achieved prior to layoff, or from the employee's current step, whichever is higher.

5.12 Salary on Involuntary Demotion. Any employee in a permanent position who is demoted, except as provided under Section 5.14 – Transfer, shall have his/her salary reduced to the monthly salary step in the range for the class of position to which he/she has been demoted next lower than the salary received before demotion. In the event this decrease is less than five percent (5%), the employee's salary shall be adjusted to the step in the new range which is five percent (5%) less than the next lower step; provided, however, that the next step shall not be less than the minimum salary for the lower class.

Whenever the demotion is the result of layoff, cancellation of positions, or displacement by another employee with greater seniority rights, the salary of the demoted employee shall be that step on the salary range which he/she would have achieved had he/she been continuously in the position to which he/she has been demoted, all within-range increments having been granted.

5.13 Salary on Voluntary Demotion. Whenever any employee in a permanent position voluntarily demotes to a position in a class having a salary range lower than that of the class from which he/she demotes, his or her salary shall remain the same if the steps in his or her new (demoted) salary range permit, and if not, the new salary shall be set at the step next below former salary.

5.14 Transfer. An employee in a permanent position who is transferred from one position to another as described under "Transfer" shall be placed at the step in the salary range of the new class which equals the rate of pay received before the transfer.

SECTION 5 – SALARIES

In the event that the steps in the range for the new class do not contain the same rates as the range for the old class, the employee shall be placed at the step of the new range which is next above the salary rate received in the old range; or if the new range does not contain a higher step, the employee shall be placed at the step which is next lower than the salary received in the old range.

5.15 Pay for Work in Higher Classification. When an employee in a permanent position in the merit system is required to work in a classification for which the compensation is greater than that to which the employee is regularly assigned, the employee shall receive compensation for such work at the rate of pay established for the higher classification pursuant to Subsection 5.11 – Salary on Promotion of this Memorandum, commencing on the forty-first (41st) consecutive hour in the assignment, under the following conditions:

- A. The employee is assigned to a program, service, or activity established by the Board of Supervisors which is reflected in an authorized position which has been classified and assigned to the Salary Schedule.
- B. The nature of the departmental assignment is such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.
- C. Employee selected for the assignment will normally be expected to meet the minimum qualifications for the higher classification.
- D. Pay for work in a higher classification shall not be utilized as a substitute for regular promotional procedures provided in this memorandum.
- E. The appropriate authorization form has been submitted by the Department Head and approved by the County Administrator.
- F. Higher pay assignments shall not exceed six (6) months except through reauthorization.
- G. If approval is granted for pay for work in a higher classification and the assignment is terminated and later re-approved for the same employee within thirty (30) days, no additional waiting period will be required.
- H. Any incentives (e.g., the education incentive) and special differentials (e.g., bilingual differential and Emergency Department differential) accruing to the employee in his/her permanent position shall continue.
- I. During the period of work for higher pay in a higher classification, an employee will retain his/her permanent classification, and anniversary and salary review dates will be determined by time in that classification; except that if the period of work for higher pay in a higher classification exceeds one (1) year continuous employment, the employee, upon satisfactory performance in the higher classification, shall be eligible for a salary review in that class on his/her next

SECTION 5 – SALARIES

anniversary date. Notwithstanding any other salary regulations, the salary step placement of employees appointed to the higher class immediately following termination of the assignment shall remain unchanged.

- J. Allowable overtime pay, shift differential, and/or work location differentials will be paid on the basis of the rate of pay for the higher class.

5.16 Payment. On the tenth (10th) day of each month, the Auditor-Controller will draw a warrant upon the Treasurer in favor of each employee in a permanent position for the amount of salary due the employee for the preceding month; provided, however, that each employee (except those paid on an hourly rate) may choose to receive an advance on the employee's monthly salary, in which case the Auditor-Controller shall, on the twenty-fifth (25th) day of each month, draw his/her warrant upon the Treasurer in favor of such employee.

The advance shall be in an amount equal to one-third (1/3) or less, at the employee's option, of the employee's basic salary of the previous month except that it shall not exceed the amount of the previous month's basic salary less all requested or required deductions. The election to receive an advance shall be made on or before April 30 or October 31 of each year or during the first month of employment by filing on forms prepared by the Auditor-Controller a notice of election to receive a salary advance.

Each election shall become effective on the first day of the month following the deadline for filing the notice and shall remain effective until revoked. In the case of an election made pursuant to this section, all required or requested deductions from salary shall be taken from the second installment, which is payable on the tenth (10th) day of the following month.

For employees in per diem classifications, on the tenth (10th) and twenty-fifth (25th) day of each month, the Auditor-Controller will draw a warrant upon the Treasurer in favor of each employee for the amount of wages due the employee for the preceding pay period. The County reserves the right to change the frequency of pay dates.

5.17 Nursing Certification Test Fee Reimbursement. The County shall reimburse employees for test fees involved in taking National Certification tests upon presentation of certification.

5.18 Pay Warrant Errors. If an employee receives a pay warrant which has an error in the amount of compensation to be received and if this error occurred as a result of a mistake by the Auditor-Controller's Office, it is the policy of the Auditor-Controller's Office that the error will be corrected and a new warrant issued within forty-eight (48) hours, exclusive of Saturdays, Sundays and holidays, from the time the department is made aware of and verifies that the pay warrant is in error.

Pay errors discovered by the County found in employee pay shall be corrected as soon as possible as to current pay rate but that no recovery of either overpayments or underpayments to an employee shall be made retroactively except for the six (6) month period immediately preceding discovery of the pay error. This provision shall apply

SECTION 6 – DAYS AND HOURS OF WORK

regardless of whether the error was made by the employee, the appointing authority or designee, the Director of Human Resources or designee, or the Auditor-Controller or designee. Discovery of fraudulently accrued over or underpayments are excluded from this section for both parties.

When the County notifies an employee of an overpayment and proposed repayment schedule, the employee may accept the proposed repayment schedule or may request a meeting through the County Human Resources Department. If requested, a meeting shall be held to determine a repayment schedule which shall be no longer than three times (3) the length of time the overpayment occurred.

If requested by the employee, a Union representative may be present at a meeting with management to discuss a repayment schedule in the case of overpayments to the employee.

5.19 Preceptor and Orientation

- A. Orientation.** All newly hired employees with inpatient, ambulatory and public health, detention, excluding temporary employees, shall be given orientation by a qualified nurse.
- B. Preceptors.** Nurses who serve as preceptors must have demonstrated current competency in the unit which the nurse is assigned to serve as preceptor.

The County will seek qualified volunteers with at least two (2) years of relevant experience, and at least six (6) months of experience and satisfactory performance at the County. The County will assign preceptor roles to these qualified volunteers. In the absence of volunteers, management will assign qualified nurses as preceptors.

There will be a minimum of two (2) full shifts of orientation with a designated preceptor when a nurse is assigned to a new unit on a permanent basis. A nurse who is being oriented will not be included in core staffing for the unit during the orientation shifts.

Preceptor Pay

Nurses who serve as a preceptor shall be paid a premium of five dollars (\$5.00) per hour for each hour worked performing preceptor duties.

SECTION 6 – DAYS AND HOURS OF WORK

6.1 Days and Hours of Work. This language is intended to replace all language in the MOU's purporting to define work schedules, including flexible and alternate work schedules.

SECTION 6 – DAYS AND HOURS OF WORK

DEFINITIONS: The work schedules of each employee must conform with the following 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. The regular workweek of County employees begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. For twenty-four (24) hour shift employees, including employees of inpatient units on 4/10 schedules, the normal workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.
- B. **Flexible Work Schedule:** A flexible work schedule is any work schedule where an employee is regularly scheduled to work other than eight (8) hours per day between Monday and Friday, inclusive. The 9/80 and the 4/10 schedules are two examples of flexible work schedules.
- C. **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.
- D. **Workweek For Employees on Regular, Alternate, and 4/10 Work Schedules:** The 4/10 work schedule consists of four (4), ten (10) hour days that have the same start time with either a Monday or Friday off. The workweek for employees on a regular, alternate or 4/10 workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday.
- E. **Workweek for Employees on a 9/80 Work Schedule:** The 9/80 work schedule consists of a two (2) calendar week period during which 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. To ensure that the employee's regular work schedule does not result in unauthorized overtime, the employee's workweek begins one (1) minute after the midpoint of the employee's eight (8) hour workday, such that has worked four (4) hours of the eight (8) hour workday, so that four (4) of the hours of that workday are in one (1) workweek and the other four (4) hours are in the next workweek.

The parties agree to reopen the work schedule provisions of the MOU for the purpose of ensuring consistent practice among departments and applicable regulatory requirements. It is not the intent of the parties that such negotiations take away from or add to the current work schedule provisions, except to ensure that such provisions are consistently applied in accordance with the MOU, County policies and any legal requirements.

SECTION 7 – OVERTIME AND COMPENSATORY TIME

6.2 Four (4) Week Schedules/Weekend Schedules. For Registered Nurses assigned to areas that have twenty-four (24) hour staffing, a four (4) week work schedule will be published by Nursing Administration which provides that each Registered Nurse shall have every other weekend off. Registered Nurses may exchange days off within the four (4) week cycle but no Registered Nurse shall become eligible for overtime as the result of said exchange. Such exchange days off shall be subject to the approval of the appropriate Nursing Program Manager.

Registered Nurses and Nurse Practitioners with twenty (20) years of service with the County shall, upon request, be granted every weekend off. The seniority date to be used to determine eligibility for weekends off after twenty (20) years of service will be the County Service Award date as defined in Section 46 – Length of Service Definition (for service awards and vacation accruals) of the MOU.

Registered Nurses and Nurse Practitioners hired on or after January 1, 2019 with twenty (20) years of service with the County shall, upon request, be granted every weekend off. The service date used to determine eligibility for weekends off after twenty (20) years of service will be the employee's initial hire date into an Association bargaining unit classification.

6.3 Time Changes: Pacific Standard Time and Daylight Savings Time. For those nurses who work on the shift when daylight savings time begins and ends each year, their work hours will be adjusted for that shift to the number of work hours they regularly work on that shift.

6.4 Low Census. In the event that there is a decrease in the hospital census requiring adjusting levels of nurse staffing and/or there are insufficient nurses who volunteer to use accruals or take time off without pay in order to reduce staffing to the necessary level, the County and Association agree to meet and confer upon request regarding formal low census provisions.

6.5 Position Hours Adjustment. Permanent-Intermittent and Permanent Part-Time employees who wish to have the hours of their positions increased up to a maximum of full-time must so request in writing. These requests must be received by the employee's department during the months of January or July.

The employee's department will evaluate those requests within thirty (30) days of the applicable deadline by considering the actual work hours of the employee over the past six (6) months and the anticipated needs of the department. Those requests which are approved will be submitted for consideration by the County as a P-300 request within an additional sixty (60) days.

SECTION 7 – OVERTIME AND COMPENSATORY TIME

7.1 Overtime. Overtime is any authorized work performed in excess of forty (40) hours per week or eight (8) hours per day. Overtime for employees on other work schedules such as on ten (10) hour or twelve (12) hour shifts is any work performed

SECTION 7 – OVERTIME AND COMPENSATORY TIME

beyond that work schedule or forty (40) hours per week. All overtime shall be compensated for at the rate of one and one-half (1-1/2) times the employee's base rate of pay (not including shift and other special differentials). Permanent part-time registered nurses shall be compensated at the straight time rate for those hours worked over and above the regular work schedule but less than eight (8) hours a day or forty (40) hours per week. Overtime for permanent employees is earned and credited in a maximum of one (1) minute increments and is compensated by either pay or compensatory time off.

Employees who work a double shift shall receive fifty-four dollars (\$54.00) in addition to all other compensation for each double shift worked. Registered Nurses who work from the beginning of their regularly scheduled shift to the conclusion of the next scheduled shift will be considered to have worked a double shift. If the second shift is not completed, the premium will be prorated. If the total hours worked, excluding lunch breaks, exceed sixteen (16) hours, additional prorated premium will be paid.

Employees entitled to overtime credit for holidays in positions which work around the clock (such as the County Hospital, Sheriff's Office, Jails, Juvenile Hall, and Boys' Ranch) shall be provided a choice as to whether they shall be paid at the overtime rate or shall receive compensatory time off at the rate of one and one-half (1-1/2) hours compensatory time off for each hour worked. Such compensatory time off, and the accumulation thereof, shall be in addition to the total vacation accumulation permitted under the terms of this MOU. The specific provisions of this accumulation are set forth in Section 12.5 – Accrual of Holiday Time of this MOU.

Regular overtime for twenty-four (24) hour institutional employees may be accrued as compensatory time in accordance with Section 7.2 of this MOU.

7.2 Compensatory Time. The following provisions shall apply:

- A. Employees may periodically elect to accrue compensatory time off in lieu of overtime pay and call-back pay.
 - 1. Eligible employees who elect to receive compensatory time off in lieu of overtime pay must notify their Department Head or designee of their intention to accrue compensatory time off or to receive overtime pay at least thirty (30) days in advance of the change.
 - 2. Eligible employees who elect to receive compensatory time off for call-back must agree to do so for a full fiscal year (July 1 through June 30). The employee must notify their department payroll staff in writing of any change in the election by May 31 of each year. Employees who become eligible (i.e., newly hired employees, employees promoting, demoting, etc.) for call-back compensatory time after May 31 of each year will be paid for authorized time until the next notification period. Health Services Administration will alert employees of the new compensatory time election procedures.
- B. The names of those employees electing to accrue compensatory time off in lieu

SECTION 7 – OVERTIME AND COMPENSATORY TIME

of overtime pay or call-back pay shall be placed on lists maintained by the Department. Employees who become eligible (i.e., newly hired employees, employees promoting, demoting, etc.) for compensatory time off in accordance with these guidelines, must elect to accrue compensatory time or they will be paid for authorized overtime hours worked.

- C. Compensatory time off shall be accrued at the rate of one and one-half (1-1/2) times the actual authorized overtime hours worked or call-back time earned by the employee. Compensatory time off may also be accrued for “plus one (1) hour” earned described in Sections 8.1 – Call Back Pay and 8.2 – Operating Room Call Back.
- D. Employees may not accrue a compensatory time- off balance that exceeds one hundred twenty (120) hours (i.e., eighty [80] hours at time and one-half [1-1/2]). Once the maximum balance has been attained, authorized overtime hours and call-back time will be paid at the overtime and call-back rates. If the employee's balance falls below one hundred twenty (120) hours, the employee shall again accrue compensatory time off for authorized overtime hours worked or call-back time earned until the employee's balance again reaches one hundred twenty (120) hours.
- E. Accrued compensatory time off shall be carried over for use in the next fiscal year; however, as provided in D. above, accrued compensatory time-off balances may not exceed one hundred twenty (120) hours.
- F. The use of accrued compensatory time off shall be by mutual agreement between the Department Head or designee and the employee. In cases of emergency, employees will be allowed to use compensatory time with the approval of their supervisor to supplement any unpaid hours. Such approval shall not be denied unless employee has received prior notice.

Compensatory time off shall not be taken when the employee should be replaced by another employee who would be eligible to receive, for time worked, either overtime payment or compensatory time accruals as provided for in this Section. This provision may be waived at the discretion of the Department Head or designee.

- G. When an employee promotes, demotes or transfers from one classification eligible for compensatory time off to another classification eligible for compensatory time off within the same department, the employee's accrued compensatory time-off balance will be carried forward with the employee.
- H. Compensatory time accrual balances will be paid off when an employee moves from one department to another through promotion, demotion or transfer. Said payoff will be made in accordance with the provisions and salary of the class from which the employee is promoting, demoting or transferring as set forth in I. below.

SECTION 8 – CALL-BACK TIME

- I. Since employees accrue compensatory time off at the rate of one and one-half (1-1/2) hours for each hour of authorized overtime worked or call-back time earned, accrued compensatory time balances will be paid off at the straight time rate (two-thirds [2/3] of the overtime rate) for the employee's current salary whenever:
1. the employee changes status and is no longer eligible for compensatory time off;
 2. the employee promotes, demotes or transfers to another department;
 3. the employee separates from County service;
 4. the employee retires.
- J. The Office of the County Auditor-Controller will establish time-keeping procedures to administer this Section.

7.3 Continuous Shifts. At the County's request, if an employee works two (2) continuous shifts (normally sixteen [16] continuous hours) which is outside the employee's regular work schedule and the first eight (8) hours fall on one day and the second eight (8) hours fall on the following day, the employee shall be paid a differential of one-half (1/2) the employee's base salary rate in addition to the employee's base salary rate for the second eight (8) hours. Additionally, such employees shall be provided a meal in the hospital cafeteria at no cost to the employee.

7.4 Per Diem Overtime Pay. Employees in the classifications of Staff Nurse-Per Diem (VWWA) and Staff Advice Nurse-Per Diem (VWXF) are eligible to receive overtime pay at the rate of one and one-half (1.5) times the employee's base rate of pay (not including differentials) for any authorized work performed in excess of the employee's eight (8), ten (10), or twelve (12) hour shift designation. Any differentials that are applicable to overtime hours worked will be computed on the employee's base rate of pay and not on the employee's overtime rate of pay. Overtime is earned and credited in one minute increments. No other provisions in this Section 7 apply to employees in per diem classifications, except Section 7.3 – Continuous Shifts. The County will pay overtime in accordance with the Fair Labor Standards Act (FLSA) when applicable.

7.5 Mandatory Overtime in Detention. Upon request by the union, up to two (2) CNA members may meet with the Contra Costa Regional Medical Center Chief Nursing Officer, or their designee, bi-annually to discuss mandatory overtime usage in detention.

SECTION 8 – CALL-BACK TIME

8.1 Call-Back Pay. Any employee who is called back to duty shall be paid at the appropriate rate for the actual time worked plus one (1) hour. Such employee called back shall be paid a minimum of two (2) hours at the appropriate rate of each call back. This provision shall apply to employees who are not in on-call status.

SECTION 8 – CALL-BACK TIME

8.2 Operating Room Call Back. A Registered Nurse who is in on-call status for the Operating Room and is called back to duty shall be paid for the actual time so spent plus one (1) hour, but not less than three (3) hours total for each call back.

SECTION 9 – ON-CALL DUTY

On-call duty is any time other than time when the employee is actually on duty during which an employee is not required to be on County premises but stand ready to immediately report for duty and must arrange so that the employee's superior can contact the employee on ten (10) minutes notice or less. Any employee assigned to on-call time shall be paid one (1) hour of straight time pay for every two (2) hours on such on-call time.

SECTION 10 –SHIFT DIFFERENTIAL

10.1 Shift Differentials.

A. Evening Shift. An employee who works an evening shift in which the employee works four (4) or more hours between 5:00 p.m. and 11:00 p.m. shall receive a shift differential of twelve percent (12%) of the employee's base pay.

Split shifts with more than one and one-half (1-1/2) hours between the two (2) portions of the shift shall also qualify for the twelve percent (12%) hourly differential.

B. Night Shift. An employee who works a night shift in which the employee works four (4) or more hours between 11:00 p.m. and 8:00 a.m. shall receive a shift differential of fifteen percent (15%) of the employee's base pay.

C. Special Provisions.

1. An employee who works overtime shall receive shift differential in addition to overtime compensation only when the overtime hours independently satisfy the requirement for shift differential as stated above. The shift differential shall be computed on the employee's base salary.

2. Employees who have been regularly working a shift qualifying for shift differential immediately preceding the commencement of a vacation, paid sick leave period, paid disability or other paid leave, will have shift differential included in computing the pay for their leave. The paid leave of an employee who is on a rotating shift schedule shall include the shift differential that would have been received had the employee worked the shift for which the employee was scheduled during such period. Shift differential shall only be paid during paid sick leave and paid disability as provided above for the first thirty (30) calendar days of each absence.

SECTION 8 – CALL-BACK TIME

3. Employees in the Registered Nursing Unit whose regular shift is extended such that it ends twelve (12) consecutive hours or more after its beginning shall receive shift differential paid at the differential rate appropriate for those additional hours in excess of eight (8). A Registered Nurse released from duty at the request of Nursing Administration prior to the completion of twelve (12) hours work will receive the appropriate shift differential on those hours worked in excess of eight (8) hours.
4. When a shift employee works on a recognized holiday, the employee shall be entitled to holiday pay and shift differential to be computed on the employee's base salary.

10.2 Weekend Differential. Registered Nurses shall receive a weekend shift bonus of sixty dollars (\$60.00) per shift for each weekend shift worked which 1) falls on weekends for which the nurse is not scheduled to work in their normal work schedule; 2) falls between the beginning of the night shift on Friday and the end of the evening shift on Sunday; 3) is worked for the full duration of the shift; and 4) is not the result of a trade. The affected Registered Nurse is to note such qualifying shifts on his/her time sheets in order to receive this compensation.

10.3 Departmental Differentials. Each full-time, part-time and permanent-intermittent Registered Nurse who is assigned to one of the following units/services, will receive a salary differential of eighty dollars (\$80.00) per month: Surgery, Recovery, Labor and Delivery, Nursery, Postpartum, Pediatrics, Critical Care Unit, Intermediate Care Unit, Emergency Room, 4B, 5C, 5D, Mental Health Crisis Unit, 4A, Inpatient Psychiatry 4C/4D, Martinez Detention, West County Detention, or Juvenile Hall.

Registered Nurses assigned to the following units/services and Nurse Practitioners are not eligible for this differential: Education and Training, Specialty Clinic; Family Practice and Adult Medicine Clinics in Concord, Brentwood, Pittsburg, Antioch, Bay Point, North Richmond, and Richmond Health Centers; Adult Mental Health Dual Diagnosis Program, Public Health Clinic staffing pool, and Public Health Nursing pool.

10.4 Emergency Department Differential. A five percent (5%) base pay salary differential shall be paid for those Emergency Department RNs who qualify for an Emergency Department differential.

10.5 Per Diem Differentials.

- A. Shift Differentials: Employees in the classification of Staff Nurse-Per Diem (VWWA) and Staff Advice Nurse-Per Diem (VWXF) who are paid on an hourly basis, are eligible for the following differentials under the stated circumstances:
 1. Evening Shift: An employee will receive a shift differential of twelve percent (12%) of the employee's base hourly rate of pay for the employee's entire shift designation when the employee works four (4) or more hours between 5:00 p.m. and 11:00 p.m.

SECTION 11 – SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT

2. Night Shift. An employee will receive a shift differential of fifteen percent (15%) of the employee's base hourly rate of pay for the employee's entire shift designation when the employee works four (4) or more hours between 11:00 p.m. and 8:00 a.m.

- B. Detention Facility Assignment. An employee in a per diem classification who works in Martinez Detention (2578), West County Detention (2580), Marsh Creek Detention (2585), Juvenile Hall (3120), Byron Boys Center (3160), Martinez Detention Infirmary (5700), West County Detention Infirmary (5701), Juvenile Hall Nursing (5702), Detention Mental Health Martinez (5710) or Detention Mental Health West County (5711) will receive a ten percent (10%) differential of the employee's base hourly rate of pay for each hour worked in that assignment.

- C. Emergency Department Differential. An employee in a per diem classification who works in the Emergency Department of Contra Costa Regional Medical Center will receive a five percent (5%) differential of the employee's base hourly rate of pay for each hour worked in the Emergency Department.

- D. Code Gray/STAT Team Differential. An employee in a per diem classification assigned by administration to respond to emergency Code Gray calls as a member of the STAT Team will receive a ten percent (10%) differential of the employee's base hourly rate of pay for a maximum of eight (8) hours. Assignment is conditional on an employee successfully completing the required non-violence training and maintaining the required certification.

- E. No other provisions of this Section 10 apply to employees in per diem classifications.

SECTION 11 – SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT

11.1 Workforce Reduction. In the event that funding reductions or shortfalls in funding occur in a department or are expected, which may result in layoffs, the department will notify the Union and take the following actions:

- A. Identify the classification(s) in which position reductions may be required due to funding reductions or shortfalls.

- B. Advise employees in those classifications that position reductions may occur in their classifications.

- C. Accept voluntary leaves of absence from employees in those classifications which do not appear to be potentially impacted by possible position reductions when such leaves can be accommodated by the department.

- D. Consider employee requests to reduce their position hours from full time to part time to alleviate the impact of the potential layoffs.

SECTION 11 – SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT

- E. Approve requests for reduction in hours, lateral transfers, and voluntary demotions to vacant, funded positions in classes not scheduled for layoffs within the department, as well as to other departments not experiencing funding reductions or shortfalls when it is a viable operational alternative for the department(s).
- F. Review various alternatives which will help mitigate the impact of the layoff by working through the Tactical Employment Team (TET) program to:
 - 1. Maintain an employee skills inventory bank to be used as a basis for referrals to other employment opportunities.
 - 2. Determine if there are other positions to which employees may be transferred.
 - 3. Refer interested persons to vacancies which occur in other job classes for which they qualify and can use their layoff eligibility.
 - 4. Establish workshops to aid laid off employees in areas such as resume preparation, alternate career counseling, job search strategy, and interviewing skills.
- G. When it appears to the Department Head and/or Chief of Labor Relations that the Board of Supervisors may take action which will result in the layoff of employees in a representation unit, the Chief of Labor Relations shall notify the Union of the possibility of such layoffs and shall meet and confer with the Union regarding the implementation of the action.

11.2 Separation through Layoff.

- A. Grounds for Layoff. Any employee(s) having permanent status in position(s) in the merit service may be laid off when the position is no longer necessary, or for reasons of economy, lack of work, lack of funds or for such other reason(s) as the Board of Supervisors deems sufficient for abolishing the position(s).
- B. Order of Layoff. The order of layoff in a department shall be based on inverse seniority in the class of positions, the employee in that department with least seniority being laid off first and so on.
- C. Layoff by Displacement.
 - 1. In the Same Class. A laid off permanent full-time employee may displace an employee in the department having less seniority in the same class who occupies a permanent-intermittent or permanent part-time position, the least senior employee being displaced first.

SECTION 11 – SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT

2. In the Same Level or Lower Class. A laid off or displaced employee who had achieved permanent status in a class at the same or lower salary level as determined by the salary schedule in effect at the time of layoff may displace within the department and in the class of an employee having less seniority, the least senior employee being displaced first, and so on with senior displaced employees displacing junior employees.
- D. Particular Rules on Displacing.
1. Permanent-intermittent and permanent part-time employees may displace only employees holding permanent positions of the same type respectively.
 2. A permanent full-time employee may displace any intermittent or part-time employee with less seniority 1) in the same class, or 2) in a class of the same or lower salary level if no full-time employee in a class at the same or lower salary level has less seniority than the displacing employees.
 3. Former permanent full-time employees who have voluntarily become permanent part-time employees for the purpose of reducing the impact of a proposed layoff with the written approval of the Director of Human Resources or designee retain their permanent full-time employee seniority rights for layoff purposes only and may in a later layoff displace a full-time employee with less seniority as provided in these rules.
- E. Seniority. An employee's seniority within a class for layoff and displacement purposes shall be determined by adding the employee's length of service in the particular class in question to the employee's length of service in other classes at the same or higher salary levels as determined by the salary schedule in effect at the time of layoff. Employees reallocated or transferred without examination from one class to another class having a salary within five percent (5%) of the former class, shall carry the seniority accrued in the former class into the new class. Service for layoff and displacement purposes includes only the employee's last continuous permanent County employment. Periods of separation may not be bridged to extend such service unless the separation is a result of layoff in which case bridging will be authorized if the employee is reemployed in a permanent position within the period of layoff eligibility. Approved leaves of absence as provided for in these rules and regulations shall not constitute a period of separation. In the event of ties in seniority rights in the particular class in question, such ties shall be broken by length of last continuous permanent County employment. If there remain ties in seniority rights, such ties shall be broken by counting total time in the department in permanent employment. Any remaining ties shall be broken by random selection among the employees involved.
- F. Eligibility for Layoff List. Whenever any person who has permanent status is laid off, has been displaced, has been demoted by displacement or has voluntarily

SECTION 11 – SENIORITY, WORKFORCE REDUCTION, LAYOFF AND REASSIGNMENT

demoted in lieu of layoff or displacement, or has transferred in lieu of layoff or displacement, the person's name shall be placed on the layoff list for the class of positions from which that person has been removed.

- G. Order of Names on Layoff. First, layoff lists shall contain the names of persons laid off, displaced, or demoted as a result of a layoff or displacement, or who have voluntarily demoted or transferred in lieu of layoff or displacement, or who have transferred in lieu of layoff or displacement. Names shall be listed in order of layoff seniority in the class from which laid off, displaced, demoted or transferred on the date of layoff, the most senior person listed first. In case of ties in seniority, the seniority rules shall apply except that where there is a class seniority tie between persons laid off from different departments, the tie(s) shall be broken by length of last continuous permanent County employment with remaining ties broken by random selection among the employees involved.
- H. Duration of Layoff and Reemployment Rights. The name of any person granted reemployment privileges shall continue on the appropriate list for a period of two (2) years. Persons placed on layoff lists shall continue on the appropriate list for a period of four (4) years.
- I. Certification of Persons From Layoff Lists. Layoff lists contain the name(s) of person(s) laid off, displaced or demoted by displacement or voluntarily demoted in lieu of layoff or displacement or transferred in lieu of layoff or displacement. When a request for personnel is received from the appointing authority of a department from which an eligible(s) was laid off, the appointing authority shall receive and appoint the eligible highest on the layoff list from the department. When a request for personnel is received from a department from which an eligible(s) was not laid off, the appointing authority shall receive and appoint the eligible highest on the layoff list who shall be subject to a probationary period. A person employed from a layoff list shall be appointed at the same step of the salary range the employee held on the day of layoff.
- J. Removal of Names from Reemployment and Layoff Lists. The Director of Human Resources may remove the name of any eligible from a reemployment or layoff list for any reason listed below:
1. For any cause stipulated in Section 404.1 of the Personnel Management Regulations.
 2. On evidence that the eligible cannot be located by postal authorities.
 3. On receipt of a statement from the appointing authority or eligible that the eligible declines certification or indicates no further desire for appointment in the class.
 4. If three (3) offers of permanent appointment to the class for which the eligible list was established have been declined by the eligible.

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5. If the eligible fails to respond to the Director of Human Resources or the appointing authority within ten (10) days to written notice of certification mailed to the person's last known address.
 6. If the person on the reemployment or layoff list is appointed to another position in the same or lower classification, the name of the person shall be removed.
 7. However, if the first permanent appointment of a person on a layoff list is to a lower class which has a top step salary lower than the top step of the class from which the person was laid off, the name of the person shall not be removed from the layoff list. Any subsequent appointment of such person from the layoff list shall result in removal of that person's name.

K. Removal of Names from Reemployment and Layoff Certifications. The Director of Human Resources may remove the name of any eligible from a reemployment or layoff certification if the eligible fails to respond within five (5) days to a written notice of certification mailed to the person's last known address.

11.3 Notice. The County agrees to give employees scheduled for layoff at least ten (10) workdays notice prior to their last day of employment.

11.4 Special Employment Lists. The County will establish a Tactical Employment Team (TET) Employment Pool which will include the names of all laid-off County employees. Special employment lists for job classes may be established from the pool. Persons placed on a special employment list must meet the minimum qualifications for the class. An appointment from such a list will not affect the individual's status on a layoff list(s).

11.5 Reassignment of Laid Off Employees. Employees who displaced within the same classification from full-time to part-time or intermittent status in a layoff, or who voluntarily reduced their work hours to reduce the impact of layoff, or who accepted a position of another status than that from which they were laid off upon referral from the layoff list, may request reassignment back to their pre-layoff status (full time or part time or increased hours). The request must be in writing in accord with each department's reassignment bid or selection process. Employees will be advised of the reassignment procedure to be followed to obtain reassignment back to their former status at the time of the workforce reduction. The most senior laid off employee in this status who requests such a reassignment will be selected for the vacancy; except when a more senior laid off individual remains on the layoff list and has not been appointed back to the class from which laid off, a referral from the layoff list will be made to fill the vacancy.

11.6 Further Study. The County agrees to meet with the employees represented by the Labor Coalition and its member employee organizations (herein referred to as "Labor Coalition") for study of the concept of employee's waiver of displacement rights in a layoff.

SECTION 12 – HOLIDAYS

SECTION 12 – HOLIDAYS

12.1 Holidays Observed. The County will observe the following holidays:

- A. January 1st, known as New Year's Day
Third Monday in January known as Dr. Martin Luther King, Jr. Day
Third Monday in February, known as Presidents' Day
The last Monday in May, known as Memorial Day
July 4th known as Independence Day
First Monday in September, known as Labor Day
November 11th, known as Veterans' Day
Fourth Thursday in November, known as Thanksgiving Day
The Friday after Thanksgiving Day
December 25th, known as Christmas Day

Such other days as the Board of Supervisors may by resolution designate as holidays.

- B. Employees in positions that are designated as twenty-four (24) hour positions will also observe the following additional holidays:

September 9th, known as Admission Day
Second Monday in October, known as Columbus Day
February 12th, known as Lincoln's Day

Nurse Practitioner positions are designated as twenty-four (24) hour positions.

- C. Employees who only observe the holidays listed in Subsection 12.1 A. above will accrue two (2) hours of personal holiday credit per month. Such personal holiday time may be taken in increments of one (1) hour, and preference of personal holidays will be given to employees according to their seniority in their department as reasonably as possible. No employee may accrue more than forty (40) hours of personal holiday credit. On separation from County service, an employee will be paid for any unused personal holiday credits at the employee's then current pay rate.
- D. Any holiday observed by the County that falls on a Saturday is observed on the preceding Friday and any holiday that falls on a Sunday is observed on the following Monday. However, for employees who are assigned to units or services that operate on a shift operational cycle that includes Saturdays and Sundays, holidays are observed on the day on which they fall regardless, if it is a Saturday or Sunday.

12.2 Holiday is NOT Worked and Holiday Falls on Scheduled Work Day

- A. **Holiday Observed – Full-time Employees:** Each full-time employee is entitled to observe a holiday (8 hours off work), without a reduction in pay, whenever a

SECTION 12 – HOLIDAYS

holiday is observed by the County. 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 or flexible compensation time at the rate 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.

B. Holiday Observed in Excess of Eight (8) hours – Full time Employees:

When a holiday falls on a full-time employee's 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.

C. Holiday Observed - Part Time Employees:

When a holiday is observed by the County, each part time employee is entitled to observe the holiday in the same ratio as his/her number of position hours bears to forty (40) hours, multiplied by 8 (hours), without a reduction in pay. For example, a part time employee whose position hours are 24 per week is entitled to 4.8 hours off work on a holiday (24/40 multiplied by 8 = 4.8). Hereafter, the number of hours produced by this calculation will be referred to as the "Part-Time employee's holiday hours."

When the number of hours in a part time employee's scheduled work day that falls on a holiday ("scheduled work hours") is less than the employee's "Part Time employee's holiday hours," the employee is also entitled to receive flexible pay or flexible compensation time at the rate of one (1.0) times his/her base rate of pay (not including differentials) for the difference between the employee's "scheduled work hours" and the employee's "Part-Time employee's holiday hours."

When the number of hours in a part time employee's scheduled work day that falls on a holiday ("scheduled work hours") is more than the employee's "Part Time employee's holiday hours," the employee must use non-sick leave accruals for the difference between the employee's "scheduled work hours" and the employee's "Part Time employee's holiday hours." If the employee does not have any non-sick leave accrual balances, leave without pay (AWOP) will be authorized.

12.3 Holiday is NOT Worked and Holiday Falls on Scheduled Day Off

- A. Full-Time Employee:** When a holiday is observed by the County on the scheduled day off of a full-time employee, the employee is entitled to take eight (8) hours off work, without a reduction in pay, in recognition of the holiday. The employee is also entitled to receive eight (8) hours of flexible pay or flexible

SECTION 12 – HOLIDAYS

compensation time at the rate of one (1.0) times his/her base rate of pay (not including differentials) in recognition of his/her scheduled day off.

- B. **Part-Time Employee:** When a holiday is observed by the County on the scheduled day off of a part-time employee, the part-time employee is entitled to observe the holiday in the amount of the “Part-Time employee’s holiday hours,” without a reduction in pay, in recognition of the holiday. The employee is also entitled to receive flexible pay or flexible compensation time at the rate of one (1.0) times his/her base rate of pay (not including differentials) in the amount of the “Part-Time employee’s holiday hours” in recognition of his/her scheduled day off.

12.4 Holiday is WORKED and Holiday Falls on Scheduled Work Day:

- A. **Full-Time Employee:** When a full-time employee works on a holiday that falls on the employee’s scheduled work day, the employee is entitled to receive his/her regular salary. The employee is also entitled to receive holiday pay or holiday compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked up to a maximum of eight (8) hours. When a full time employee is scheduled to work more than eight (8) hours on a holiday (long shift) and the employee works more than the long shift hours, the employee is entitled to receive overtime pay or overtime compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked beyond the long shift hours.

When a full-time employee is scheduled to work less than 8 hours on a holiday (short shift) and the employee works that short shift, the employee is also entitled to receive flexible pay or flexible compensation time 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 short shift hours.

- B. **Part-Time Employee:** When a part-time employee works on a holiday that falls on the employee’s scheduled work day, the part-time employee is entitled to receive his/her regular salary. The part-time employee is also entitled to receive holiday pay or holiday compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked on the holiday, up to a maximum of eight hours.

When a part time employee is scheduled to work more than his/her “part time employee’s holiday hours” on a holiday (long shift) and the employee works more than the long shift hours, the employee is entitled to receive overtime pay or overtime compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked beyond the long shift hours.

SECTION 12 – HOLIDAYS

12.5 Holiday is Worked and Holiday Falls on Scheduled Day Off.

- A. **Full-Time Employee:** When a full-time employee works on a holiday that falls on the employee's scheduled day off, the employee is entitled to receive his/her regular salary. The employee is also entitled to receive overtime pay or overtime compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked on the holiday. The full time employee is also entitled to receive eight (8) hours of flexible pay or flexible compensation time at the rate of one (1.0) times his/her base rate of pay (not including differentials) in recognition of his/her scheduled day off.
- B. **Part-Time Employee:** When a part-time employee works on a holiday that falls on the employee's scheduled day off, the employee is entitled to receive his/her regular salary. The part-time employee is also entitled to receive overtime pay or overtime compensation time at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) for all hours worked on the holiday. The part time employee is also entitled to receive flexible pay or flexible compensation time at the rate of one (1.0) times his/her base rate of pay (not including differentials) multiplied by the amount of the "Part-time employee's holiday hours" in recognition of his/her scheduled day off.

12.6 Holiday and Compensatory Time Provisions.

- A. **Maximum Accruals of Holiday Comp Time.** Holiday compensatory time may not be accumulated in excess of two hundred eighty-eight (288) hours. After two hundred eighty-eight (288) hours are accrued by an employee, the employee will receive holiday pay at the rate of one and one half (1.5) times his/her base rate of pay. Holiday compensatory time may be used by the employee at those dates and times determined by mutual agreement of the employee and the Department Head or designee.
- B. **Pay Off of Holiday Comp Time.** Holiday compensatory time will be paid off only upon a change in status. A change in status includes separation, transfer to another department, reassignment to a permanent-intermittent position, or the transfer, assignment, promotion, or demotion into a position that is not eligible for holiday compensatory time.
- C. **Maximum Accruals of Flexible Compensatory Time.** Flexible compensatory time may not be accumulated in excess of two hundred eighty-eight (288) hours. After two hundred eighty-eight (288) hours are accrued by an employee, the employee will receive flexible pay at the rate of 1.0 times his/her base rate of pay. Flexible compensatory time may be used by an employee on those dates and times determined by mutual agreement of the employee and the Department Head or designee.
- D. **Pay Off of Flexible Comp Time.** Flexible compensatory time will be paid off only upon a change in status. A change in status includes separation, transfer to another department, reassignment to a permanent-intermittent position, or the

SECTION 13 – VACATION LEAVE

transfer, assignment, promotion, or demotion into a position that is not eligible for flexible compensatory time.

12.7 Permanent Intermittent Employee.

Holiday is Worked: Permanent intermittent employees who work on a holiday are 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) for all hours worked on the holiday.

12.8 Christmas and New Year's Day. Each nurse qualifying for paid holidays shall not be scheduled for work on one of the following holidays each year: Christmas or New Year's Day. Thanksgiving Day holiday will be treated as any other holiday.

12.9 Holiday Meal. Employees represented by the Association who are employed at the County Hospital and who are required to work on Thanksgiving, Christmas or New Year's Day will be provided a free meal in the Hospital Cafeteria at no cost to the employee only between the hours of 6:30 a.m. and 6:30 p.m.

12.10 Per Diem Holiday Pay and Holiday Meal. When an employee in the classification of Staff Nurse-Per Diem (VWWA) or Staff Advice Nurse-Per Diem (VWXF) works on a holiday set forth in Section 12.1.A, above, the employee is 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) for all hours worked, up to a maximum of eight (8) hours. Employee in per diem classifications who work at the County Hospital and who are required to work on Thanksgiving, Christmas, or New Year's Day will be given a meal in the Hospital Cafeteria at no cost to the employee only between the hours of 6:30 a.m. and 6:30 p.m. No other provisions of this Section 12 apply to employees in per diem classifications.

SECTION 13 – VACATION LEAVE

13.1 Vacation Allowance. Permanent and provisional employees in permanent positions are entitled to vacation with pay. Accrual is based upon straight-time hours of working time per calendar month of service and begins on the date of appointment to a permanent position. Increased accruals begin on the first of the month following the month in which the employee qualifies. Accrual for portions of a month shall be in minimum amounts of one (1) hour calculated on the same basis as for partial month compensation pursuant to Section 5.8 of this MOU. Vacation credits may not be taken during the first six (6) calendar months of employment, not necessarily synonymous with probationary status, except where sick leave has been exhausted; and none shall be allowed in excess of actual accrual at the time vacation is taken. Vacation credits may be taken in one-tenth hour (6 minute) increments.

SECTION 13 – VACATION LEAVE

13.2 Vacation Accrual Rates.

<u>Length of Service</u>	<u>Monthly Accrual Hours</u>	<u>Maximum Cumulative Hours</u>
Under 15 years	10	240
15 through 19 years	13-1/3	320
20 through 24 years	16-2/3	400
25 through 29 years	20	480
30 years and up	23-1/3	560

13.3 Vacation Accrual During Leave Without Pay. No employee who has been granted leave without pay or unpaid military leave shall accrue any vacation credit during the time of such leave, nor shall an employee who is absent without pay accrue vacation credit during the absence.

13.4 Professional Sabbatical Leave. Employees who have completed five (5) years or more of employment shall annually receive three (3) days of paid sabbatical leave. Employees who have completed seven (7) or more years of employment shall receive an additional day for a total of four (4) days of paid sabbatical leave. This leave shall be granted under the same provisions for vacation leave.

13.5 Vacation Allowance for Separated Employees. On separation from County service, an employee shall be paid for any unused vacation credits at the employee's then current pay rate.

13.6 Permanent Part-Time and Intermittent Employees. Employees in permanent part-time and permanent-intermittent positions shall accrue vacation benefits on a prorated basis as provided in Resolution No. 81/1165, Section 36-2.006.

13.7 Vacation Requests. Vacation for all permanent employees shall be scheduled on an annual cycle, April 1 through March 30.

Employees must submit their written vacation request by February 1 of each year. The Hospital will post a schedule of vacations by March 1 of each year. The vacation schedule will be effective on April 1 of each year.

Only one (1) employee per classification from each work site and shift may be pre-approved for vacation at the same time. In case of conflict, the employee with the greater length of service in their classification will receive the requested vacation time. Less senior employees will be given the opportunity to request a different time before the annual schedule is posted. Time off will be approved contingent upon the actual number of accruals available at the time vacation is taken.

Vacation requests submitted after February to the Nurses assigned Nursing Program Manager shall be considered on a first come basis and the County will respond to such requests within thirty (30) days from receipt. If staffing and patient care requirements do not permit all Nurses requesting a certain vacation preference to take their vacations over the same period, length of service in their classification among those Nurses who submit vacation requests at the same time shall be the determining factor within each

SECTION 14 – SICK LEAVE

work area. Arrangements for vacation replacements shall be the responsibility of Nursing Service, it being understood that denial of the vacation request may result if Nursing Service is unable to arrange for replacements.

Employees may select vacations that include observed holidays set forth in this MOU, other than Christmas and New Year's Day. Christmas and New Year's Day shall be rotated amongst staff rather than determined by seniority.

13.8 Vacation Leave on Reemployment from a Layoff List. Employees with six (6) months or more service in a permanent position prior to their layoff who are employed from a layoff list, shall be considered as having completed six (6) month's tenure in a permanent position for the purpose of vacation leave. The appointing authority or designee will advise the Auditor-Controller's Payroll Unit in each case where such vacation is authorized so that appropriate Payroll system override actions can be taken.

13.9 Vacation Leave Accrual Usage. An employee's total accrual for the purpose of granting vacation leave shall include accrued: (a) vacation credits, (b) compensatory time, (c) holiday compensatory time, (d) Flexible compensatory time, and (e) professional sabbatical leave.

SECTION 14 – SICK LEAVE

14.1 Purpose of Sick Leave. The primary purpose of paid sick leave is to ensure employees against loss of pay for temporary absences from work due to illness or injury. It is a benefit extended by the County and may be used only as authorized; it is not paid time off which employees may use for personal activities.

14.2 Credits To and Charges Against Sick Leave. Sick leave credits accrue at the rate of eight (8) working hour's credit for each completed month of service, as prescribed by County Salary Regulations. Employees who work a portion of a month are entitled to a pro rata share of the monthly sick leave credit computed on the same basis, as is partial month compensation.

Credits to and charges against sick leave are made in minimum amounts of one minute increments.

Unused sick leave credits accumulate from year to year. When an employee is separated other than through retirement, accumulated sick leave credits shall be canceled, unless the separation results from layoff, in which case the accumulated credits shall be restored if he/she is reemployed in a permanent position within the period of lay-off eligibility.

Upon the date of retirement, an employee's accumulated sick leave is converted to retirement time on the basis of one (1) day of retirement service credit for each day of accumulated sick leave credit.

SECTION 14 – SICK LEAVE

14.3 Policies Governing the Use of Paid Sick Leave. As indicated above, the primary purpose of paid sick leave is to ensure employees against loss of pay for temporary absences from work due to illness or injury. The following definitions apply:

Immediate Family: Includes only the spouse, son, stepson, daughter, stepdaughter, father, stepfather, mother, stepmother, brother, sister, grandparent, grandchild, niece, nephew, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister in-law, foster children, aunt, uncle, cousin, stepbrother, stepsister, or domestic partner of an employee and/or includes any other person for whom the employee is the legal guardian or conservator, or any person who is claimed as a "dependent" for IRS reporting purposes by the employee.

Employee: Any person employed by Contra Costa County in an allocated position in the County service.

Paid Sick Leave Credits: Sick leave credits provided for by County Salary Regulations and Memoranda of Understanding.

Condition/Reason: With respect to necessary verbal contacts and confirmations which occur between the department and the employee when sick leave is requested or verified, a brief statement in non-technical terms from the employee regarding inability to work due to injury or illness is sufficient.

Accumulated paid sick leave credits may be used, subject to appointing authority approval, by an employee in pay status, but only in the following instances:

- A. Temporary Illness or Injury of an Employee. Paid sick leave credits may be used when the employee is off work because of a temporary illness or injury.
- B. Permanent Disability Sick Leave. Permanent disability means the employee suffers from a disabling physical injury or illness and is thereby prevented from engaging in any County occupation for which the employee is qualified by reason of education, training or experience. Sick leave may be used by permanently disabled employees until all accruals of the employee have been exhausted or until the employee is retired by the Retirement Board, subject to the following conditions:
 1. An application for retirement due to disability has been filed with the Retirement Board.
 2. Satisfactory medical evidence of such disability is received by the appointing authority within thirty (30) days of the start of use of sick leave for permanent disability.
 3. The appointing authority may review medical evidence and order further examination as deemed necessary, and may terminate use of sick leave when such further examination demonstrates that the employee is not disabled, or when the appointing authority determines that the medical

SECTION 14 – SICK LEAVE

evidence submitted by the employee is insufficient, or where the above conditions have not been met.

- C. Communicable Disease. An employee may use paid sick leave credits when under a physician's order to remain secluded due to exposure to a communicable disease.
- D. Sick Leave Utilization for Pregnancy Disability. Employees, whose disability is caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery there from, shall be allowed to utilize sick leave credit to the maximum accrued by such employee during the period of such disability under the conditions set forth below:
1. Application for such leave must be made by the employee to the appointing authority accompanied by a written statement of disability from the employee's attending physician. The statement must address itself to the employee's general physical condition having considered the nature of the work performed by the employee, and it must indicate the date of the commencement of the disability as well as the date the physician anticipates the disability to terminate.
 2. If an employee does not apply for leave and the appointing authority believes that the employee is not able to properly perform her work or that her general health is impaired due to disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth or recovery therefrom, the employee shall be required to undergo a physical examination by a physician selected by the County. Should the medical report so recommend, a mandatory leave shall be imposed upon the employee for the duration of the disability.
 3. If all accrued sick leave has been utilized by the employee, the employee shall be considered on an approved leave without pay unless the employee chooses to use vacation or other non-sick leave accruals.
- E. Medical and Dental Appointments. An employee may use paid sick leave credits:
1. For working time used in keeping medical and dental appointments or the employee's own care; and
 2. for working time used by an employee for pre-scheduled medical and dental appointments for an immediate family member.
- F. Emergency Care of Family. An employee may use paid sick leave credits for working time used in cases of illness or injury to an immediate family member.
- G. Death of Family Member. An employee may use paid sick leave credits for working time used because of a death in the employee's immediate family, or of

SECTION 14 – SICK LEAVE

the employee's domestic partner, but this shall not exceed three (3) working days, plus up to two (2) days of work time for necessary travel. Use of additional accruals including sick leave when appropriate may be authorized in conjunction with the bereavement leave at the discretion of the appointing authority.

Additional leave time may also be provided in accordance with Section 16.1 - Leave Without Pay of this MOU.

- H. Baby/Child Bonding. To bond with the employee's newborn or placement of a child in an employee's family through adoption or foster care, an employee eligible for baby/child bonding leave pursuant to the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) may use sick leave credits for such baby/child bonding leave.
- I. Accumulated paid sick leave credits may not be used in the following situations:
 - 1. Vacation: Paid sick leave credits may not be used for an employee's illness or injury which occurs while he/she is on vacation but the County Administrator may authorize it when extenuating circumstances exist and the appointing authority approves.
 - 2. Not in Pay Status: Paid sick leave credits may not be used when the employee would otherwise be eligible to use paid sick leave credits but is not in pay status.

14.4 Administration of Sick Leave. The proper administration of sick leave is a responsibility of the employee and the Department Head. The following procedures apply:

- A. Employee Responsibilities.
 - 1. Employees are responsible for notifying their department of an absence prior to the commencement of their work shift or as soon thereafter as possible. Notification shall include the reason and possible duration of the absence.
 - 2. Employees are required to notify the Nursing Office at least two (2) hours prior to any shift if they are calling in sick. Notification shall include the reason and possible duration of the absence. If, due to circumstances beyond the employee's control, the employee is unable to call within the above-mentioned time frames, he/she will call as soon thereafter as possible.
 - 3. Employees are responsible for keeping their department informed on a continuing basis of their condition and probable date of return to work.

SECTION 14 – SICK LEAVE

4. Employees are responsible for obtaining advance approval from their supervisor for the scheduled time of pre-arranged personal or family medical and dental appointment.
5. Employees are encouraged to keep the department advised of 1) a current telephone number to which sick leave related inquiries may be directed, and 2) any condition(s) and/or restriction(s) that may reasonably be imposed regarding specific locations and/or persons the department may contact to verify the employee's sick leave.

- B. Department Responsibilities. The use of sick leave may properly be denied if these procedures are not followed. Abuse of sick leave on the part of the employee is cause for disciplinary action.

Departmental approval of sick leave is a certification of the legitimacy of the sick leave claim. The Department Head or designee may make reasonable inquiries about employee absences. The department may require medical verification for an absence of three (3) or more working days. The department may also require medical verification for absences of less than three (3) working days for probable cause if the employee had been notified in advance in writing that such verification was necessary. Inquiries may be made in the following ways:

1. Calling the employee's residence telephone number or other contact telephone number provided by the employee if telephone notification was not made in accordance with departmental sick leave call-in guidelines. These inquiries shall be subject to any restrictions imposed by the employee under Section 14.4.A.
2. Obtaining the employee's signature on the Absence/Overtime Record or on another form established for that purpose, as employee certification of the legitimacy of the claim.
3. Obtaining the employee's written statement of explanation regarding the sick leave claim.
4. Requiring the employee to obtain a physician's certificate or verification of the employee's illness, date(s) the employee was incapacitated, and the employee's ability to return to work, as specified above.
5. In absences of an extended nature, requiring the employee to obtain from their physician a statement of progress and anticipated date on which the employee will be able to return to work, as specified above.

Department Heads are responsible for establishing timekeeping procedures which will ensure the submission of a time card covering each employee absence and for operating their respective offices in accordance with these policies and with clarifying regulations issued by the Office of the County Administrator.

SECTION 14 – SICK LEAVE

To help assure uniform policy application, the Director of Human Resources or designated management staff of the Human Resources Department should be contacted with respect to sick leave determinations about which the department is in doubt.

14.5 Disability.

- A. An employee physically or mentally incapacitated for the performance of duty is subject to dismissal, suspension or demotion, subject to the County Employees Retirement Law of 1937. An appointing authority after giving notice may place an employee on leave if the appointing authority has filed an application for disability retirement for the employee, or whom the appointing authority believes to be temporarily or permanently physically or mentally incapacitated for the performance of the employee's duties.
- B. An appointing authority who has reasonable cause to believe that there are physical or mental health conditions present in an employee which endanger the health or safety of the employee, other employees, or the public, or which impair the employee's performance of duty, may order the employee to undergo, at County expense and on the employee's paid time, a physical, medical examination by a licensed physician and/or a psychiatric examination by a licensed physician or psychologist, and receive a report of the findings on such examination. If the examining physician or psychologist recommends that treatment for physical or mental health problems, including leave, are in the best interests of the employee or the County in relation to the employee overcoming any disability and/or performing his or her duties, the appointing authority may direct the employee to take such leave and/or undergo such treatment.
- C. Leave due to temporary or permanent disability shall be without prejudice to the employee's right to use sick leave, vacation, or any other benefit to which the employee is entitled other than regular salary. The Director of Human Resources may order lost pay restored for good cause and subject to the employee's duty to mitigate damages.
- D. Before an employee returns to work from any absence for illness or injury, other leave of absence or disability leave exceeding two (2) weeks in duration, the appointing authority may order the employee to undergo, at County expense, a physical, medical, and/or psychiatric examination by a licensed physician, and may consider a report of the findings on such examination. If the report shows that such employee is physically or mentally incapacitated for the performance of duty, the appointing authority may take such action as deemed necessary in accordance with appropriate provisions of this MOU.

14.6 Workers' Compensation and Continuing Pay. A permanent non-safety employee shall continue to receive the appropriate percent of regular monthly salary for all accepted claims filed before January 1, 2000. For all accepted claims filed with the

SECTION 14 – SICK LEAVE

County on or after January 1, 2000, the percentage of pay for employees entitled to Workers' Compensation shall be eighty-six percent (86%), except as provided below.

Employees injured on or after the implementation date of this provision for the majority of County employees shall receive eighty percent (80%) for twelve (12) consecutive months from the date of injury. Employees injured after twelve (12) months from the initial implementation date shall receive seventy-five percent (75%) for twelve (12) consecutive months from the date of injury. Employees injured after twenty-four (24) months from the initial implementation date shall receive seventy percent (70%) for twelve (12) consecutive months from date of injury. If Workers' Compensation becomes taxable, the County agrees to restore the current benefit level (one hundred percent [100%] of monthly salary) and the parties shall meet and confer with respect to funding the increased cost.

- A. Waiting Period. There is a three (3) calendar day waiting period before Workers' Compensation benefits commence. If the injured worker loses any time on the day of injury, that day counts as day one (1) of the waiting period. If the injured worker does not lose time on the day of injury, the waiting period will be the first three (3) calendar days the employee does not work as a result of the injury. The time the employee is scheduled to work during this waiting period will be charged to the employee's sick leave and/or vacation accruals. In order to qualify for Workers' Compensation the employee must be under the care of a physician. Temporary compensation is payable on the first three (3) days of disability when the injury necessitates hospitalization, or when the disability exceeds fourteen (14) days.
- B. Continuing Pay. A permanent employee shall receive the appropriate percentage as outlined above of regular monthly salary during any period of compensable temporary disability not to exceed one year. "Compensable temporary disability absence" for the purpose of this Section is any absence due to work-connected disability which qualifies for temporary disability compensation under Workers' Compensation Law set forth in Division 4 of the California Labor Code. When any disability becomes medically permanent and stationary, the salary provided by this Section shall terminate. No charge shall be made against sick leave or vacation for these salary payments. Sick leave and vacation rights shall not accrue for those periods during which continuing pay is received.

Employees shall be entitled to a maximum of one (1) year of continuing pay benefits for any one injury or illness.

Continuing pay begins at the same time that temporary Workers' Compensation benefits commence and continues until either the member is declared medically permanent/stationary, or until one (1) year of continuing pay, whichever comes first, provided the employee remains in an active employed status. Continuing pay is automatically terminated on the date an employee is separated from County service by resignation, retirement, layoff, or the employee is no longer employed by the County. In these instances, employees will be paid Workers' Compensation benefits as prescribed by Workers' Compensation laws. All

SECTION 14 – SICK LEAVE

continuing pay will be cleared through the Office of the County Administrator, Risk Management Division.

Whenever an employee who has been injured on the job and has returned to work is required by an attending physician or Nurse Practitioner to leave work for treatment during working hours, the employee shall be allowed time off up to three (3) hours for such treatment without loss of pay or benefits, provided the employee notifies his/her supervisor of the appointment at least three (3) business office days prior to the appointment. Said visits are to be scheduled contiguous to either the beginning or end of the scheduled workday whenever possible. This provision applies only to injuries/illnesses that have been accepted by the County as work related.

- C. Applicable Pay Beyond One Year. If an injured employee remains eligible for temporary disability beyond one (1) year, applicable salary will continue by integrating sick leave and/or vacation accruals with Workers' Compensation benefits (vacation charges to be approved by the Department and the employee). If salary integration is no longer available, Workers' Compensation benefits will be paid directly to the employee as prescribed by Workers' Compensation laws.
- D. Rehabilitation Integration. An injured employee who is eligible for Workers' Compensation rehabilitation temporary disability benefits and whose disability is medically permanent and stationary will continue to receive applicable salary by integrating sick leave and/or vacation accruals with Workers' Compensation rehabilitation temporary disability benefits until those accruals are exhausted. Thereafter, the rehabilitation temporary disability benefits will be paid directly to the employee.
- E. Health Insurance. The County contribution to the employee's group insurance plan continues during the continuing pay period and during integration of sick leave or vacation with Workers' Compensation benefits.
- A. Integration Formula. An employee's sick leave and/or vacation charges shall be calculated as follows:
- C = $8 [1 - (W \div S)]$
C = Sick leave or vacation charge per day
(in hours)
W = Statutory Workers' Compensation for a month
S = Monthly salary

14.7 Labor-Management Committee. On May 26, 1981, the Board of Supervisors established a labor-management committee to administer a rehabilitation program for disabled employees. It is understood that the benefits specified above in this Section 14 shall be coordinated with the rehabilitation program as determined by the labor-management committee.

SECTION 14 – SICK LEAVE

14.8 Accrual During Leave Without Pay. No employee who has been granted a leave without pay or an unpaid military leave shall accrue any sick leave credits during the time of such leave, nor shall an employee who is absent without pay accrue sick leave credits during the absence.

14.9 State Disability Insurance (SDI).

A. General Provisions. Contra Costa County participates in the State Disability Insurance (SDI) program, subject to the rules and procedures established by the State of California. The County augments the SDI program with its SDI Integration Program. Changes to the State Disability Insurance program could affect the County's SDI Integration Program. Determination of SDI payments and eligibility to receive payments is at the sole discretion of the State of California. Employees eligible for SDI benefits are required to apply for SDI benefits and to have those benefits integrated with the use of their sick leave accruals on the following basis:

"Integration" means that employees are required to use their sick leave accruals to supplement the difference between the amount of the SDI payment and the employee's base monthly salary to the extent that the total payment does not exceed the employee's base monthly salary. Integration of sick leave with the SDI benefit is automatic and cannot be waived. Integration applies to all SDI benefits paid. For employees off work, on disability, and receiving SDI, the employee's County Department will make appropriate integration adjustments, including retroactive adjustments, if necessary. Employees must inform their Department of a disability in a timely manner in order for the Department to make appropriate integration adjustments. SDI benefit payments will be sent directly to the employee by the State of California.

When there are insufficient sick leave accruals available to fully supplement the difference between the SDI payment and the employee's base monthly salary, accruals other than sick leave may be used to supplement the difference between the amount of the SDI payment and the employee's base monthly salary. These accruals may be used only to the extent that the total payment does not exceed the employee's base monthly salary.

B. Procedures. Employees with more than 1.2 hours of sick leave accruals at the beginning of the disability integration period must integrate their sick leave accrual usage with their SDI benefit to the maximum extent possible.

When employees have 1.2 hours or less of sick leave accruals at the beginning of the disability integration period, the Department will automatically use 0.1 hours of sick leave per month for the duration of their SDI benefit.

When the SDI benefit is exhausted, integration terminates. The employee then may continue to use sick leave without integration and/or other accruals.

SECTION 15 – CATASTROPHIC LEAVE BANK

When sick leave accruals are totally exhausted, integration with the SDI benefit terminates.

Employees whose SDI claims are denied must present a copy of their claim denial to their Department. The Department will then authorize the use of unused sick leave and/or other accruals as appropriate.

- C. Method of Integration.** For purposes of integration with the SDI program, all full-time employees' schedules will be converted to eight (8) hour/five (5) day weekly work schedules.

The formula for full-time employees' sick leave integration charges is as follows:

$$\begin{aligned} L &= [(S - D) \div S] \times 8 \\ S &= \text{Employee Base Monthly Salary} \\ H &= \text{Estimated Highest Quarter (3-mos) Earnings} \\ &[H = S \times 3] \\ W &= \text{Weekly SDI Benefit from state of California SDI Weekly Benefit Table} \\ C &= \text{Calendar Days in Each Month} \\ D &= \text{Estimated Monthly SDI Benefit [D = (W} \div 7) \\ &\times C] \\ L &= \text{Sick Leave Hours Charged per Day} \end{aligned}$$

Permanent part-time employees, permanent-intermittent employees, and full-time employees who are working a light/limited duty reduced schedule, will have their sick leave integration adjusted accordingly.

- D. Definition.** "Base Monthly Salary", for purposes of the SDI integration program, is defined as the salary amount of the employee's step on the salary schedule of the employee's classification at the time of integration.

14.10 Confidentiality of Information/Records. Any use of employee medical records will be governed by the Confidentiality of Medical Information Act (Civil Code Sections 56 to 56.26).

SECTION 15 – CATASTROPHIC LEAVE BANK

15.1 Program Design. The Human Resources Department will operate a Catastrophic Leave Bank which is designed to assist any County employee who has exhausted all paid accruals due to a serious or catastrophic illness, injury, or condition of the employee or family member. The program establishes and maintains a Countywide bank wherein any employee who wishes to contribute may authorize that a portion of his/her accrued vacation, compensatory time, holiday compensatory time or floating holiday be deducted from those account(s) and credited to the Catastrophic Leave Bank. Employees may donate hours either to a specific eligible employee or to the bank. Upon approval, credits from the Catastrophic Leave Bank may be transferred to a requesting employee's sick leave account so that employee may remain in paid

SECTION 15 – CATASTROPHIC LEAVE BANK

status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury, or condition.

Catastrophic illness or injury is defined as a critical medical condition, a long-term major physical impairment or disability which manifests itself during employment.

15.2 Operation. The plan will be administered under the direction of the Director of Human Resources. The Human Resources Department will be responsible for receiving and recording all donations of accruals and for initiating transfer of credits from the Bank to the recipient's sick leave account. Disbursement of accruals will be subject to the approval of a six (6) member committee composed of three (3) members appointed by the County Administrator and three (3) members appointed by the majority representative employee organizations. The committee shall meet monthly to consider all requests for credits and shall make determinations as to the appropriateness of the request. The committee shall determine the amount of accruals to be awarded for employees whose donations are non-specific. Consideration of all requests by the committee will be on an anonymous requestor basis.

Hours transferred from the Catastrophic Leave Bank to a recipient will be in the form of sick leave accruals and shall be treated as regular sick leave accruals.

To receive credits under this plan, an employee must have permanent status, must have exhausted all time-off accruals to a level below eight (8) hours total, have applied for a medical leave of absence and have medical verification of need.

Donations are irrevocable unless the donation to the eligible employee is denied. Donations may be made in hourly blocks with a minimum donation of not less than four (4) hours from balances in the vacation, holiday, floating holiday, compensatory time, or holiday compensatory time accounts. Employees who elect to donate to a specific individual shall have seventy-five percent (75%) of their donation credited to the individual and twenty-five percent (25%) credited to the Catastrophic Leave Bank.

Time donated will be converted to a dollar value and the dollar value will be converted back to sick leave accruals at the recipient's base hourly rate when disbursed. Credits will not be on a straight hour-for-hour basis. All computations will be on a standard 173.33 basis, except that employees on other than a forty (40) hour week will have hours prorated according to their status. Any recipient will be limited to a total of one thousand forty (1,040) hours or its equivalent per catastrophic event; each donor will be limited to one hundred twenty (120) hours per calendar year.

No element of this plan is grievable. All appeals from either a donor or recipient will be resolved on a final basis by the Director of Human Resources.

No employee will have any entitlement to catastrophic leave benefits. The award of catastrophic leave will be at the sole discretion of the committee, both as to amounts of benefits awarded and as to persons awarded benefits. Benefits may be denied, or awarded for less than six (6) months. The committee will be entitled to limit benefits in accordance with available contributions and to choose from among eligible applicants,

SECTION 16 – LEAVE OF ABSENCE

on an anonymous basis, those who will receive benefits, except for hours donated to a specific employee. In the event a donation is made to a specific employee and the committee determines the employee does not meet the Catastrophic Leave Bank criteria, the donating employee may authorize the hours to be donated to the Bank or returned to the donor's account. The donating employee will have fourteen (14) calendar days from notification to submit his/her decision regarding the status of their donation, or the hours will be irrevocably transferred to the Catastrophic Leave Bank.

Any unused hours transferred to a recipient will be returned to the Catastrophic Leave Bank.

SECTION 16 – LEAVE OF ABSENCE

16.1 Leave Without Pay. Any employee who has permanent status may be granted a leave of absence without pay upon written request, approved by the appointing authority. Leaves under the Pregnancy Disability Leave Act (PDL), Family and Medical Leave Act (FMLA), and California Family Rights Act (CFRA) will be considered in accordance with applicable state and federal law, and Section 16.5.

16.2 General Administration – Leave of Absence (Non-Statutory). Requests for leave of absence without pay shall be made in writing and shall state specifically the reason for the request, the date when it is desired to begin the leave and the probable date of return.

- A. Leave without pay may be granted for any of the following reasons that are not otherwise covered by FMLA, CFRA, and PDL:
1. Employee's own illness, disability, or serious health condition;
 2. pregnancy or pregnancy disability;
 3. family care;
 4. to take a course of study such as will increase the employee's usefulness on return to the employee's position;
 5. for other reasons or circumstances acceptable to the appointing authority.
- B. An employee must request a leave of absence at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable. If the need is not foreseeable, the employee must provide written notice to the employer of the need for leave as soon as possible and practical.
- C. A leave without pay may be for a period not to exceed one (1) year, provided the appointing authority may extend such leave for additional periods. Procedure in granting extensions shall be the same as that in granting the original leave,

SECTION 16 – LEAVE OF ABSENCE

provided that the request for extension must be made no later than thirty (30) calendar days before the expiration of the original leave.

- D. Whenever an employee who has been granted a leave without any pay desires to return before the expiration of such leave, the employee shall provide notice to the appointing authority in writing at least two (2) days in advance of the proposed return. The Human Resources Department shall be notified promptly of such return.
- E. The decision of the appointing authority to deny a leave or early return from leave shall be subject to appeal to the Director of Human Resources and not subject to appeal through the grievance procedure set forth in Section 24 of this MOU.

16.3 Furlough Days Without Pay. Subject to the prior written approval of the appointing authority, employees may elect to take furlough days or hours without pay (pre-authorized absence without pay), up to a maximum of fifteen (15) calendar days for any one period. Longer pre-authorized absences without pay shall have their compensation for the portion of the month worked computed in accord with Section 5.9 - Compensation for Portion of Month, of the MOU. Full-time and part-time employees who take furlough time shall have their vacation, sick leave, floating holiday and any other payroll-computed accruals computed as though they had worked the furlough time. When computing vacation, sick leave, floating holiday and other accrual credits for employees taking furlough time, this provision shall supersede Sections 13.5 – Vacation Allowance for Separated Employee, 14.2 – Credits To and Charges Against Sick Leave, 14.8 – Accrual During Leave Without Pay, and 15.1 – Catastrophic Leave Bank, Program Design of this MOU regarding the computation of vacation, sick leave, floating holiday and other accrual credits as regards furlough time only. For payroll purposes, furlough time (absence without pay with prior authorization of the appointing authority) shall be reported separately from other absences without pay to the Auditor-Controller. The existing VTO program shall be continued for the life of the contract.

16.4 Military Leave. Any employee who is ordered to serve as a member of the State Militia or the United States Army, Navy, Air Force, Marine Corps, Coast Guard or any division thereof shall be granted a military leave for the period of such service, plus ninety (90) days. Additionally, any employee who volunteers for service during a mobilization under Executive Order of the President or Congress of the United States and/or the State Governor in time of emergency shall be granted a leave of absence in accordance with applicable federal or state laws. Upon the termination of such service, or upon honorable discharge, the employee shall be entitled to return to the employee's position in the classified service provided such still exists and the employee is otherwise qualified, without any loss of standing of any kind whatsoever.

An employee who has been granted a military leave shall not, by reason of such absence, suffer any loss of vacation, holiday, or sick leave privileges which may be accrued at the time of such leave, nor shall the employee be prejudiced thereby with reference to salary adjustments or continuation of employment. For purposes of determining eligibility for salary adjustments or seniority in case of layoff or promotional examination, time on military leave shall be considered as time in County service.

SECTION 16 – LEAVE OF ABSENCE

Any employee who has been granted a military leave, may upon return, be required to furnish such evidence of performance of military service or of honorable discharge as the Director of Human Resources may deem necessary.

16.5 Leaves Pursuant to Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), & Pregnancy Disability Leave Act (PDL).

- A. FMLA: Upon request to the appointing authority, any employee who meets the legal eligibility requirements for FMLA shall be entitled to at least twelve (12) weeks of FMLA, and up to an additional six (6) weeks of leave, provided by the County, with the same FMLA protections, for a total of eighteen (18) weeks, during a rolling twelve (12) month period (measured backward from the date an employee uses any FMLA leave), less if so requested by the employee, for a qualifying reason in accordance with federal laws. FMLA leave will run concurrently with CFRA and PDL leaves to the extent permitted by law.
- B. CFRA: Upon request of the appointing authority, any employee who meets the legal eligibility requirements for CFRA shall be entitled to at least twelve (12) weeks of CFRA leave during a rolling twelve (12) month period, measured backward from the date an employee uses any CFRA leave, less if so requested by the employee for a qualifying reason in accordance with state law. CFRA leave will run concurrently with FMLA leave to the extent permitted by law, except that CFRA leave will not run concurrently with pregnancy disability leave under the Pregnancy Disability Leave Act.
- C. PDL: Upon request of the appointing authority, any employee who meets the legal eligibility requirements for PDL shall be entitled to up to four (4) months of PDL as provided in state law.

16.6 Medical Certification. The employee may be asked to provide medical certification of the need for family care, pregnancy disability, or medical leave pursuant to 16.2.A., above, or for FMLA, CFRA and/or PDL leave. For periods of family care, pregnancy disability, or medical leave that are not covered by the FMLA, CFRA, or PDL, or that exceed the leave allowed under the FMLA, CFRA, and/or PDL may be granted at the discretion of the appointing authority.

16.7 Intermittent Use of Leave. The FMLA/CFRA/PDL entitlement may be in broken periods, intermittently on a regular or irregular basis, or may include reduced work schedules depending on the specific circumstances and situations surrounding the request for leave. The leave may include use of appropriate available paid leave accruals when accruals are used to maintain pay status, but use of such accruals is not required beyond that specified in Section 16.11 – Leave Without Pay – Use of Accruals. When paid leave accruals are used for FMLA, CFRA and/or PDL, such time shall be counted as a part of the leave entitlement.

16.8 Aggregate Use for Spouse. For FMLA only, in the situation where husband and wife are both employed by the County, the family care or medical leave entitlement based on the birth, adoption or foster care of a child is limited to an aggregate for both

SECTION 16 – LEAVE OF ABSENCE

employees together of eighteen (18) weeks in a rolling twelve (12) month period (measured backward from the date an employee uses any FMLA leave). Employees requesting FMLA leave for this purpose are required to advise their appointing authority(ies) when their spouse is also employed by the County.

16.9 Definitions. For medical and family care leaves of absence under Section 16.2.A., the following definitions apply: FMLA, CFRA, and PDL, definitions will be as set forth in state and federal laws.

- A. Child: A biological, adopted, or foster child, stepchild, legal ward, conservatee or a child who is under eighteen (18) years of age for whom an employee stands in loco parentis or for whom the employee is the guardian or conservator, or an adult dependent child of the employee.
- B. Parent: A biological, foster, or adoptive parent, a stepparent, legal guardian, conservator, or other person standing in loco parentis to a child.
- C. Spouse: A partner in marriage as defined in California Family Code Section 300.
- D. Domestic Partner: An unmarried person, eighteen (18) years or older, to whom the employee is not related and with whom the employee resides and shares the common necessities of life.
- E. Serious Health Condition: An illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of treatment or supervision and involves either inpatient care in a hospital, hospice or residential health care facility or continuing treatment or continuing supervision by a health care provider (e.g., physician or surgeon) as defined by state and federal law.
- F. Certification for Family Care Leave: A written communication to the employer from a health care provider of a person for whose care the leave is being taken which need not identify the serious health condition involved, but shall contain:
 - 1. the date, if known, on which the serious health condition commenced;
 - 2. the probable duration of the condition;
 - 3. an estimate of the amount of time which the employee needs to render care or supervision;
 - 4. a statement that the serious health condition warrants the participation of a family member to provide care during a period of treatment or supervision;
 - 5. if for intermittent leave or a reduced work schedule leave, the certification should indicate that the intermittent leave or reduced leave schedule is

SECTION 16 – LEAVE OF ABSENCE

necessary for the care of the individual or will assist in their recovery, and its expected duration.

- G. Medical Certification for Employee Serious Health Condition: A written communication from a health care provider of an employee with a serious health condition or illness to the employer, need not identify the serious health condition involved, but shall contain:
1. the date, if known, on which the serious health condition commenced;
 2. the probable duration of the condition;
 3. a statement that the employee is unable to perform the functions of the employee's job;
 4. if for intermittent leave or a reduced work schedule leave, the certification should indicate the medical necessity for the intermittent leave or reduced leave schedule, and its expected duration.

16.10 Group Health Plan Coverage. Employees who were members of one of the group health plans prior to commencement of their leave of absence can maintain their health plan coverage with the County contribution by maintaining their employment in pay status as described in Section 16.11 - Leave Without Pay – Use of Accruals. During the eighteen (18) weeks of an approved medical or family care leave provided by the County under Section 16.5.A – FMLA (twelve (12) weeks and up to an additional six (6) weeks), the County will continue its contribution for such health plan coverage even if accruals are not available for use to maintain pay status as required under Section 16.11 - Leave Without Pay – Use of Accruals. In order to maintain such coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage either through payroll deduction or by paying the County directly.

16.11 Leave Without Pay – Use of Accruals.

- A. All Leaves of Absence. During the first twelve (12) month period of any leave of absence without pay, an employee may elect to maintain pay status each month by using available sick leave (if so entitled under Section 14.3 – Policies Governing the Use of Paid Sick Leave), vacation, floating holiday, compensatory time off or other accruals or entitlements; in other words, during the first twelve (12) months, a leave of absence without pay may be "broken" into segments and accruals used on a monthly basis at the employee's discretion. After the first twelve (12) months, the leave period may not be "broken" into segments and accruals may not be used, except when required by SDI Integration under Section 14.9 – State Disability Insurance, or as provided in the sections below.
- B. Family and Medical Leave Act (FMLA) & California Family Rights Act (CFRA). During the approved FMLA and/or CFRA leave, if a portion of that leave will be on a leave of absence without pay, the employee will be *required* to use *at least*

SECTION 17 - JURY DUTY AND WITNESS DUTY

0.1 hour of sick leave (if so entitled under Section 14.3 – Policies Governing the Use of Paid Sick Leave), vacation, floating holiday, compensatory time off or other accruals or entitlements if such are available, although use of additional accruals is permitted under Subsection A. above.

- C. Sick leave accruals may not be used during any leave of absence, except as allowed under Section 14.3 – Policies Governing the Use of Paid Sick Leave.

16.12 Leave of Absence Replacement and Reinstatement. Any permanent employee who requests reinstatement to the classification held by the employee in the same department at the time the employee was granted a leave of absence shall be reinstated to a position in that classification and department and then only on the basis of seniority. In case of severance from service by reason of the reinstatement of a permanent employee, the provisions of Section 11 – Seniority, Workforce Reduction, Layoff and Reassignment shall apply.

16.13 Salary Review While on Leave of Absence. The salary of an employee who is on a leave of absence from a County position on any anniversary date and who has not been absent from the position on leave without pay more than six (6) months during the preceding year shall be reviewed on the anniversary date. Employees on military leave shall receive salary increments that may accrue to them during the period of military leave.

16.14 Unauthorized Absence. An unauthorized absence from the work site or failure to report for duty after a leave request has been disapproved, revoked, or canceled by the appointing authority, or at the expiration of a leave, shall be without pay. Such absence may also be grounds for disciplinary action.

16.15 Non-Exclusivity. Other MOU language on this subject, not in conflict, shall remain in effect.

SECTION 17 - JURY DUTY AND WITNESS DUTY

17.1 Jury Duty. For purposes of this Section, jury duty shall be defined as any time an employee is obligated to report to the court for possible service on a jury. When called for jury duty, County employees, like other citizens, are expected to discharge their jury duty responsibilities.

Employees shall advise their department as soon as possible if scheduled to appear for jury duty.

If summoned for jury duty in a Municipal, Superior, or Federal Court, or a Coroner's jury, employees may remain in their regular County pay status, or they may take paid leave (vacation, floating holiday, etc.) or leave without pay and retain all fees and expenses paid to them.

When an employee is summoned for jury duty selection or is selected as a juror in a

SECTION 17 - JURY DUTY AND WITNESS DUTY

Municipal, Superior or Federal Court, employees may remain in a regular pay status if they waive all fees (other than mileage), regardless of shift assignment, and the following shall apply:

- A. If an employee elects to remain in a regular pay status and waive or surrender all fees (other than mileage), the employee shall obtain from the Clerk or Jury Commissioner a certificate indicating the days attended and noting that fees other than mileage are waived or surrendered. The employee shall furnish the certificate to his/her department where it will be retained as a department record. No "Absence/Overtime Record" is required.
- B. An employee who elects to retain all fees must take leave (vacation, floating holiday, etc.) or leave without pay. No court certificate is required but an "Absence/Overtime Record" must be submitted to the department payroll clerk.

Employees are not permitted to engage in any employment regardless of shift assignment or occupation before or after daily jury service that would affect their ability to properly serve as jurors.

An employee on short notice standby to report to court, whose job duties make short notice response impossible or impractical, shall be given alternate work assignments for those days to enable them to respond to the court on short notice.

When an employee is required to serve on jury duty, the County will adjust that employee's work schedule to coincide with a Monday to Friday schedule for the remainder of their service, unless the employee requests otherwise. Participants in 9/80 or 4/10 work schedules will not receive overtime or compensatory time credit for jury duty on their scheduled days off.

Permanent-intermittent employees are entitled to paid jury duty leave only for those days on which they were previously scheduled to work.

17.2 Witness Duty. Employees called upon as a witness or an expert witness in a case arising in the course of their work or the work of another department may remain in their regular pay status and turn over to the County all fees and expenses paid to them, other than mileage allowance, or they may take vacation leave or leave without pay and retain all fees and expenses. Employees called to serve as witnesses in private cases or personal matters (e.g., accident suits and family relations) shall take vacation leave or leave without pay and retain all witness fees paid to them.

Employees shall advise their department as soon as possible if scheduled to appear for witness duty. Permanent-intermittent employees are entitled to paid witness duty only for those days on which they were previously scheduled to work.

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

18.1 County Plans. The County will offer medical and dental coverage for permanent full time employees (40/40) and permanent part time employees (whose positions are designated as 16/40 or more) and for their eligible family members, expressed in one of the Medical Plan contracts and one of the Dental Plan contracts between the County and the following providers:

- a. Contra Costa Health Plans (CCHP)
- b. Kaiser Permanente Health Plan
- c. Health Net
- d. Delta Dental

In the event of death or disability on the job, Labor Code Sections 4700-4709 are applicable.

Medical Plans:

All eligible employees will have access to the following medical plans:

- a. CCHP Plan A & Plan B
- b. Kaiser Permanente Plan A & Plan B
- c. Health Net SmartCare HMO Plan A & Plan B

18.2 Rate Information. The County Benefits Division will make medical and dental plan rate information available upon request to employees and departments. In addition, the County Benefits Division will publish and distribute to employees and departments information about rate changes as they occur during the year.

18.3 County Medical and Dental Plan Monthly Premium Subsidy

A. County Medical and Dental Plan Monthly Premium Subsidy:

1. The County subvention for medical plan will be as follows:

CCHP Plan A & B	98%
Kaiser	80%
Health Net SmartCare HMO Plan A & B	80%

2. The County subvention for the Dental Plan will be as follows:

Delta Dental PPO/ CCHP A/B	98%
Delta Care HMO/ CCHP A/B	98%
Delta Dental PPO	78%
Delta Care HMO	78%
Dental Only	County pays all but \$0.01

B. In the event that the County premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any health or dental plan,

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

for any plan year, the County's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

18.4 Family Member Eligibility Criteria: The following persons may be enrolled as the eligible Family Members of a medical or dental plan Subscriber:

A. Medical Insurance

1. Eligible Dependents:

- a. Employee's Legal Spouse
 - b. Employee's qualified domestic partner
 - c. Employee's child to age 26
 - d. Employee's Disabled Child who is:
 - (1) over age 26,
 - i. Unmarried; and,
 - ii. Incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.
2. "Employee's child" includes natural child, child of a qualified domestic partner, step-child, adopted child and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

B. Dental Insurance

1. Eligible Dependents:

- a. Employee's Legal Spouse
- b. Employee's qualified domestic partner
- c. Employee's unmarried child who is:
 - (1) Under age 19; or
 - (2) Age 19, or above, but under age 24; and,
 - i. Resides with the Employee for more than 50% of the year excluding time living at school; and,
 - ii. Receives at least 50% of support from Employee; and,
 - iii. Is enrolled and attends school on a full-time basis, as defined by the school.
- d. Employee's Disabled Child who is:
 - (1) Over age 19,
 - i. Unmarried; and,
 - ii. Incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

2. “Employee’s child” includes natural child, child of a qualified domestic partner, step-child, adopted child and a child specified in a Qualified Medical Child Support Order (QMCSO) or similar court order.

18.5 Partial Month. The County's contribution to the Health Plan premium is payable for any month in which the employee is paid. If an employee is not paid enough compensation in a month to pay the employee share of the premium, the employee must make up the difference by remitting the amount delinquent to the Employee Benefits Services Unit. The responsibility for this payment rests with the employee. If payment is not made, the employee shall be dropped from the health plan. An employee is thus covered by the health plan for the month in which compensation is paid.

18.6 Coverage During Absences. An employee on approved leave shall be allowed to continue his/her health plan coverage at the County group rate for twelve (12) months. When an employee is in an AWOP status for the entire month, he/she shall be allowed to continue health plan coverage provided that the employee shall pay the entire premium for the health plan during said leave.

An employee on leave in excess of twelve (12) months may continue health plan coverage by converting to an individual health plan option (if available) or continuing group coverage subject to the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) provided the employee pays the entire cost of coverage, plus any administrative fees, for the option selected. The entire cost of coverage shall be paid at a place and time specified by the County. Late payment may result in cancellation of health plan coverage with no reinstatement allowed.

An employee who terminates County employment may convert to individual health plan coverage, if available, or may continue County group health plan coverage to the extent provided under COBRA by making premium payments to the County at a time and place specified by the County.

18.7 Retirement Coverage.

A. Upon Retirement:

1. Upon retirement, eligible employees and their eligible family members may remain in their County medical/dental plan, if immediately before their proposed retirement the employees and dependents are either active subscribers to one of the County contracted medical/dental plans, or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period by retaining their membership by continuing to pay their monthly premium by the deadlines established by the County, or by converting to individual conversion membership through the medical plan carrier, if available. The County will pay the medical/dental plan monthly premium subsidies set forth in Section 18.3.A. for eligible employees and their eligible family members. No County subsidy will be paid for life insurance, but eligible employees

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

may continue to obtain life insurance from the County's carrier at the employee's sole expense.

2. For purposes of retiree health coverage eligibility, a year of service for part-time employees shall be defined as one thousand (1,000) paid hours, excluding Workers' Compensation and overtime worked within service anniversary year. For the purpose of this provision, employees shall accrue service credit while on Family and Medical Leave or in a paid status.

All employees covered by Section 18.1, who are hired after January 1, 2007, will be eligible for retiree health coverage pursuant to the terms outlined above, upon completion of fifteen (15) years of service with Contra Costa County. For the purposes of retiree health eligibility, a year of service shall be defined as one thousand (1,000) hours worked within an anniversary year. The existing method of crediting service while an employee is on an approved leave of absence will continue during the term of this agreement.

3. **Public Health Nurse Unit Only:** For employees in the Public Health Nurse Unit hired on or after January 1, 2010, and their eligible family members, no monthly premium subsidy will be paid by the County for any health and/or dental plan after they separate from County employment. However, any such eligible employee who retires under the Contra Costa County Employees' Retirement Association ("CCCERA") may retain continuous coverage of a county health or dental plan provided that (i) he or she begins to receive a monthly retirement allowance from CCCERA within 120 days of separation from County employment and (ii) he or she pays the full premium cost under the health and/or dental plan without any County premium subsidy.

- B. Any person who becomes age 65 on or after July 1, 2012 and who is eligible for Medicare must immediately enroll in Medicare Parts A and B.

18.8 Dual Coverage. On and after January 1, 2010, each employee and retiree may be covered only by a single County health (and/or dental) plan, including a CalPERS plan. For example, a County employee may be covered under a single County health and/or dental plan as either the primary insured or the dependent of another County employee or retiree, but not as both the primary insured and the dependent of another County employee or retiree.

On and after January 1, 2010, all dependents may be covered by the health and/or dental plan of only one spouse or one domestic partner. For example, when both parents are County employees, all of their eligible children may be covered as dependents of either parents, but not both.

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

For purposes of this Section 18.8 only, “County” includes the County of Contra Costa and all special districts governed by the Board of Supervisors, including, but not limited to, the Contra Costa County Fire Protection District.

18.9 Health Care Spending Account. The County will offer regular full-time and part-time (20/40 or greater) County employees the option to participate in a Health Care Spending Account (HCSA) Program designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but such savings are not guaranteed. The HCSA Program allows employees to set aside a pre-determined amount of money from their paycheck, not to exceed the maximum amount authorized by federal law, per calendar year, before taxes, for health care expenses not reimbursed by any other health benefits plan with before tax dollars. HCSA dollars can be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance cannot be recovered by the employee.

18.10 Public Employees Retirement System (PERS) Long-Term Care. The County proposes to deduct and remit monthly premium and eligible lists to the PERS Long-Term Care Administrator, at no County administrative cost, for County employees who are eligible and voluntarily elect to purchase long-term care through the PERS Long-Term Care Program.

The County further agrees that County employees interested in purchasing PERS Long-Term Care may participate in meetings scheduled by PERS Long-Term Care on County facilities during non-work hours (e.g., coffee breaks, lunch hour).

18.11 Deferred Retirement. Employees covered by Section 18.1 - County Plans, who resign and file for a deferred retirement, and their eligible family members, may continue in their County group medical and/or dental plan. The following conditions and limitations apply:

- A. Medical and dental coverage during the deferred retirement period is at the sole expense of the employee, without any County contributions.
- B. Life insurance coverage is not included.
- C. To be eligible to continue medical and dental coverage, the employee must:
 1. be qualified for a deferred retirement under the 1937 Retirement Act provisions;
 2. be an active member of a County group medical and/or dental plan at the time of filing their deferred retirement application and elect to continue health benefits;
 3. be eligible for a monthly allowance from the Retirement System and direct receipt of a monthly allowance within twenty-four (24) months of their application for deferred retirement;

SECTION 18 – MEDICAL, LIFE AND DENTAL CARE

4. file an election to defer retirement and to receive retiree health benefits hereunder with the County Benefits Division within thirty (30) days before their separation from county service.
- D. Deferred retirees who elect continued health benefits hereunder may maintain continuous membership in their County medical and/or dental plan group during the period of deferred retirement at their full personal expense, by paying the full premium for their medical and dental coverage on or before the tenth (10th) of each month to the Employee Benefits Services Unit. When they begin to receive retirement benefits, they will qualify for the same medical and/or dental plan coverage and County subvention to which similarly situated retirees who did not defer retirement are entitled.
- E. Deferred retirees may elect retiree health benefits hereunder but may elect not to maintain participation in their County medical and/or dental plan during their deferred retirement period. When they begin to receive retirement benefits, they will qualify for the same health coverage pursuant to Section 18.7, subsection (A), above, as similarly situated retirees who did not defer retirement, provided reinstatement to a County group health plan will only occur following a three (3) full calendar month waiting period after the month in which their retirement allowance commences.
- F. Employees who elect deferred retirement will not be eligible in any event for County health plan subvention unless the member draws a monthly retirement allowance within twenty-four (24) months after separation from County service.
- G. Deferred retirees and their eligible family members are required to meet the same eligibility provisions for retiree health coverage as similarly situated retirees who did not defer retirement.

18.12 Child Care. The County will continue to support the concept of non-profit childcare facilities similar to the “Kid’s at Work” program, a private non-profit.

18.13 Dependent Care Assistance Program: The County offers the option of enrolling in a Dependent Care Assistance Program (DCAP) designed to qualify for tax savings under Section 129 of the Internal Revenue Code, but such savings are not guaranteed. The program allows employees to set aside a predetermined amount of money from their paycheck, not to exceed the maximum amount authorized by federal law (before taxes) per calendar year to pay for eligible dependent care (child and elder care) expenses. Any unused balance is forfeited and cannot be recovered by the employee.

18.14 Life Insurance Benefit Under Health and Dental Plans: For employees who are enrolled in the County’s program of medical or dental coverage as either the primary or the dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by the County.

SECTION 19 – PROBATIONARY PERIOD

18.15 Supplemental Life Insurance: In addition to the life insurance benefits provided by this agreement, employees may subscribe voluntarily and at their own expense for supplemental life insurance. Employees may subscribe for an amount not to exceed five hundred thousand dollars (\$500,000), of which one hundred fifty thousand (\$150,000) is a guaranteed issue, provided the election is made within the required enrollment periods.

18.16 Premium Conversion Plan: The County offers the Premium Conversion Plan (PCP) designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.

18.17 Voluntary Vision Plan: Beginning with the 2019 plan year, active permanent full-time and active permanent part-time employees will be offered the opportunity to enroll in a voluntary vision plan. Employees will pay the full premium costs of the plan. The County will contract with a provider for a voluntary vision plan with no co-pays. The vision plan is not available to temporary, per diem, or permanent-intermittent employees.

18.18 Prevailing Section: To the extent that any provision of this Section (Section 18 - Medical, Life & Dental Care) is inconsistent with any provision of any other County enactment or policy, including but not limited to Administrative Bulletins, the Salary Regulations, the Personnel Management Regulations, or any other agreement or order of the Board of Supervisors, the provision(s) of this Section (Section 18 – Medical, Life & Dental Care) will prevail.

SECTION 19 – PROBATIONARY PERIOD

19.1 Duration. All appointments from officially promulgated employment lists for original entrance or promotion shall be subject to a probationary period. This period shall be from six (6) months to two (2) years duration.

19.2 Probationary Period in Excess of Six Months. Those classes represented by the Association which have probation periods in excess of six (6) months: None.

19.3 Revised Probationary Period. When the probationary period for a class is changed, only new appointees to positions in the classification shall be subject to the revised probationary period.

19.4 Criteria. The probationary period shall commence from the date of appointment. It shall not include time served in provisional or temporary appointments or any period of continuous absence exceeding fifteen (15) calendar days except as otherwise provided by law. For those employees appointed to permanent-intermittent positions with a six (6) month probation period, probation will be considered completed upon serving one thousand (1,000) hours after appointment except that in no instance will this period be less than six (6) calendar months from the beginning of probation. If a permanent-intermittent probationary employee is reassigned to full time, credit toward

SECTION 19 – PROBATIONARY PERIOD

probation completion in the full-time position shall be prorated on the basis of one hundred seventy-three (173) hours per month. For employees appointed to permanent part-time positions with a six (6) month probation period, probation will be considered completed after serving six (6) months in the permanent part-time position.

19.5 Rejection During Probation. An employee who is rejected during the probation period and restored to the eligible list shall begin a new probationary period if subsequently certified and appointed.

- A. Appeal From Rejection. Notwithstanding any other provisions of this section, an employee (probationer) shall have the right to appeal from any rejection during the probationary period based on political, or religious, or Union activities, or race, color, national origin, sex, age, disability, or sexual orientation, or as otherwise provided by law.
- B. The appeal must be written, must be signed by the employee and set forth the grounds and facts by which it is claimed that grounds for appeal exist under Subsection A and must be filed through the Director of Human Resources to the Merit Board by 5:00 p.m. on the seventh (7th) calendar day after the date of delivery to the employee of notice of rejection.
- C. The Merit Board shall consider the appeal, and if it finds probable cause to believe that the rejection may have been based on grounds prohibited in Subsection A, it may refer the matter to a Hearing Officer for hearing, recommended findings of fact, conclusions of law and decision, pursuant to the relevant provisions of the Merit Board rules in which proceedings the rejected probationer has the burden of proof.
- D. If the Merit Board finds no probable cause for a hearing, it shall deny the appeal. If, after hearing, the Merit Board upholds the appeal, it shall direct that the appellant shall begin a new probationary period unless the Merit Board specifically reinstates the former period.

19.6 Regular Appointment. The regular appointment of a probationary employee shall begin on the day following the end of the probationary period, subject to the condition that the Director of Human Resources receives from the appointing authority a statement in writing that the services of the employee during the probationary period were satisfactory and that the employee is recommended for permanent appointment. A probationary employee may be rejected at any time during the probation period without regard to the Skelly provisions of this MOU, without notice and without right of appeal or hearing. If the appointing authority has not returned the probation report, a probationary employee may be rejected from the service within a reasonable time after the probation period for failure to pass probation. The department will make every effort to process the probation report in a timely manner, with the intent of completing it before the end of the probation period. If the appointing authority fails to submit in a timely manner the proper written documents certifying that a probationary employee has served in a satisfactory manner and later acknowledges it was his or her intention to do so, the regular appointment shall begin on the day following the end of the probationary

SECTION 20 – PROMOTION

period. Notwithstanding any other provisions of the MOU, an employee rejected during the probation period from a position in the merit system to which the employee had been promoted or transferred from an eligible list, shall be restored to a position in the department from which the employee was promoted or transferred.

An employee dismissed for other than disciplinary reasons within six (6) months after being promoted or transferred from a position in the merit system to a position not included in the merit system shall be restored to a position in the classification in the department from which the employee was promoted or transferred.

A probationary employee who has been rejected or has resigned during probation shall not be restored to the eligible list from which the employee was certified unless the employee receives the affirmative recommendation from the appointing authority and is certified by the Director of Human Resources whose decision is final.

The Director of Human Resources shall not certify the name of a person restored to the eligible list to the same appointing authority by whom the person was rejected from the same eligible list, unless such certification is requested in writing by the appointing authority.

19.7 Layoff During Probation. An employee, who is laid off during probation, if reemployed in the same class by the same department, shall be required to complete only the balance of the required probation.

If reemployed in another department or in another classification, the employee shall serve a full probationary period. An employee appointed to a permanent position from a layoff or reemployment list is subject to a probation period if the position is in a department other than the department from which the employee separated, displaced, or voluntarily demoted in lieu of layoff. An appointment from a layoff or reemployment list is not subject to a probation period if the position is in the department from which the employee separated, displaced or voluntarily demoted in lieu of layoff.

19.8 Rejection During Probation of Layoff Employee. An employee who has achieved permanent status in the class before layoff and who subsequently is appointed from the layoff list and then rejected during the probation period shall be automatically restored to the layoff list, unless discharged for cause, if the person is within the period of layoff eligibility. The employee shall begin a new probation period if subsequently certified and appointed in a different department or classification than that from which the employee was laid off.

SECTION 20 – PROMOTION

20.1 Competitive Exam. Promotion shall be by competitive examination unless otherwise provided in this MOU.

20.2 Promotion Policy. The Director of Human Resources, upon request of an appointing authority, shall determine whether an examination is to be called on a promotional basis.

20.3 Promotion Via Reclassification Without Examination. Notwithstanding other provisions of this Section, an employee may be promoted from one classification to a higher classification and his/her position reclassified at the request of the appointing authority and under the following conditions:

- A. An evaluation of the position(s) in question must show that the duties and responsibilities have significantly increased and constitute a higher level of work.
- B. The incumbent of the position must have performed at the higher level for one (1) year.
- C. The incumbent must meet the minimum education and experience requirements for the higher class.
- D. The action must have approval of the Director of Human Resources.
- E. The Association approves such action.

The appropriate rules regarding probationary status and salary on promotion are applicable.

20.4 Requirements for Promotional Standing. In order to qualify for an examination called on a promotional basis, an employee must have probationary or permanent status in the merit system and must possess the minimum qualifications for the class. Applicants will be admitted to promotional examinations only if the requirements are met on or before the final filing date. If an employee who is qualified on a promotional employment list is separated from the merit system, except by layoff, the employee's name shall be removed from the promotional list.

20.5 Seniority Credits. Employees who have qualified to take promotional examinations and who have earned a total score, not including seniority credits, of seventy percent (70%) or more, shall receive, in addition to all other credits, five one hundredths (.05) of one percent for each completed month of service as a permanent County employee continuously preceding the final date for filing application for said examination. For purposes of seniority credits, leaves of absence shall be considered as service. Seniority credits shall be included in the final percentage score from which the rank on the promotional list is determined. No employee, however, shall receive more than a total of five percent (5%) credit for seniority in any promotional examination.

20.6 Physical Examination. County employees who are required as part of the promotional examination process to take a physical examination shall do so on County time at County expense.

SECTION 21 – TRANSFER

SECTION 21 – TRANSFER

21.1 Requirements. The following conditions are required in order to qualify for transfer:

- A. The position shall be in the same class, or if in a different class shall have been determined by the Director of Human Resources to be appropriate for transfer on the basis of minimum qualifications and qualifying procedure;
- B. the employee shall have permanent status in the merit system and shall be in good standing;
- C. the appointing authority or authorities involved in the transaction shall have indicated their agreement in writing;
- D. the employee concerned shall have indicated agreement to the change in writing;
- E. the Director of Human Resources shall have approved the change.

Notwithstanding the foregoing, transfer may also be accomplished through the regular appointment procedure provided that the individual desiring transfer has eligibility on a list for a class for which appointment is being considered.

21.2 Procedure. Any employee or appointing authority who desires to initiate a transfer may inform the Director of Human Resources in writing of such desire stating the reasons therefore. If the Director of Human Resources considers that the reasons are adequate and that the transfer will be for the good of the County service and the parties involved, the Director of Human Resources shall inform the appointing authority or authorities concerned and the employee of the proposal and may take the initiative in accomplishing the transfer.

21.3 Bid Procedure. Employees in all classifications represented by the Association may bid on open jobs throughout the Health Services Department as provided below:

A. **Eligible Bidders.**

- 1. **Permanent Employees.** Permanent Employees (full-time, part-time, and permanent intermittent) may bid on any open permanent position in their same classification. Employees on probation in a permanent position may not bid on any position outside of their current work unit.
- 2. **Per Diem Employees.** Per Diem employees may bid on any open position in the merit system classification that is equivalent to their per diem classification if they are on an active eligible list for the open merit system position.

B. **Responsibility.** Implementation of the bidding procedure is the responsibility of the Supervisor ("Supervisor") of the vacated or newly created position.

SECTION 21 – TRANSFER

- C. Job Notices Posted Five (5) Days Only. Open job notices shall be posted electronically on the County's online application website on the "Transfer Jobs" page for five (5) calendar days. All postings shall be retained for forty-five (45) days. The notice shall specify the program/assignment, days, and hours of work.
- D. All Open Jobs Must be Posted Electronically. All job openings which may occur by creation of new jobs, separation, promotion, demotion, transfer or reassignment must be posted for permanent employee bidding.
- E. The Supervisor may select from any Eligible Bidder, as defined above. Preference will be given to bidders with experience working in the unit and specialty area of the vacant position. However, when the Supervisor is unable to identify an existing eligible employee with relevant experience and expertise, the Supervisor may request to interview candidates from the merit system eligible list concurrently. Merit System eligible lists will be referred under the "Rule of the List".
- F. Bidder Selection.
1. Bids from within the unit of posting. It is agreed that employees currently working in the unit that has the posted vacancy would be the most qualified pool of candidates. The bid will be awarded to unit employees requesting hour or shift changes in accordance with this provision. In the case of two (2) or more candidates submitting a bid from within the unit of vacancy, the position will be awarded to the candidate holding the most RN unit seniority. For purposes of this section, RN unit seniority is determined by the date the nurse is hired into the work unit.

The manager may select the next most senior bidder within the unit of vacancy in the event that the most senior bidder within the unit of vacancy has more than two (2) written counseling or disciplinary memos administered within the past one year or two (2) or more below standard annual performance evaluations in the past four (4) years.
 2. Bids for outside of the unit or posting: The Supervisor shall consider each eligible employee submitting a bid and select the person to fill the position they deem most qualified by virtue of education, training, and experience. In all cases, the person selected must possess the minimum qualifications (as described in the job specification) for the skill level of the classification and position they are selected to fill (i.e., Registered Nurse, Registered Nurse – Beginning Level, Public Health Nurse, etc.). Unsuccessful bidders will be notified as soon as possible following the conclusion of the interviews.
- G. No Old Job Claim. The selected bidder shall have no claim on the job that the selected bidder left. If the decision is made by either the supervisor or the employee to seek immediate reassignment, the employee must take another

SECTION 22 – RESIGNATIONS

open job (not bid on). The old job may not be reclaimed because the employee once held it.

- H. Minimum Job Time–Three (3) Months. Employees must have had three (3) months in their reassigned position before they may bid on another open position. Time period begins the date they begin working in the new assignment.

SECTION 22 – RESIGNATIONS

An employee's voluntary termination of service is a resignation. Written resignations shall be forwarded to the Human Resources Department by the appointing authority immediately on receipt, and shall indicate the effective date of termination. Oral resignation shall be immediately confirmed by the appointing authority in writing to the employee and to the Human Resources Department and shall indicate the effective date of termination.

22.1 Resignation in Good Standing. A resignation giving the appointing authority written notice at least two (2) weeks in advance of the last date of service (unless the appointing authority requires a longer period of notice, or consents to the employee's terminating on shorter notice) is a resignation in good standing.

22.2 Constructive Resignation. A constructive resignation occurs and is effective when:

- A. an employee has been absent from duty for ten (10) consecutive working days without leave; and
- B. ten (10) more consecutive days have elapsed without response by the employee after the mailing of a notice of resignation by the appointing authority to the employee at the employee's last known address.

22.3 Effective Resignation. A resignation is effective when delivered or spoken to the appointing authority, operative either on that date or another date specified.

22.4 Revocation. A resignation that is effective is revocable only by written concurrence of the employee and the appointing authority.

22.5 Coerced Resignations.

- A. Time Limit. A resignation which the employee believes has been coerced by the appointing authority, may be revoked within seven (7) calendar days after its expression by serving written notice on the Director of Human Resources and a copy on the appointing authority.
- B. Reinstatement. If the appointing authority acknowledges that the employee could have believed that the resignation was coerced, it shall be revoked and the

SECTION 23 – DISMISSAL, SUSPENSION, AND DEMOTION

employee returned to duty effective on the day following the appointing authority's acknowledgment without loss of seniority or pay.

- C. **Contest.** Unless, within seven (7) days of the receipt of the notice, the appointing authority acknowledges that the resignation could have been believed to be coerced, this question should be handled as an appeal to the Merit Board. In the alternative, the employee may file a written election with the Director of Human Resources waiving the employee's right of appeal to the Merit Board in favor of the employee's appeal rights under the grievance procedure contained in Section 24 – Grievance Procedure.
- D. **Disposition.** If a final decision is rendered that determines that the resignation was coerced, the resignation shall be deemed revoked and the employee returned to duty effective on the day following the decision but without loss of seniority or pay, subject to the employee's duty to mitigate damages.

22.6 Eligibility for Reemployment. Within one (1) year of resignation in good standing from County service, a person who has had permanent status which included satisfactory completion of probation may make application by letter to the Director of Human Resources for placement on a reemployment list as follows: The class from which the person resigned, or any one class of equal or lesser rank in the occupational series and in which the person had previously attained permanent status, or for any class which has replaced the class in which the person previously had status, provided that the person meets the minimum requirements for the new class. If the appointing authority of the department from which the person resigned recommends reemployment, the Director of Human Resources shall grant reemployment privileges to the person. If the appointing authority does not recommend reemployment, the employee may appeal to the Director of Human Resources. Consideration of names from a reemployment list is mandatory if the appointing authority recommended reemployment of the individual(s) listed but is optional for other appointing authorities.

SECTION 23 – DISMISSAL, SUSPENSION, AND DEMOTION

23.1 Sufficient Cause for Action. The appointing authority may dismiss, suspend, or demote, any employee for cause. The following are sufficient causes for such action. The list is indicative rather than inclusive of restrictions and dismissal, suspension or demotion may be based on reasons other than those specifically mentioned:

- A. absence without leave;
- B. conviction of any criminal act involving moral turpitude;
- C. conduct tending to bring the merit system into disrepute;
- D. disorderly or immoral conduct;
- E. incompetence or inefficiency;

SECTION 23 – DISMISSAL, SUSPENSION, AND DEMOTION

- F. insubordination;
- G. being at work under the influence of liquor or drugs, carrying onto the premises liquor or drugs, or consuming or using liquor or drugs during work hours and/or on County premises;
- H. neglect of duty;
- I. negligent or willful damage to public property or waste of public supplies or equipment;
- J. violation of any lawful or reasonable regulation or order given by a supervisor or Department Head;
- K. willful violation of any of the provisions of the merit system ordinance or Personnel Management Regulations;
- L. material and intentional misrepresentation or concealment of any fact in connection with obtaining employment;
- M. misappropriation of County funds or property;
- N. unreasonable failure or refusal to undergo any physical, medical and/or psychiatric exam and/or treatment authorized by this MOU;
- O. dishonesty or theft;
- P. excessive or unexcused absenteeism and/or tardiness;
- Q. sexual harassment, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when such conduct has the purpose or effect of affecting employment decisions concerning an individual, or unreasonably interfering with an individual's work performance, or creating an intimidating and hostile working environment.

23.2 Skelly Requirements. Notice of Proposed Action (Skelly Notice). Before taking a disciplinary action to dismiss, suspend for more than five (5) workdays (four [4] workdays for employees on 4/10 workweek), demote or reduce in salary any employee, the appointing authority shall cause to be served personally or by certified mail on the employee a Notice of Proposed Action which shall contain the following:

- A. A statement of the action proposed to be taken.
- B. A copy of the charges, including the acts or omissions and grounds upon which the action is based.

SECTION 23 – DISMISSAL, SUSPENSION, AND DEMOTION

- C. If it is claimed that the employee has violated a rule or regulation of the County, department or district, a copy of said rule shall be included with the notice.
- D. A statement that the employee may review and request copies of materials upon which the proposed action is based.
- E. A statement that the employee has seven (7) calendar days to respond to the appointing authority either orally or in writing.

Employee Response. The employee upon whom a Notice of Proposed Action has been served shall have seven (7) calendar days to respond to the appointing authority either orally or in writing before the proposed action may be taken. Upon request of the employee and for good cause, the appointing authority may extend in writing the period to respond. If the employee's response is not filed within seven (7) days or during any extension, the right to respond is lost.

23.3 Leave Pending Employee Response. Pending response to a Notice of Proposed Action within the first seven (7) days or extension thereof, the appointing authority for cause specified in writing may place the employee on temporary leave of absence with pay.

23.4 Length of Suspensions. Suspensions without pay shall not exceed thirty (30) days unless ordered by an arbitrator, an adjustment board, or the Merit Board.

23.5 Procedure on Dismissal, Suspension, or Disciplinary Demotion.

- A. In any disciplinary action to dismiss, suspend, or demote an employee having permanent status in a position in the merit system, after having complied with the Skelly requirements where applicable, the appointing authority shall make an order in writing stating specifically the causes for the action.
- B. **Service of Order.** Said order of dismissal, suspension, or demotion shall be filed with the Director of Human Resources, showing by whom and the date a copy was served upon the employee to be dismissed, suspended or demoted, either personally or by certified mail to the employee's last known mailing address. The order shall be effective either upon personal service or deposit in the U. S. Postal Service.
- C. **Employee Appeals from Order.** The employee may appeal an order of dismissal, suspension or demotion either to the Merit Board or through the procedures of Section 24 – **Grievance Procedure** of this MOU provided that such appeal is filed in writing with the Director of Human Resources within ten (10) calendar days after service of said order. An employee may not both appeal to the Merit Board and file a grievance under Section 24 – **Grievance Procedure** of this MOU.

23.6 Employee Representation Rights. The County recognizes an employee's right to representation during any disciplinary interview or meeting which may result in

SECTION 24 – GRIEVANCE PROCEDURE

discipline. The County will not interfere with the representative's right to assist an employee to clarify the facts during the interview.

SECTION 24 – GRIEVANCE PROCEDURE

24.1 Definition and Procedural Steps. A grievance is any dispute which involves the interpretation or application of any provision of this MOU excluding, however, those provisions of this MOU which specifically provide that the decision of any County official shall be final. The interpretation or application of those provisions not being subject to the grievance procedure. The Union may represent the grievant at any stage of the process.

Grievances must be filed within thirty (30) calendar days of the incident or occurrence about which the grievant claims to have a grievance and shall be processed in the following manner:

Step 1. EMPLOYEE: The Union and any employee or group of employees who believes that a provision of this MOU has been misinterpreted or misapplied to his or her detriment shall discuss the complaint with the grievant's immediate supervisor, who shall meet with the grievant within five (5) business days of receipt of a written request to hold such meeting.

Step 2. DEPARTMENT: If a grievance is not satisfactorily resolved in Step 1 above, the grievance may be submitted in writing to Health Services Personnel Department. This request shall be filed no more than ten (10) business days after the completion of Step 1. This formal written grievance shall state which provision of the MOU has been misinterpreted or misapplied, how misapplication or misinterpretation has affected the grievant, and the remedy he or she seeks. Each written grievance shall be copied to the Director of Human Resources. The HSD Personnel Department shall have ten (10) business days in which to respond to the grievance in writing. If either the Union or grievant request a meeting with the Department Head or his/her designee at this step, such a meeting will be held.

Step 3. BOARD OF ADJUSTMENT: Pursuant to a formal written request by the Union, as defined above, if the grievance is not satisfactorily resolved in Step 2, the Union may file, within fifteen (15) business days of the Step 2 response, a request to convene a Board of Adjustment. The Board of Adjustment shall be created to be composed of two (2) representatives of each party to this Agreement, for the purpose of passing on all claims, disputes and grievances arising between the parties during the term of this MOU. Said Board shall meet for consideration of any such matter referred to it within ten (10) business days after receipt of said written request. For cases other than those which are disciplinary in nature, the convening of the Board of Adjustment may be waived. The request of either party to extend the time limit for the convening of the Board of Adjustment due to extenuating circumstances will not be unreasonably denied. If the matter is not adjusted and is impasse, the moving party shall communicate in writing to the other party, within twenty (20) business days, following the meeting of the Board of Adjustment, their desire to proceed to arbitration. Failure of

SECTION 24 – GRIEVANCE PROCEDURE

the moving party to comply with the twenty (20) business day time limit herein specified shall be deemed to be a conclusive waiver of the grievance.

Step 4. ARBITRATION: For grievances processed through the Board of Adjustment the following expedited procedure shall be utilized:

- A. The parties may mutually agree to the selection of an Arbitrator. Absent agreement on Arbitrator selection, the parties may request a panel from the State Mediation Service. The parties will strike from the Mediation panel list. The Arbitrator selected will provide the parties with hearing dates within thirty (30) calendar days of the request.
- B. The parties shall be allotted a minimum of twenty (20) business days from date of request to prepare the case for arbitration. Discharge cases will be heard first on the agenda followed by suspension cases based on date of occurrence unless mutually agreed otherwise.
- C. Each case will be argued orally unless either party requests to file post-hearing briefs. At the conclusion of the hearing, the arbitrator shall issue a decision within three (3) business days from the close of the hearing. A written opinion and award will be furnished within thirty (30) calendar days thereafter.
- D. **INTERPRETATION OR APPLICATION DISPUTES:** For contract interpretation disputes which proceed to arbitration, the parties will mutually select an impartial Arbitrator. If the parties are unable to agree upon the selection of an arbitrator, they shall request a panel of Arbitrators from the FMCS or the State Mediation Service and they shall select an arbitrator by utilizing the strike-off method.
- E. Each party shall in good faith divulge to the other party all available material facts at the time said party acquires knowledge thereof concerning the matter in dispute. Nothing contained herein shall require either party to supply documents which are irrelevant.
- F. All jointly-incurred arbitration expenses shall be borne by the losing party. In the event of a dispute concerning the application of this section, the Arbitrator shall be empowered to determine the allocation of expenses.
- G. The Arbitrator shall not have the right to alter, amend, delete or add to any of the terms of this MOU.

In termination cases, it is agreed that if a grievant is reinstated to employment with full back pay, the County shall pay the jointly-incurred costs of the arbitration. If a grievant is not reinstated, the Union shall pay the jointly-incurred costs of the arbitration. If a grievant is reinstated with partial or no back pay, the parties shall split the jointly-incurred costs of the arbitration.

24.2 Time Limits. The time limits specified above may be waived by mutual agreement of the parties to the grievance. If the County fails to meet the time limits specified in

SECTION 25 - COMPENSATION COMPLAINTS

Steps 1 through 4 above, the grievance will automatically move to the next step. If an employee fails to meet the time limits specified in Steps 1 through 4 above, the grievance will be deemed to have been settled and withdrawn.

24.3 Union Notification. An official, with whom a formal grievance is filed by a grievant, who is included in a unit represented by the Union, but is not represented by the Union in the grievance, shall give the Union a copy of the formal presentation.

SECTION 25 - COMPENSATION COMPLAINTS

The Employer is not required to pay any wage claim or portion thereof retroactively for a period of more than six (6) months immediately prior to the date of the Employer's receipt of written notice, of such claim. No change in this MOU or interpretations thereof (except interpretations resulting from Adjustment Board or arbitration proceedings hereunder) will be recognized unless agreed to by the County and the Association.

SECTION 26 - MERIT BOARD

- A. All grievances of employees in representation units represented by the Association shall be processed under Section 24 – Grievance Procedure unless the employee elects to apply to the Merit Board on matters within its jurisdiction.
- B. No action under Step 3, and 4, of Subsection 24.1- Grievance Procedure, Definition and Procedural Steps shall be taken if action on the complaint or grievance has been taken by the Merit Board, or if the complaint or grievance is pending before the Merit Board.

SECTION 27 - NO STRIKE

- A. During the term of this MOU, the Association, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, sickout, or refusal to perform customary duties.
- B. **For Non CNA Strikes:** In the case of a legally declared lawful strike against a private or public sector employer which has been sanctioned and approved by the labor body or council having jurisdiction, an employee who is in danger of physical harm shall not be required to cross the picket line, provided the employee advises his or her supervisor as soon as possible, and provided further that an employee may be required to cross a picket line where the performance of his or her duties is of an emergency nature and/or failure to perform such duties might cause or aggravate a danger to public health or safety.

SECTION 28 – BILINGUAL PAY

CNA agrees that the following are essential Registered Nurses who will be allowed by CNA to work in the event of a strike by another union during the term of this MOU:

Unit	RNs/shift
CSU	3
ICU	4
IMCU	4
Nursery	2
L&D	4
Med	8
Surg	6
Post-P	2
OR	3 on days, 2 on-call PMs and Nights
PACU	2 on days, 1 on-call PMs and Nights
ED	7
Inpt Psych	6

SECTION 28 – BILINGUAL PAY

A salary differential of eighty dollars (\$80.00) per month shall be paid incumbents of positions requiring bilingual proficiency as designated by the appointing authority and Director of Human Resources. Said differential shall be paid to eligible employees in paid status for any portion of a given month. Designation of positions for which bilingual proficiency is required is the sole prerogative of the County. Effective July 1, 2008, the differential shall be increased to one hundred dollars (\$100) per month.

SECTION 29 – RETIREMENT

29.1 Contribution.

- A. Contribution for Registered Nurses Unit.** Pursuant to Government Code Section 31581.1, for employees in classifications in the Registered Nurses Unit, the County will continue to pay fifty percent (50%) of the retirement contributions normally required of employees. Such payments shall continue for the duration of this MOU, and shall terminate thereafter. Employees shall be responsible for payment of the employee's contribution for the retirement cost-of-living program as determined by the Board of Retirement of the Contra Costa County Employees' Retirement Association without the County paying any part of the employee's share. The County will pay the remaining one-half (1/2) of the retirement cost-of-living program contribution.
- B. Contribution for Public Health Nurse Unit.** Effective on January 1, 2012 employees in classifications in the Public Health Nurse Unit are responsible for

SECTION 28 – BILINGUAL PAY

the payment of one hundred percent (100%) of the employees' basic retirement benefit contributions determined annually by the Board of Retirement of the Contra Costa County Employees' Retirement Association without the County paying any part of the employees' contribution. Employees are also responsible for the payment of the employees' contributions to the retirement cost of living program as determined annually by the Board of Retirement without the County paying any part of the employees' contributions. The County is responsible for one hundred percent (100%) of the employer's retirement contributions determined annually by the Board of Retirement.

29.2 Retirement Benefits for Registered Nurses Unit and Public Health Nurse Unit

A. Retirement Benefit for Registered Nurses Unit - Employees who become New Members of CCCERA on or after January 1, 2013.

1. For employees who, under the California Public Employees Pension Reform Act of 2013 (PEPRA), become New Members of the Contra Costa County Employees Retirement Association (CCCERA) system on or after January 1, 2013, retirement benefits are governed by PEPRA, (Chapters 296, 297, Statutes of 2012). To the extent this Agreement conflicts with any provision of PEPRA, PEPRA will govern.
2. For employees who, under PEPRA, become New Members of CCCERA on or after January 1, 2016, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.

B. Retirement Benefit for Public Health Nurses Unit- Employees who become New Members of CCCERA on or after January 1, 2013

1. For employees who, under PEPRA, become New Members of the Contra Costa County Employees Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees Pension Reform Act of 2013 (PEPRA), (Chapters 296, 297, Statutes of 2012). To the extent this Agreement conflicts with any provision of PEPRA, PEPRA will govern.
2. For employees hired by the County after June 30, 2014, who, under PEPRA, become New Members of CCCERA, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.

- C.** For employees in the Registered Nurses Unit and Public Health Nurse Unit who, under PEPRA, become New Members of CCCERA, the disability provisions are the same as the current Tier III disability provisions.

SECTION 28 – BILINGUAL PAY

- D. The County will seek legislation amending the County Employees Retirement Law of 1937 to clarify that the current Tier III disability provisions apply to employees in the Registered Nurses Unit and Public Health Nurse Unit who, under PEPRA, become New Members of CCCERA. CNA will support the passage of the legislation and upon the County's request, will call and send a letter (on CNA letterhead) in support of the bill to the state legislator sponsoring the bill. In addition, upon the County's request, CNA will testify in support of the bill before the state legislative committees considering the bill.

29.3 Tier III. Subject to the enactment of enabling legislation amending the 1937 Employees' Retirement Act to allow such election, the County will permit certain Tier II employees to elect a Tier III Retirement Plan under the following conditions:

- A. The County and the Labor Coalition must agree on the wording of the legislation and both parties must support the legislation.
- B. Except for disability, all benefit rights, eligibility for and amounts of all other benefit entitlements for Tier III, from and after the date of implementation, shall be the same as Tier I. The disability benefits for Tier III shall be the same as the current Tier II disability provisions.
- C. The amount of the employee's required retirement contribution shall be established by the County Employees' Retirement Association and shall be based on the employee's age at entry into the retirement system.
- D. Employees represented by the Labor Coalition and enrolled in Tier II who have attained five (5) years of retirement credited service as of the effective date of the enabling legislation shall have a six (6) month period after such date to make a one (1) time irrevocable election of the Tier III Retirement Plan expressed herein subject to action by the Board of Supervisors to implement the Plan. Thereafter, employees represented by the Labor Coalition enrolled in Tier II who have attained five (5) years of retirement credited service shall have a ninety (90) day period to make a one (1) time irrevocable election of the Tier III Retirement Plan expressed herein.
- E. 1. The County's employer contributions and subvention of employee contributions for Labor Coalition employees electing Tier III which exceed those which would be required for Tier II membership shall:
- a. be funded by reducing the general wage increase agreed upon to be effective October 1, 1997, and the pay equity amounts attributable thereto, by a percentage sufficient to reduce the County's wage obligation by three (\$3) million dollars per year, and the general wage increase of all employees represented by the Labor Coalition shall be reduced accordingly; and
 - b. in the event the County's costs attributable to the creation and operation of Tier III exceed three (\$3) million dollars per year, or the

SECTION 28 – BILINGUAL PAY

County Employees' Retirement Association's actuaries determine in future years that the County's retirement costs have increased and that the increase is attributable to the creation of Tier III and/or the impact of Tier III on the County's retirement costs, such increase shall be funded by reducing the general wage increase(s) agreed upon in future years, and the pay equity amounts attributable thereto, to the extent that future wage increases are granted; and the general wage increase(s) of all employees represented by the Labor Coalition shall be reduced accordingly; and

- c. in the event the County's costs attributable to the Tier III Retirement Plan are less than three (\$3) million dollars per year, the difference shall be divided by twelve (12) and each twelfth (12th) shall be augmented by an amount equal to the County's common pooled fund interest which would have accrued if one-twelfth (1/12th) had been invested in the first month of the past year, two-twelfths (2/12th) in the second month of the past year and so forth; and
 - d. any savings to the County resulting from the creation and operation of Tier III shall be used to offset future County retirement cost increases attributable to the creation and operation of Tier III; and
 - e. County savings shall be held in an account by the Auditor-Controller which is invested in the County's common pooled fund and will accrue interest accordingly. The County will report yearly to the Labor Coalition on a) the beginning account balance, b) the interest earned, c) expenditures from the account to cover increased costs resulting from the Tier III Retirement Plan, and d) the ending account balance.
- 2. Any increased costs to the County, due to Tier III participation by employees not represented by the Labor Coalition, shall not be funded by reduction of general wage increases otherwise due to the employees represented by the Labor Coalition.
 - 3. Subject to the provisions expressed above, any and all additional employer and County-paid employee contributions which exceed the sum of the County's legally required contributions under Tier II shall be recovered by reducing general wage increases to the employees represented by the Labor Coalition.
 - 4. Any disputes regarding cost or savings shall be subject to binding arbitration upon demand of the Labor Coalition or the County.
- F. 1. The enabling legislation shall provide that the Tier III Retirement Plan may be implemented only by an ordinance enacted by the Board of Supervisors.

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2. Board of Supervisors' action to implement the Tier III Retirement Plan shall be taken not earlier than seven (7) months after the effective date of the legislation plus thirty (30) days after an actuarial report on the County cost of the Plan is received by the County, provided that before enactment of the ordinance, the Labor Coalition has not notified the County in writing that a one percent (1%) wage increase shall be implemented by the County effective October 1, 1997, without interest, in lieu of implementation of the Tier III Retirement Plan.
- G. The establishment of the Tier III Retirement Plan pursuant to the terms of this Memorandum of Understanding shall be subject to approval by the Board of Retirement of the Contra Costa County Employees' Retirement Association.
- H. In the event the County is prevented from implementing the Tier III Retirement Plan for any reason on or before the termination date of this MOU, the agreement of the parties regarding a Tier III Retirement Plan shall expire and a one percent (1%) lump sum wage increase shall be implemented by the County within sixty (60) days after the determination that Tier III cannot be implemented or as soon thereafter as practicable for the period covering October 1, 1997 through such termination date, without interest, in lieu of the Tier III Retirement Plan.
- Effective January 1, 2005, Tier II of the retirement plan for employees represented by the California Nurses Association shall be eliminated and all employees in Tier II of the retirement plan shall be placed in Tier III.
- I. Effective January 1, 2005, employees in classifications in the Registered Nurses Unit who are in Tier II with ten (10) or more years of County/District service will be eligible to participate in the County's buy-back program. Employees may replace Tier II benefits with Tier III benefits as follows:
1. Employee buys back two (2) years, County will buy back one (1) year for a total of three (3) years of buyback.
 2. Employee buys back four (4) years, County will buy back two (2) years for a total of six (6) years of buyback.
 3. Employee buys back six (6) years, County will buy back three (3) years for a total of nine (9) years of buyback.
- J. The Buy Back program set forth in Section 29.3 (Tier III) subsection I, which makes certain employees eligible to replace Tier II service time with Tier III service time on specified terms terminates on July 1, 2015. The Auditor-Controller will continue to facilitate payroll deduction, if applicable.

SECTION 30 – TRAINING REIMBURSEMENT

SECTION 30 – TRAINING REIMBURSEMENT

30.1 Career Development.

- A. Employees who regularly work 24 or more hours per week.** Costs for career development training shall be reimbursed up to six hundred fifty dollars (\$650.00) per calendar year for employees who regularly work twenty-four (24) or more hours per week.

All career development reimbursement may be used for professional career development with an emphasis in the following areas:

1. University or college credit coursework required of an accredited nursing curriculum;
2. Nursing/Medical textbooks, journals and on-line texts and journals that are directly related to the job;
3. Attainment or renewal of national certification in specialty of nursing including review course tuition and materials;
4. Attendance at educational meetings in areas of specialty of nursing or medicine;
5. To offset costs required to meet minimum qualifications for a new specialty area of work within the first six (6) months of transition.

Up to three hundred fifty dollars (\$350.00) per calendar year may be applied to educational courses not necessarily in the employee's current career development path or job-related software with the approval of the Manager/Division Head.

At year end, any unused reimbursement may be carried over into the next calendar year; however, the maximum reimbursement in any calendar year may not exceed seven hundred dollars (\$700.00).

- B. Employees who regularly work less than twenty-four (24) hours per week.** Costs for career development training shall be reimbursed up to two hundred dollars (\$200.00) per calendar year for employees who regularly work less than twenty-four (24) hours per week.

All career development reimbursement may be used for professional career development with an emphasis in the areas listed in 30.1(A)(1) through 30.1(A)(5) above.

Up to one hundred twenty-five dollars (\$125.00) per calendar year may be applied to educational courses not necessarily in the employee's current career

SECTION 30 – TRAINING REIMBURSEMENT

development path or job-related software with the approval of the Manager/Division Head.

At year end, any unused reimbursement may be carried over into the next calendar year; however, the maximum reimbursement in any calendar year may not exceed two hundred fifty dollars (\$250.00).

Nurse Practitioner.

Employees in the classification of Nurse Practitioner (VWSB) may use the entire career development training reimbursement for which they are eligible for the purchase of job-related computer hardware/software.

Reimbursement for and use of career development training costs shall be subject to department approval and proof of successful course completion and payment.

30.2 Advanced Cardiac Life Support Certification. All employees working in the following assignments must possess and maintain throughout the duration of employment a current Advanced Cardiac Life Support certification (ACLS) issued by the American Heart Association:

- Critical Care and Intermediate Care Unit
- Emergency Department
- Labor and Delivery Unit
- Telemetry Unit
- Medical Unit
- Surgical Unit
- Gastroenterology Unit
- Perianesthesia Unit
- Postpartum Unit

All employees working in any of the assignments listed above must possess and maintain a current ACLS certification on or before September 30, 2021 or they will be removed from the schedule, will be placed in Absent Without Pay (AWOP) status, and will not be permitted to work until current ACLS certification has been obtained and verified by the County.

Employees who fail to obtain the ACLS certification and are placed in AWOP status may be subject to discipline, up to and including termination, for no longer meeting the minimum qualifications of their assignment.

The Health Services Department will provide ACLS certification and re-certification classes to those employees who are required to be certified at a cost of no more than twenty-five dollars (\$25.00) to the employee.

30.3 Required Certifications and Licenses. All employees must possess and maintain throughout the duration of employment any certification or license required by the County Classification Specification for an employee's classification and assignment. The only acceptable verification of license status is the Board of Registered Nursing

SECTION 31 – EDUCATION LEAVE

website.

Any employee who does not possess or maintain a current and valid license or certification will be removed from the schedule, will be placed in Absent Without Pay (AWOP) status, and will not be permitted to work until compliance has been obtained and verified by the County.

Employees who fail to obtain, possess, and maintain a current and valid license or certification, and are placed in AWOP status, may be subject to discipline, up to and including termination, for no longer meeting the minimum qualifications of their assignment.

SECTION 31 – EDUCATION LEAVE

- A. Each permanent full-time employee in the classification of Registered Nurse – Beginning (VWXC), Registered Nurse (VWXG), Advice Nurse (VWSN), Charge Nurse (VWTF), Clinical Nurse Specialist (VWTA), Public Health Nurse (VVXA), Public Health Nurse – Project (VVX1) and Health Services Education and Training Specialist (VWSM) with one (1) or more years of permanent service shall be entitled to forty (40) hours leave with pay each calendar year to attend Board of Registered Nurses approved continuing education courses, workshops, or classes. Employees in these classifications may carryover a maximum of eighty (80) hours of education leave per calendar year. Employees working eight (8), ten (10), and twelve (12) hour shifts can use education leave based on the actual number of hours submitted and completed.

Permission for educational leave will not be unreasonably denied. Approved education leave requests may only be rescinded in instances where approval would negatively impact patient care, as determined by management.

- B. **Nurse Practitioners.** Employees in the classification of Nurse Practitioner (VWSB) with one (1) or more years of permanent County service shall be entitled to sixty-four (64) hours leave with pay each calendar year to attend BRN or CME approved continuing education courses, institutions, workshops or classes. Employees in this classification may carryover eighty (80) hours of education leave per calendar year, and may also carryover additional education leave subject to approval.

A Nurse Practitioner employee who attends an approved course on a date for which he/she is not regularly scheduled to work or who completes an approved home study course will be granted exchange time off or paid straight time for the equivalent number of hours at his/her hourly base rate. The employee must indicate his/her preference for time off or pay in advance of taking the course. The final determination will be at the discretion of the Nursing or Medical Director. If the employee is granted exchange time off in lieu of pay, the dates for time off will be scheduled in the same manner as vacation leave, and the

SECTION 32 – CLASSIFICATION

exchange time off must be used in the same calendar year as the course(s) taken.

- C. **Permanent Part-Time Employees.** Permanent part-time employees in the classification of Registered Nurse – Beginning (VWXC), Registered Nurse (VWXG), Advice Nurse (VWSN), Charge Nurse (VWTF), Clinical Nurse Specialist (VWTA), and Health Services Education and Training Specialist (VWSM) shall be entitled to educational leave on a prorated basis.
- D. Written requests for such leave by all eligible classifications must be submitted in advance and may be denied only in the event such leave interferes with staffing or operational needs of the unit or the work site.
- E. The leave herein above defined shall not apply to those courses or programs the employee is required by the County to attend. Mandatory class hours include, but are not limited to non-violence training, PALS, NRP, BLS, ACLS, and harassment prevention. These required courses will be taken at CCRMC.

An eligible employee assigned to the night shift, who attends a continuing education course of eight (8) hours duration outside scheduled work time, may receive educational leave pay for the actual course time and may be excused from the night shift immediately preceding or following the course attended.

An employee who attends a pre-approved course on a date for which he/she is not regularly scheduled to work or who completes a pre-approved home study course, will be granted CE time off for the number of hours equivalent to the CE units earned. Only Board of Registered Nurses and Continuing Medical Education approved courses will be approved. Such time off must be scheduled in advance by mutual agreement between the employee and the supervisor.

When an employee covered by this agreement separates from County service, any unused educational leave shall be canceled.

SECTION 32 – CLASSIFICATION

Existing classes of positions may be abolished or changed and new classes may be added to the classification plan by the Director of Human Resources subject to approval by the Board of Supervisors. The County will meet and confer with the Association on the minimum qualifications and salary of new classes. If the County wishes to add duties to classes represented by the Association, the Association shall be notified and upon request of the Association, representatives of the County will meet and consult with the Association over such duties.

SECTION 34 – MILEAGE & TRANSPORTATION

SECTION 33 – SAFETY

The County shall expend every effort to see to it that the work performed under the terms and conditions of this MOU is performed with a maximum degree of safety consistent with the requirement to conduct efficient operations.

To further this goal, the Contra Costa Regional Medical Center (CCRMC) commits to maintaining Patient Care Assistance Teams (Lift Teams) and utilizing a nurse assigned to transport duties. The transport nurse will be provided seven (7) days a week, eight (8) hours a day.

SECTION 34 – MILEAGE & TRANSPORTATION

34.1 Reimbursement for Use of Personal Vehicle. The mileage allowance for use of personal vehicles on County business shall be paid according to the rates allowed by the Internal Revenue Service and shall be adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the Internal Revenue Service, whichever is later. Procedures and definitions relative to the mileage reimbursement will be in accordance with the Administrative Bulletin #204.

34.2 Commuter Benefit Program. The County will offer employees the option of enrolling in an employee-funded qualified transportation (commuter) benefit program designed to qualify for tax savings under Section 132(f) of Title 26 of the Internal Revenue Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service.

SECTION 35 – DEFERRED COMPENSATION

35.1 Deferred Compensation Plan – Special Benefit Only for Public Health Nurses Hired After January 1, 2010. Commencing April 1, 2010 and for the duration of the Agreement, the County will contribute one hundred fifty dollars (\$150) per month to an employee's account in the Contra Costa County Deferred Compensation Plan or other designated tax qualified savings vehicle, for employees in the Public Health Nurse Unit who meet all of the following qualifications:

1. The employee was first hired by Contra Costa County on or after January 1, 2010 and,
2. The employee is a permanent full-time or permanent part-time employee regularly scheduled to work at least 20 hours per week and has been so employed for at least 90 calendar days; and
3. The employee defers a minimum of twenty-five dollars (\$25) per month to the Contra Costa County Deferred Compensation Plan or other

SECTION 34 – MILEAGE & TRANSPORTATION

designated tax qualified savings vehicle; and

4. The employee has completed, signed and submitted to the Human Resources Department, Employee Benefits Service Unit the required enrollment form for the account, e.g. the Enrollment Form 457(b).
5. The annual maximum contribution as defined under the relevant Internal Revenue Code provision has not been exceeded for the employee's account for the calendar year.

Employees who discontinue deferral or who defer less than the amount required by this provision for a period of one (1) month or more will no longer be eligible to receive the County contribution. To re-establish eligibility, employees must resume deferring the amount required by this provision.

No amount deferred by the employee or contributed by the County in accordance with this provision will count towards the "Base Contribution Amount" or the "Monthly Base Contribution Amount for Maintaining Program Eligibility" required for the County's Deferred Compensation Incentive in any other provision of this Agreement. No amount deferred by the employee or contributed by the County in accordance with any other provision in this Agreement will count toward the minimum required deferral required by this provision. The County's contribution amount in accordance with this provision will be in addition to the County contribution amount for which the employee may be eligible in accordance with any other provision in this contract.

Both the employee deferral and the County contribution to the Contra Costa County Deferred Compensation Plan under this provision, as well as any amounts deferred or contributed to the Contra Costa County Deferred Compensation Plan in accordance with any other provision of this contract, will be added together for the purpose of ensuring that the annual Plan maximum contributions as defined under IRS code Section 457(b), or other tax qualified designated savings vehicle, are not exceeded.

35.2 Deferred Compensation Plan – Loan Provision. On June 26, 2012, the Board of Supervisors adopted Resolution 2012/298 approving the California Nurses' Association to participate in the Deferred Compensation Plan Loan Program effective June 26, 2012. The following is a summary of the provisions of the loan program:

1. The minimum amount of the loan is \$1,000
2. The maximum amount of the loan is the lesser of 50% of the employee's balance or \$50,000, or as otherwise provided by law.
3. The maximum amortization period of the loan is five (5) years.
4. The loan interest is fixed at the time the loan is originated and for the duration of the loan. The loan interest rate is the prime rate plus one percent (1%).

SECTION 36 – DETENTION FACILITY DIFFERENTIAL

5. There is no prepayment penalty if an employee pays the balance of the loan plus any accrued interest before the original amortization period for the loan.
6. The terms of the loan may not be modified after the employee enters into the loan agreement, except as provided by law.
7. An employee may have only one loan at a time.
8. Payment for the loan is made by monthly payroll deduction.
9. An employee with a loan who is not in paid status (e.g. unpaid leave of absence) may make his/her monthly payments directly to the Plan Administrator by some means other than payroll deduction each month the employee is in an unpaid status (e.g. by a personal check or money order).
10. The Loan Administrator (MassMutual Life Insurance Company or its successor) charges a one-time \$50 loan initiation fee. This fee is deducted from the employee's Deferred Compensation account.
11. The County charges a one-time \$25 loan initiation fee and a monthly maintenance fee of \$1.50. These fees are paid by payroll deduction.

The County's website provides employees with the following information:

- a. Deferred Compensation Loan Provision
- b. FAQ's for the Loan Provision including loan status upon termination of employment and the consequences of defaulting on a loan
- c. Pros and Cons of borrowing from the Deferred Compensation Plan
- d. Loan Application and Agreement

SECTION 36 – DETENTION FACILITY DIFFERENTIAL

Employees who work in the County Detention Facility (including Marsh Creek, West County, Byron's Boy's Ranch, the Martinez Detention Facility and Juvenile Hall) shall receive a differential per hour worked at a premium of five percent (5%) of the hourly equivalent of the base rate. Effective the first of the month following the month in which this MOU is adopted by the Board of Supervisors, a five percent (5%) detention differential will be added to the current five percent (5%) detention differential, for a total of a ten percent (10%) detention differential.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

SECTION 37 – JOINT ASSOCIATION/MANAGEMENT MEETING

- A. There shall be a Joint Association-Management Meeting every other month unless mutually waived or unless mutually agreed to meet more frequently. Release time or appropriate overtime or paid straight time will be provided for three (3) Association representatives: the Chief Nurse Representative, the Outpatient Nurse Representative and the NP Nurse Representative, or their designees. Management may also have three (3) representatives: the Director of Hospital Nursing, the Director of Ambulatory Care Nursing and the Health Services Department Personnel Officer, or their designees. Both parties may agenda items in advance of the meeting and management shall provide reasonable information which is not confidential nor legally protected with a minimum of two (2) weeks advance notice. Other people may be invited to attend such meetings if mutually agreed upon in advance. Among issues for discussion shall be items related to communication and trust.
- B. Upon request of the Association, the County agrees to schedule meetings similar in concept for the Public Health Division.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

38.1 Professional Performance Committees. There shall be a single Health Services Registered Nurse Professional Performance Committee (PPC) which shall consist of two (2) subcommittees: one (1) for inpatient Registered Nurses and one (1) for outpatient Registered Nurses.

- A. Inpatient Subcommittee: The Inpatient Subcommittee shall be composed of Registered Nurses from various shifts with no more than six (6) Registered Nurses, one (1) from each of the following units: Labor & Delivery/Nursery/Post-Partum, Medical/Surgical/Telemetry, Inpatient Psychiatric Unit/Psychiatrist Emergency Services, Emergency Department, Critical Care Unit/Intermediate Care Unit, and the Operating Room/Post Anesthesia Care Unit/Gastrointestinal Unit.
- B. Outpatient Subcommittee: The Outpatient Subcommittee shall be composed of no more than six (6) Registered Nurses from both day and PM shifts with one (1) from each of the following clinics: Concord, Brentwood/Antioch, Pittsburg/Bay Point, West County/North Richmond, Martinez/Miller Wellness, and Detention.

The PPC may schedule one (1) regular meeting each month, not to exceed eight (8) hours, during working hours, provided that such meetings shall be scheduled to conflict as little as possible with the clinic schedule, be operationally feasible, not impact patient safety, and shall be mutually agreeable to the County. The PPC subcommittee(s) may meet separately or jointly during the monthly PPC meeting if particular issues or subjects call for separate or joint inpatient and outpatient consideration.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

The Committee(s) may consider and discuss issues and subject matters of their own selection which are related to patient care and nursing practice. The Committee(s) may also formulate advisory recommendations and proposals concerning such matters. The Committee(s) shall not discuss economic matters, such as wages, hours and other economic conditions which may be subject to meet and confer.

Contra Costa County and California Nurses Association agree that it is in the best interest of the patients, employees and management to foster mature and cooperative labor-management relations. To that end, the parties agree to supplement Section 38 – Professional Performance and Other Committees with the following:

- A. The Committee may meet more often with agreement of Chief Nursing Officer.
- B. The Chair will meet with the Chief Nursing Officer prior to the quarterly meeting to set the agenda.
- C. The Committee can request attendance of the Chief Nursing Officer at any of the monthly meetings.
- D. Whenever the committee makes a written recommendation to the respective Director of Nursing and the Chief Nursing Officer, he/she will respond in writing to the committee within thirty (30) calendar days unless the Association and the County mutually agree that the time may be extended.

OBJECTIVES: The objectives of the Professional Performance Committee shall be:

Nurse Practice:

- A. To work constructively for the improvement of patient care and nursing practice and to recommend to the Health Services Department the ways and means to improve patient care.
- B. The County agrees that Registered Nurses should not participate in job-related activities that they do not feel competent practicing and should discuss these concerns with their respective manager. If this dialogue does not end in a satisfactory conclusion, these concerns should be taken to the Professional Performance Committee.
- C. Assignment Despite Objection (ADO) Process.
 - 1. The PPC will be provided a copy of the draft ADO response form in order to submit any suggested additions/changes to the Chief Nursing Officer (CNO) or designee.
 - 2. The department manager or designee will respond to an employee within fourteen (14) days of filing an ADO.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

3. A copy of the response shall be provided to the PPC chair and CNO and/or designee.

Safety and Health: To consider constructively workplace violence prevention, the improvement of safety and health conditions that may be hazardous and provide input for correction/elimination of those conditions to the Health Services Department Safety Committee.

Appropriate Staffing Levels: To review staffing, census and acuity levels and make recommendations regarding appropriate staffing levels that comply with state law.

38.2 Committee Minutes. The Committee(s) shall maintain written minutes, shall provide copies to the Director of Hospital Nursing Services and Director of Ambulatory Care Nursing, and shall maintain copies in various locations for perusal by Registered Nurses.

38.3 Recommendations. Employees who are not employed at the Health Services Department may submit verbal or written advisory recommendations and proposals for improving patient care to a designated representative of the Department Head, and timely response will be provided.

38.4 PPC Nurse Practitioners. There shall be a separate Professional Performance Committee for the Nurse Practitioners. The Committee may consider and discuss issues and subject matters of their own selection which are related to patient care and nursing practice. The Committee may also formulate advisory recommendations and proposals concerning such matters. The Committee shall not discuss economic matters, such as wages, hours and other economic conditions which may be subject to meet and confer.

The Committee may schedule one (1) regular meeting each month during working hours which shall be scheduled to conflict as little as possible with clinic schedules or operational needs. The County will release from duty no more than three (3) Nurse Practitioners for a period not to exceed eight (8) hours, excluding travel time, for attendance at such a meeting.

The Committee shall maintain written minutes and shall provide copies to the designated supervisor(s) of the Nurse Practitioners in the Hospital and Clinic and Public Health Divisions and shall maintain copies in various locations for perusal by the Nurse Practitioners.

38.5 Quarterly Meetings with Health Services Department Managers. The Chief Nursing Officer, Director of Hospital Nursing Services, Director of Ambulatory Care Nursing and other managers from the Health Services Department designated by the Contra Costa Regional Medical Center (CCRMC) Executive Director shall meet quarterly.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

38.6 Agenda Items for Quarterly Meeting with the Health Services Department.

- A. Agendas will be established and distributed two (2) weeks in advance of the meetings.
- B. Subject matters appropriate for agenda items shall include objectives listed above as well as the following: Funding/budgets and organizational updates, anticipated operational changes, communication, educational development of staff, input to technology development.
- C. Items that are not appropriate for agenda items for quarterly meetings are grievances, disciplinary actions or matters subject to collective bargaining.

38.7 Recommendations for Action.

- A. Joint recommendations of the PPC and staff may be referred from the Quarterly meetings to the Contra Costa Regional Medical Center (CCRMC) Executive Director for consideration.
- B. Two (2) Association committee members and two (2) management representatives shall meet with the Contra Costa Regional Medical Center (CCRMC) Executive Director to discuss said recommendations.

38.8 Public Health Nurse Professional Performance Committee (PPC).

The Committee may consider and discuss issues and subject matters which are related to patient care and nursing practice. The Committee may also formulate advisory recommendations concerning such matters. The Committee shall not discuss economic matters such as wages, hours, and other economic conditions which may be subject to meet and confer.

The Committee members need to have passed probation and have no counseling or disciplinary memos within the prior two (2) years of the anticipated selection to be a Committee member. Committee members shall serve a term of two (2) years.

The Committee may schedule one (1) regular meeting each month during working hours. The County will release from duty no more than four (4) Public Health Nurses. One (1) from each unit and with units of 50+ PHNs there will be one (1) additional PHN for such a meeting. Each regular meeting will be scheduled for eight (8) hours each month, the first hour shall consist of the regular PPC agenda, and the last hour shall be designated as time to meet with the Public Health Chief Nursing Officer (PHCNO) or designee to address and resolve outstanding issues. PPC members shall receive travel time to attend.

- A. The Committee may meet more often with agreement of the PHCNO.

SECTION 38 – PROFESSIONAL PERFORMANCE AND OTHER COMMITTEES

- B. The Committee can request attendance of the PHCNO at any of the monthly meetings.
- C. Whenever the Committee makes a written recommendation to the respective PHCNO he/she will respond in writing to the Committee within sixty (60) calendar days unless the Association and the County mutually agree that the time may be extended.
- D. If a Committee meeting is scheduled on a PHN's regularly scheduled day off the PHN is not entitled to be paid for attending the meeting.

OBJECTIVES: The objectives of the Professional Performance Committee (PPC) shall be:

Nurse Practice: To work collaboratively for the improvement of patient care and nursing practice and to recommend to the Health Services Department the ways and means to improve patient care.

Safety and Health: To consider collaboratively the improvement of safety and health conditions that may be hazardous and provide input for correction/elimination of those conditions to the PHCNO or designee.

38.9 Professional Performance Committee (PPC) Minutes. The Committee shall maintain written minutes, and shall provide copies to the PHCNO.

38.10 Professional Performance Committee (PPC) Agenda Items for Quarterly Meetings with the Public Health Chief Nursing Officer. The Public Health Chief Nursing Officer (PHCNO) and other Health Service Department Administrators and managers may meet with the PPC quarterly.

- A. Agendas will be established and distributed one (1) week in advance of the meetings by the PPC.
- B. Subject matters appropriate for agenda items shall include objectives listed above as well as the following: organizational updates, communication, educational development of staff, input to technology development.
- C. Items that are not appropriate for agenda items for quarterly meetings are grievances, disciplinary actions, or matters subject to collective bargaining.

38.11 Professional Performance Committee (PPC) Schedule.

- A. The Professional Performance Committees will provide the Department with an annual schedule of all PPC meetings by January 2nd of each year.

SECTION 39 – NOTICE OF HIRES AND SEPARATIONS

- B. A nurse who is a member of the PPC will be paid up to eight (8) hours of straight time pay for attendance at a PPC meeting and will be scheduled for an exchange shift off during the same work week as the PPC meeting, to the extent operationally feasible, and subject to the following:
- i. Nurses who work shifts other than day shifts may choose to use non-sick leave accruals immediately before or immediately after the PPC meeting in order to receive pay for the equivalent of a full shift on the PPC meeting day or may choose to work the balance of their shift that exceeds eight (8) hours on a PPC meeting day. Nurses who choose not to use accruals will receive the balance time off without pay. For example, a nurse who works 10-hour shifts and attends a PPC meeting for 8 hours, may choose to use vacation accruals for the 2 hours before or after the PPC meeting to be paid the equivalent of a 10-hour shift on the day of the PPC meeting, or may choose to be off without pay for the 2 hours before or after the PPC meeting.
 - ii. If a PPC meeting falls during a nurse's scheduled non-work time, the nurse will be scheduled for an exchange shift off, up to eight (8) hours, during the same workday or workweek as the PPC meeting to the extent operationally feasible. The nurse may choose to use non-sick leave accruals for the balance of the shift off that exceeds eight (8) hours.

38.12 Infection Control Committee.

The County will release from duty up to one (1) PPC committee member to attend each divisional infection control committee meeting, if operationally feasible and does not impact patient safety.

SECTION 39 – NOTICE OF HIRES AND SEPARATIONS

The County agrees to provide to California Nurses Association, to the extent the information is provided to the County by the employee:

- A. New hire information as required by State law, including the first and last name, classification, department, original date of hire, home address, work location, work, home, and personal cell phone number, and personal email address of employees in classifications represented by California Nurses Association.
- B. Separation information, including but not limited to termination, retirement, and voluntary separation, for employees in classifications represented by California Nurses Association.

The County will send this information electronically, in one or more reports, once per month.

SECTION 41 – PERSONNEL FILES

SECTION 40 – WORKPLACE VIOLENCE PREVENTION AND SAFETY

The County and the Association agree that creating a workplace that is free from violence and promotes the safety of nurses and patients is a shared priority.

Workplace Violence training shall be made available in person or on-line at no cost to all members of this bargaining unit, and is required at least annually in accordance with the California Occupational Safety and Health Administration Workplace Violence Prevention in Healthcare regulation (8 CCR § 3342).

SECTION 41 – PERSONNEL FILES

An employee and/or the employee's Union representative shall have the right to inspect and review the employee's departmental personnel file upon request at reasonable times and for reasonable periods during the regular business hours of 8:00 a.m. to 5:00 p.m. Documentation in the personnel file relating to the investigation of a possible criminal offense, and such information or letters of reference shall be specifically excluded from such inspection and review. The employee's Union representative, with written authorization by the employee, shall also have the right to inspect and review any official records(s) described above.

Counseling memos will be removed from all files after two (2) years.

SECTION 42 – REIMBURSEMENT FOR MEAL EXPENSES

Employees shall be reimbursed for meal expenses under the following circumstances and in the amount specified:

- A. When the employee is required by the Department Head to attend a meeting concerning County business or County affairs.
- B. When the employee is required to be out of the regular or normal work area during a meal hour because of a particular work assignment.
- C. When the employee is required to stay over to attend consecutive or continuing afternoon and night sessions of a board or commission.
- D. When the employee is required to incur expenses as host for official guests of the County, work as members of examining boards, official visitors, and speakers or honored guests at banquets or other official functions.
- E. When the employee is required to work three (3) or more hours of overtime; in this case the employee may be reimbursed in accordance with the Administrative Bulletin on Expense Reimbursement.

Meal costs will be reimbursed only when eaten away from home or away from the facility in the case of employees at twenty-four (24) hour institutions.

SECTION 43 – COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL PROPERTY

Procedures and definitions relative to reimbursement for meal expenses shall be in accordance with the Administrative Bulletin on Expense Reimbursement.

SECTION 43 – COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL PROPERTY

The loss or damage to personal property of employees is subject to reimbursement under the following conditions:

- A. The loss or damage must result from an event which is not normally encountered or anticipated on the job and which is not subject to the control of the employee.
- B. Ordinary wear and tear of personal property used on the job is not compensated.
- C. Employee tools or equipment provided without the express approval of the Department Head and automobiles are excluded from reimbursement.
- D. The loss or damage must have occurred in the line of duty.
- E. The loss or damage was not a result of negligence or lack of proper care by the employee.
- F. The personal property was necessarily worn or carried by the employee in order to adequately fulfill the duties and requirements of the job.
- G. The loss or damage to employees' eyeglasses, dentures or other prosthetic devices did not occur simultaneously with a job-connected injury covered by Workers' Compensation.
- H. The amount of reimbursement shall be limited to the actual cost to repair damages. Reimbursement for items damaged beyond repair shall be limited to the actual value of the item at the time of loss or damage but not more than the original cost.
- I. The burden of proof of loss rests with the employee.
- J. Claims for reimbursement must be processed in accordance with the Administrative Bulletin on Compensation for Loss or Damage to Personal Property.

SECTION 44 – SERVICE AWARDS

The County shall continue its present policy with respect to service awards including time off; provided, however, that the type of award given shall be at the sole discretion of the County.

SECTION 45 – UNFAIR LABOR PRACTICE

The following procedures shall apply with respect to service awards:

- A. Presentation Before the Board of Supervisors. An employee with twenty (20) or more years of service may go before the Board of Supervisors to receive his/her Service Award. When requested by a department, the Human Resources Department will make arrangements for the presentation ceremony before the Board of Supervisors and notify the department as to the time and date of the Board meeting.
- B. Service Award Day Off. Employees with fifteen (15) or more years of service are entitled to take a day off with pay at each five (5) years anniversary.

SECTION 45 – UNFAIR LABOR PRACTICE

Either the County or the Association may file an unfair labor practice as defined in Board of Supervisors' Resolution No. 81/1165 against the other. Allegations of an unfair labor practice, if not resolved in discussions between the parties within thirty (30) workdays from the date of receipt, may be heard and decided by a mutually agreed upon impartial third party.

SECTION 46 – LENGTH OF SERVICE DEFINITION **(for service awards and vacation accruals)**

The length of service credits of each employee of the County shall date from the beginning of the last period of continuous County employment (including temporary, and permanent status, and absences on approved leave of absence). When an employee separates from a permanent position in good standing and within two (2) years is reemployed in a permanent County position, or is reemployed in a permanent County position from a layoff list within the period of layoff eligibility, service credits shall include all credits accumulated at time of separation, but shall not include the period of separation. The Director of Human Resources shall determine these matters based on the employee status records in his/her department.

SECTION 47 – PERMANENT PART-TIME EMPLOYEE BENEFITS

Permanent part-time employees receive prorated vacation and sick leave benefits. They are eligible for health, dental and life insurance benefits at the same rate as for full-time employees providing they work at least forty percent (40%) of full time (i.e., 16/40). If the employee works at least fifty percent (50%) of full time, County retirement participation is also included.

SECTION 49 – STAFF NURSE UNIT/PER DIEM EMPLOYEES

SECTION 48 – PERMANENT-INTERMITTENT EMPLOYEE BENEFITS

- A. Permanent-intermittent employees are eligible for prorated vacation and sick leave benefits based upon regular hours worked in the pay period.
- B. Permanent-Intermittent employees may be eligible for certain special types of pays and benefits in addition to wages under specifically defined circumstances. A list of those special pays and benefits that are applicable to permanent-intermittent employees is included as Attachment H. If a special pay or benefit that is described in this MOU does not specifically reference permanent-intermittent employees or the special pay or benefit is not included in Attachment H, then the special pay or benefit does not apply to permanent-intermittent employees.
- C. **Health Benefit Coverage for Permanent Intermittent Employees.** To access County health coverage, permanent intermittent employees represented by the Association must be eligible to receive an offer of coverage from the County under the federal Patient Protection and Affordable Care Act (“ACA”) (42 U.S.C. § 18081). Employees eligible to receive an offer of coverage (and qualified dependents), will be offered access to the County’s lowest cost, single individual health insurance plan that is available to the majority of County employees. Employees will be responsible for the full premium cost of coverage. This provision is not subject to the grievance process.

SECTION 49 – STAFF NURSE UNIT/PER DIEM EMPLOYEES

Per Diem employees may be eligible for certain special types of pays, benefits, and other items in addition to wages under specifically defined circumstances. A list of those special pays, benefits, and other items that are applicable to per diem employees is included as Attachment I. If a special pay, benefit, or other item that is described in this MOU does not specifically reference per diem employees or the special pay, benefit, or other items is not included in Attachment I, then the special pay, benefit, or other item does not apply to per diem employees.

- A. **Health Benefit Coverage for Per Diem Employees.** To access County health coverage, per diem employees represented by the Association must be eligible to receive an offer of coverage from the County under the federal Patient Protection and Affordable Care Act (“ACA”) (42 U.S.C. § 18081). Employees eligible to receive an offer of coverage (and qualified dependents), will be offered access to the County’s lowest cost, single individual health insurance plan that is available to the majority of County employees. Employees will be responsible for the full premium cost of coverage. This provision is not subject to the grievance process.
- B. **Family and Medical Leaves.** Eligibility of employees in per diem classifications for family or medical leaves under state or federal laws, such as the Family

SECTION 49 – STAFF NURSE UNIT/PER DIEM EMPLOYEES

Medical Leave Act, California Family Rights Act, and Pregnancy Disability Leave Act, will be determined and administered in accordance with applicable state and/or federal laws.

C. **Meal Period/Rest Break.**

1. Employees shall be entitled to a rest break of up to 15 minutes for each four (4) hours of work. Nurses shall coordinate rest breaks with the Nursing Program Manager, or designee, in accordance with patient care needs.
2. During each shift of eight (8) hours or more, employees shall be scheduled for an unpaid meal period of at least thirty (30) minutes.
3. Employees who work in Juvenile Hall, Detention, or the CCHP Advice Nurse Unit may be assigned a shift of eight (8) hours straight with a paid on-site meal period when the employee is not permitted to leave the facility.
4. Employees who work a ten (10) hour shift between the hours of 9:30 pm to 9:00 am at the Contra Costa Regional Medical Center (CCRMC) may be assigned a paid on-site meal period when the employee is not permitted leave the facility.

D. **No Discrimination.** There shall be no discrimination as prohibited by law because of age, sex, race, creed, color, national origin, religion, disability, sexual orientation or Association activities against anyone employed by the County. This provision is not subject to the Grievance Procedure.

E. **Sick Leave.** Per diem employee sick leave benefits are set forth in Administrative Bulletin 411, Sick Leave Policy (Employees Not Subject to Labor Code § 245 et. Seq.)

F. **State Disability Insurance (SDI) General Provisions.** Effective as soon as possible, but no later than January 1, 2016, Contra Costa County will enroll employees in the Per Diem Unit in the State Disability Insurance (SDI) program subject to the rules and procedures established by the State of California. Determination of SDI payments and eligibility to receive payments is at the sole discretion of the State of California. SDI benefit payments will be sent directly to the employee by the State of California.

G. **Termination of Employment.** Per diem employees serve at the pleasure of the Appointing Authority and may be terminated by the Appointing Authority or designee at any time. Termination of employment is not subject to the grievance procedure and is not subject to appeal. However, a Per Diem employee who is terminated may request a meeting with the Appointing Authority or designee and may be accompanied by a Union Representative.

SECTION 50 – PROVISIONAL EMPLOYEE BENEFITS

- H. **Workers' Compensation Coverage for Per Diem Employees.** Any Worker's Compensation coverage applicable to per diem nurses is determined by law. This section is not subject to the grievance procedure.
- I. Per Diem Nurses shall receive call-off notice as soon as possible after it is known that their services are not needed, with a good faith effort to call-off prior to one hour.

When Per Diem Nurses confirm that they are needed and arrive, but are not needed on their unit, good faith effort will be made to have them work in another area of need commensurate with their skills and competencies.

SECTION 50 – PROVISIONAL EMPLOYEE BENEFITS

Provisional Employees, who are not permanent employees of the County immediately prior to their provisional appointment, are eligible for vacation and sick leave benefits.

A provisional employee may participate in the County Group Health Plans of medical, dental and life insurance coverage wholly at the employee's expense. The County will not contribute to the employee's monthly premium. The employee will be responsible for paying the premium appropriately and punctually. Failure to meet the premium deadline will mean automatic and immediate withdrawal from the County Group Health Plan and reinstatement may only be effectuated during the annual open enrollment period.

SECTION 51 – LUNCH PERIOD / REST BREAK

Lunch Period

Hospital nurses scheduled to work a full eight (8) hour shift within a spread of eight and one-half (8-1/2) hours shall receive not less than one-half (1/2) hour for lunch. If such nurse is required to work during all or any portion of the lunch period, such time worked shall be paid at the rate of time and one-half (1-1/2), provided the nurse actually works a full shift.

Nurses with one-half (1/2) hour lunch at the hospital shall receive priority service over non-employees in the hospital cafeteria.

Advice Nurses assigned to work the night shift Monday through Friday (10 p.m. – 6:00 a.m.) or Saturday and Sunday (10 p.m. – 6:30 a.m.) will be provided a one-half (1/2) hour paid lunch to remain on-site for the duration of the shift. There is no change in shift hours for nurses employed at Juvenile Hall or the Detention Facility and those shifts designated in the Advice Nurse Unit; those remaining on a straight eight (8) hour shift are always in paid status and on duty during lunch and shall remain on-site for the entire duration of the shift.

SECTION 52 – NURSE PRACTITIONERS (NP)

Rest Break

Nurses who work eight (8) or ten (10) hour shifts are entitled to a fifteen (15) minute rest break during each four (4) hour working period, and said rest break may be taken at any time during the four (4) hour period. In no event shall there be more than two (2) rest breaks during one shift.

Nurses scheduled to work twelve (12) hour shifts are entitled to a fifteen (15) minute rest break during each four (4) hour working period, and said rest break may be taken at any time during the four (4) hour period. In no event shall there be more than three (3) rest breaks during one shift.

Nurses shall coordinate rest breaks with the Nursing Program Manager, or designee, in accordance with patient care needs.

SECTION 52 – NURSE PRACTITIONERS (NP)

52.1 Nurse Practitioner Administrative Time.

- A. All Nurse Practitioners (NPs) in the Hospital and Clinics Division will be granted administrative time as part of the regular schedule. Administrative time will be prorated for part-time NPs as follows:

<u>Total Position Hours/Week</u>	<u>Average Admin Hours/Week</u>
32-40	4
24-31	3
20-23	2
<20	0

In the Public Health Division, NP's will be granted administrative time on a pro rata basis and will be expected to continue to cover for NP absences as needed.

- B. The regular schedule for each NP may include one (1), four (4) hour evening clinic per week and one (1) weekend assignment every eight (8) weeks, consisting of four (4) to eight (8) hours. NPs with twenty (20) years of service shall not be required to work weekend shifts, but may volunteer to do so. However, in the event there are insufficient NP staff to cover weekend assignments, the provisions outlined above regarding one (1) weekend assignments in eight (8) weeks may be temporarily waived.

In lieu of overtime and shift differential, any hours worked in Hospital and Clinic Division assignments in excess of eight (8) hours per day or forty (40) hours per week will be paid at the straight-time overtime rate (1.0). All evening and weekend assignments in the Hospital and Clinics Division will be paid an additional ten dollars (\$10.00) per hour.

NPs assigned to work on a holiday will not be paid the ten dollars (\$10.00) per hour evening/weekend differential, but instead receive time and one-half (1-1/2) holiday pay.

52.2 Nurse Practitioner Meetings. An NP who attends a Medical Staff meeting before 8:00 a.m. or after 5:00 p.m. on a day for which he/she is otherwise scheduled to work, will be compensated at the appropriate rate of pay. The division head for mid-level practitioners will be compensated for attending noon meetings of the Medical Executive Committee. NP's will be compensated for attendance at other noon meetings only if attendance is mandated by the appointing authority or designee.

52.3 Nurse Practitioner Staff Development Time. Nurse Practitioners in the Hospital, Health Centers Division and Detention Centers, who are regularly scheduled to work sixteen (16) hours per week or more of Family Practice Clinics and/or Detention Clinics shall be eligible for staff development time. The nature of the staff development time shall be decided by the appropriate Department Head and could include such responsibilities as specialty clinic assignments, or activities which contribute to patients' health, system efficiency or quality care. Employees will be notified in writing of the decisions regarding their proposals. Employees may apply to use such time by submitting their proposal describing the goals and process of their work to the appointing authority or designee for approval. Approval of the use of staff development time shall be a specific period of time and may be discontinued at any time with a written explanation, at the discretion of the appointing authority or designee. Employees involved in such work shall be required to submit periodic reports as determined by the appointing authority or designee.

Employees will accumulate four (4) hours per month of staff development time. Such time can be used in blocks of four (4) hours per week not to exceed forty-eight (48) hours per calendar year. Unused hours do not carry over into the next year. Those employees who are scheduled to work less than full time may be assigned to these four (4) hours per month over and above their regularly scheduled hours.

52.4 Nurse Practitioner Paid Personal Leave. In lieu of overtime and shift differential, permanent full-time Nurse Practitioners with three (3) years of service in classes covered by this MOU will be credited with five (5) days of paid personal leave. Said leave will be prorated for permanent part-time employees but will not be credited for permanent-intermittent (on-call) employees.

This leave must be used during the calendar year in which credited and may not be carried forward. This paid personal leave is separate from paid vacation and will be accounted for accordingly. Upon separation from County service, there shall be no pay off for unused personal leave credits.

52.5 Policy for Nurse Practitioners. The following policy governs the approval of vacation requests and the vacation coverage responsibilities of the Nurse Practitioners.

Vacation requests for Nurse Practitioners in the Hospital and Clinics Division which are received in the Medical Staff office thirty-five (35) days in advance will be responded to within ten (10) days of the receipt of the request and will be approved or denied based

SECTION 53 - PUBLIC HEALTH NURSES (PHN)

on overall NP staffing considerations for the time requested. Vacation requests which are received less than thirty-five (35) days in advance will also be considered, but preference will be given to those requests submitted with more than thirty-five (35) days advance notice.

SECTION 53 - PUBLIC HEALTH NURSES (PHN)

53.1 Lunch Break. Public Health Nurses may take either a half-hour (1/2) or one-hour (1) lunch break, provided the operational needs of the department are met.

53.2 Involuntary Reassignment. If reassignments of less than eight (8) weeks duration are needed to cover for vacation relief, sick leave, temporary shifts in workload, training assignments or other short-term needs, management shall solicit volunteers. If there are insufficient volunteers, assignments will be based on inverse seniority within the affected program.

53.3 Expanded Roles.

DEFINITION

Expanded Roles - A special assignment which is an additional duty performed by PHNs in the Perinatal, Pediatric, and Adult fields. Expanded Roles are more than twenty (20) hours per week and shall be treated as positions that shall be filled as outlined in Section 53.3 below and will have a written job assignment. The current Expanded Roles at the time of this agreement are:

- Child Health and Disability Program (CHDP)/Lead program
- Crossroads High School PHN

53.4 Process for Filling Expanded Roles.

- A. Management (the Public Health Nurse Program Manager) shall email all PHNs in the Perinatal, Pediatric, and Adult fields notifying them of the available Expanded Roles. Said email shall include a written description of the anticipated Expanded Role tasks and expectations of the role.
- B. PHNs shall notify management via email of their interest.
- C. The timeline for responding and expressing interest in an Expanded Role shall be five (5) business days from the date of the email.
- D. PHNs, who can demonstrate they were not working during the entirety of the notification and application process, shall be able to apply for up to five (5) business days after the application deadline.
- E. Management (the PHN Program Manager) shall interview all volunteers and may select a candidate.

SECTION 55 – FLOATING

- F. If no PHN volunteers, a PHN who has completed their probationary period may be assigned according to inverse seniority. The County may also choose to not fill the Expanded Role.
- G. If a PHN wishes to exit from an Expanded Role, the PHN will email the PHN Program Manager supervising that Expanded Role. The parties agree that an exit date shall not exceed sixty (60) calendar days.

SECTION 54 – HEALTH EXAMINATION

Employees of the County who work in a Health Services Department facility will annually be required to complete a Health Questionnaire and take a Tuberculosis Skin Test. In the event that an employee had a positive reaction to a tuberculosis skin test, said employee will be requested to show proof of having had two (2) negative chest x-rays at least one (1) year apart.

Employees will also be requested to be screened for Rubella immunity. If the result of the Rubella test is negative, the appointing authority or designee will recommend that the employee become immunized. If the employee has direct patient contact and refuses to become immunized, an attempt will be made to relocate the employee to a non-patient care area if possible.

SECTION 55 – FLOATING

Floating of RNs shall be subject to patient care considerations and staffing needs, and shall be in compliance with the current in-patient floating policy (Attachment N).

Nursing administration reserves the right to amend the policy to meet operational needs. Additionally, nursing administration agrees to seek input on changes in said policy from the Professional Performance Committee (PPC).

Any alleged violations to the float policy will be taken to the chair of the PPC; the committee chair will request a meeting with the Chief Nursing Officer to review and resolve the above. If there is no resolution at this step, the PPC chair may request initiation of the Nursing Review Panel as per Section 60 – Safe Staffing of the Memorandum of Understanding.

SECTION 56 – LEAVE DENIALS

Any properly submitted request for educational leave, vacation leave, or other leave of absence covered by this MOU shall normally not be denied without written explanation.

SECTION 59 – SCOPE OF AGREEMENT AND SEPARABILITY OF PROVISION

SECTION 57 – CODE GREY

A ten percent (10%) base salary differential shall be paid for those shifts on which employees in classifications represented by CNA are specifically assigned by the administration to respond to emergency Code Grey calls.

Assignment to the Code Grey team is conditional on an employee having successfully completed required non-violence training and maintaining required certification. Assignment to the Code Grey team will first be based on volunteers. If there is not an adequate number of volunteers, assignment to the team will be made by management, with no more than one (1) RN per hospital unit being assigned at any given time. It is further understood that the above-referenced salary differential is based on an employee actually being assigned to Code Grey call.

SECTION 58 – ADOPTION

The provisions of this MOU shall be made applicable on the dates indicated and upon approval by the Board of Supervisors. Resolutions and Ordinances, where necessary, shall be prepared and adopted in order to implement these provisions. It is understood that where it is determined that an Ordinance is required to implement any of the foregoing provisions, said provisions shall become effective upon the first day of the month following thirty (30) days after such Ordinance is adopted.

SECTION 59 – SCOPE OF AGREEMENT AND SEPARABILITY OF PROVISION

59.1 Scope of Agreement. Except as otherwise specifically provided herein, this MOU fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire agreement between the parties in any and all matters subject to meet and confer. Neither party shall during the term of this MOU, demand any change to the terms of this MOU, provided that nothing herein shall prohibit the parties from changing the terms of this MOU by mutual agreement. Any past side letters or any other agreements, excluding settlement agreements, that are not incorporated into or attached to this MOU are deemed expired upon approval of this MOU by the Board of Supervisors.

59.2 Separability of Provisions. Should any section, clause or provision of this MOU be declared illegal, unlawful or unenforceable, by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this MOU.

59.3 Personnel Management Regulations. Where a specific provision contained in a section of this MOU conflicts with a specific provision contained in a section of the Personnel Management Regulations (PMR's), the provision of this MOU shall prevail. Those provisions of the Personnel Management Regulations within the scope of

SECTION 59 – SCOPE OF AGREEMENT AND SEPARABILITY OF PROVISION

representation which are not in conflict with the provisions of this MOU and those provisions of the Personnel Management Regulations which are not within the scope of representation and as such remain in full force and effect.

SECTION 60 – SAFE STAFFING

Contra Costa Regional Medical Center acknowledges and complies with state legislation Safe Staffing (AB394). Contra Costa Regional Medical Center and California Nurses Association agree to work cooperatively to ensure the highest quality of patient care and optimal outcomes. Staff will be actively involved through the Professional Practice Committee, in development of core staffing processes as well as skill mix for patient care areas. In addition, any concerns regarding staffing issues will be addressed through the New Technology and Staffing Ratio Dispute Resolution process.

To further improve the level and safety of care provided to the patients at Contra Costa Regional Medical Center (CCRMC) and to facilitate the safe and timely ability of nurses to take their meal and rest breaks, management will assign nurses to provide break relief at CCRMC. Such assignments will be made by management based on acuity levels. During the time that nurses are providing break relief, they will only be assigned the patients of the nurse(s) for whom they are relieving during the break or meal periods.

For Nurse Practitioners working as primary care providers, Management will retain the management-controlled right to schedule and fill a roster of eleven (11) patients in a four-hour clinic. In addition, the roster shall include two (2) provider-controlled (PPO/Per Provider Only) slots which can be booked by the provider or designee at the provider's discretion.

SECTION 61 – PATIENT CARE TECHNOLOGY REVIEW PROCEDURES

The Employer and the Union recognize that development and deployment of clinical technologies should be used to improve quality outcomes, patient safety, and that when used in the patient care setting:

- A. Technology must be consistent with the provision of safe, therapeutic and effective patient care, which promotes patient safety.
- B. Deployment of technology shall not limit the Registered Nurses in the performance of functions that are part of the Nursing Process, including full exercise of clinical judgment in assessment, evaluation, planning and implementation of care, nor from acting as patient advocate.
- C. Technology is intended to enhance, not degrade, nursing skills.
- D. The manner in which technology is used shall support patient confidentiality.

SECTION 62 – CONSCIOUS SEDATION

- E. Technology is intended to provide information and options for clinical decision-making. Clinicians will maintain accountability for actual clinical decision-making, including incorporating individualized patient needs, complications, comorbidities, as appropriate.
- F. For technology selected after the date of this agreement, the Hospital will provide opportunities for Staff Nurses to provide input regarding new technology affecting the delivery of direct patient care.

This provision shall be subject to Section 63 - NEW TECHNOLOGY AND STAFFING RATIO DISPUTE RESOLUTION.

SECTION 62 – CONSCIOUS SEDATION

As Conscious Sedation is a highly skilled, highly technical procedure, CCRMC is committed to providing a safe environment for patients by requiring all nursing personnel who perform this function to complete education and demonstrate competency. Nurses on temporary assignment at CCRMC will be required to demonstrate a level of competency equivalent to CCRMC employees before being assigned to perform conscious sedation.

SECTION 63 – NEW TECHNOLOGY AND STAFFING RATIO DISPUTE RESOLUTION

The County and CNA agree that the process contained herein shall be the exclusive means of resolving all disputes pertaining to new technology that impacts wages, hours, and terms and conditions of employment, and chronic staffing ratio patterns appealed by the Professional Practice Committee (PPC). The basic principles of staffing in the acute care setting should be based on the patients' care needs, the severity of condition, services needed, and the complexity surrounding those services. Disputes regarding the aforementioned will be handled as follows:

- A. Nursing Review Panel (NRP). A Nursing Review Panel (NRP) shall be convened within thirty (30) calendar days following written notification from the Professional Practice Committee (PPC) that disputes regarding chronic staffing ratio or principles of staffing as outlined above, or new technology that impacts wages, hours, and terms and conditions of employment, has not been resolved through the Professional Practice Committee.
 - 1. The NRP shall be comprised of a chair appointed or assumed by the Chief Nursing Officer (CNO), two (2) RNs selected by the County, and two (2) RNs selected by the PPC with at least one taken from the affected work area.
 - 2. Bargaining unit members on the NRP shall receive paid straight time for all time spent on the panel.

SECTION 64 - AMBULATORY CARE NURSES

3. The Panel shall make staffing adjustment recommendations to the CNO, based on compliance with state ratios. The CNO shall, within thirty (30) days of receiving the Panel's recommendations, provide his/her response to the PPC.
4. In the event the CNO's action does not resolve the matter, the PPC may appeal the decision in writing to the CNO. Within thirty (30) calendar days of receiving the appeal, the CNO shall convene a Special Review Panel in accordance with the provisions of Section B., below.

B. Special Review Panel (SRP)

1. The SRP shall consist of three (3) members, one (1) RN selected by CNA, one (1) RN selected by the CNO or his/her designee, and a third (3rd) person selected by the other two (2) panel members to serve as a neutral chairperson. The parties will make a good faith effort to select a chairperson who is experienced in the healthcare industry and with expertise in staffing in acute care hospitals. If they are unable to find such a person, they shall select an arbitrator by mutual agreement to serve as chairperson. Nothing shall preclude the CNA and County panel members from bringing another individual to assist.
2. If the SRP is unable to achieve a resolution, the neutral third party may resolve the difference and such decision shall be final and binding on the parties.
3. Any resolution of the SRP, including any decision by the neutral third party, must take into consideration work area staffing ratio standards, and any other relevant information presented by the parties, and must be consistent with state and federal legislation prescribing levels and ratios. The SRP, including the neutral third party, shall have no jurisdiction to fashion any remedy that imposes an obligation on any hospital that exceeds, or is inconsistent with state or federal regulatory requirements or legislation.

SECTION 64 - AMBULATORY CARE NURSES

Effective July 1, 2008, Experienced Level Registered Nurses in the Ambulatory Care specialty are eligible for Advance Level pay code (VWXE). Minimum criteria as defined by the Board of Registered Nursing.

The following Ambulatory Care Clinics are eligible for Advance Level Pay:

- 1) Dysplasia Clinic (DYSP)
- 2) Anti-Coagulation Clinic
- 3) INH Clinic

SECTION 65 – DURATION OF AGREEMENT

- 4) Resource Nurse (RES)
- 5) Amniotic Fluid Index (AFI)
- 6) Non-Stress Testing (NST)
- 7) Hematology/Oncology Clinic (HEM/ONC)
- 8) Referral Coordination Unit

The parties agree to meet and confer before the expiration of this MOU to establish, if necessary, new criteria for Advance Level Pay for Ambulatory Care.

SECTION 65 – DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from July 1, 2022, to and including September 30, 2025. Said Agreement shall automatically renew, except for sunset provisions contained within this MOU, from year to year thereafter unless either party gives written notice to the other prior to sixty (60) days from the aforesaid termination date of its intention to amend, modify, or terminate the Agreement.

SECTION 66 – AUTOMATED TIMEKEEPING REOPENER

Upon request of County and during the term of this Agreement, the Association will meet and confer with County regarding implementation of an Automated Timekeeping System for all County employees. Implementation of an Automated Timekeeping System may require changes and/or additions to this Agreement regarding the following subjects:

1. On Call/Call Back pay
2. Shift differentials
3. CNA double shifts for employees working more than 8 hours
4. Overtime
5. Days and hours of work
6. Holiday pay
7. Rounding
8. Reporting of time

This list is indicative, not inclusive, of the subjects that may need changes and/or additions for the Automated Timekeeping System.

The parties understand and agree that the County will mitigate any pecuniary loss to Association members that may result from negotiated changes/additions to this Agreement in order to implement the Automated Timekeeping System.

CALIFORNIA NURSES ASSOCIATION

ATTACHMENTS

- A – 1 Class and Salary Listing Monthly – Effective 7/1/2022
- A – 2 Class and Salary Listing Hourly – Effective 7/1/2022
- B – 1 Class and Salary Listing Monthly – Effective 7/1/2023
- B – 2 Class and Salary Listing Hourly – Effective 7/1/2023
- C – 1 Class and Salary Listing Monthly – Effective 7/1/2024
- C – 2 Class and Salary Listing Hourly – Effective 7/1/2024
- D – 1 Class and Salary Listing Monthly – Effective 7/1/2025
- D – 2 Class and Salary Listing Hourly – Effective 7/1/2025
- E. *Page Intentionally Left Blank*
- F. *Page Intentionally Left Blank*
- G. *Page Intentionally Left Blank*
- H. Permanent Intermittent Employee Benefits
- I. Staff Nurse Unit/Per Diem Employee Special Pays, Benefits and Other Items
- J. Acuity Based Staffing (Revised 10/1/06)
- K. *Page Intentionally Left Blank*
- L. *Page Intentionally Left Blank*
- M. *Page Intentionally Left Blank*
- N. Mandatory Overtime Policy for Contra Costa Regional Medical Center In-Patient RN's
- O. Letter of Understanding – Mandatory Overtime for Contra Costa Detention Facilities
- P. Establishment of Weekend Only Schedules
- Q. Contra Costa County Regional Medical Center Floating Policy (Revised 2/28/22)
- R. Operating Room (OR) and Post Anesthesia Care Unit (PACU) On-Call Agreement
- S. Automated Time Keeping – Payroll Increments of Reporting Time

T. Automated Time Keeping – Payroll Codes and Practices

U. Operational Issues

California Nurses Association
Class and Salary Listing
Effective July 1, 2022

Registered Nurses Unit (L3)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWSN	Advice Nurse	F	\$11,683.30	\$11,975.38	\$12,274.76	\$12,581.63	\$12,896.17	\$13,218.58	\$13,549.04	\$13,887.77	\$14,234.96	\$14,590.84
VWTF	Charge Nurse		\$13,393.48	\$13,728.32	\$14,071.53	\$14,423.32	\$14,783.90	\$15,153.50	\$15,532.34	\$15,920.64	\$16,318.66	\$16,726.63
VWTA	Clinical Nurse Specialist		\$13,261.53	\$13,593.06	\$13,932.89	\$14,281.21	\$14,638.24	\$15,004.20	\$15,379.30	\$15,763.79	\$16,157.88	\$16,561.83
VWSB	Family Nurse Practitioner	F	\$13,261.53	\$13,593.06	\$13,932.89	\$14,281.21	\$14,638.24	\$15,004.20	\$15,379.30	\$15,763.79	\$16,157.88	\$16,561.83
VWSM	Health Svcs Educ And Trng Spec		\$13,261.53	\$13,593.06	\$13,932.89	\$14,281.21	\$14,638.24	\$15,004.20	\$15,379.30	\$15,763.79	\$16,157.88	\$16,561.83
VW7A	Nurse Practitioner Trainee	F	\$12,387.91									
VWXG	Registered Nurse	F	\$11,541.88	\$11,830.42	\$12,126.18	\$12,429.34	\$12,740.07	\$13,058.57	\$13,385.04	\$13,719.66	\$14,062.66	\$14,414.22
VWX5	Registered Nurse - Project	F	\$11,541.88	\$11,830.42	\$12,126.18	\$12,429.34	\$12,740.07	\$13,058.57	\$13,385.04	\$13,719.66	\$14,062.66	\$14,414.22
VWXC	Registered Nurse-Beg Level	F	\$10,450.21									
VWX2	Registered Nurse-Prj Beg Level	F	\$10,450.21									
Staff Nurses Unit (L8)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWXF	Staff Advice Nurse-Per Diem		\$14,020.45	\$14,370.96	\$14,730.24	\$15,098.49	\$15,475.96	\$15,862.86	\$16,259.43	\$16,665.91	\$17,082.56	\$17,509.62
VWWA	Staff Nurse-Per Diem		\$13,849.26	\$14,195.49	\$14,550.38	\$14,914.14	\$15,286.99	\$15,669.17	\$16,060.90	\$16,462.42	\$16,873.98	\$17,295.83
Public Health Nurse Unit (LT)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VVXA	Public Hlth Nurse		\$12,119.16	\$12,422.14	\$12,732.69	\$13,051.01	\$13,377.28	\$13,711.71	\$14,054.51	\$14,405.87	\$14,766.02	\$15,135.17
VVX1	Public Hlth Nurse-Project		\$12,119.16	\$12,422.14	\$12,732.69	\$13,051.01	\$13,377.28	\$13,711.71	\$14,054.51	\$14,405.87	\$14,766.02	\$15,135.17

Class and Salary Listing

Effective July 1, 2022

Registered Nurses Unit (L3)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWSN	Advice Nurse	F	\$67.40	\$69.09	\$70.82	\$72.59	\$74.40	\$76.26	\$78.17	\$80.12	\$82.12	\$84.18
VWTF	Charge Nurse		\$77.27	\$79.20	\$81.18	\$83.21	\$85.29	\$87.42	\$89.61	\$91.85	\$94.15	\$96.50
VWTA	Clinical Nurse Specialist		\$76.51	\$78.42	\$80.38	\$82.39	\$84.45	\$86.56	\$88.73	\$90.94	\$93.22	\$95.55
VWSB	Family Nurse Practitioner	F	\$76.51	\$78.42	\$80.38	\$82.39	\$84.45	\$86.56	\$88.73	\$90.94	\$93.22	\$95.55
VWSM	Health Svcs Educ And Trng Spec		\$76.51	\$78.42	\$80.38	\$82.39	\$84.45	\$86.56	\$88.73	\$90.94	\$93.22	\$95.55
VW7A	Nurse Practitioner Trainee	F	\$71.47									
VWXG	Registered Nurse	F	\$66.59	\$68.25	\$69.96	\$71.71	\$73.50	\$75.34	\$77.22	\$79.15	\$81.13	\$83.16
VWX5	Registered Nurse - Project	F	\$66.59	\$68.25	\$69.96	\$71.71	\$73.50	\$75.34	\$77.22	\$79.15	\$81.13	\$83.16
VWXC	Registered Nurse-Beg Level	F	\$60.29									
VWX2	Registered Nurse-Prj Beg Level	F	\$60.29									
Staff Nurses Unit (L8)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWXF	Staff Advice Nurse-Per Diem		\$80.89	\$82.91	\$84.98	\$87.11	\$89.28	\$91.52	\$93.80	\$96.15	\$98.55	\$101.02
VWWA	Staff Nurse-Per Diem		\$79.90	\$81.90	\$83.94	\$86.04	\$88.19	\$90.40	\$92.66	\$94.98	\$97.35	\$99.78
Public Health Nurse Unit (LT)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VVXA	Public Hlth Nurse		\$69.92	\$71.67	\$73.46	\$75.29	\$77.18	\$79.11	\$81.08	\$83.11	\$85.19	\$87.32
VVX1	Public Hlth Nurse-Project		\$69.92	\$71.67	\$73.46	\$75.29	\$77.18	\$79.11	\$81.08	\$83.11	\$85.19	\$87.32

California Nurses Association
Class and Salary Listing
Effective July 1, 2023

ATTACHMENT B-1

Registered Nurses Unit (L3)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWSN	Advice Nurse	F	\$12,150.63	\$12,454.39	\$12,765.75	\$13,084.90	\$13,412.02	\$13,747.32	\$14,091.00	\$14,443.28	\$14,804.36	\$15,174.47
VWTF	Charge Nurse		\$13,929.22	\$14,277.45	\$14,634.39	\$15,000.25	\$15,375.26	\$15,759.64	\$16,153.63	\$16,557.47	\$16,971.41	\$17,395.69
VWTA	Clinical Nurse Specialist		\$13,791.99	\$14,136.79	\$14,490.21	\$14,852.46	\$15,223.77	\$15,604.37	\$15,994.48	\$16,394.34	\$16,804.20	\$17,224.30
VWSB	Family Nurse Practitioner	F	\$13,791.99	\$14,136.79	\$14,490.21	\$14,852.46	\$15,223.77	\$15,604.37	\$15,994.48	\$16,394.34	\$16,804.20	\$17,224.30
VWSM	Health Svcs Educ And Trng Spec		\$13,791.99	\$14,136.79	\$14,490.21	\$14,852.46	\$15,223.77	\$15,604.37	\$15,994.48	\$16,394.34	\$16,804.20	\$17,224.30
VW7A	Nurse Practitioner Trainee	F	\$12,883.43									
VWXG	Registered Nurse	F	\$12,003.55	\$12,303.64	\$12,611.23	\$12,926.51	\$13,249.68	\$13,580.92	\$13,920.44	\$14,268.45	\$14,625.16	\$14,990.79
VWX5	Registered Nurse - Project	F	\$12,003.55	\$12,303.64	\$12,611.23	\$12,926.51	\$13,249.68	\$13,580.92	\$13,920.44	\$14,268.45	\$14,625.16	\$14,990.79
VWXC	Registered Nurse-Beg Level	F	\$10,868.22									
VWX2	Registered Nurse-Prj Beg Level	F	\$10,868.22									
Staff Nurses Unit (L8)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWXF	Staff Advice Nurse-Per Diem		\$14,581.27	\$14,945.80	\$15,319.45	\$15,702.43	\$16,094.99	\$16,497.37	\$16,909.80	\$17,332.55	\$17,765.86	\$18,210.01
VVWA	Staff Nurse-Per Diem		\$14,403.23	\$14,763.31	\$15,132.39	\$15,510.70	\$15,898.47	\$16,295.93	\$16,703.33	\$17,120.91	\$17,548.94	\$17,987.66
Public Health Nurse Unit (LT)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VVXA	Public Hlth Nurse		\$12,603.92	\$12,919.02	\$13,242.00	\$13,573.05	\$13,912.37	\$14,260.18	\$14,616.69	\$14,982.10	\$15,356.66	\$15,740.57
VVX1	Public Hlth Nurse-Project		\$12,603.92	\$12,919.02	\$13,242.00	\$13,573.05	\$13,912.37	\$14,260.18	\$14,616.69	\$14,982.10	\$15,356.66	\$15,740.57

Class and Salary Listing

Effective July 1, 2023

Registered Nurses Unit (L3)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWSN	Advice Nurse	F	\$70.10	\$71.85	\$73.65	\$75.49	\$77.38	\$79.31	\$81.29	\$83.33	\$85.41	\$87.55
VWTF	Charge Nurse		\$80.36	\$82.37	\$84.43	\$86.54	\$88.70	\$90.92	\$93.19	\$95.52	\$97.91	\$100.36
VWTA	Clinical Nurse Specialist		\$79.57	\$81.56	\$83.60	\$85.69	\$87.83	\$90.03	\$92.28	\$94.58	\$96.95	\$99.37
VWSB	Family Nurse Practitioner	F	\$79.57	\$81.56	\$83.60	\$85.69	\$87.83	\$90.03	\$92.28	\$94.58	\$96.95	\$99.37
VWSM	Health Svcs Educ And Trng Spec		\$79.57	\$81.56	\$83.60	\$85.69	\$87.83	\$90.03	\$92.28	\$94.58	\$96.95	\$99.37
VW7A	Nurse Practitioner Trainee	F	\$74.33									
VWXG	Registered Nurse	F	\$69.25	\$70.98	\$72.76	\$74.58	\$76.44	\$78.35	\$80.31	\$82.32	\$84.38	\$86.49
VWX5	Registered Nurse - Project	F	\$69.25	\$70.98	\$72.76	\$74.58	\$76.44	\$78.35	\$80.31	\$82.32	\$84.38	\$86.49
VWXC	Registered Nurse-Beg Level	F	\$62.70									
VWX2	Registered Nurse-Prj Beg Level	F	\$62.70									
Staff Nurses Unit (L8)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VWXF	Staff Advice Nurse-Per Diem		\$84.12	\$86.23	\$88.38	\$90.59	\$92.86	\$95.18	\$97.56	\$100.00	\$102.50	\$105.06
VWWA	Staff Nurse-Per Diem		\$83.10	\$85.17	\$87.30	\$89.48	\$91.72	\$94.01	\$96.37	\$98.77	\$101.24	\$103.77
Public Health Nurse Unit (LT)		Salary Range by Step (Rounded)										
Job Code	Classification	Flex Staff (F)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
VVXA	Public Hlth Nurse		\$72.71	\$74.53	\$76.40	\$78.31	\$80.26	\$82.27	\$84.33	\$86.44	\$88.60	\$90.81
VVX1	Public Hlth Nurse-Project		\$72.71	\$74.53	\$76.40	\$78.31	\$80.26	\$82.27	\$84.33	\$86.44	\$88.60	\$90.81

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ATTACHMENT H
CALIFORNIA NURSES ASSOCIATION (CNA)
Section 48 – Permanent-Intermittent Employee Benefits

CNA- Attachment H

Special Pays for Permanent-Intermittent Employees

1) Applicable to all Permanent-Intermittent Employees

Type of Pay	MOU Section
Jury Duty-Scheduled Work Day	17.1
Military Leave	16.4
County Overtime	7.1
FLSA Overtime	N/A
Sick Leave Hours Taken	14
Vacation Hours Taken	13
CNA Weekend Shift Bonus	10.2
CNA Weekend Only Shift 1	Attachment P
CNA Weekend Only Shift 2	Attachment P
CNA Nurse Representatives	4
Sabbatical Leave	13.4
Health Services Education Hours	31
Shift Differential Pay @ 12%	10.1
Shift Differential Pay @ 15%	10.1
Code Gray @ 10%	57
Negotiations Time Off	4.2

2) Applicable to only those Permanent-Intermittent employees in the specified classification/org.

Type of Pay	MOU Section	Applicable Job Classification(s)	Applicable Assigned Org. (Org.#)
FNP Weekend Differential Hospital/Clinics	52.1	VWSB	DPT: 0540
FNP Evening Differential Hospital/Clinics	52.1	VWSB	DPT: 0540
Charge Nurse Relief	5.3	VWXD, VWXE, VWSN, VWXG, VWX5	
Detention Assignment	10.3	VWXC, VWXD, VWX2, VWX3, VWXG, VWX5	5700, 5701, 5702, 5710, 5711
ER Assignment	10.4	VWXC, VWXD, VWXE, VWX2, VWX3, VWT4, VWXG, VWX5	6383
Detention Nurse Advanced Level	Att. C	VWX4, VWXE, VWXG, VWX5	5700, 5701, 5702, 5710, 5711
Double Shift Premium	7.1	VWXC, VWXD, VWX2, VWX3, VWX4, VWXG, VWX5	

STAFF NURSE UNIT/PER DIEM ATTACHMENT

Special Pays, Benefits, and Other Items that are applicable to Staff Nurse Unit/Per Diem employees:

These sections of the MOU are applicable to Per Diem Employees:

- Section 1 Association Recognition
- Section 2 Association Security
- Section 4 Nurse Representatives
- Section 5.1-5.17 Wages
- Section 5.18 Pay Warrant Errors
- Section 7.3 Continuous Shifts
- Section 7.4 Per Diem Overtime Pay
- Section 8 Call-Back Time
- Section 9 On-Call Duty
- Section 10.5 Per Diem Differentials
- Section 12.10 Per Diem Holiday Pay and Holiday Meal
- Section 24 Grievance Procedure
- Section 25 Compensation Complaints
- Section 27 No Strike
- Section 32 Classification
- Section 33 Safety
- Section 34 Mileage and Transportation
- Section 37 Joint Association/Management Meeting
- Section 39 Notice of Hires and Separations
- Section 41 Personnel Files
- Section 49 Staff Nurse Unit/Per Diem Employees
- Section 54 Health Examination
- Section 55 Floating
- Section 58 Adoption
- Section 59.1 Scope of Agreement
- Section 59.2 Separability of Provisions
- Section 62 Conscious Sedation
- Section 65 Duration of Agreement

If a special pay, benefit, or other item that is described in this MOU does not specifically reference per diem employees or the special pay, benefit, or other item is not included in this Attachment, then the special pay, benefit, or other item does not apply to per diem employees.

ATTACHMENT J

October 1, 2005

Dan Lawson
Labor Representative
California Nurses Association
2000 Franklin Street
Oakland, CA 94612

RE: ACUITY BASED STAFFING

Dear Mr. Lawson:

This is to confirm agreement reached regarding acuity based staffing.

Contra Costa Regional Medical Center will continue its current practice of staffing based on an acuity system, in conformance with accreditation and licensure requirements of JCAHO and Title XXII.

A staffing manual describing the acuity system will be maintained on each nursing unit and in nursing administration.

A joint committee will be convened for the purpose of establishing an annual review module of the patient classification system. The committee shall be composed of equal numbers of labor and management designated representatives who have been assigned responsibility for acuity and staffing decisions. The Charge Nurse for each unit/shift or designee will serve as the expert resource to other staff on issues relating to the acuity system.

Problems or concerns about the acuity system should be referred to the Professional Performance Committee (PPC), as provided for in Section 35. The Director of Nursing or designee will meet with the PPC upon request at a mutually agreeable time to discuss issues related to patient care and nursing practice.

Hours of the charge nurses that are not available for patient care shall not be counted in the hours per patient shift.

Dan Lawson
RE: ACUITY BASED STAFFING
October 1, 2005
Page 2

If this confirms to your understanding, please indicate your agreement by signing in the space provided below.

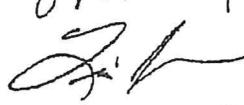
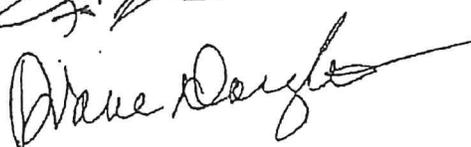
Sincerely,

Shelley Pighin
HSD Personnel Officer

Confirmed

Dan Lawson
Labor Representative, CNA

Date


3/14/2006
Sinthi Hellmuth

Diane Doyle




Jawal Sher EMP



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ATTACHMENT N

November 11, 1999

Mr. Francisco Ugarte, Labor Representative
California Nurses' Association
2000 Franklin Street
Oakland, CA 94621

**RE: LETTER OF UNDERSTANDING - MANDATORY OVERTIME POLICY FOR
CONTRA COSTA REGIONAL MEDICAL CENTER IN-PATIENT RN'S**

Dear Mr. Ugarte:

This is to confirm that the use of mandatory overtime will be limited to those emergency staffing situations that involve local, state, or federally designated disasters/emergencies or emergency high census and/or high acuity. Emergency high census and/or high acuity means those situations where patients need to be diverted and/or transferred to another facility.

In the event emergency high census and/or high acuity exists necessitating mandatory overtime beyond a continuous twenty-four (24) hour period, CNA will be notified prior to implementation of a second twenty-four (24) hour period.

Before using mandatory overtime, the County will do the following:

- Seek volunteers from among the qualified nurses at the work site.
- Seek volunteers from among the qualified nurses who are not scheduled to work the shift in question.
- Contact nurses on the "Per Diem" list.
- Seek volunteers from among the qualified nurses who are working on other units.
- Contact the Nursing Registry for available, qualified nurses.

When mandatory overtime is implemented, it will be assigned on a rotated basis beginning with the least senior qualified nurse on duty. No nurse who is off duty and who has left the work site shall be required to work mandatory overtime. No nurse will be required to work mandatory overtime on a unit other than his/her normally assigned unit. Mandatory overtime will be limited to four (4) hours in a twenty-four (24) hour period. Nurses who

work mandatory overtime will be paid at the rate set forth in Section 7, Overtime, of the Memorandum of Understanding (MOU); however, the fifty-four dollars (\$54.00) will not be prorated under these circumstances.

The County will document the use of mandatory overtime.

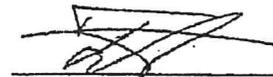
This side letter shall be in effect only for the duration of this MOU.

Sincerely,



Lee Ann Adams
Health Services Personnel Officer

Confirmed:



Francisco Ugarte
CNA Labor Representative

Nov 11, 97

Revised Side letter on Overtime at the Detention Facility
2005 County-C N A Negotiations
February 17, 2006

February 17, 2006

Dan Lawson, Labor Representative
California Nurses' Association
200 Franklin Street
Oakland, CA 94621

RE: LETTER OF UNDERSTANDING -MANDATORY OVERTIME POLICY
FOR CONTRA COSTA COUNTY DETENTION FACILITIES

Dear Mr. Lawson:

This is to confirm that Contra Costa Health Services agrees that the use of mandatory overtime should be limited. We recognize the impact of the overtime on staff and agree to attempt to reduce the amount of overtime incurred at the Detention facilities. To that end, we will attempt to establish a larger Per Diem pool, and will include Detention in the on-call study for the feasibility of a PM or Day shift call schedule. A Per Diem pool will be established and cleared to work in Detention within the next six to nine months. Detention Facilities Management or designee will be responsible for staffing at the Detention Facilities.

Before mandatory overtime is implemented, the County will do the following:

- Seek volunteers from among the qualified nurses at the work site
- Seek volunteers from among the qualified nurses who are not scheduled to work the shift in question
- Contact nurses on the "Per Diem" list
- Contact the Nursing Registry for available, qualified nurses.

When mandatory overtime is implemented it will be assigned on a rotated basis. No nurse who is off duty and who has left the work site shall be required to work mandatory overtime. No nurse will be required to work mandatory overtime at a Detention facility other than his/her regularly assigned facility. Mandatory overtime will be limited to 8 hours in a 24-hour period. Nurses who work mandatory overtime will be paid at the rate set forth in Section 7, Overtime, of the Memorandum of Understanding (MOU).

ATTACHMENT O

Revised Side letter on Overtime at the Detention Facility
2005 County-C N A Negotiations
February 17, 2006

Representatives from the Health Services Department and the California Nurses Association agree to schedule meetings within 60 days of the ratification of this MOU to discuss the establishment of 12 hour and 12 hour weekend only positions. Establishment of such positions will be subject to agreement of the parties.

Sincerely,

Confirmed:

Shelley Pighin
Health Services Personnel Officer

Dan Lawson
C N A Labor Representative

Date: 3-17-06

FOR THE COUNTY:

[Signature]

[Signature]

Suzanne Hellmuth

[Signature]

[Signature]

FOR C N A:

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

TIA
1-18-06

COUNTY COUNTER PROPOSAL to C N A NO. 10
2005 County -C N A Negotiations
Presented: January 18, 2006

Attachment, x Side letter re: Weekends Only Schedules

Contra Costa Regional Medical Center agrees to establish weekend only nurse shifts consisting of two (2) twelve-hour shifts at straight time working between 7 a.m. Saturday and 7:30 a.m. Monday. The first shift will begin at 7:00 a.m. and end at 7:30 p.m. The second shift will begin at 7:00 p.m. and end at 7:30 a.m.

- All hours worked during the first shift shall be paid at straight time plus an eight percent (8%) differential, inclusive of shift differential;
- All hours worked during the second shift shall be paid at straight time plus a twenty percent (20%) differential, inclusive of shift differential;
- All benefits will be based on the number of position hours;
- Employees assigned to this schedule are required to work forty-six (46) out of fifty-two (52) weekends;
- Employees who work in excess of twelve (12) hours in a twenty-four (24) hour day or in excess of forty (40) hours in a week shall be paid at a rate of one and one-half of their straight-time hourly pay.

In addition, Representatives from Health Services and the California Nurses Association agree to schedule meetings within sixty (60) days of the ratification of the MOU to discuss establishment of other weekend only arrangements and compensation.

This agreement is subject to review six (6) months prior to expiration of this MOU to determine if it should be continued, modified or eliminated. Notwithstanding this agreement, the employee reserves the right to eliminate one or both twelve-hour shifts based on adverse impact on finances or operations. Employer reserves the right to determine the number and location of weekend shifts, and the necessity of twenty-four (24) hour coverage without staffing overlap.

Date: 1/18/06

FOR THE COUNTY:

Lizita R. Bates
[Signature]
Frances Hunt
Guthrie Hellmuth
Brianne Bogler
[Signature]

FOR THE C N A:

[Signature]
Howard Hunt RN
Kenneth Taylor RN
[Signature]
[Signature]

**CONTRA COSTA REGIONAL MEDICAL CENTER
HOSPITAL AND HEALTH CENTERS**

NURSING ADMINISTRATION POLICY #3.08

FLOATING

I. PURPOSE

Nursing management at Contra Costa Regional Medical Center is committed to providing safe, quality, and cost-efficient care to our clients. We are committed to providing our staff with opportunities for growth and job satisfaction. Demonstrated competence within clinical cluster units and the definition of basic nursing care are mechanisms to provide safe, quality, and cost-efficient care to our patients.

II. REFERENCES

Nursing Administration Policy, 3.05 Assignment of Nursing Staff to Patient Care
Nursing Administration Policy, 3.11 Patient Classification System
Title 16, Business and Professions Code
Nurse Practice Act, Section 2725
California Code of Regulations, Section 1443.5

III. POLICY

Nursing staff (Registered Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians, and Certified Nursing Assistants are required to float in order to provide safe patient care.

IV. PROCEDURE

Note: Patient care needs will come first regardless of float order upon the discretion of the Nurse Program Manager and/or the Nursing Shift Coordinator.

1. Registered Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians, and Certified Nursing Assistants are required to float. Charge Nurses and/or Relief Charge Nurses serving as charge on that day are exempt from floating. In an unanticipated emergency situation which threatens safe patient care delivery, the Charge Nurse and/or Relief Charge Nurse may be floated at the discretion of the Nursing Program Manager (NPM) and/or Nursing Shift Coordinator (NSC).
2. The NPM will provide the Staffing Services with documentation of staff who have received orientation and/or competency training, if required, in a specific unit. This information will be entered into the Staffing and Scheduling System.
3. The NPM and/or NSC, and the Charge Nurse will collaboratively assess the needs of the unit in determination of staff to float. The Charge Nurse will assign the staff for float. The Staffing Services will indicate the following information on the staffing sheet:

**CONTRA COSTA REGIONAL MEDICAL CENTER
HOSPITAL AND HEALTH CENTERS**

NURSING ADMINISTRATION POLICY #3.08

- Unit from which the nurse will float
 - Unit to which the nurse will float, and
 - Classification of staff member to be floated
4. Floating will be determined in the following order:
- a. Volunteers (also outside their clinical clusters)
 - b. Registry/Travelers
Note: Day registries are booked specifically for a unit and shift usually do not float.
 - c. Per Diem
 - d. Beginning Level RN/new grad per diem to remain in hired unit for first 6 months of hire, after which they will float on rotational basis.
Registered Nurse to remain in hired unit for first 90 days of hire, unless previously working on the unit, after which they will float on a rotational basis.
 - e. 10 years (and under) seniority, as a permanent employee in the bargaining unit, on a rotating basis
 - f. Over 10 years seniority, but less than 20 years, as a permanent employee in the bargaining unit, on a rotating basis
 - g. More than 20 years seniority, as a permanent employee in the bargaining unit, on a rotating basis

**CONTRA COSTA REGIONAL MEDICAL CENTER
HOSPITAL AND HEALTH CENTERS**

NURSING ADMINISTRATION POLICY #3.08

5. Clinical Clusters:

UNITs	STAFFED TO CORE/RATIO	"FLOAT CLUSTERS"
Float to.....	Hospital	
GASTROINTESTINAL SERVICES (GI)	CORE	PACU SPECIAL PROCEDURE
POST ANESTHESIA CARE UNIT (PACU)	CORE	GI SPECIAL PROCEDURE
OPERATING ROOM (OR)	CORE	L&D assist with C-SECTION
EMERGENCY DEPT. (ED)	CORE	CCU
3E-Intermediate Care Unit (IMCU)	RATIO 1:3	CCU PACU ED GI 4B BASIC ASSIGNMENT
3D-Critical Care Unit (CCU)	RATIO 1:2	IMCU PACU ED GI 4B BASIC ASSIGNMENT
PSYCHIATRIC EMERGENCY SERVICES (PES)	CORE	4C/4D-IN PATIENT PSYCHIATRIC UNIT
4A-MEDICAL	RATIO 1:5	4B 5D IMCU PRE-OP
4B-TELEMETRY	RATIO 1:4	5D 4A 5C PP (Cross Trained) IMCU PRE-OP
4C/4D-IN PATIENT PSYCHIATRIC UNIT	RATIO 1:6	PES
LABOR & DELIVERY (L&D)	CORE	NURSERY 5C
NURSERY	RATIO	5C L&D
5C-POSTPARTUM	RATIO 1:4 MB	L&D NURSERY
5D-SURGICAL	RATIO 1:5	4B 5C PP (Cross Trained) PRE-OP 4A IMCU
DETENTION JUVENILE SVCS		JUVENILE HALL ORIN ALLEN YOUTH REHAB FACILITY
DETENTION ADULT SVCS		MTZ Det Fac West County Det Fac Marsh Creek Det Fac
OTHER STAFF		
PER-DIEM/PART TIME TEMPS RNs	N/A	PER UNITS FLOAT CLUSTER RN IS ASSIGNED TO AND/OR VOLUNTARY BASIS AFTER COMPETENCY/ORIENTATION MET
REGISTRY/AGENCY/ TRAVELER RN's	N/A	PER UNITS FLOAT CLUSTER RN IS ASSIGNED TO AND/OR VOLUNTARY BASIS AFTER COMPETENCY/ORIENTATION MET

Nursing staff may float out of their unit (except into 4C, 4D & PES) for the 1:1/2:1 close observation assignment. Cross training to 5C PP is voluntary.

- **Sister Units** are defined as units in which staff are oriented on hire and are indicated in shaded areas above. Staff floating to a sister unit will be given a full assignment, with consideration of the skill set needed for safe patient care.

**CONTRA COSTA REGIONAL MEDICAL CENTER
HOSPITAL AND HEALTH CENTERS**

NURSING ADMINISTRATION POLICY #3.08

- **Cluster Units** indicate where staff are oriented and will be given a team (or shared) assignment in collaboration with a regular nurse from that unit. To give full assignment, the staff must have completed competency training.
- **Basic Assignments** are given in the event staff has not been oriented to that specific unit. Their assignments will be given in collaboration with a regular nurse from that unit.

The Charge Nurse and/or Relief Charge Nurse is responsible for assigning a regular nurse from that unit as a resource to the staff floating in order to assist, support safe patient care. The Charge Nurse may request the information of competency and/or orientation of the float staff member from the NPM and/or the NSC.

6. Hospital nursing staff will not be cancelled if needed in another area in which there are basic nursing care assignments to be carried out.
 7. A staff member floated for a 1:2 or 2:1 close observation assignment will receive orientation checklist.
 8. Staff with orientation who have not floated within six months, and staff with competency training who have not floated within one year, will complete same shift unit specific orientation. The checklist will be given to the NPM and/or NSC.
 9. Float orientation checklist must be completed and given to the NPM of the unit and/or the NSC for that shift.
 10. Float competency checklist must be completed and given to the NPM of the unit and/or the NSC for that shift.
- V. AUTHORITY/RESPONSIBILITY**
Nursing Program Managers, Nursing Shift Coordinators, Directors of Nursing Operations, Chief Nursing Officer
- VI. FORMS USED**
Unit Specific Orientation Checklist
Close Observation Orientation Checklist
Float Log
- VII. RESPONSIBLE STAFF PERSON**
NPM, NSC

**CONTRA COSTA REGIONAL MEDICAL CENTER
HOSPITAL AND HEALTH CENTERS**

NURSING ADMINISTRATION POLICY #3.08

Professional Practice Committee: 6/08

REVIEWED: 4/92; 4/95; 1/98; 2/01; 5/01; 7/03; 2/04; 4/04; 2/05; 1/06; 6/06; 6/08; 4/10; 5/9/12;
5/14; 11/15; 1/2017

REVISED: 4/92; 1/98; 5/01; 7/03; 4/04; 2/05; 6/06; 4/10; 5/9/12; 5/14; 11/15; 1/2017,12/19,
10/2020, 02/2022

SIDE LETTER

Operating Room (OR) and
Post Anesthesia Care Unit (PACU)
On-Call Agreement

5/11/12.

This side letter is by and between California Nurses Association ("CNA") and the County of Contra Costa ("County") and will be effective only after it is approved by the Board of Supervisors.

1. County will offer on-call assignments in the Operating Room ("OR") Unit and in Post Anesthesia Care Unit (PACU) to all permanent CNA nurses in these units based on unit seniority.
2. Starting with the nurse with the most unit seniority, each nurse will select his/her preferred two (2) shifts on the first rotation, two (2) shifts on the second rotation, one (1) shift on the third rotation, and one (1) shift on each rotation thereafter, until all shifts are covered.
3. During each rotation, each nurse may select only one weekend shift at a time.
4. If all shifts are not filled, and an involuntary assignment is necessary, the involuntary assignments will be made from the unit on a reverse seniority basis.
5. Unless authorized by the Nurse Program Manager ("NPM"), no nurse may be scheduled to work two consecutive on-call shifts (e.g., no 16 hours of on-call shifts during weekends and/or holidays).
6. When a nurse needs to cancel a previously scheduled on-call shift, the nurse must contact the NPM at least 72 hours in advance. The NPM will make every effort attempt to find the nurse another on-call shift to replace for the cancelled on-call shift, but a replacement on-call shift is not guaranteed. When the new scheduling system is automated, the replacement shift will be scheduled by seniority.
7. For unplanned absences between 5:00 p.m. and 8:00 a.m. Monday through Friday and anytime on weekends and holidays, the nurse must call the Staffing Services Office at least two hours prior to the start of the on-call shift. It is the Nursing Shift Coordinator's ("NSC") responsibility to find coverage for the on-call shift.

8. The nurse is only responsible for his/her on-call assignment. The NPM and the NSC are responsible for finding replacements for the uncovered shifts.

9. The staff will sign up for their rotation shifts by the due date assigned.

Date: 5/11/12

Contra Costa County:

(Signature / Printed Name)

California Nurses Association (CNA):

(Signature / Printed Name)

Diana Douglas / Diana Douglas [Signature] / [Signature]

[Signature] / Ted Curick Kathleen Avila / Kathleen Avila

Deborah Kal / Deborah Kal Anthony Pizzo / Anthony Pizzo

K Powell / Kevin Powell E Hoffe / ERIKA HOFFE

Jaspreet Benaal / JASPREET BENAAL Jerry Fillingim / Jerry Fillingim

Dorette McCallum / Dorette McCallum F Khan / Farina Khan

/

/

/

/

/

/

Contra
Costa
County



ATTACHMENT S
**Human Resources
Department**

Administration Building
651 Pine Street, Third Floor
Martinez, CA 94553-1292
(925) 335-1770

Ted J. Cwiek
Assistant County Administrator
Director of Human Resources

May 11, 2012

Jerry Fillingim
CNA Labor Representative
2000 Franklin Street
Oakland, CA 94612

RE: Automated Time Keeping – Payroll Increments of Reporting Time

Dear Jerry:

The parties commenced bargaining on or about March 9, 2012. On March 29, 2012, Contra Costa County (County) and the California Nurses Association (CNA) signed a tentative agreement stating that the Association will meet and confer with the County regarding implementation of an Automated Timekeeping System for all County employees. Over at least twelve meetings, the parties have engaged in numerous discussions about issues related to the implementation of an Automated Timekeeping System, including some issues that may require changes and/or additions to the Reporting of Time.

Both the County and CNA have acknowledged that there are payroll code practices that have not been consistent with the language of the MOU. This letter is to memorialize the discussions about this issue and the mutual acknowledgement of the County and CNA that the County plans to comply with the current MOU language and record overtime that is worked in six (6) minute increments beginning on June 1, 2012. CNA has asked for clarification of what this would mean with regard to various time sequences. In response, please see the enclosed document for that clarifying information.

Handwritten signature of Ted J. Cwiek.

Tentative Agreement
5/11/12

OK
Handwritten initials, possibly "JC".
KA

Handwritten signature of Jerry Fillingim.

Handwritten signature, possibly "E. J. Fillingim".

If you have any questions, you may contact me at (925) 335-1770.

Sincerely,



Ted Cwiek
Director of Human Resources

Attachment

cc: Robert Campbell, Auditor-Controller
Elizabeth Verigin, Auditor-Controller
Dorette McCollum, Heath Services
Deborah Kal, Human Resources



Contra
Costa
County



#7

10:59 am

ATTACHMENT T
Human Resources
Department

Administration Building
651 Pine Street, Third Floor
Martinez, CA 94553-1292
(925) 335-1770

Ted J. Cwiek
Assistant County Administrator
Director of Human Resources

May 11, 2012

Jerry Fillingim
CNA Labor Representative
2000 Franklin Street
Oakland, CA 94612

RE: Automated Time Keeping – Payroll Codes and Practices

Dear Jerry:

The parties commenced bargaining for a successor MOU on or about March 9, 2012. The parties have met and conferred over wages, hours, and other terms and conditions of employment in at least twelve meetings and have engaged in numerous discussions about several issues related to the implementation of an Automated Timekeeping System. Two issues related to the Automated Timekeeping System that have been discussed are the issues of On Call/Call Back pay and Overtime pay.

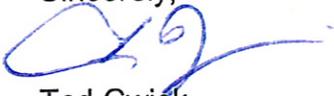
As you know, Section 8.1 of the MOU states, in part, that call-back pay applies to an "employee who is *called back* to duty". However, it was recently discovered that there have been instances where employees who had not yet left the facility but were held over to work overtime had their overtime coded as "Call Back Pay". This is to confirm that the parties have acknowledged that this coding is not a proper application of Section 8.1 and that beginning on June 1, 2012, such overtime will be coded as "overtime" and not as "Call Back Pay."

In addition, Section 7 of the MOU states that "Overtime is any authorized work performed in excess of forty (40) hours per week or eight (8) hours per day." In the process of collecting information for the implementation of the Automated Timekeeping System, it was discovered that some employees had received overtime pay when they had not actually "performed" work for eight (8) hours in a given day or forty (40) hours in a work week, because leave accruals used by those employees had been counted towards the 8 hour day and/or the 40 hour work week prerequisites. This is to confirm that the parties have acknowledged that Section 7 of the MOU specifies that overtime is based on hours worked and that beginning on June 1, 2012, only time actually worked,

not including leave accruals, will be counted to determine employee eligibility for overtime pay.

If you have any questions, you may contact me at (925) 335-1770.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ted Cwiek', with a stylized flourish extending to the right.

Ted Cwiek
Director of Human Resources

cc: Robert Campbell, Auditor-Controller
Elizabeth Verigin, Auditor-Controller
Dorette McCollum, Heath Services
Deborah Kal, Human Resources

#3

County Handout
4:47 pm

ATTACHMENT U

CONTRA COSTA REGIONAL
MEDICAL CENTER

2500 Alhambra Avenue
Martinez, California 94553-3191
Ph (925) 370-5000

WILLIAM B. WALKER, M.D.
HEALTH SERVICES DIRECTOR
ANNA M. ROTH
CHIEF EXECUTIVE OFFICER
CONTRA COSTA REGIONAL MEDICAL CENTER



May 2, 2012

Jerry Fillingim, Business Representative
California Nurses Association
20000 Franklin Street, Suite 300
Oakland, CA 94612

Dear Mr. Fillingim:

This letter confirms certain understandings reached during negotiations between Contra Costa County (County) and the California Nurses Association (CNA) relating to various operational issues.

Infectious Disease Control and Pandemic Plan

Upon request of the Professional Performance Committee (PPC), the Chief Nursing Officer along with appropriate staff will attend a meeting with the PPC to discuss the Contra Costa Health Services plan for Communicable Illness and Disease Training. After such meeting, the Chief Nursing Officer, at the request of CNA, will meet with CNA to discuss recommendations from CNA for improvements to the plan.

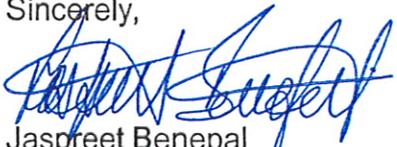
Safety Training for Clinic Staff

Upon request of the CNA, or nursing staff, the Safety Officer or designee for the Contra Costa Regional Medical Center will meet with nursing staff to review safety concerns for individual work sites. Nursing Staff will be notified of available training for development of skills in de-escalation of potentially hostile or difficult interaction with patients or the public.

Parking for On-Call Nurses

Employees represented by CNA who serve in On-Call capacity and who return to work after the main reception is closed, will receive a notice instructing them where these employees may find available parking spaces closer to the building.

Sincerely,


Jaspreet Benepal
Chief Nursing Officer

Cc: Ted Cwiek, Assistant County Administrator/
Director of Human Resources



CALIFORNIA NURSES ASSOCIATION

SUBJECT INDEX (2022-2025)

Adoption	101
Advanced Cardiac Life Support Certification	79
Ambulatory Care Nurses	104
Anniversary Dates	11
Association Recognition	3
Association Representative	9
Association Security	4
Attendance at Meetings	8
Automated Timekeeping Reopener	105
Bid Procedure	64
Bilingual Pay	73
Call-Back Pay	22
Call-Back Time	22
Career Development	78
Catastrophic Leave Bank	45
Charge Nurse Relief	10
Classification	81
Code Grey	101
Coerced Resignations	66
Commuter Benefit Program	82
Compensation Complaints	72
Compensation For Loss or Damage to Personal Property	92
Compensation for Portion of Month	13
Compensatory Time	20
Confidentiality of Information/Records	45
Conscious Sedation	103
Constructive Resignation	66
Days and Hours of Work	17
Deferred Compensation	82
Deferred Compensation – Special Benefit for Public Health Nurses	82
Deferred Retirement	58
Detention Facility Differential	84
Disability	41
Dismissal, Suspension, and Demotion	67
Dual Coverage	57
Dues Deduction	4
Duration of Agreement	105
Education Leave	80
Employee Representation Rights	69

Family Member Eligibility Criteria	55
Floating	100
General Conditions.....	4
General Wages	9
Grievance Procedure	70
Health Care Spending Account	58
Health Examination	100
Holiday and Compensatory Time Provisions.....	33
Holiday Meal	34
Holidays (Christmas and New Year’s Day)	30
Holidays Observed.....	30
Increments Within Range	12
Joint Association/Management Meeting.....	85
Jury Duty	52
Labor-Management Committee.....	43
Leave Denials	100
Leave of Absence	47
Leave Without Pay	47
Leave Without Pay – Use of Accruals	51
Leaves Pursuant to FMLA, CFRA, and PDL	49
Length of Service Definition (for service awards and vacation accruals).....	93
Longevity Pay.....	10
Lunch Period / Rest Break	96
Mandatory Overtime in Detention.....	24
Medical Certification	49
Medical, Life, and Dental Care	54
Merit Board.....	72
Mileage and Transportation.....	82
Military Leave	48
New Technology and Staffing Ratio Dispute Resolution	103
No Discrimination	8
No Strike	72
Notice of Hires and Separations.....	90
Notification of Dues Deduction Changes.....	4
Nurse Practitioners (NP)	97
Nurse Representatives.....	8
Nursing Certification Test Fee Reimbursement.....	16
On-Call Duty.....	23
Operating Room Call Back.....	23
Overtime and Compensatory Time.....	19

Part-Time Compensation	12
Patient Care Technology Review Procedures	102
Payment.....	16
Pay for Work in Higher Classification	15
Pay Warrant Errors.....	16
Per Diem Differentials	24
Per Diem Holiday Pay & Holiday Meal	34
Per Diem Overtime Pay.....	22
Permanent-Intermittent Employee Benefits.....	94
Permanent Part-Time Employee Benefits	93
Personnel Files	91
Physical Examination	63
Preceptor and Orientation	19
Probationary Period.....	60
Procedure on Dismissal, Suspension, or Disciplinary Demotion	69
Professional Performance and Other Committees	85
Professional Performance Committee – Nurse Practitioners	87
Promotion	62
Promotion Via Reclassification Without Examination	63
Public Health Nurses (PHN).....	99
Public Health Nurse Expanded Roles	99
Public Health Nurse Professional Performance Committee (PPC)	88
Quarterly Meetings with Health Services Department Managers	87
Reimbursement for Meal Expenses	91
Reimbursement for Use of Personal Vehicle.....	82
Rejection During Probation	61
Release Time for Training.....	9
Required Certifications and Licenses	79
Resignation in Good Standing.....	66
Resignations	66
Retirement.....	73
Revocation	66
Safe Staffing.....	102
Safety	82
Salaries	9
Salary on Involuntary Demotion	14
Salary on Promotion.....	14
Salary Reallocation and Salary on Reallocation.....	13
Salary on Voluntary Demotion.....	14
Salary Review While on Leave of Absence	52
Scope of Agreement.....	101
Scope of Agreement and Separability of Provision	101
Seniority Credits	63
Seniority, Workforce Reduction, Layoff and Reassignment	25
Service Awards	92
Shift Differentials	23

Sick Leave.....	36
Skelly Requirements	68
Special Employment Lists	29
Staff Nurse/Per Diem Employees.....	94
State Disability Insurance (SDI)	44
Time Limits - Grievances.....	71
Training Reimbursement.....	78
Transfer (Promotion)	64
Transfer (Salaries).....	14
Unauthorized Absence	52
Unfair Labor Practice.....	93
Union Notification	72
Use of County Buildings	5
Vacation Accrual Rates	35
Vacation Allowance	34
Vacation Leave	34
Vacation Leave Accrual Usage	36
Vacation Requests	35
Voluntary Vision Plan	60
Witness Duty	54
Workplace Violence Prevention and Safety	91
Worker's Compensation and Continuing Pay.....	41



Contra
Costa
County

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: June 21, 2022

Subject: Liability Expenses Associated With Provision of Police Services to Cities

RECOMMENDATION(S):

1. ACCEPT report on the liability expenses incurred by the County associated with contracts between the County and certain cities for the provision of city police services by the Office of the Sheriff;
2. CONSIDER providing direction to staff regarding recovery of litigation expenses for contract cities or other matters related to police services contracts.

FISCAL IMPACT:

Acceptance of the report has no fiscal impact.

BACKGROUND:

This Office and the County Administrator's Office were asked to review the liability costs associated with the provision of city police services by the Office of the Sheriff. The Office of the Sheriff currently contracts with the Town of Danville and the Cities of Lafayette and Orinda to provide police services within those cities. As a term of the contracts, the County defends and indemnifies the contract cities for claims arising out of incidents involving Sheriff's Office employees working in those cities.

Over the past ten years, with the exception of FY16/17 and the current fiscal year, liability costs were lower than the general liability charges paid by the contract cities. This fiscal year, the County settled two lawsuits concerning the shooting deaths of Laudemer Arboleda and Tyrell Wilson by Officer Hall, a Contra Costa Sheriff's Deputy working as an officer with the Danville Police Department pursuant to a police services contract. The lawsuit concerning Laudemer Arboleda settled for \$4.9 million in November 2021, and the lawsuit regarding Tyrell Wilson settled for \$4.5 million in March 2022. For each case, the County was reimbursed by its excess insurer, Public Risk Innovation, Solutions, and Management ("PRISM"), for all expenses exceeding the County's \$1 million self-insured retention. (The SIR is akin to an insurance deductible.)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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, County Administrator

BACKGROUND: (CONT'D)

In addition, the County was reimbursed for its in-house attorneys' fees. The County's actual out-of-pocket litigation expense for the Arboleda case was \$708,376 and for the Wilson case was \$917,113.

Name	Settlement	Expenses	Total Cost Per Case	Total County Cost
Laudemer Arboleda	\$4,900,000	\$94,283	\$4,994,283	\$708,376
Tyrell Wilson	\$4,500,000	\$32,798	\$4,532,798	\$917,113

In recent fiscal years, the premiums for the County's total general liability insurance through PRISM have been steadily increasing. They increased 26% for FY 20/21 and then 21% for FY 21/22. Similar or higher insurance premium rate increases may occur in FY 22/23 and other future years. Past premium increases reflected market conditions in the general liability insurance industry for public entities throughout the State, rather than only the County's individual loss history.

Fiscal Year	Total GL Insurance Premium
2019-2020	\$6,563,791
2020-2021	\$8,291,263
2021-2022	\$10,093,308

The Office of the County Counsel is informed by the County Administrator's Office and Risk Management that the contract cities are contributing towards the cost of general liability coverage. Risk Management annually orders an analysis specifically for liability expenses related to police services for contract cities. Risk Management uses the analysis to inform the following year's general liability coverage cost per contract city sworn officer. The last analysis was completed in May 2021, and the cities currently make monthly general liability coverage payments of \$215.83 per sworn officer. Those charges are deposited into the Risk Management Liability Trust Fund. The resulting liability losses from the recent shooting deaths will be included in a future analysis for purposes of determining liability charges for contract cities for the next charging cycle.

The attached charts summarize the total general liability costs and general liability charges paid for the last ten (10) years by city as of June 13, 2022. The City of Lafayette currently has two pending cases, so the charts only account for the current case expenses. Please also note that the Sheriff's Office provides police services by contract for AC Transit and Diablo Community Services District. These entities pay the same monthly general liability coverage payments of \$215.83 per sworn officer, but Risk Management has informed us that they have not had any liability expenses within the last ten (10) years. Their data is not included in the attached charts.

Attachment 1: Chart 1 Total Liability Costs by City and Fiscal Year

Chart 2 Actual County Expenses by City and Fiscal Year

Chart 3 General Liability Charges Collected by City and Fiscal Year

CONSEQUENCE OF NEGATIVE ACTION:

Staff would not receive direction on how to proceed.

ATTACHMENTS

Attachment 1, Liability Costs and Charges

ATTACHMENT 1

Total Liability Costs

City	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22*	10 Yr Total
Danville (19)	\$ 2,950	\$ 11,087	\$ 4,738	\$ 13,750	\$ 1,080,448	\$ 16,737	\$ -	\$ 10,560	\$ -	\$ 9,527,081	\$ 10,667,351
Lafayette (16)	\$ 18,472	\$ 1,928	\$ 705	\$ 171	\$ 283,245	\$ -	\$ -	\$ -	\$ 76,867	\$ 29,241	\$ 410,629
Orinda (4)	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ 2,792	\$ -	\$ 10,846	\$ -	\$ -	\$ 13,919
Total	\$ 21,422	\$ 13,015	\$ 5,724	\$ 13,921	\$ 1,363,693	\$ 19,529	\$ -	\$ 21,406	\$ 76,867	\$ 9,556,322	\$ 11,091,899

Actual County Expenses

City	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22*	10 Yr Total
Danville (19)	\$ 2,950	\$ 11,087	\$ 4,738	\$ 13,750	\$ 1,080,448	\$ 16,737	\$ -	\$ 10,560	\$ -	\$ 1,625,489	\$ 2,765,759
Lafayette (16)	\$ 18,472	\$ 1,928	\$ 705	\$ 171	\$ 283,245	\$ -	\$ -	\$ -	\$ 76,867	\$ 29,241	\$ 410,629
Orinda (4)	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ 2,792	\$ -	\$ 10,846	\$ -	\$ -	\$ 13,919
Total	\$ 21,422	\$ 13,015	\$ 5,724	\$ 13,921	\$ 1,363,693	\$ 19,529	\$ -	\$ 21,406	\$ 76,867	\$ 1,654,730	\$ 3,190,307

General Liability Charges Collected

City	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22*	10 Yr Total
Danville	\$ 51,610	\$ 51,647	\$ 47,595	\$ 58,929	\$ 70,750	\$ 61,284	\$ 71,145	\$ 65,152	\$ 65,136	\$ 58,315	\$ 601,564
Lafayette	\$ 24,971	\$ 28,061	\$ 26,471	\$ 28,988	\$ 37,963	\$ 35,186	\$ 39,439	\$ 39,439	\$ 32,463	\$ 31,552	\$ 324,534
Orinda	\$ 25,246	\$ 26,517	\$ 24,890	\$ 23,169	\$ 31,686	\$ 27,646	\$ 28,420	\$ 28,420	\$ 31,710	\$ 28,997	\$ 276,699
Total	\$ 101,827	\$ 106,225	\$ 98,956	\$ 111,086	\$ 140,398	\$ 124,116	\$ 139,004	\$ 133,011	\$ 129,308	\$ 118,865	\$ 1,202,797



Contra
Costa
County

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: June 21, 2022

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

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 and its subvariants are present in the County, and within the County the COVID-19 case rate, test positivity numbers, related hospitalizations, and wastewater surveillance amounts are increasing; 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 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. REQUIRE advisory bodies, commissions, and committees that hold in-person meetings to conduct these meetings in a "hybrid" format that permits members of the body, staff, and members of the public to access the meetings both remotely and in person.
6. REQUEST that the Planning Commission, Merit Board, and Assessment Appeals Board consider holding teleconference meetings under Government Code section 54953(e) for the next 30 days, or holding meetings in a "hybrid" format that permits members of the body, staff, and members of the public to access the meetings both remotely and in person.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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)

7. 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.

8. 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 authorizing virtual meetings 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 May 24, 2022, made the required findings and authorized 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 and its subvariants are present in the County, and the COVID-19 case rate, test positivity numbers, and related hospitalizations are increasing. Increased amounts of COVID-19 are also showing up in wastewater surveillance data. In addition, on June 14, 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 encouraged 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; (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.

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 encouraged, where practical, as these meetings present the lowest risk of transmission of SARS CoV-2, the virus that causes COVID 19. This is particularly important when community prevalence rates are high. Our current trends as of June 14, 2022 in Covid-19 case rate, test positivity, Covid-19 hospitalizations, and Covid-19 wastewater surveillance are increasing at this time. In addition to this, the predominant variant of Covid-19 being identified continues to be the Omicron variant and it's subvariants 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, where feasible – i.e. six feet of separation between attendees; and consider requiring or strongly encouraging face masking of all attendees and encouraging attendees to be up-to-date on their COVID-19 vaccine.
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. If unable to host outdoors, consider ways to [increase ventilation and flow](#) of the indoor space to reduce the risk of COVID-19 while indoors.
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 6-14-2022

Sefanit Mekuria

Sefanit Mekuria, MD, MPH
Deputy Health Officer, Contra Costa County





Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Ratify the prior decision to partially close a portion of Oak Road, on June 2, 2022 from 7:00 a.m. through 4:00 p.m., Walnut Creek area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/204 ratifying the prior decision of the Public Works Director, or designee, to partially close a portion of Oak Road between Las Juntas Way and Buskirk Avenue, on June 2, 2022 from 7:00 a.m. through 4:00 p.m., for the purpose of operating a crane from the roadway, Walnut Creek area. (District IV)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department. Road closure is necessary to set up and operate a crane in the roadway to safely lift HVAC equipment onto the property.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will not have Board approval for completed road closure.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

ATTACHMENTS

Resolution No.

2022/204

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/204

IN THE MATTER OF: Ratifying the prior decision of the Public Works Director, or designee, to partially close a portion of Oak Road between Las Juntas Way and Buskirk Avenue, on June 2, 2022 from 7:00 a.m. through 4:00 p.m., for the purpose of setting up and operating a crane from the roadway to lift HVAC equipment onto property, Walnut Creek area. (District IV)

RC22-10

NOW, THEREFORE, BE IT RESOLVED that permission is granted to The Traffic Guys, LLC to partially close Oak Road between Las Juntas Way and Buskirk Avenue, except for emergency traffic, local residents, US Postal Service and garbage trucks, on June 2, 2022 for the period of 7:00 a.m. through 4:00 p.m., subject to the following conditions:

1. Traffic will be detoured via neighboring street(s) per the traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. The Traffic Guys, LLC shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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: Bob Hendry (925) 374-2136

ATTESTED: June 21, 2022

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

By: , Deputy

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Approve and Authorize to fully close a portion of Bernhard Avenue, on August 6, 2022, East Richmond Heights area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/208 approving and authorizing the Public Works Director, or designee, to fully close a portion of Bernhard Avenue between Cypress Avenue and Kensington Avenue, on August 6, 2022 from 5:00 a.m. through 11:59 p.m., for the purpose of a neighborhood gathering/community fundraiser, East Richmond Heights area. (District I)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department. The applicant requests the closure to provide a safe location for the community to gather to host this event.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

ATTACHMENTS

Resolution No.

2022/208

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/208

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to fully close a portion of Bernhard Avenue between Cypress Avenue and Kensington Avenue, on August 6, 2022 from 5:00 a.m. through 11:59 p.m., for the purpose of neighborhood gathering/community fundraiser, East Richmond Heights area. (District I)

RC 22-11

NOW, THEREFORE, BE IT RESOLVED that permission is granted to East Richmond Heights Neighborhood Watch to fully close Bernhard Avenue between Cypress Avenue and Kensington Avenue, except for emergency traffic, local residents, US Postal Service and garbage trucks, on August 6, 2022 for the period of 5:00 a.m. through 11:59 p.m., subject to the following conditions:

1. Traffic will be detoured via neighboring street(s) per the traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. East Richmond Heights Neighborhood Watch shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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: Bob Hendry (925) 374-2136

ATTESTED: June 21, 2022

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

By: , Deputy

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Approve and Authorize to fully close a portion of Buskirk Avenue, on June 30, 2022, Walnut Creek area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/209 approving and authorizing the Public Works Director, or designee, to fully close a portion of Buskirk Avenue between Treat Boulevard and Wayne Drive, on July 1, 2022 from 12:00 a.m. through 11:59 p.m., for the purpose of operating a crane from the roadway, Walnut Creek area. (District IV)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department. The closure is required to safely set up and operate a 1-day mobile crane to lift equipment onto the property located at 1255 Treat Boulevard.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

ATTACHMENTS

Resolution No.

2022/209

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2022/209

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to fully close a portion of Buskirk Avenue between Treat Boulevard and Wayne Drive, on July 1, 2022 from 12:00 a.m. through 11:59 p.m., for the purpose of 1-day mobile crane to lift equipment onto the property located at 1255 Treat Boulevard, Walnut Creek area. (District IV)

RC22-12

NOW, THEREFORE, BE IT RESOLVED that permission is granted to The Traffic Guys, LLC to fully close Buskirk Avenue between Treat Boulevard and Wayne Drive, except for emergency traffic, local residents, US Postal Service and garbage trucks on July 1, 2022 for the period of 12:00 a.m. through 11:59 p.m., subject to the following conditions:

1. Traffic will be detoured via neighboring street(s) per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. The Traffic Guys, LLC shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Approve and Authorize to partially close a portion of Fred Jackson Way, on July 4, 2022, North Richmond area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/210 approving and authorizing the Public Works Director, or designee, to partially close a portion of Fred Jackson Way between Chesley Avenue and Grove Avenue, on July 4, 2022 from 10:00 a.m. through 4:00 p.m., for the purpose of the North Richmond Parade and Festival, North Richmond area. (District I)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department. The road closure is requested to provide a safe location to gather for the community festival.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

ATTACHMENTS

Resolution No.

2022/210

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/210

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to partially close a portion of Fred Jackson Way between Chesley Avenue and Grove Avenue, on July 4, 2022 from 10:00 a.m. through 4:00 p.m., for the purpose of the North Richmond Parade and Festival, North Richmond area. (District I)

RC22-13

NOW, THEREFORE, BE IT RESOLVED that permission is granted to Eleanor Thompson to partially close Fred Jackson Way between Chesley Avenue and Grove Avenue, except for emergency traffic, on July 4, 2022 for the period of 10:00 a.m. through 4:00 p.m., subject to the following conditions:

1. Traffic will be detoured via neighboring street(s) per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Eleanor Thompson shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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: June 21, 2022

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

Contact: Bob Hendry (925) 374-2136

By: , Deputy

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Amendment to the Real Property Services Agreement between Contra Costa County and City of Vallejo for the Sacramento Bridge Replacement Project.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chair, Board of Supervisors, to execute an amendment to the Real Property Services Agreement with the City of Vallejo effective June 1, 2022, to increase the amount payable to Contra Costa County by \$23,500, to a new payment limit of \$173,500, and to extend the termination date from June 1, 2022 through September 30, 2022, for additional services in connection with the Sacramento Bridge Replacement Project, as recommended by the Public Works Director, Vallejo area.

FISCAL IMPACT:

The City of Vallejo will pay the actual costs of services performed by the Real Estate Division, up to the payment limit as amended. The funds paid by the City will be deposited into the local road fund.

BACKGROUND:

The City requires a variety of right of way services related to the Sacramento Bridge Replacement Project but does not have

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Angela Bell, 925. 957-2451

By: , Deputy

cc:

BACKGROUND: (CONT'D)

right of way staff and has contracted with the County for these services. On July 24, 2018, the Board approved the original agreement between the County and City and Amendment No. 1 on July 23, 2019, Amendment No. 2 on February 4, 2020 and Amendment No. 3 on March 20, 2021. The parties now wish to extend the term and increase the payment limit to cover final costs for additional right of way services required to extend the already acquired rights, updating the certification of the project with Caltrans and preparing for a project file audit by Caltrans.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not receive costs incurred for additional right of way services provided.

ATTACHMENTS

Real Property Services Agreement

Appendix B

REAL PROPERTY SERVICES AGREEMENT
SACRAMENTO STREET BRIDGE REPLACEMENT PROJECT
AMENDMENT NO. 4

Contract 178

1. **Effective Date and Parties.** Effective on June 1, 2022, the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (hereinafter referred to as "County"), and CITY OF VALLEJO, a municipal corporation (hereinafter referred to as "CITY"), hereby amend the Real Property Services Agreement entered into by the parties (effective July 24, 2018 and amended July 23, 2019 and March 30, 2020), as follows:
2. **Payment Limit Increase:** The payment limit of the above-described Agreement is hereby increased by \$23,500 from \$150,000 to a new total payment limit of \$173,500.
3. **Extension of Term:** The termination date of above-described Agreement is hereby extended from June 1, 2022 to the new termination date of September 30, 2022, or upon termination by either party upon 30 days written notice.

COUNTY OF CONTRA COSTA

CITY OF VALLEJO

Recommended to the County
Board of Supervisors for Approval:

By _____
Karen Mitchoff
Chair, Board of Supervisors

By _____
Terrance Davis
Public Works Director

By _____
Jessica L. Dillingham
Principal Real Property Agent

By _____
Melissa Tigbao
City Engineer

By _____
Brian M. Balbas
Public Works Director

Approved as to Form:
Mary Ann McNett Mason, County Counsel

Approved as to Form:
City Attorney

By _____
Stephen Siptroth
Deputy County Counsel

By _____
Veronica A.F. Nebb

APPENDIX " B "
Pay Rate Schedule

City shall reimburse the COUNTY for labor costs as detailed below:

1. COUNTY direct labor rates shall include the base salary wages paid to personnel plus fringe benefits. Total labor rate shall include direct labor rate multiplied by County's overhead rate. The total labor rate shall not exceed the range of labor rates by classification, included as Attachment 1.
2. COUNTY's overhead rate shall be a summation of division and department overhead rates. Appropriate overhead rates for COUNTY shall be developed based on procedure previously approved as described below:

In general, the division overhead rates are determined by identifying each division's total expenditures after adjustments less any non-labor generated revenue. The division expenditures are then divided by the productive hours for the division establishing the overhead rate needed to cover the remaining net cost of division expenditures. The department overhead rates are determined similar to the division rate by dividing the total department expenditures by the total billable hours. Each year overhead rates will be evaluated and adjusted to reflect the actual costs from the previous fiscal year.

3. COUNTY may adjust both labor rates and overhead rates periodically due to contracted salary increases and overhead rate changes. COUNTY shall submit any changes to rates to the City prior to invoicing.

**ATTACHMENT 1
AMENDMENT NO. 4**

Project: Sacramento Street Bridge Replacement.

A. Budget.

The Payment Limit, as set forth in Section 4 of the Agreement is increased by \$23,500 from \$150,000, to a new Payment Limit of \$173,500. This increase is based on the following estimated budget:

ADMINISTRATION	\$ 8,440
FILE CLOSE OUT/STATE AUDIT	\$ 12,000
NEGOTIATIONS	\$ 3,000
VALUATION (TCE EXTENSIONS)	<u>\$ 60</u>
	\$ 23,500

TOTAL BUDGET FOR THE PROJECT:	\$60,000 (Original budget)
	\$15,000 (Amendment No. 1)
	\$35,000 (Amendment No. 2)
	\$40,000 (Amendment No. 3)
	<u>\$23,500 (Amendment No. 4)</u>
	\$23,500

B. Charge-Out Rates. County will charge City for Services under this Agreement at the following hourly rates:

REAL PROPERTY AGENT	HOURLY CHARGE OUT RATE
	Hourly Rate
Principal Real Property Agent	\$198/hr to \$279/hr
Supervising Real Property Agent	\$164/hr to \$231/hr
Senior Real Property Agent	\$146/hr to \$211/hr
Associate Real Property Agent	\$132/hr to \$194/hr
Assistant Real Property Agent	\$112/hr to \$158/hr
Senior Real Property Technical Assistant	\$105/hr to \$148/hr
Real Property Technical Assistant	\$90/hr to \$132/hr

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Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Consulting Services Agreement with BSK Associates, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with BSK Associates, in an amount not to exceed \$800,000, for the period June 21, 2022 through June 21, 2025, to provide on-call geotechnical engineering services, Countywide. (Project Nos. Various) (All Districts)

FISCAL IMPACT:

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

BACKGROUND:

The Public Works Department is involved in various projects in the County that require geotechnical engineering services for road and flood control projects. After a solicitation process, BSK Associates was selected as one of eight firms to provide geotechnical engineering services on an “on-call” basis.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Adelina Huerta, 925.313-2305

By: , Deputy

cc:

BACKGROUND: (CONT'D)

BSK Associates will be used to provide geotechnical engineering services as in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of geotechnical engineering services that BSK Associates provides.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring geotechnical engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring geotechnical engineering expertise.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Consulting Services Agreement with AGS, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with AGS, Inc., in an amount not to exceed \$800,000 to provide on-call geotechnical engineering services for the period June 21, 2022 through June 21, 2025, Countywide. (100% Local Road and Flood Control Funds)

FISCAL IMPACT:

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

BACKGROUND:

The Public Works Department is involved in various projects in the County that require geotechnical engineering services for road and flood control projects. After a solicitation process, AGS, Inc., was selected as one of eight firms to provide geotechnical engineering services on an "on-call" basis. AGS, Inc., will be used to provide geotechnical engineering services as in-house expertise is not available.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Adelina Huerta, 925.313.2305

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of geotechnical engineering services that AGS, Inc. provides.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring geotechnical engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring geotechnical engineering expertise.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Consulting Services Agreement with Cal Engineering & Geology, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Cal Engineering & Geology, Inc., in an amount not to exceed \$800,000, for the period June 21, 2022 through June 21, 2025, to provide on-call geotechnical engineering services, Countywide. (All Districts)

FISCAL IMPACT:

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

BACKGROUND:

The Public Works Department is involved in various projects in the County that require geotechnical engineering services for road and flood control projects. After a solicitation process, Cal Engineering & Geology, Inc., was selected as one of eight firms to provide geotechnical engineering services on an "on-call"

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Adelina Huerta, 925.313-2305

By: , Deputy

cc:

BACKGROUND: (CONT'D)

basis. Cal Engineering & Geology, Inc., will be used to provide geotechnical engineering services as in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of geotechnical engineering services that Cal Engineering & Geology, Inc., provides.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring geotechnical engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring geotechnical engineering expertise.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Consulting Services Agreement with Crawford & Associates, Incorporated, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Crawford & Associates, Incorporated, in an amount not to exceed \$800,000, for the period June 21, 2022 through June 21, 2025, to provide on-call geotechnical engineering services, Countywide. (All Districts)

FISCAL IMPACT:

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

BACKGROUND:

The Public Works Department is involved in various projects in the County that require geotechnical engineering services for road and flood control projects. After a solicitation process, Crawford & Associates, Incorporated was selected as one of eight firms to provide geotechnical engineering services on an "on-call"

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Adelina Huerta, 925.313.2305

By: , Deputy

cc:

BACKGROUND: (CONT'D)

basis. Crawford & Associates, Incorporated will be used to provide geotechnical engineering services as in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of geotechnical engineering services that Crawford & Associates, Incorporated provides.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring geotechnical engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring geotechnical engineering expertise.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Fiscal Year 2022/23 Road Maintenance and Rehabilitation Account Project List for Unincorporated Contra Costa County.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/225 approving a list of projects for Fiscal Year 2022/23 funded by Senate Bill 1 (SB1): The Road Repair and Accountability Act of 2017, Road Maintenance and Rehabilitation Account funds, as recommended by the Transportation, Water and Infrastructure Committee, and DIRECT staff to submit the list to the California Transportation Commission. (All Districts)

FISCAL IMPACT:

100% allocation to the Road Fund from Road Maintenance and Rehabilitation Account program under Senate Bill 1 (SB1) in the approximate amount of \$19.1 million.

BACKGROUND:

California cities and counties are seeing a significant influx of new revenue to invest in the local road system from Senate Bill 1 (Beall and Frazier), a landmark transportation funding package that was signed by Governor Brown in 2017. This measure was in response to California's significant funding shortfall to maintain the state's multimodal transportation network.

SB1 increased several taxes and fees to raise over \$5 billion annually in new transportation revenues. SB1 also includes inflationary adjustments in the revenue to local agencies so that the purchasing power of the funds does not decrease as it has in the past. SB1 prioritizes funding towards maintenance, rehabilitation and safety improvements on state highways, local streets and roads, and bridges and to improve the state's trade corridors, transit, and active transportation facilities.

SB1 Funds are comprised of two parts - an increase in the annual gas tax revenue that local agencies have historically been receiving and a new funding source called Road Maintenance and Rehabilitation Account (RMRA) program funds. The California State Association of Counties (CSAC) annually provides an estimate of the total gas tax revenues the County can expect to see from transportation bill, including the total estimated revenue from RMRA program funds. CSAC estimates the County will receive about \$46.3 million in total transportation funding for FY 2022/2023 from SB1, approximately double what the County received just a few years ago. About \$19.1 million of that amount is from the RMRA program. This amount will continue to grow in future years with the built-in inflationary index.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Nancy Wein, 925.313.2275

By: , Deputy

cc:

BACKGROUND: (CONT'D)

>

SB1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, state statute requires cities and counties to provide basic RMRA project reporting to the California Transportation Commission (CTC).

Prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, the County must submit to the CTC a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be reviewed and approved by the County Board of Supervisors at a public meeting.

The list of projects must include a description and location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in the applicable code sections. Some example projects and uses for RMRA funding include, but are not limited to the following:

- Road Maintenance and Rehabilitation
- Safety Projects
- Railroad Grade Separations
- Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project)
- Traffic Control Devices

Streets and Highways Code Section 2030(b)(2) states that funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.

Staff has developed a recommended list of projects the Board of Supervisors to consider for submitting to CTC.

The following criteria will be used by staff when developing the current and future project lists for RMRA funds:

- Eligibility criteria for RMRA funds
- Emergency storm damage projects that exceeded existing road fund revenue capacity
- Maintenance and rehabilitation priorities
- Roadway safety
- Expiring grants where local funds are necessary to complete the funding package
- Geographic equity
- Projects where expenditures had already occurred for design of the project and had been shelved due to declining gas tax revenues
- Multi-modal benefits in accordance with the Board of Supervisor's Complete Streets policy
- Positive impact to Road Program performance metrics
- Clearing the queue of delayed projects that were a result of declining gas tax revenues
- Meeting customer expectations

With the passage of SB1, the County will now receive about \$46.3 million in total transportation funding in FY 2022/23, with approximately \$19.1 million of that amount from the RMRA program. The County currently uses the majority of the Gas Tax funds towards public roadway maintenance and repair for approximately 660 miles of the roadway network in the unincorporated areas of Contra Costa County to ensure a safe and convenient public travel in a variety of modes: driving, walking and bicycling. These funds are also used to improve traffic safety throughout the County by using it as the local match to leverage funds from state and federal grant programs.

The majority of the RMRA funds are designated for maintenance activities but the range of proposed projects in future years is expected to broaden as the amount of RMRA funds increases. It should be noted that the project list below is a small subset of projects in the overall road program and only focuses on how the RMRA funds will be expended as required by the Commission.

PROPOSED PROJECTS (Total RMRA = \$19,085,600)

Proposed Project No. 1: Road Drainage Maintenance (RMRA = \$1,678,100)- Countywide

Description:

- **Ditch Cleaning** – This routine item is to perform drainage ditch cleaning to remove debris and vegetation, which may obstruct the passage of storm water and cause local flooding. (RMRA = \$550,000) County Project No.: 0672-6U2303

- **Flush Culvert** – This routine item is to perform work associated with the cleaning of culverts by flushing with water and removing debris to ensure proper drainage and reduce flooding (RMRA = \$500,000) County Project No.: 0672-6U2306
- **Clean Catch Basin** – This routine item is to perform cleaning of sediment and prevent obstructions of catch basins (drainage inlets) and related pipe systems. The County has thousands of catch basins throughout the unincorporated areas. (RMRA = \$328,100) County Project No.: 0672-6U2308
- **Inspect Catch Basin** – This routine item is to perform inspections of catch basins and associated systems. This includes a visual inspection of the drainage inlet and any clean water inserts. Follow-up video inspections may be required for deeper inlets and/or suspected structural issue concerning the inlets. (RMRA = \$300,000) County Project No.: 0672-6U2316

RMRA Priority

- Road Maintenance and Rehabilitation

Location:

- Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 15 - 40 years (ditch – dirt roadway to concrete V-ditch)
- 40 years (concrete structures)

Proposed Project No.2: Traffic Safety Devices Maintenance (RMRA = \$1,600,000) - Countywide

Description:

- **Traffic Signing** – This routine item is to perform sign repair, replacement, and installation along the roadway. (RMRA = \$450,000) County Project No.: 0672-6U2504
- **Traffic Striping** – This routine item is to perform new painting, routine painting and replacement of pavement striping along the roadway to enhance public safety. (RMRA = \$350,000) County Project No.: 0672-6U2505
- **Paint Pavement Marking** – This routine item is to perform all work associated with new painting, routine painting, and replacement of existing pavement markings along the roadway. (RMRA = \$200,000) County Project No.: 0672-6U2506
- **Inspect & Maintain Guardrails** – This routine item is to perform all work associated with the annual/periodic inspection and maintenance of County-maintained guardrails, which includes inspection of condition, tightening of nuts and bolts, and other adjustments to ensure that the guardrails perform as designed (RMRA = \$100,000) County Project No.: 0672-6U2527
- **Thermoplastic Pavement Markings** – This routine item is to perform all work associated with the new application, routine maintenance, and replacement of existing thermoplastic pavement markings. (RMRA = \$100,000) County Project No.: 0672-6U2537
- **Safety Lighting** – This routine item is to perform the repair, installation, and replacement of County-maintained safety lighting. (RMRA = \$100,000) County Project No.: 0672-6U2801
- **Signals and Flashers** – This routine item is to perform the repair, installation, and replacement of County-maintained signals and flasher. (RMRA = \$300,000) County Project No.: 0672-6U2802

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 10 years (roadway signage)
- 2 - 4 years (roadway striping - thermoplastic)

Proposed Project No. 3: General Housekeeping (RMRA = \$2,810,000) – Countywide

Description:

- **Machine Sweeping** -This routine item is machine sweep areas around traffic islands, intersections, bike lanes, curbs and bridge desk. (RMRA = \$200,000), County Project No.: 0672-6U2301
- **Tree Trimming** –This routine item involves removing tree branches from the County right of way around street name signs, and anything blocking roadway and pedestrian areas. (RMRA = \$600,000) County Project No.: 0672-6U2302
- **Debris Pickup** –This routine maintenance item is to remove debris, litter and nonhazardous materials within right of way. (RMRA = \$510,000) County Project No.: 0672-6U2304
- **Litter Pickup (West, Central and East)** –This work includes pick up of litter within road right of way (RMRA = \$600,000) County Project Nos.: 0672-6U2309, 2420 and 2411)
- **Weed Spray** –This routine item includes all work associated with an integrated pest management program by applying chemical herbicides to road shoulders, road ditches and access roads to control growth of vegetation for reduction of fire and sign obstruction hazards. (RMRA = \$350,000) County Project No.: 0672 – 6U2501
- **Road Median Landscape Maintenance** –This routine item includes all work associated with maintaining median island within right of way to provide a pleasing aesthetic appearance by keeping island weed free and ensure all plants are pruned on a regular basis. (RMRA = \$150,000) County Project No.: 0672-6U2811
- **Tree Removal** -This item is to remove trees within right of way on an as-needed basis. (RMRA = \$200,000) County Project No.: 0672-6U2814
- **MRP 2.0 Compliance: Street sweeping**:This item is to machine sweep roadway to ensure compliance with the Municipal Regional Permit issued by the California Regional Water Quality Control Board. (RMRA = \$200,000) County Project No.: 0672-6U2319

Proposed Schedule for Completion: FY22/23

Proposed Project No. 4: Structure Maintenance (RMRA = \$1,500,000) – Countywide

Description

- **Bridge Repair** – This routine item is the repair of existing bridges to restore rails and surfaces. (RMRA = \$225,000) County Project No.: 0672-6U2507
- **Repair/Replace Curbs & Sidewalks** –This routine item includes all work associated with the removal of badly cracked or broken sidewalk sections such as limited access areas, around drainage structures, islands or County property. This is performed only when sidewalks become badly cracked, broken or displaced. The curb, gutter and sidewalk areas are the property owners responsibility.(RMRA= \$200,000) County Project No.: 0672-6U2511
- **Repair/Replace Culverts**– All routine work associated with the repair and replacement of culvert and drainage facilities that are collapsed, rusted out, nonstandard or damaged. (RMRA = \$500,000) County Project No.: 0672 – 6U2512

- **Repair/Replace Retaining Walls**– All routine work associated with the repair or replacement of damaged or deteriorated sections of retaining walls. (RMRA = \$75,000) County Project No.: 0672 -6U2514
- **Repair Drainage Structure**– All routine work associated with repair and revamping of existing drainage structures. This is done to restore the facility to original condition. (RMRA = \$100,000) County Project No.: 0672 – 6U2545
- **Repair Minor Landslides**– All routine work to restore roadway due to minor landslide. (RMRA = \$300,000) County Project No.: 0672 – 6U2546
- **Repair/Replace Fence**–This routine maintenance item is to repair or replace chainlink, wire, cable, and wood fencing including gates on roads. (RMRA = \$100,000) County Project No.: 0672 – 6U2547

Proposed Schedule for Completion: Fy22/23

Proposed Project No. 5: Road Shoulder Maintenance (RMRA \$1,270,000) – Countywide

Description

- **Spot Shoulder Repair**– This routine item is to perform isolated shoulder repair such as drop offs or rutting. Work is performed where shoulder section has a drop off of 1.25” or more as a result of traffic or loss of material. (RMRA = \$400,000) County Project No.: 0672 – 6U2201
- **Major Shoulder Repair**–The routine item involves rehabilitating continuous sections of roadway shoulders by adding fill material, reshaping and compacting to replace extensive shoulder material lost over a period of time. (RMRA = \$150,000) County Project No.: 0672 – 6U2202
- **Reshaping Shoulder** –This routine item involves all work associated with grading and reshaping shoulders adding minimal material to correct pavement edge drop offs, rutting of shoulders, buildup of material and excessive weed growth to ensure a roadside surface with proper drainage. (RMRA = \$270,000) County Project No.: 0672 – 6U2203
- **Embankment Grading**– The routine item involves grading of the roadway embankment to restore to original condition when damaged. (RMRA = \$100,000) County Project No. 0672 – 6U2204
- **Erosion Control**–This routine item includes placing erosion control along edges roadway to prevent future erosion due to storm water runoff. (RMRA = \$100,000) County Project No.: 0672 – 6U2206
- **Cut Bench Maintenance** –This routine item is to perform grading and maintenance of benches, associated access points and adjacent ditches to restore proper line and grade. Repair damaged surface and isolated low spots by replacing, spreading, shaping and compacting of aggregate base and fill material. (RMRA = \$150,000) County Project No.: 0672 – 6U2813
- **Slide Material Removal**– This routine item is to remove material along the roadway due to a slide. (RMRA = \$100,000) County Project No.: 0672 – 6U2205

Proposed Schedule for Completion: FY22/23

Proposed Project No. 6 – Miscellaneous Operations (RMRA \$830,500) – Countywide

Description

- **Road Patrol**– This routine item involves all work associated with hand cutting, removing and disposing of roadside and pedestrian walkway brush, tree branches and limbs to restore sight distances, eliminate traffic hazards and remove undesirable vegetation. (RMRA = \$150,000) County Project No.: 0672 – 6U2305
- **Other General Maintenance**– This item includes all routine work for activities not defined elsewhere. (RMRA = \$300,000) County Project No.: 0672 - 6U2021
- **R/W Mowing** –This routine item includes all work associated with machine mowing, hand abatement, and/or spraying of right of way or County parcels. (RMRA = \$100,000) County Project No.: 0672 – 6U2402
- **Emergency Response/Standby** – All work associated with assisting California Highway Patrol or the

County Sheriff offices in traffic control due to an unknown spill or police action. (RMRA = \$70,500)
County Project No.: 0672 – 6U2404

- **Equipment Transport** – This item is the labor and equipment cost for transporting equipment in support of Maintenance programs. (RMRA = \$110,000) County Project No.: 0672 – 6U2406
- **Graffiti Removal** – This routine work involves the removal or painting over of graffiti on County maintained fences, signs and streets. (RMRA = \$100,000) County Project No.: 0672 – 6U2414

Proposed Schedule for Completion: FY22/23

Proposed Project No. 7: Pavement Repairs and Preparation (RMRA = \$2,472,000) – Countywide

Description:

- **Pot Hole Patching** – This routine maintenance item is to perform spot pavement repairs of pot holes along the roadway to eliminate surface hazards. (RMRA = \$250,000) County Project No.: 0672-6U2101
- **Pavement Fabric Patching** – This routine maintenance item is to perform pavement fabric patching along the roadway to correct minor pavement defects and prevent further cracking. An area of existing damaged asphalt will be removed and excavated to allow a fabric patch to be placed. The roadway base will be compacted and leveled to support the new fabric layer and asphalt layer. (RMRA = \$550,000) County Project No.: 0672-6U2102
- **Pavement Failure Repair - Backhoe** – This routine maintenance item is to conduct pavement failure repair along the roadway. This task requires the removal of a larger area of cracked or damaged pavement with a backhoe. The roadway base will be compacted and overlaid with new asphalt. (RMRA = \$250,000) County Project No.: 0672-6U2103
- **Pull Box Paving** – This is a roadway paving operation to place asphalt on localized roadway depressions to provide a smooth riding surface for the motorized public along the roadways. (RMRA = \$300,000) County Project No.: 0672-6U2104
- **Hand Patching** – This is similar to pot hole patching to conduct spot pavement repairs along the roadway, but on a smaller scale. (RMRA = \$300,000) County Project No.: 0672-6U2105
- **Crack Sealing** – This pavement preservation task is to seal cracks in the roadway. Cracks are typically filled in to seal the roadway structural section from water penetration. The goal is to prolong the service life of the pavement and/or prepare the roadway surface for an overlay. (RMRA = \$350,000) County Project No.: 0672-6U2106
- **Leveling** – This task is associated with leveling of large settlements, depressions, surface irregularities and recent large pavement repairs. This is to provide a smooth riding surface for the motorized public.. (RMRA = \$300,000) County Project No.: 0672-6U2107
- **Grinder Follow-up Paving** – This routine maintenance item is to place a thin layer of bituminous premixed material on localized settlements and base failure repairs as a follow up to the grinding operation in order to provide a smooth riding surface. (RMRA = \$80,000) County Project No.: 0672-6U2115
- **Pavement Failure Repair – Grinder** – This task is to remove badly cracked or broken pavement. The roadway is then replaced with new asphalt and roadway base rock. This task supports pavement preservation operations and also extends the service life of the roadway pavement. (RMRA = \$92,000) County Project No.: 0672-6U2123

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 7 years (pavement surface treatment)

Proposed Project No. 8: Countywide Surface Treatments (TOTAL COST = \$6,925,000)

Proposed Project No. 8A: Countywide Surface Treatment Project (2022) (RMRA = \$4,700,000)

Description:

- **Countywide Surface Treatment Project (2022)** - This project will apply an asphalt rubber cape seal, slurry seal or microsurface to 87 lane miles of roadways in the Bay Point and Contra Costa Centre areas. Work will also include preparation and pavement striping and markings. (RMRA = \$4,700,000) County Project number 0672-6U2112.

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide (Bay Point – 104 streets, Contra Costa Centre – 31 streets)

Proposed Schedule for Completion:

- Anticipated construction year – 2022

Estimated Useful Life:

- 7 years (pavement surface treatment)

Proposed Project No. 8B: Countywide Chip Seal Projects (RMRA = \$2,225,000)

Description:

- **Single Chip Seal Project (2022)** – This project will apply a single chip seal to various roads as a pavement preservation project. Work will also include surface preparation and pavement striping and markings. (RMRA = \$425,000) County Project No. 0672-6U2111
- **Double Chip Seal Project (2022)** – This project will apply a double chip seal to various roads as a pavement preservation project. Work will also include surface preparation and pavement striping and markings. (RMRA = \$1,800,000) County Project No. 0672-6U2113

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide (Pacheco - 13 streets, Unincorporated Orinda - 3 streets, Unincorporated El Sobrante – 4 streets)

Proposed Schedule for Completion:

- Anticipated construction year – 2022

Estimated Useful Life:

- 7 years (pavement surface treatment)

With the annual reporting requirement, the Department will begin strategizing how the County can allocate the new funding to achieve the Road Program's mission and improve the program's key performance metrics for safety, efficiency, reliability and accessibility.

ATTACHMENTS

Resolution No. 2022/225

Recorded at the request of: Clerk of the Board

Return To: Public Works Department - Kristen Hardeman

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2022/225

IN THE MATTER OF ADOPTING a list of projects for Fiscal Year 2022/23 funded by Senate Bill 1 (SB 1): The Road Repair and Accountability Act of 2017.

WHEREAS, SB 1, the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the County must adopt by resolution a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the County, will receive an estimated \$19.1 million in RMRA funding in Fiscal Year 2022/23 from SB 1; and

WHEREAS, this is the sixth fiscal year in which the County is receiving SB 1 funding and will enable the County to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the County has undergone a public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the County used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the County maintain and rehabilitate its roadways at a significantly higher level, add active transportation infrastructure throughout the County this fiscal year and hundreds of similar projects into the future; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices,

will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Contra Costa County Board of Supervisors, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with Fiscal Year 2022/23 Road Maintenance and Rehabilitation Account revenues:

PROPOSED PROJECTS (Total RMRA = \$19,085,600)

Proposed Project No. 1: Road Drainage Maintenance (RMRA = \$1,678,100)- Countywide

Description:

- **Ditch Cleaning** – This routine item is to perform drainage ditch cleaning to remove debris and vegetation, which may obstruct the passage of storm water and cause local flooding. (RMRA = \$550,000) County Project No.: 0672-6U2303
- **Flush Culvert** – This routine item is to perform work associated with the cleaning of culverts by flushing with water and removing debris to ensure proper drainage and reduce flooding (RMRA = \$500,000) County Project No.: 0672-6U2306
- **Clean Catch Basin** – This routine item is to perform cleaning of sediment and prevent obstructions of catch basins (drainage inlets) and related pipe systems. The County has thousands of catch basins throughout the unincorporated areas. (RMRA = \$328,100) County Project No.: 0672-6U2308
- **Inspect Catch Basin** – This routine item is to perform inspections of catch basins and associated systems. This includes a visual inspection of the drainage inlet and any clean water inserts. Follow-up video inspections may be required for deeper inlets and/or suspected structural issue concerning the inlets. (RMRA = \$300,000) County Project No.: 0672-6U2316

RMRA Priority

- Road Maintenance and Rehabilitation

Location:

- Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 15 - 40 years (ditch – dirt roadway to concrete V-ditch)
- 40 years (concrete structures)

Proposed Project No.2: Traffic Safety Devices Maintenance (RMRA = \$1,600,000) - Countywide

Description:

- **Traffic Signing** – This routine item is to perform sign repair, replacement, and installation along the roadway. (RMRA = \$450,000) County Project No.: 0672-6U2504
- **Traffic Striping** – This routine item is to perform new painting, routine painting and replacement of pavement striping along the roadway to enhance public safety. (RMRA = \$350,000) County Project No.: 0672-6U2505
- **Paint Pavement Marking** – This routine item is to perform all work associated with new painting, routine painting, and replacement of existing pavement markings along the roadway. (RMRA = \$200,000) County Project No.: 0672-6U2506
- **Inspect & Maintain Guardrails** – This routine item is to perform all work associated with the annual/periodic inspection and maintenance of County-maintained guardrails, which includes inspection of condition, tightening of nuts and bolts, and other adjustments to ensure that the guardrails perform as designed (RMRA = \$100,000) County Project No.: 0672-6U2527

- **Thermoplastic Pavement Markings** – This routine item is to perform all work associated with the new application, routine maintenance, and replacement of existing thermoplastic pavement markings. (RMRA = \$100,000) County Project No.: 0672-6U2537

- **Safety Lighting** – This routine item is to perform the repair, installation, and replacement of County-maintained safety lighting. (RMRA = \$100,000) County Project No.: 0672-6U2801

- **Signals and Flashers** – This routine item is to perform the repair, installation, and replacement of County-maintained signals and flasher. (RMRA = \$300,000) County Project No.: 0672-6U2802

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 10 years (roadway signage)

-

2 - 4 years (roadway striping - thermoplastic)

Proposed Project No. 3: General Housekeeping (RMRA = \$2,810,000) – Countywide

Description:

- **Machine Sweeping -** This routine item is machine sweep areas around traffic islands, intersections, bike lanes, curbs and bridge deck. (RMRA = \$200,000), County Project No.: 0672-6U2301

- **Tree Trimming –** This routine item involves removing tree branches from the County right of way around street name signs, and anything blocking roadway and pedestrian areas. (RMRA = \$600,000) County Project No.: 0672-6U2302

- **Debris Pickup –** This routine maintenance item is to remove debris, litter and nonhazardous materials within right of way. (RMRA = \$510,000) County Project No.: 0672-6U2304

- **Litter Pickup (West, Central and East) –** This work includes pick up of litter within road right of way (RMRA = \$600,000) County Project Nos.: 0672-6U2309, 2420 and 2411)

- **Weed Spray –** This routine item includes all work associated with an integrated pest management program by applying chemical herbicides to road shoulders, road ditches and access roads to control growth of vegetation for reduction of fire and sign obstruction hazards. (RMRA = \$350,000) County Project No.: 0672 – 6U2501

- **Road Median Landscape Maintenance –** This routine item includes all work associated with maintaining median island within right of way to provide a pleasing aesthetic appearance by keeping island weed free and ensure all plants are pruned on a regular basis. (RMRA = \$150,000) County Project No.: 0672-6U2811

- **Tree Removal** - This item is to remove trees within right of way on an as-needed basis. (RMRA = \$200,000) County Project No.: 0672-6U2814

- **MRP 2.0 Compliance: Street sweeping**: This item is to machine sweep roadway to ensure compliance with the Municipal Regional Permit issued by the California Regional Water Quality Control Board. (RMRA = \$200,000) County Project No.: 0672-6U2319

Proposed Schedule for Completion: FY22/23

Proposed Project No. 4: Structure Maintenance (RMRA = \$1,500,000) – Countywide

Description

- **Bridge Repair** – This routine item is the repair of existing bridges to restore rails and surfaces. (RMRA = \$225,000) County Project No.: 0672-6U2507
- **Repair/Replace Curbs & Sidewalks** – This routine item includes all work associated with the removal of badly cracked or broken sidewalk sections such as limited access areas, around drainage structures, islands or County property. This is performed only when sidewalks become badly cracked, broken or displaced. The curb, gutter and sidewalk areas are the property owners responsibility.(RMRA= \$200,000) County Project No.: 0672-6U2511
- **Repair/Replace Culverts** – All routine work associated with the repair and replacement of culvert and drainage facilities that are collapsed, rusted out, nonstandard or damaged. (RMRA = \$500,000) County Project No.: 0672 – 6U2512
- **Repair/Replace Retaining Walls** – All routine work associated with the repair or replacement of damaged or deteriorated sections of retaining walls. (RMRA = \$75,000) County Project No.: 0672 -6U2514
- **Repair Drainage Structure** – All routine work associated with repair and revamping of existing drainage structures. This is done to restore the facility to original condition. (RMRA = \$100,000) County Project No.: 0672 – 6U2545

- **Repair Minor Landslides** – All routine work to restore roadway due to minor landslide. (RMRA = \$300,000) County Project No.: 0672 – 6U2546

- **Repair/Replace Fence** – This routine maintenance item is to repair or replace chainlink, wire, cable, and wood fencing including gates on roads. (RMRA = \$100,000) County Project No.: 0672 – 6U2547

Proposed Schedule for Completion: Fy22/23

Proposed Project No. 5: Road Shoulder Maintenance (RMRA \$1,270,000) – Countywide

Description

- **Spot Shoulder Repair** – This routine item is to perform isolated shoulder repair such as drop offs or rutting. Work is performed where shoulder section has a drop off of 1.25” or more as a result of traffic or loss of material. (RMRA = \$400,000) County Project No.: 0672 – 6U2201
- **Major Shoulder Repair** – The routine item involves rehabilitating continuous sections of roadway shoulders by adding fill material, reshaping and compacting to replace extensive shoulder material lost over a period of time. (RMRA = \$150,000) County Project No.: 0672 – 6U2202
- **Reshaping Shoulder** – This routine item involves all work associated with grading and reshaping shoulders adding minimal material to correct pavement edge drop offs, rutting of shoulders, buildup of material and excessive weed growth to ensure a roadside surface with proper drainage. (RMRA = \$270,000) County Project No.: 0672 – 6U2203
- **Embankment Grading** – The routine item involves grading of the roadway embankment to restore to original condition when damaged. (RMRA = \$100,000) County Project No. 0672 – 6U2204

- **Erosion Control** – This routine item includes placing erosion control along edges roadway to prevent future erosion due to storm water runoff. (RMRA = \$100,000) County Project No.: 0672 – 6U2206

- **Cut Bench Maintenance** – This routine item is to perform grading and maintenance of benches, associated access points and adjacent ditches to restore proper line and grade. Repair damaged surface and isolated low spots by replacing, spreading, shaping and compacting of aggregate base and fill material. (RMRA = \$150,000) County Project No.: 0672 – 6U2813

- **Slide Material Removal** – This routine item is to remove material along the roadway due to a slide. (RMRA = \$100,000) County Project No.: 0672 – 6U2205

Proposed Schedule for Completion: FY22/23

Proposed Project No. 6 – Miscellaneous Operations (RMRA \$830,500) – Countywide

Description

- **Road Patrol** – This routine item involves all work associated with hand cutting, removing and disposing of roadside and pedestrian walkway brush, tree branches and limbs to restore sight distances, eliminate traffic hazards and remove undesirable vegetation. (RMRA = \$150,000) County Project No.: 0672 – 6U2305

- **Other General Maintenance** – This item includes all routine work for activities not defined elsewhere. (RMRA = \$300,000) County Project No.: 0672 - 6U2021

- **R/W Mowing** – This routine item includes all work associated with machine mowing, hand abatement, and/or spraying of right of way or County parcels. (RMRA = \$100,000) County Project No.: 0672 – 6U2402

-

Emergency Response/Standby – All work associated with assisting California Highway Patrol or the County Sherriff offices in traffic control due to an unknown spill or police action. (RMRA = \$70,500) County Project No.: 0672 – 6U2404

- **Equipment Transport** – This item is the labor and equipment cost for transporting equipment in support of Maintenance programs. (RMRA = \$110,000) County Project No.: 0672 – 6U2406

- **Graffiti Removal** – This routine work involves the removal or painting over of graffiti on County maintained fences, signs and streets. (RMRA = \$100,000) County Project No.: 0672 – 6U2414

Proposed Schedule for Completion: FY22/23

Proposed Project No. 7: Pavement Repairs and Preparation (RMRA = \$2,472,000) - Countywide

Description:

- **Pot Hole Patching** – This routine maintenance item is to perform spot pavement repairs of pot holes along the roadway to eliminate surface hazards. (RMRA = \$250,000) County Project No.: 0672-6U2101

- **Pavement Fabric Patching** – This routine maintenance item is to perform pavement fabric patching along the roadway to correct minor pavement defects and prevent further cracking. An area of existing damaged asphalt will be removed and excavated to allow a fabric patch to be placed. The roadway base will be compacted and leveled to support the new fabric layer and asphalt layer. (RMRA = \$550,000) County Project No.: 0672-6U2102

- **Pavement Failure Repair - Backhoe** – This routine maintenance item is to conduct pavement failure repair along the roadway. This task requires the removal of a larger area of cracked or damaged pavement with a backhoe. The roadway base will be compacted and overlaid with new asphalt. (RMRA = \$250,000) County Project No.: 0672-6U2103

- **Pull Box Paving** – This is a roadway paving operation to place asphalt on localized roadway depressions to provide a smooth riding surface for the motorized public along the roadways. (RMRA = \$300,000) County Project No.: 0672-6U2104

- **Hand Patching** – This is similar to pot hole patching to conduct spot pavement repairs along the roadway, but on a smaller scale. (RMRA = \$300,000) County Project No.: 0672-6U2105

- **Crack Sealing** – This pavement preservation task is to seal cracks in the roadway. Cracks are typically filled in to seal the roadway structural section from water penetration. The goal is to prolong the service life of the pavement and/or prepare the roadway surface for an overlay. (RMRA = \$350,000) County Project No.: 0672-6U2106

- **Leveling** – This task is associated with leveling of large settlements, depressions, surface irregularities and recent large pavement repairs. This is to provide a smooth riding surface for the motorized public.. (RMRA = \$300,000) County Project No.: 0672-6U2107

- **Grinder Follow-up Paving** – This routine maintenance item is to place a thin layer of bituminous premixed material on localized settlements and base failure repairs as a follow up to the grinding operation in order to provide a smooth riding surface. (RMRA = \$80,000) County Project No.: 0672-6U2115

- **Pavement Failure Repair – Grinder** – This task is to remove badly cracked or broken pavement. The roadway is then replaced with new asphalt and roadway base rock. This task supports pavement preservation operations and also extends the service life of the roadway pavement. (RMRA = \$92,000) County Project No.: 0672-6U2123

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

-

Countywide

Proposed Schedule for Completion:

- Anticipated construction year – FY22/23

Estimated Useful Life:

- 7 years (pavement surface treatment)

Proposed Project No. 8: Countywide Surface Treatments (TOTAL COST = \$6,925,000)

Proposed Project No. 8A: Countywide Surface Treatment Project (2022) (RMRA = \$4,700,000)

Description:

- **Countywide Surface Treatment Project (2022)** - This project will apply an asphalt rubber cape seal, slurry seal or microsurface to 87 lane miles of roadways in the Bay Point and Contra Costa Centre areas. Work will also include preparation and pavement striping and markings. (RMRA = \$4,700,000) County Project number 0672-6U2112.

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide (Bay Point – 104 streets, Contra Costa Centre – 31 streets)

Proposed Schedule for Completion:

- Anticipated construction year – 2022

Estimated Useful Life:

- 7 years (pavement surface treatment)

Proposed Project No. 8B: Countywide Chip Seal Projects – (RMRA = \$2,225,000)

Description:

- **Single Chip Seal Project (2022)** – This project will apply a single chip seal to various roads as a pavement preservation project. Work will also include surface preparation and pavement striping and markings. (RMRA = \$425,000) County Project No. 0672-6U2111

- **Double Chip Seal Project (2022)** – This project will apply a double chip seal to various roads as a pavement preservation project. Work will also include surface preparation and pavement striping and markings. (RMRA = \$1,800,000) County Project No. 0672-6U2113

RMRA Priority:

- Road Maintenance and Rehabilitation

Location:

- Countywide (Pacheco - 13 streets, Unincorporated Orinda - 3 streets, Unincorporated El Sobrante – 4 streets)

Proposed Schedule for Completion:

- Anticipated construction year – 2022

Estimated Useful Life:

- 7 years (pavement surface treatment)

Contact: Nancy Wein, 925.313.2275

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: June 21, 2022

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

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Accepting completion of private improvements for minor subdivision MS06-00008, Walnut Creek area.

RECOMMENDATION(S):

ADOPT Resolution No. 2022/212 accepting completion of private improvements for the Subdivision Agreement and release of cash deposit for faithful performance for minor subdivision MS06-00008 for a project developed by Montair Associates, LLC, as recommended by the Public Works Director, Walnut Creek area. (District IV)

FISCAL IMPACT:

100% Developer Fees.

BACKGROUND:

The developer has completed the private improvements per the Subdivision Agreement, and in accordance with Title 9 of the County Ordinance Code.

CONSEQUENCE OF NEGATIVE ACTION:

The developer will not receive a refund of the cash deposit, the Subdivision Agreement and surety bond will not be exonerated, and completion of private improvements will not be accepted.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Larry Gossett (925) 313-2016

By: , Deputy

ATTACHMENTS

Resolution No.

2022/212

Recorded at the request of: Clerk of the Board

Return To: Public Works Dept- Simone Saleh

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2022/212

IN THE MATTER OF accepting completion of private improvements for the Subdivision Agreement and release of cash deposit for faithful performance for minor subdivision MS06-00008 for a project developed by Montair Associates, LLC, as recommended by the Public Works Director, Walnut Creek area. (District IV)

WHEREAS, the Public Works Director has notified this Board that the private improvements in subdivision MS06-00008 have been completed as provided in the Subdivision Agreement with Montair Associates, LLC, heretofore approved by this Board in conjunction with the filing of the Subdivision Map.

WHEREAS, these improvements are approximately located near Amigo Lane.

NOW, THEREFORE, BE IT RESOLVED that the improvements have been COMPLETED as of April 15, 2022, thereby establishing the six-month terminal period for the filing of liens in case of action under said Subdivision Agreement:

DATE OF AGREEMENT: September 8, 2020

NAME OF SURETY: Markel Insurance Company

BE IT FURTHER RESOLVED the payment (labor and materials) surety for \$18,500.00, Bond No. 4438427 issued by the above surety be RETAINED for the six month lien guarantee period until December 21, 2022, at which time the Board AUTHORIZES the release of said surety less the amount of any claims on file.

BE IT FURTHER RESOLVED that there is no warranty period required, and the Public Works Director is AUTHORIZED to refund the \$1,000 cash security for performance (Auditor's Deposit Permit No. 811394, dated July 17, 2020) plus interest in accordance with Government Code Section 53079, if appropriate, to Montair Associates, LLC, pursuant to the requirements of the Ordinance Code; and the Subdivision Agreement and surety bond, Bond No. 4438427, dated September 8, 2020 are EXONERATED.

Contact: Larry Gossett (925) 313-2016

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: June 21, 2022

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

By: , Deputy

cc: Larry Gossett- Engineering Services, Joshua Laranang- Engineering Services, Renee Hutchins - Records, Karen Piona- Records, Chris Hallford -Mapping , Michael Mann- Finance, Chris Lau - Maintenance, Montair Associates, LLC, Markel Insurance Company



Contra
Costa
County

To: Contra Costa County Flood Control District Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: APPROVE a Contract with Kinnetic Environmetnal, Inc., for MRP Compliance Services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation district, or designee, to execute, on behalf of the Contra Costa Clean Water Program, a contract with Kinnetic Environmental, Inc., in an amount not to exceed \$3,000,000 to provide technical water quality monitoring and management services to maintain compliance with the Municipal Regional Stormwater Permit (MRP), Countywide, for the period July 1, 2022 through June 30, 2025.

FISCAL IMPACT:

The cost is estimated to be \$3,000,000 and shall be funded by stormwater utility fee assessments collected by the Cities/Towns and County, proportional to their respective populations.

BACKGROUND:

The Contra Costa Clean Water Program (the "CCCWP") consists

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Karin Graves, 925-313-2042

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of Contra Costa County, its 19 incorporated cities/towns and the Contra Costa County Flood Control and Water Conservation District (hereinafter referred to collectively as "Permittees"). The CCCWP was established in 1991 through a Program Agreement in response to the 1987 amendments to the federal Clean Water Act (the "CWA"), which established a framework for regulating municipal stormwater discharges under the National Pollutant Discharge Elimination System ("NPDES") Permit Program. The United States Environmental Protection Agency (the "USEPA") published final rules implementing the 1987 CWA amendments in November 1990. The rules mandate that Permittees obtain and implement stormwater permits designed to reduce and eliminate the discharge of pollutants into and from Municipal Separate Storm Sewer Systems (the "MS4s") they own and operate. Through the CCCWP, Permittees conduct many of the mandated activities collectively (referred to as "Group Activities"), such as water quality monitoring, special studies, and public education. The roles and responsibilities of the CCCWP and Permittees are outlined in the Contra Costa Clean Water Program Agreement, which was last updated and adopted by all Permittees in June 2010. The current San Francisco Bay Region Municipal Regional Stormwater NPDES Permit No. CAS612008, Order R2-2015-0049 ("Permit"), was issued in November of 2015.

The CCCWP's stormwater program implements activities that cover a variety of areas including water quality monitoring and management support services. The expertise required in this Contract is designed to provide services which may include, but are not limited to the following: sampling for mercury, polychlorinated biphenyls, copper, and pesticides; sediment sampling; receiving water and outfall trash monitoring; and Low Impact Development monitoring.

CCCWP staff, on behalf of the Permittees, respectfully requests approval of this Contract with Kinnetic Environmental, Inc., for the period of July 1, 2022 through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the CCCWP, 19 Cities and Towns, Contra Costa County, and the Flood Control District will be unable to meet the NPDES Permit requirements set forth by the San Francisco Bay Region Municipal Regional Stormwater. NPDES Permit No. CAS612008, Order R2-2015-0049.



Contra
Costa
County

To: Board of Supervisors
From: Greg Baer, Director of Airports
Date: June 21, 2022

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute, on behalf of the County, a contract with Barnes and Thornburg LLP for \$65,000

RECOMMENDATION(S):

RATIFY action of the Director of Airports, or designee, to execute a contract with Barnes and Thornburg LLP in an amount not to exceed \$65,000 for training, audits, and testing to ensure the County complies with stormwater pollution prevention guidelines at Buchanan Field and Byron Airport for the period April 1, 2022 through March 31, 2027.

FISCAL IMPACT:

There is no negative impact on the General Fund.

BACKGROUND:

Buchanan Field and Byron Airport participate in the Airport California Monitoring Group (ACMG) as a proactive measure to maintain both airports to current Stormwater Pollution Prevention guidelines, regulations, and standards set forth by the State of California, California State Water Board, and the Environmental Protection Agency (EPA). The Airport California Monitoring Group consists of multiple California Airports

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Beth Lee, 925-681-4200

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and is implemented and managed by Barnes and Thornburg LLP (Contractor) and its consultants. Contractor provides training, audits, annual site inspections, lab testing and other services to help Buchanan Field and Byron Airport maintain compliance with State and Federal guidelines.

The indemnification provision of the County's standard contract form has been modified to ensure Contractor is not at risk of liability arising from tasks performed by Airport staff.

CONSEQUENCE OF NEGATIVE ACTION:

If Buchanan Field and Byron Airports do not participate in a monitoring group for stormwater pollution prevention, the airports could become non-compliant with State and Federal requirements.

ATTACHMENTS

Barnes and Thornburg LLP Contract-Final

STANDARD CONTRACT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

1. **Contract Identification.**

Department: Public Works -Airport Division

Subject: Airports Stormwater Pollution Prevention Plan Management

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

Contractor: Barnes and Thornburg LLP

Capacity: Limited Liability Partnership

Address: 1717 Pennsylvania Avenue N.W. Suite 500 Washington, D.C. 20006-4623

3. **Term.** The effective date of this Contract is 4/1/2022. It terminates on 03/31/2027 unless sooner terminated as provided herein.

4. **Payment Limit.** County's total payments to Contractor under this Contract shall not exceed \$ 65,000.

5. **County's Obligations.** County shall make to the Contractor those payments described in the Payment Provisions attached hereto which are incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

6. **Contractor's Obligations.** Contractor shall provide those services and carry out that work described in the Service Plan attached hereto which is incorporated herein by reference, subject to all the terms and conditions contained or incorporated herein.

7. **General and Special Conditions.** This Contract is subject to the General Conditions and Special Conditions (if any) attached hereto, which are incorporated herein by reference.

8. **Project.** This Contract implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference.

Buchanan Field and Byron Airport's involvement and participation in the Airport California Monitoring Group Compliance Program

STANDARD CONTRACT
(Purchase of Services – Long Form)

Number:
Fund/Org:
Account:
Other:

9. **Legal Authority.** This Contract is entered into under and subject to the following legal authorities:

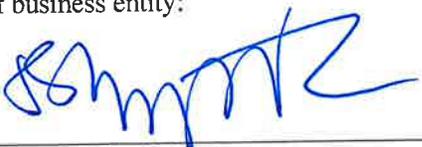
Government Code Section 26227

10. **Signatures.** These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

BOARD OF SUPERVISORS By: _____ Chair/Designee	ATTEST: Clerk of the Board of Supervisors By: _____ Deputy
--	---

CONTRACTOR

Signature A Name of business entity: By:  _____ (Signature of individual or officer)  _____ (Print name and title A, if applicable)	Signature B Name of business entity: By: _____ (Signature of individual or officer) _____ (Print name and title B, if applicable.)
--	---

Note to Contractor: For corporations (profit or nonprofit) and limited liability companies, the contract must be signed by two officers. Signature A must be that of the chairman of the board, president, or vice-president; and Signature B must be that of the secretary, any assistant secretary, chief financial officer or any assistant treasurer (Civil Code Section 1190 and Corporations Code Section 313). All signatures must be acknowledged as set forth on Form L-2.

ACKNOWLEDGMENT/APPROVALS
(Purchase of Services - Long Form)

Number:

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

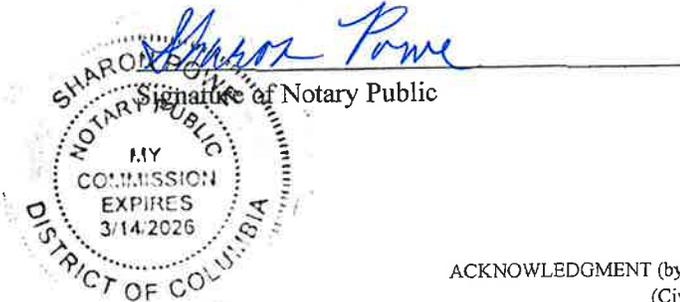
Washington
STATE OF CALIFORNIA)
the District of Columbia)
~~COUNTY OF CONTRA COSTA~~)

On April 21, 2022 (Date),
before me, Sharon Powe - Notary for the District of Columbia (Name and Title of the Officer),
personally appeared, Jeffrey Longworth

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL.



Place Seal Above

ACKNOWLEDGMENT (by Corporation, Partnership, or Individual)
(Civil Code §1189)

APPROVALS

RECOMMENDED BY DEPARTMENT

FORM APPROVED BY COUNTY COUNSEL

By: _____
Designee

By: Kathleen M. Auster
Deputy County Counsel

APPROVED: COUNTY ADMINISTRATOR

By: _____
Designee

SERVICE PLAN

Scope of Service

Barnes and Thornburg LLP. will provide a qualified "Monitor" for the Airport California Monitoring Group (ACMG) which provides Contra Costa County Airports (Airports) with a stormwater compliance option pursuant to the California Industrial General Permit (CA IGP) that is required by the California State Water Resources Control Board. ACMG is administered by "Group Leaders" that are certified industrial stormwater professionals in California. Group Leaders are responsible for helping Contra Costa County Airports as a "group member" managing the technical and administrative aspects of California Industrial General Permit compliance. These methods include but are not limited to:

- Drafting new and revised airport industry specific Stormwater Pollution Prevention Plan (SWPPP) templates to meet all mandates contained in the CA IGP
- Drafting, updating, and implementing training materials and conducting training seminars to ensure ACMG compliance
- Providing individual airport inspections and one-on-one assistance on an as-needed basis.
- Providing supplies for SWPPP sample collection
- Restocking of sampling equipment, documentation, and supplies annually
- Annual Comprehensive Facility Compliance Evaluation (Annual Site Inspections)
- Assist Airport Staff with Annual Compliance Reports
- Create and recommend for implementation Best Management Practices (BMPs) for Airport Staff

All services are to be delivered either virtually, over the phone, or in person.

Initials: JTC
Contractor

County Dept.

Payment Provisions

- a. Each Airport will be charged a separate annual fee. These fees are subject to increase due to costs associated with State Stormwater Compliance.
- b. Minimum 30-Day notification to Airport staff prior to annual billing if annual costs are subject to increase.

Initials: *SA*
Contractor

County Dept.

SPECIAL CONDITIONS

(Purchase of Services – Long Form)

Modified Indemnification Clause: Paragraph 18 (Indemnification) of the General Conditions is hereby deleted in its entirety and replaced with the following paragraph:

Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding (excepting citizen suits under federal or state law), arising directly from or connected with the specific services set forth in Attachment A (which recognizes and depends upon specific and competent performance of certain tasks by airport staff) that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers, and employees. This provision will survive the expiration or termination of this Contract.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.
4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.



Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

5. **Termination and Cancellation.**

- a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
- b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
- c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.

7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.

8. **Modifications and Amendments.**

- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.



Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

10. **Choice of Law and Personal Jurisdiction.**

- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
- b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

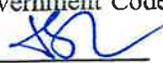
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.

15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In



Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by


Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
 - c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
 - d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.
21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.



Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contactor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.
27. **Required Audit.**
- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
 - b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
 - c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.



Contractor

County Dept.

GENERAL CONDITIONS
(Purchase of Services - Long Form)

- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

- 28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.

- 29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



Contractor

County Dept.



Contra
Costa
County

To: California Tradewinds GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: California Tradewinds GHAD Annual Budget 2022/23

RECOMMENDATION(S):

ADOPT California Tradewinds Geological Hazard Abatement District (GHAD) Resolution No. 2022/01 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD general manager payment limit under the consulting services agreement.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties within the GHAD.

BACKGROUND:

on June 1, 1997 the Contra Costa County Board of Supervisors adopted Resolution No. 97/297 approving the formation of the GHAD and appointed itself to serve as the GHAD Board of directors.

The GHAD Board adopts a budget for the GHAD operations each fiscal year. The GHAD Board is being requested to adopt the fiscal year budget for 2022/23 as prepared by the GHAD General Manager which is attached. The proposed fiscal yer budget totals \$25,200.

In addition, the GHAD Board is being requested to update the GHAD General Manager payment limits undewr the existing consulting services agreement as required by that agreement. The budget attached identifies that limit at \$15,000.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD wil not be able to continue operations starting July 1, 2022 if the budget is not approved.

ATTACHMENTS

California Tradewinds GHAD Resolution No. 2022/01

California Tradewinds GHAD Program Budget

**THE BOARD OF DIRECTORS OF CALIFORNIA TRADEWINDS
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (CALIFORNIA TRADEWINDS GHAD)

SUBJECT: Adopting 2022/2023 annual budget and updating GHAD General Manager payment limits under the existing consulting services agreement.

WHEREAS, on June 1, 1997, the Contra Costa County Board of Supervisors adopted Resolution 97/297 approving the formation of the California Tradewinds Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the fiscal year 2022/2023 prepared by the GHAD General Manager, Sands Construction Company, Inc., attached hereto as Exhibit A.

WHEREAS, on October 7, 2014, pursuant to Resolution No. 2014/02, the GHAD Board approved the consultant services agreement with Sands Construction Company, Inc. to act as General Manager for the GHAD. This agreement, in section 3, requires the GHAD Board to determine by resolution each fiscal year the payment limits for GHAD General Manager services. The budget attached in Exhibit A identifies this limit at \$15,000.

WHEREAS, the GHAD General Manager recommends that the GHAD Board review and approve the fiscal year budget for 2022/2023.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for the 2022/2023 fiscal year of \$25,200 attached as Exhibit A and incorporated herein by this reference.
2. The GHAD Board adopts the payment limit for the GHAD General Manager services at \$15,000 for fiscal year 2022/2023 as set forth in Exhibit A and incorporates this payment limit into the consulting services agreement.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – 2022/2023 Annual Budget



CALIFORNIA TRADEWINDS
GEOLOGIC HAZARD ABATEMENT DISTRICT

Program Budget
FISCAL YEAR 2022-2023

APRIL 2022

EXHIBIT A



CALIFORNIA TRADEWINDS

GEOLOGIC HAZARD ABATEMENT DISTRICT

May 12, 2022

CA Tradewinds GHAD Board of Directors
c/o Supervisor Federal D. Glover
190 E. 4th Street
Pittsburg, California 94565

**SUBJECT: Program Budget for Fiscal Year 2022-2023
CA Tradewinds Geologic Hazard Abatement District**

Dear Board Members:

Attached please find the proposed program budget for the California Tradewinds Geologic Hazard Abatement District (“CA Tradewinds GHAD”, “GHAD” or “District”) for fiscal year 2022-2023. The proposed fiscal year budget totals \$25,200, which projects a \$151.00 surplus. At the time of this publication, it is expected that the fund balance on June 30, 2022, will be approximately \$24,443. A fund balance of \$24,594 is projected for June 30, 2023.

There are four major budget categories, their respective budget expenses break down as follows:

Major Projects	0 percent
Preventive Maintenance and Operations	35 percent
Special Projects	14 percent
Administration, Legal, Accounting	51 percent

BACKGROUND:

On June 1, 1997, the Contra Costa Board County of Supervisors adopted Resolution 97/297 approving the formation of the California Tradewinds Geologic Hazard Abatement District (CA Tradewinds GHAD), located in the hills of Bay Point within the jurisdiction of Contra Costa County. The CA Tradewinds GHAD was formed pursuant to State Public Resources Code § 26500 et seq. The Board of Supervisors at that time appointed itself as the Board of Directors of the CA Tradewinds GHAD.

Resolutions 98/194 adopted on April 21, 1998, by the Board of Supervisors, acting as the CA Tradewinds GHAD Board, confirmed the assessments for the district and ordered the collection of the amounts called for in the Assessment Report. The initial fiscal year for the CA Tradewinds GHAD was established as 1998-1999.

A 17-lot subdivision also completed in Bay Point known as Savana Seabreeze II was annexed in 2008 to the CA Tradewinds GHAD. The Final Map was filed in 2013. Assessments are currently assessed on all of the planned 19 parcels. Pursuant to the Plan of Control provisions¹ maintenance responsibilities have been provided by the Savana developer. In late October of 2016 the developer, DeNova Homes, applied

¹ First Amendment to California Tradewinds Geologic Hazard Abatement District – Dated 10/07/2007; Revised 8/08/2008 – Exhibit C (3)

to begin the transfer process pursuant to the Plan of Control². Transfer of maintenance responsibilities was completed on February 6, 2021.

As a percentage of the budget, this year the Major Projects Program is not anticipating a Major Project and therefore funds have not been set aside in advance of this program.

The Preventive Maintenance Program will focus on efforts to complete asset site restorations. The program will pursue analysis and upgrades to instrument and asset sites and the associated data collection to ensure all predictive features of these instrumentation sites are fully realized. Specifically, we will target the following program elements - Concrete Interceptor Ditch Systems (Repair and Replace Program); and the Soil Debris Bench/Bio swale (Maintenance Program).

The Operations Program will continue its existing monitoring profile through this period, and we are currently beginning a study of accumulated empirical data from its many monitoring assets to further expose any notable trending that might occur over significant periods of time, thereby reducing risk exposure. Currently, the National Oceanic and Atmospheric Administration (NOAA) predicts El Niño neutral conditions in the Southern Oscillation; however, early probability forecasts have often changed throughout the summer months.

The Special Projects Program will be directed, in part, to analyzing the Plan of Control and other essential documents that establish and direct the CA Tradewinds GHAD. Preliminary review will be initiated to assess the need to conduct a formal Reserve Study, which would serve to test, identify weaknesses, and expose any necessary adjustments to the criteria or methodologies utilized in the program and anticipate revenue and reserve demands. Additional studies may include assessing the feasibility of integrating a Geographic Information System (GIS) into the CA Tradewinds program.

This budget anticipates continued strengthening and building efficiencies within the Administration Program. General legal counsel will continue to be provided by the CA Tradewinds GHAD Board appointed attorney, Patricia Curtin of Wendel, Rosen, LLP.

As managers, we continually monitor and anticipate significant short-term and long-term financial impacts on GHAD reserves and compare such impacts with our ongoing 40-year reserve study. Our ability to maintain reserves will provide assurance of our capability to continue services in the future.

A summary of the expenses is shown on Table 1, pages 4 and 5, followed by brief descriptions of each of the budget items on pages 6 through 12.

Respectfully yours,

CA Tradewinds Geologic Hazard Abatement District



Michael D. Sands
Sands Construction Company, Inc.
General Manager

² First Amendment to California Tradewinds Geologic Hazard Abatement District – Dated 10/07/2007: Revised 8/08/2008 – Exhibit C (5)

Distribution list:

CA Tradewinds GHAD Board of Directors:

Supervisor John M. Gioia
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

Supervisor Candace Andersen
309 Diablo Road
Danville, CA 94526

Supervisor Diane Burgis
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513

Supervisor Karen Mitchoff (Board Chair)
2151 Salvio Street, Suite R
Concord, CA 94520

Supervisor Federal D. Glover
190 E. 4th Street
Pittsburg, CA 94565

GHAD Attorney:

Patricia Curtin, Esq. (CA Tradewinds GHAD Attorney)
Wendel Rosen, LLP
1111 Broadway, 24th Floor
Oakland, CA 94607

GHAD Treasurer:

Laffer Tengler Investments
6710 N Scottsdale Rd., Suite 130
Scottsdale, AZ 85253

**CA Tradewinds Geologic Hazard Abatement District
Program Budget
Fiscal Year 2022/2023**

The following proposed line-item program budget (Table 1) summarizes the anticipated expenditures for fiscal year 2022-2023 for the CA Tradewinds Geologic Hazard Abatement District (“CA Tradewinds GHAD”, “GHAD” or “District”). Through an ongoing assessment, the manager evaluates and addresses geologic risk through the implementation of an annual program budget consisting of four major categories. Preceding Table 1, and directly below, is a general overview description of the four major program elements within the budget.

Major Projects Program

The annual Major Projects Program includes, landslide repair projects, drainage improvement projects and capital improvement projects necessary to either control, mitigate, or prevent landslide activity. Other large program responses necessary to implement the Plan of Control, including specific purpose studies and investigations, may also be included in the Major Projects Program.

Generally, for consideration of inclusion into the Major Projects Program, a project or study would represent a level of complexity requiring plans, specifications, and comprehensive engineering analysis including modeling and research, or a project with a protracted scope such as those requiring multiple regulatory agency approvals. Most Major Projects have a projected cost that exceeds \$10,000.

Historically, a Major Projects Program has been comprised of significant landslide repair projects and other responsive large projects; at other times, it has included programmatic studies and investigations useful in generating proactive responses. This diversity of projects demonstrates the importance of a flexible Major Projects Program structure that adapts between responsive and proactive needs and capabilities to manage the dynamic nature of larger scale geologic events.

Preventive Maintenance and Operations Program

The annual Preventive Maintenance and Operations Program includes all minor repairs, cleanup, maintenance, monitoring and replacement of drainage structures and other assets that degrade over a serviceable life. The goal of preventive maintenance is to keep assets in operational condition and identify potential slope stability risks before they manifest, allowing measures to be taken to either prevent, or mitigate the impact of these hazards as defined in the CA Tradewinds GHAD Plan of Control.

Typical CA Tradewinds GHAD assets include concrete lined ditches, subdrainage systems, groundwater measuring instrumentation, slope inclinometers and moisture gauges, and slope debris catchment features.

The Preventive Maintenance Program also includes preparations for emergency response, winterization measures including erosion protection and slope stabilization supplies, and instrument maintenance.

The Operations Program is primarily populated with scheduled instrument monitoring events. Data from these instruments are evaluated to establish risk and trends in an effort to avert landslide activity. In addition to the instrumentation monitoring program, the Operations Program contains the Incident Response and Community Relations Program, which incorporates comprehensive first response capabilities, and fosters community incident interaction.

Special Projects

The CA Tradewinds GHAD pursues ongoing and new activities identified as “Special Projects.” Special Projects include activities requested by the Board such as the Communications Program, or projects and studies designed to improve the District’s operational effectiveness and insure financial solvency. Special Projects also include utilizing new technologies to increase the efficiencies of the day-to-day operations.

Administration

Administrative expenses are required to operate the CA Tradewinds GHAD and implement projects. Administrative expenses include personnel and consultants to manage the operations including, the General Manager, Administrative Manager, Construction Services Manager, certain clerical and accounting staff, consultants, and legal support.

With respect to the General Management of the CA Tradewinds GHAD - The CA Tradewinds GHAD Board of Directors through Resolution 2021/01, among other business, adopted a payment limit to an existing Consulting Services Agreement with Sands Construction Company, Inc. to act as General Manager. The payment limit established for a term through June 30, 2022, was \$15,000; the proposed payment limit through June 30, 2023, is \$15,000. The scope of services for the General Manager includes, managing the day-to-day operations through implementation of the necessary financial recordkeeping and reporting; updating and maintaining governing documents, such as the Plan of Control; and managing and updating administrative tools such as the Reserve Study, Communications Plan, Work Program and Monthly Incident Log. The General Manager Consulting Services Agreement provides for certain administrative positions including, but not limited to; a General Manager, an Administrative Manager, a Construction Services Manager and a Network Administrator as well as overhead costs, such as office space rent, office supplies and postage.

With respect to the Operations of the CA Tradewinds GHAD, the scope of services for Operations includes, implementing the Major Projects and Preventive Maintenance Programs through forecasting work schedules and priorities, preparing Requests for Proposals, and managing maintenance and repair operations within the Major Projects and Preventive Maintenance Programs. These services include project management and construction management and preparing for and responding to emergency incidents.

The General Manager will retain the necessary professionals, including without limitation, engineers, accounting professionals, and vendors to facilitate the operations of the CA Tradewinds GHAD. The General Manager Consulting Services Agreement, and associated budget, allows for the conditional use of subcontractors such as administrative sub-consultants and engineering or construction sub-consultants, within the payment limits of the Consulting Services Agreement.

A summary of the proposed Fiscal Year 2022-2023 Budget is presented in Table 1 on the following pages.

Table 1 – Summary of Fiscal Year 2022/2023 Budget

Budget Item	Budget Amount	% of Total Budget
Major Repairs		
No Major Projects Planned	0	
Total Major Projects	\$0	0%
Preventive Maintenance/Operations		
Preventive Maintenance		
Drainage		
Storm Drain Facilities	0	
B 58 Concrete Lined Ditches		
Maintenance/Clean/Map	3,000	
Repair and Replace	0	
Retention Basins	1,000	
Subdrain Systems	0	
Horizontal Drains	0	
Subdrain Outlets	1,000	
Piezometers	0	
Settlement Monitors	0	
Minor Repairs	0	
Winterization	500	
Emergency Response	1,000	
Debris Benches/Impact Walls/ Bio-swales	500	
Subtotal	\$7,000	
Operations		
Piezometer Monitoring	0	
Horizontal Drain Monitoring	0	
Subdrain Monitoring	1,000	
Settlement Monitoring	0	
Incident Response/Community Relations	700	
Subtotal	\$1,700	
Total Preventive Maintenance/Operations	\$8,700	35%

Budget Item	Budget Amount	% of Total Budget
Special Projects		
Plan of Control	0	
Reserve Study Update	500	
Special Studies Seabreeze II Transfer	0	
Information Technology	700	
Accounting Systems Upgrade	0	
Tax Assessment Calculation	1,500	
Communications Program	0	
CA Association of GHADs – Membership/Insurance	800	
Total Special Projects	\$3,500	14%

Administration		
Legal fees		
General Counsel	2,000	
Special Counsel		
Litigation/Legal Concerns	0	
Staffing/Administrative Support	6,500	
Accounting/Bookkeeping	3,700	
Training/Education	0	
Office – Rent/Supplies/Equipment/Lease	800	
Total Administration	\$13,000	51%

TOTAL PROPOSED BUDGET FY2022/2023	\$25,200	100%
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Available Funds	
Estimated Beginning Fund Balance – July 1, 2022*	24,443
Estimated Property Owner Assessments	
Tradewinds - \$ 295.97 annually per unit x 46 units**	13,615
Seabreeze II - \$ 617.68 annually per unit x 19 units**	11,736
Estimated Interest on Investments	0
Other Income (Seabreeze II Transfer)	0
Total Available Funds	49,794
Uses of Funds	
Major Projects	0
Preventive Maintenance	8,700
Special Projects	3,500
Administrative	13,000
Total Use of Funds	\$25,200
Estimated Reserve Available/Ending Fund Balance June 30, 2023	\$24,594

* Projected Fund Balance date of publication, includes estimated true-up revenue payment (June 2022) \$1,131.

** Estimated – Resource CPI, San Francisco Metropolitan Area – April 2022

DESCRIPTION OF BUDGET ITEMS

Major Projects

No Anticipated Major Projects

Preventive Maintenance and Operations

Preventive Maintenance

Preventive maintenance generally consists of those measures taken to prevent an incident or landslide event including, asset maintenance, drainage structures, instrument sites and winterization measures. Operations include ongoing monitoring programs and responses to community requests. Details of the proposed budget for each of these categories are listed below.

Storm Drain Facilities (Major Repairs)

In addition to other drainage systems such as Concrete Interceptor Ditches, Subdrains, and other surface and subsurface drainage systems, the CA Tradewinds GHAD maintains an inventory of concrete drainage structures that from time to time need refurbishment or repairs. A budget has been established to inspect these facilities and make any necessary repairs, not covered within the established "B-58 Drain Systems – Repair and Replacement Program" scope.

Estimated Cost \$0

B-58 Drain Systems/Bio-swales

Maintenance – Allows for one major annual cleaning and mapping. In addition, District staff periodically walks the B-58 systems and Bio-swales to get a first-hand account of the current conditions and project serviceable life. This information, along with other empirical data, is typically utilized in Reserve Study updates. With the extreme weather conditions last year and the related soil and vegetation load impacting the network of B-58 systems, we have anticipated and allowed for a greater effort to maintain proper drainage for these facilities over the fiscal year.

Estimated Cost \$3,000

Repair and Replacement – A detailed assessment will be performed to establish the existing condition of the B-58 Concrete ditches throughout the district. This assessment will serve to establish a baseline for needed repairs and/or assessments as to the remaining serviceable life of these assets to be utilized in reserve study criteria.

Estimated Cost \$0

Retention Basins

There is one retention basin within the district boundaries. This retention basin requires annual improvements and de-silting efforts. In FY17/18 improvements were made to the retention basin and only monitoring of performance is anticipated for FY22/23.

Estimated Cost \$0

Subdrain Systems

Subdrain systems must be monitored, and maintenance provided to ensure the systems have not been damaged or impeded. This budget will allow for an inspection and minor maintenance of these sites.

Estimated Cost \$0

Horizontal Drains

There are no Horizontal Drains currently within the district.

Estimated Cost \$0

Sub-drain Outlets

The CA Tradewinds GHAD is currently conducting efforts to identify, locate and make determinations about the effectiveness of the network of subdrains throughout the District. It is anticipated that on-site restoration work may be necessary at some sites. This additional work has been incorporated into this budget item.

Estimated Cost \$1,000

Piezometers

There are no known piezometers currently within the district.

Estimated Cost \$0

Settlement Monitors

There are no known inclinometers currently within the district.

Estimated Cost \$0

Minor Repairs

No anticipated Minor Repairs

Estimated Cost \$0

Winterization

The District provides an annual budget for procuring and storing an inventory of winterization materials and to provide for the costs of site installation. The district will procure materials as needed.

Estimated Cost \$500

Emergency Response

During the winter rainy season, the CA Tradewinds GHAD prepares for and may respond to a range of urgent, active, or threatening landslides as well as drainage issues where property damage is threatened. These incidents typically involve mud or debris flows, plugged storm drains at the base of slopes or flooded properties due to the overflow of runoff from plugged or damaged facilities. In severe cases these responses can require the initiation of temporary slope stabilization measures in preparation for a major repair.

Estimated Cost \$1,000

Debris Benches/Impact Walls/Bio-swales

Earthen debris benches exist throughout the district. It is essential that these facilities are inspected to ensure capacities and drainage have not been compromised. Annual inspections are made, and periodic debris removal plans are initiated. This year's budget allows for geotechnical evaluations and the periodic removal of accumulated debris from several of those benches identified during the study and routine monitoring events.

Estimated Cost \$500

Operations

An inventory of on-site instrumentation including piezometers, inclinometers, horizontal drains, sub-drains and settlement monuments are monitored periodically throughout the year as a preventative measure.

Monitoring sites can be established for a variety of uses. Often completed repair sites require monitoring to confirm that the slope has been stabilized. Other sites have been utilized to indicate signs of unstable conditions developing and have been instrumental in determining slope conditions prior to the activation of a landslide.

Through the use of collected data such as groundwater depth, magnitude of slope movement, depth of movement and ground surface movement, the District has been able to arrest slope movement in advance of an incipient failure.

Throughout the year, the District receives incident response or assistance calls from property owners regarding slope stability or drainage issues. Community relations, including incident responses through the annual Operations Program has been institutionalized as a role of CA Tradewinds GHAD management. All incidents are recorded and move through the district

response mechanisms as is appropriate and consistent with the CA Tradewinds GHAD Plan of Control.

The CA Tradewinds GHAD Manager receives updates in long-range weather and oceanic temperature changes through the National Oceanic and Atmospheric Administration (NOAA) and other scientific and atmospheric agencies that track data and produce probabilistic assessments on the likelihood of a recurrence of El Niño conditions.

Estimated Cost \$1,700

Special Projects

During fiscal year 2022/2023, the District will continue with special projects. Brief descriptions of the special projects are presented in Table 1 and further described below:

Plan of Control

It is anticipated that an evaluation and assessment of the current Plan of Control for the CA Tradewinds GHAD will be pursued to confirm operational compliance. Project costs will be applied to General Administration.

Estimated Cost \$0

Reserve Study Assessment

A reserve study functions as a pro-forma analysis of the financial needs of the CA Tradewinds GHAD. It serves as a tool to calculate the annual contribution required by the district to build and maintain sufficient funds for emergencies and capital replacement programs based on past weather patterns, landslide repair costs, and general attrition. As a result of severe winters, draws will likely be necessary in the future on the reserve fund. Work is planned to evaluate and complete an analysis of the fund health and methodologies. This analysis will be used in establishing a pro-forma plan and provide instruction to CA Tradewinds GHAD management as to the necessary reserve demands over time. Project analysis costs will be applied to General Administration.

Estimated Cost \$500

Special Studies

The CA Tradewinds GHAD intends to continue targeted studies in the areas of fiscal policy and geologic risk. The CA Tradewinds GHAD, now in its 25th year, has the unique opportunity to address many of the issues surrounding long-term viability and sustainability, within changing environment and financial conditions. Using empirical data, we can assess potentially increasing financial loads and geologic risks that may accompany the maturation process of this district. We are confident that these studies have produced and will continue to produce beneficial results.

Estimated Cost \$0

Information Systems and Technology

The CA Tradewinds GHAD will consider integrating a GIS system to include all of the GHAD's data collection and monitoring operations. The record and tool that this system offers facilitates the General Manager's ability to locate past repairs and assist in a variety of risk assessments within the District.

Estimated Cost \$700

Accounting System Upgrade

Periodic upgrades are necessary to enhance accounting system capabilities. The CA Tradewinds GHAD utilizes expense accounting software to assist in reporting and the day-to-day operation of the District. Continued accounting systems enhancements will be implemented allowing more data entry streamlining, enhanced reporting, and quality control assurance procedures, augmenting the current systems. Project costs will be applied to General Administration.

Estimated Cost \$0

Tax Assessment Calculation

Each year an assessment calculation is conducted to identify and determine all qualified parcels within the district to receive assessments for CA Tradewinds GHAD services. Typically, the GHAD Manager will contract these assessments to a firm that specializes in these services. Historically, the CA Tradewinds GHAD has provided this information through its contracted consultant to the County Assessor's Office as required.

Estimated Cost \$1,500

Communications Plan

The CA Tradewinds GHAD maintains a communications plan designed to keep constituents current on CA Tradewinds GHAD operations and developments. The plan addresses several venues and mediums used to disseminate information within this district, and to other concerned parties, and to establish clear and accessible channels for community interaction. The CA Tradewinds GHAD intends to implement a web page for public information and a multi-page informational brochure to be available to interested Homeowner Associations (HOA) and stakeholders that describes the CA Tradewinds GHAD and its responsibilities and limitations. Additionally, the General Manager is available to write periodic articles for the HOA newsletter.

Estimated Cost \$0

Outreach/Legislative Review

California Association of GHADs (CAGHADs) Membership/Insurance

The proliferation of new GHADs within California has resulted in new legislation and adopted procedures. The CA Tradewinds GHAD Manager, in association with others, shares information and knowledge through a consortium of GHAD managers known as the California Association of GHADs (CAGHADs). The CAGHAD has recently obtained General Liability policies for its member GHADs. Policy premium costs for the CA Tradewinds GHAD are approximately \$500.³ Additionally, the CA Tradewinds GHAD manager participates in the CAGHADs as the organization pursues other financial instruments that may provide the CA Tradewinds GHAD additional options for extraordinary financial demand and planning. In 2016 the CAGHAD Board adopted a new fee schedule reducing the annual GHAD fees for membership by 50%.

Estimated Cost \$800

Administration

The administration of the CA Tradewinds GHAD includes all costs associated with legal support, office expenses, staffing, and accounting. Brief descriptions are presented below.

Legal

General Counsel – CA Tradewinds GHAD management must interact regularly with CA Tradewinds GHAD Counsel. The day-to-day operations of the CA Tradewinds GHAD present myriad opportunities and issues to work directly with GHAD counsel, in the areas of contracts, agreements, issues or new business to present to the Board, legislation, property owner issues, etc.

Estimated Cost \$2,000

Special Counsel – Typically Special Counsel consists of legal representation in the event of legal issues that might arise. Currently there are no legal issues involving litigation.

Estimated Cost \$0

Staffing/Administrative Support

The CA Tradewinds GHAD staff includes the General Manager, an Operations Manager, an Administration Manager and frequently other support staff and consulting professionals. The General Manager administers all CA Tradewinds GHAD day-to-day operations, including financial budgeting and communications regarding its activities. The Operations Manager, among other tasks, administers the Major Projects and Preventive Maintenance Programs and associated work schedules, consulting and construction contracts, and documents. The

³ A more comprehensive policy has been proposed with a premium increase

administrative staff is responsible for accounting/bookkeeping, contract administration, clerical, and construction management support. Additional management staff costs are also applied to specific projects as appropriate. Authorized business expenses such as rent, office supplies and leases are included in Staffing.

Estimated Cost \$11,000



Contra
Costa
County

To: Hillcrest Heights GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Hillcrest Heights Geological Hazard Abatement District Program Budget

RECOMMENDATION(S):

ADOPT Hillcrest Heights GHAD Resolution No. 2022/01 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under Consulting Services Agreement.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties within the GHAD.

BACKGROUND:

On July 9, 1996, the Contra Costa County Board of Supervisors adopted Resolution No. 96/329 approving the formation of the GHAD and appointed itself to serve as the GHAD Board of Directors. The GHAD Board adopts a budget for the GHAD operations each fiscal year.

The GHAD Board is being requested to adopt the fiscal year budget for 2022/2023 as prepared by the GHAD General Manager which is attached to Resolution No. 2022/01.

In addition, the GHAD Board is being requested to update the GHAD General Manager payment limits under the existing consulting services agreement as required by that agreement. The budget attached identifies that limit at \$61,500.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD will not be able to continue operation starting July 1, 2022 if the budget is not approved.

ATTACHMENTS

Hillcrest Heights GHAD Resolution No. 2022/01

Hillcrest Heights GHAD Program Budget

**THE BOARD OF DIRECTORS OF HILLCREST HEIGHTS
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (HILLCREST HEIGHTS GHAD)

SUBJECT: Adopting 2022/2023 annual budget and updating GHAD General Manager payment limits under the existing consulting services agreement.

WHEREAS, on July 9, 1996, the Contra Costa County Board of Supervisors adopted Resolution 96/329 approving the formation of the Hillcrest Heights Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the fiscal year 2022/2023 prepared by the GHAD General Manager, Sands Construction Company, Inc., attached hereto as Exhibit A.

WHEREAS, on October 7, 2014, pursuant to Resolution No. 2014/02, the GHAD Board approved the consultant services agreement with Sands Construction Company, Inc. to act as General Manager for the GHAD. This agreement, in section 3, requires the GHAD Board to determine by resolution each fiscal year the payment limits for GHAD General Manager services. The budget attached in Exhibit A identifies this limit at \$61,550.

WHEREAS, the GHAD General Manager recommends that the GHAD Board review and approve the fiscal year budget for 2022/2023.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for the 2022/2023 fiscal year of \$215,500 attached as Exhibit A and incorporated herein by this reference.
2. The GHAD Board adopts the payment limit for the GHAD General Manager services at \$61,500 for fiscal year 2022/2023 as set forth in Exhibit A and incorporates this payment limit into the consulting services agreement.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – 2022/2023 Annual Budget



HILLCREST HEIGHTS
GEOLOGIC HAZARD ABATEMENT DISTRICT

Program Budget
FISCAL YEAR 2022-2023

APRIL 2022

EXHIBIT A



HILLCREST HEIGHTS
GEOLOGIC HAZARD ABATEMENT DISTRICT

May 12, 2021

Hillcrest Heights GHAD Board of Directors
c/o Supervisor John M. Gioia
11780 San Pablo Avenue, Suite D
El Cerrito, California 94530

**SUBJECT: Program Budget for Fiscal Year 2022-2023
Hillcrest Heights Geologic Hazard Abatement District**

Dear Board Members:

Attached please find the proposed program budget for the Hillcrest Heights Geologic Hazard Abatement District ("Hillcrest Heights GHAD", "GHAD" or "District") for fiscal year 2022-2023. The proposed fiscal year budget totals \$215,500, which falls within projected revenues and anticipates a \$72,366 contribution to the reserve fund. At the time of this publication, it is expected that the fund balance on June 30, 2022, will be approximately \$1,876,483. A fund balance of \$1,948,849 is projected for June 30, 2023.

There are four major budget categories, their respective budget expenses break down as follows:

Major Projects	14 percent
Preventive Maintenance and Operations	25 percent
Special Projects	29 percent
Administration, Legal, Accounting	32 percent

BACKGROUND:

On July 23, 1996, the Contra Costa Board of Supervisors adopted Resolution 96/239 approving the formation of the Hillcrest Heights Geologic Hazard Abatement District (Hillcrest Heights GHAD), located in the hills of El Sobrante, within the jurisdiction of Contra Costa County. The Hillcrest Heights GHAD was formed pursuant to State Public Resources Code § 26500 et seq. The Board of Supervisors at that time appointed itself as the Board of Directors of the Hillcrest Heights GHAD.

Resolution 97/178 adopted on April 1, 1997, by the Board of Supervisors, acting as the Hillcrest Heights Board, confirmed the assessments for the district and ordered the collection of the amounts called for in the Assessment Report. The initial fiscal year for the Hillcrest Heights GHAD was established as 1997-1998.

A 15-lot subdivision also completed in El Sobrante known as Spanish Trails was annexed in 2008 to the Hillcrest Heights GHAD and on February 25, 2009, the Notice of Assessment was recorded. Assessments were levied on the 15-lots beginning fiscal year 2009-2010. Maintenance transfer to the Hillcrest Heights GHAD for the activities pursuant to the approved Plan of Control occurred on February 5, 2010. A 32-lot subdivision also located in El Sobrante known as Edgemont (Colina Canyon) was also annexed to the Hillcrest Heights GHAD on May 11, 2010, with the Final Map and Notice of Assessment recorded on July 29, 2010. Construction commenced on several model homes and activities halted and the subdivision

remained in this condition for a time, although the district has been receiving revenue from property assessments. Maintenance transfer to the Hillcrest Heights GHAD has not been completed and therefore the District is not currently providing services.

As a percentage of the budget, the Major Projects Program will utilize a portion this year within the customary norms. To address localized groundwater conditions within the Spanish Trails subdivision, an array of horizontal drains have been installed. Fiscal year 2022-2023 will focus primarily on continuation of additional Major Projects consisting of two primary studies designed to further assess instrumentation effectiveness in providing markers that may indicate the potential for land movement, and studies focused on localized and regional slope stability analyses and groundwater conditions.

The Preventive Maintenance Program will focus on efforts to complete asset site restorations. The program will pursue analysis and upgrades to all instrument and asset sites and the associated data collection to ensure all predictive features of these instrumentation sites are fully realized. Specifically, we will target the following program elements - Concrete Interceptor Ditch Systems (Repair and Replace Program); the Horizontal Drains (Site Maintenance Program); the Piezometers (Site Maintenance Program); and the Soil Debris Bench/Impact Walls (Maintenance Program). The Operations Program will continue its existing monitoring profile through this period, and we are currently conducting a study of accumulated empirical data from its many monitoring assets in an effort to further expose any notable trending that might occur over significant periods of time, thereby reducing risk exposure. Currently, The National Oceanic and Atmospheric Administration (NOAA) predicts El Niño neutral conditions in the Southern Oscillation; however, early probability forecasts have often changed throughout the summer months.

The Special Projects Program will be directed, in part, to analyzing the Plan of Control and other essential documents that establish and direct the Hillcrest Heights GHAD. Preliminary review will be initiated to assess the need to conduct a formal Reserve Study that would serve to test, identify weaknesses, and expose any necessary adjustments to the criteria or methodologies utilized in the program and anticipate revenue and reserve demands. Additional studies have begun to assess the feasibility of integrating a Geographic Information System (GIS) into the Hillcrest Heights program.

This budget anticipates continued strengthening and building efficiencies within the Administration Program. General legal counsel will be provided by the Hillcrest Heights GHAD Board appointed attorney, Patricia Curtin of Wendel, Rosen, LLP.

As managers, we continually monitor and anticipate significant short-term and long-term financial impacts on GHAD reserves and compare such impacts with our ongoing 40-year reserve study. Our ability to maintain reserves will provide assurance of our capability to continue uninterrupted services in the future.

A summary of the expenses is shown on Table 1, pages 4 and 5, followed by brief descriptions of each of the budget items on pages 6 through 12.

Respectfully yours,

Hillcrest Heights Geologic Hazard Abatement District



Michael D. Sands
Sands Construction Company, Inc.
General Manager

Distribution list:

Hillcrest Heights GHAD Board of Directors:

Supervisor John M. Gioia
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

Supervisor Candace Andersen
309 Diablo Road
Danville, CA 94526

Supervisor Diane Burgis
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513

Supervisor Karen Mitchoff (Board Chair)
2151 Salvio Street, Suite R
Concord, CA 94520

Supervisor Federal D. Glover
190 E. 4th Street
Pittsburg, CA 94565

GHAD Attorney:

Patricia Curtin, Esq. (Hillcrest Heights GHAD Attorney)
Wendel Rosen, LLP
1111 Broadway, 24th Floor
Oakland, CA 94607

GHAD Treasurer:

Laffer Tengler Investments
6710 N Scottsdale Rd., Suite 130
Scottsdale, AZ 85253

**Hillcrest Heights Geologic Hazard Abatement District
Program Budget
Fiscal Year 2022/2023**

The following proposed line-item program budget (Table 1) summarizes the anticipated expenditures for fiscal year 2022-2023 for the Hillcrest Heights Geologic Hazard Abatement District (“Hillcrest Heights GHAD”, “GHAD”, or “District”). Through an ongoing assessment, the manager evaluates and addresses geologic risk through the implementation of an annual program budget consisting of four major categories. Preceding Table 1, and directly below, is a general overview description of the four major program elements within the budget.

Major Projects Program

The annual Major Projects Program includes, landslide repair projects, drainage improvement projects, and capital improvement projects necessary to either control, mitigate, or prevent landslide activity. Other large program responses necessary to implement the Plan of Control, including specific purpose studies and investigations, may also be included in the Major Projects Program.

Generally, for consideration of inclusion into the Major Projects Program, a project or study would represent a level of complexity requiring plans, specifications, and comprehensive engineering analysis including modeling and research, or a project with a protracted scope such as those requiring multiple regulatory agency approvals. Most Major Projects have a projected cost that exceeds \$25,000.

Historically, the Major Projects Program has been comprised of significant landslide repair projects and other responsive large projects; at other times, it has included programmatic studies and investigations useful in generating proactive responses. This diversity of projects demonstrates the importance of a flexible Major Projects Program structure that adapts between responsive and proactive needs and capabilities to manage the dynamic nature of larger scale geologic events.

Preventive Maintenance and Operations Program

The annual Preventive Maintenance and Operations Program includes all minor repairs, cleanup, maintenance, monitoring and replacement of drainage structures and other assets that degrade over a serviceable life. The goal of preventive maintenance is to keep assets in operational condition and identify potential slope stability risks before they manifest, allowing measures to be taken to either prevent, or mitigate the impact of these hazards as defined in the Hillcrest Heights GHAD Plan of Control.

Typical Hillcrest Heights GHAD assets include concrete lined ditches, subdrainage systems, groundwater measuring instrumentation, slope inclinometers and moisture gauges, and slope debris catchment features.

The Preventive Maintenance Program also includes preparations for emergency response, winterization measures including erosion protection and slope stabilization supplies, and instrument maintenance.

The Operations Program is primarily populated with scheduled instrument monitoring events. Data from these instruments are evaluated to establish risk and trends to avert landslide activity. In addition to the instrumentation monitoring program, the Operations Program contains the Incident Response and Community Relations Program, which incorporates comprehensive first response capabilities, and fosters community incident interaction.

Special Projects

The Hillcrest Heights GHAD pursues ongoing and new activities identified as “Special Projects”. Special Projects include activities requested by the Board such as the Communications Program, and projects and studies designed to improve the District’s operational effectiveness and ensure financial solvency. Special Projects also include utilizing new technologies to increase the efficiencies of the day-to-day operations.

Administration

Administrative expenses are required to operate the Hillcrest Heights GHAD and implement projects. Administrative expenses include personnel and consultants to manage the operations including: the General Manager, Administrative Manager, Construction Services Manager, certain clerical and accounting staff, consultants, and legal support.

With respect to the General Management of the Hillcrest Heights GHAD - The Hillcrest Heights GHAD Board of Directors through Resolution 2020/01, among other business, adopted a payment limit to an existing Consulting Services Agreement with Sands Construction Company, Inc. to act as General Manager. The payment limit established for a term through June 30, 2022, was \$54,000; the proposed payment limit through June 30, 2023, is \$61,500. The scope of services for the General Manager includes, managing the day-to-day operations through implementation of the necessary financial recordkeeping and reporting; updating and maintaining governing documents, such as the Plan of Control; and managing and updating administrative tools such as the Reserve Study, Communications Plan, Work Program and Monthly Incident Log. The General Manager Consulting Services Agreement provides for certain administrative positions including, but not limited to, a General Manager, an Administrative Manager, a Construction Services Manager and a Network Administrator as well as overhead costs, such as office space rent, office supplies and postage.

With respect to the Operations of the Hillcrest Heights GHAD, the scope of services for Operations includes, implementing the Major Projects and Preventive Maintenance Programs through forecasting work schedules and priorities, preparing Requests for Proposals, and managing maintenance and repair operations within the Major Projects and Preventive Maintenance Programs. These services include project management and construction management; and preparing for and responding to emergency incidents.

The General Manager will retain the necessary professionals, including without limitation: engineers, accounting professionals, and vendors to facilitate the operations of the Hillcrest Heights GHAD. The General Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as administrative sub-consultants and engineering or construction sub-consultants within the payment limits of the Consulting Services Agreement.

A summary of the proposed Fiscal Year 2022-2023 Budget is presented in Table 1 on the following pages.

Table 1 – Summary of Fiscal Year 2022/2023 Budget

Budget Item	Budget Amount	% of Total Budget
Major Repairs		
Study – Instrument Restoration/Replacement	10,000	
Study – Slope Stability Analyses	15,000	
Unanticipated Sites	5,000	
Total Major Projects	\$30,000	14%
Preventive Maintenance/Operations		
Preventive Maintenance		
Drainage		
Storm Drain Facilities		
B-58 Concrete Lined Ditches		
Maintenance/Clean/Map	5,000	
Repair and Replace	4,000	
Retention Basins	2,000	
Subdrain Systems	4,000	
Horizontal Drains	2,000	
Subdrain Outlets	4,000	
Piezometers	3,000	
Settlement Monitors	500	
Minor Repairs	3,000	
Winterization	1,000	
Emergency Response	3,000	
Debris Benches/Impact Walls	2,000	
Subtotal	\$33,500	
Operations		
Piezometer Monitoring	5,000	
Horizontal Drain Monitoring	5,000	
Subdrain Monitoring	3,500	
Settlement Monitoring	1,000	
Incident Response/Community Relations	6,000	
Subtotal	\$20,500	
Total Preventive Maintenance/Operations	\$54,000	25%

Budget Item	Budget Amount	% of Total Budget
Special Projects		
Plan of Control	35,000	
Reserve Study Update	1,000	
Special Studies/ Transfers	15,000	
Information Technology	7,000	
Accounting Systems Upgrade	0	
Tax Assessment Calculation	1,700	
Communications Program	1,000	
CA Association of GHADs – Membership/Insurance	1,400	
Total Special Projects	\$62,100	29%

Administration		
Legal fees		
General Counsel	8,000	
Special Counsel		
Litigation/Legal Concerns		
Staffing/Administrative Support	40,000	
Accounting/Bookkeeping	16,000	
Training/Education	0	
Office – Rent/Supplies/Equipment/ Lease	5,400	
Total Administration	\$69,400	32%

TOTAL PROPOSED BUDGET FY2022/2023	\$215,500	100%
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Available Funds	
Estimated Beginning Fund Balance – July 1, 2022*	1,876,483
Estimated Property Owner Assessments	
Hillcrest Heights - \$ 1,780.58 annually per unit x 65 units**	115,738
Spanish Trails - \$ 2,790.54 annually per unit x 15 units**	41,858
Colina Canyon - \$ 1,577.20 annually per unit x 32 units**	50,470
Estimated Interest on Investments	79,800
Other Income	0
Total Available Funds	2,164,349
Uses of Funds	
Major Projects	30,000
Preventive Maintenance	54,000
Special Projects	62,100
Administrative	69,400
Total Use of Funds	\$215,500
Estimated Reserve Available/Ending Fund Balance June 30, 2023	\$1,948,849

* Projected Fund Balance date of publication, includes estimated true-up revenue payment (June 2022) \$9,934.21

** Estimated – Resource CPI, San Francisco Metropolitan Area – April 2022

DESCRIPTION OF BUDGET ITEMS

Major Projects

Study – Instrument Restoration and Replacement

Typically, instrument replacement and maintenance falls within the Preventive Maintenance program; however, this proposed study evaluates the current program protocol and further identifies potential sites for remedial installations or provisions. Preliminary studies have identified several sites for restoration work or new replacement installations.

Estimated Cost \$10,000

Study – Slope Stability Analyses

Slope weathering and changes in groundwater levels and regimes over time can impact slope stability. It is important for Hillcrest Heights GHAD management to make dynamic assessments to ensure design thresholds are met in slope stability. This study addresses several potential sites and analyzes conditions.

Estimated Cost \$15,000

Unanticipated Sites

During heavy rain years, unexpected repairs are necessary to avert or control landslides that may threaten property within the District. It is vital for the manager to retain the availability of funds within the Major Repair Program to address such an event.

It is also common to experience a change in the planned construction schedule to include additional sites. Known sites can rise in priority throughout the year and additional sites may emerge.

Estimated Cost \$5,000

Preventive Maintenance and Operations

Preventive Maintenance

Preventive maintenance generally consists of those measures taken to prevent an incident or landslide event including, asset maintenance, drainage structures, instrument sites and winterization measures. Operations include ongoing monitoring programs and responses to community requests. Details of the proposed budget for each of these categories are listed below.

B-58 Drain Systems

Maintenance – Allows for one major annual cleaning and mapping. In addition, District staff periodically walks the B-58 systems to get a first-hand account of the current conditions and project serviceable life. This information, along with other empirical data, is typically utilized in Reserve Study updates. With extreme weather conditions in years past and the related soil and vegetation load impacting the network of B-58 systems, we have anticipated and allowed for a greater effort to maintain proper drainage.

Estimated Cost \$5,000

Repair and Replacement – An ongoing detailed assessment is performed to establish the existing condition of the B-58 Concrete ditches throughout the district. This assessment and associated data are periodically aggregated with past collected data to serve to establish a typical timeline for needed repairs. These assessments as to the remaining serviceable life of these assets are also utilized in reserve study criteria to anticipate repair and replacement costs.

Estimated Cost \$4,000

Retention Basins

There is one retention basin within the district boundaries. This retention basin requires annual improvements and de-silting efforts. With the extreme weather conditions and the related soil and vegetation load impact, improvements are to this facility. We anticipate and allow for a typical effort to maintain proper drainage for these facilities over this fiscal year.

Estimated Cost \$2,000

Subdrain Systems

Subdrain systems must be monitored, and maintenance provided to ensure the systems have not been damaged or impeded. This budget will allow for an inspection and minor maintenance of these sites.

Estimated Cost \$4,000

Horizontal Drains

The District must provide ongoing maintenance to ensure horizontal drains remain functional. This budget will allow for the maintenance of new installations.

Estimated Cost \$2,000

Sub-drain Outlets

The Hillcrest Heights GHAD is currently conducting efforts to identify, locate and make determinations about the effectiveness of the network of subdrains throughout the District. It is anticipated that on-site restoration work may be necessary at some sites. This additional work has been incorporated into this budget item.

Estimated Cost \$4,000

Piezometers

The District reads and maintains piezometers which measure ground water elevations. A budget has been established to provide for work to begin to restore the sites and install identification markers.

Estimated Cost \$3,000

Settlement Monitors

Over time, several settlement monitors have been placed throughout the development. These monitors were, in large part, installed as part of one specific study or another and therefore are not continually monitored. Currently ongoing monitoring programs exist in areas of the District.

Estimated Cost \$500

Minor Repairs

A budget is established annually for minor projects establishing a provision for unanticipated minor projects within the Preventive Maintenance Program.

Estimated Cost \$3,000

Winterization

The District provides an annual budget for procuring and storing an inventory of winterization materials and to provide for the costs of site installation.

Estimated Cost \$1,000

Emergency Response

During the winter rainy season, the Hillcrest Heights GHAD prepares for and may respond to a range of urgent, active, or threatening landslides as well as drainage issues where property damage is threatened. These incidents typically involve mud or debris flows, plugged storm drains at the base of slopes or flooded properties due to the overflow of runoff from plugged or damaged facilities. In severe cases these responses can require the initiation of temporary slope stabilization measures in preparation for a major repair.

Estimated Cost \$3,000

Debris Benches/Impact Walls

Earthen debris benches and debris impact walls exist throughout the district. It is essential that these facilities are inspected to ensure capacities and drainage have not been compromised. Annual inspections are made, and periodic debris removal plans are initiated. This year's budget allows for geotechnical evaluations and the periodic removal of accumulated debris from several of the benches identified during the study and routine monitoring events.

Estimated Cost \$2,000

Operations

An inventory of on-site instrumentation including piezometers, inclinometers, horizontal drains, sub-drains, and settlement monuments are monitored periodically throughout the year as a preventative measure.

Monitoring sites can be established for a variety of uses. Often completed repair sites require monitoring to confirm that the slope has been stabilized. Other sites have been utilized to indicate signs of unstable conditions developing and have been instrumental in determining slope conditions prior to the activation of a landslide.

Through the use of collected data such as groundwater depth, magnitude of slope movement, depth of movement and ground surface movement, the District has been able to arrest slope movement in advance of an incipient failure.

Throughout the year, the District receives incident response or assistance calls from property owners regarding slope stability or drainage issues. Community relations, including incident responses through the annual Operations Program has been institutionalized as a role of Hillcrest Heights GHAD management. All incidents are recorded and move through the district response mechanisms as is appropriate and consistent with the Hillcrest Heights GHAD Plan of Control.

The Hillcrest Heights GHAD Manager receives updates in long range weather and significant oceanic temperature changes through the National Oceanic and Atmospheric Administration (NOAA) and other scientific and atmospheric agencies that track data and produce probabilistic assessments on the likelihood of a recurrence of El Niño conditions.

Estimated Cost \$20,500

Special Projects

During fiscal year 2022-2023 the District will continue several special projects. Brief descriptions of the special projects are presented in Table 1 and further described below:

Plan of Control

It is anticipated that an evaluation and assessment of the current Plans of Control for the Hillcrest Heights GHAD, including Spanish Trails, will be pursued, to confirm operational compliance. Once an initial evaluation is completed, consideration will be given to amend the current plan to incorporate historical practices of the GHAD and acknowledge technological and other procedural advancements.

Estimated Cost \$35,000

Reserve Study Assessment

A reserve study functions as a pro-forma analysis of the financial needs of the Hillcrest Heights GHAD. The study serves as a tool to calculate the annual contribution required by the district to build and maintain sufficient funds for emergencies and capital replacement programs based

on past weather patterns, landslide repair costs, and general attrition. As a result of severe winters, draws will likely be necessary in the future on the reserve fund. Work is planned to evaluate and complete an analysis of the fund health and methodologies. This analysis will be used in establishing a pro-forma plan and provide instruction to Hillcrest Heights GHAD management as to the necessary reserve demands over time.

Estimated Cost \$1,000

Special Studies

The Hillcrest Heights GHAD intends to continue targeted studies in the areas of fiscal policy and geologic risk. The Hillcrest Heights GHAD, now in its 27th year, has the unique opportunity to address many of the issues surrounding long-term viability and sustainability, within changing environment and financial conditions. Using empirical data, we can assess potentially increasing financial loads and geologic risks that may accompany the maturation process of this district. We are confident that these studies have produced and will continue to produce beneficial results.

Estimated Cost \$15,000

Information Systems and Technology

The Hillcrest Heights GHAD will consider integrating a GIS system to include all the GHAD's data collection and monitoring operations. The record and tool that this system offers facilitates the General Manager's ability to locate past repairs and assist in a variety of risk assessments within the District.

Estimated Cost \$7,000

Accounting System Upgrade

Periodic upgrades are necessary to enhance accounting system capabilities. The Hillcrest Heights GHAD utilizes expense accounting software to assist in reporting and the day-to-day operation of the District. Continued accounting systems enhancements will be implemented allowing more data entry streamlining, enhanced reporting, and quality control assurance procedures, augmenting the current systems. No upgrades planned for FY2022-2023.

Estimated Cost \$0

Tax Assessment Calculation

Each year an assessment calculation is conducted to identify and determine all qualified parcels within the district to receive assessments for Hillcrest Height GHAD services. Typically, the GHAD Manager will contract these assessments to a firm that specializes in these services. Historically, the Hillcrest Heights GHAD has provided this information through its contracted consultant to the County Assessor's Office as required.

Estimated Cost \$1,700

Communications Plan

The Hillcrest Heights GHAD maintains a communications plan designed to keep constituents up to date on Hillcrest Heights GHAD operations and developments. The plan addresses several venues and mediums used to disseminate information within this district and to other concerned parties, and to establish clear and accessible channels for community interaction. The Hillcrest Heights GHAD intends to implement a web page for public information, and a multi-page informational brochure to be available to interested Homeowner Associations (HOA) and stakeholders that describes the Hillcrest Heights GHAD and its responsibilities and limitations. Additionally, the General Manager is available to write periodic articles for the HOA newsletter.

Estimated Cost \$1,000

Outreach/Legislative Review

California Association of GHADs (CAGHADs) Membership/Insurance

The proliferation of new GHADs within California has resulted in new legislation and adopted procedures. The Hillcrest Heights GHAD Manager, in association with others, shares information and knowledge through a consortium of GHAD managers known as the California Association of GHADs (CAGHADs). The CAGHAD has obtained General Liability policies for its member GHADs. Additional GHAD onboarding and participation has reduced relative premiums. Policy premium costs for the Hillcrest Heights GHAD are approximately \$710.¹

Additionally, the Hillcrest Heights GHAD manager participates in the CAGHADs as the organization pursues other financial instruments that may provide the Hillcrest Heights GHAD additional options for extraordinary financial demand and planning. In 2016 the CAGHAD Board adopted a new fee schedule reducing the annual GHAD fees for membership by 50%.

Estimated Cost \$1,400

Administration

The administration of the Hillcrest Heights GHAD includes all costs associated with legal support, office expenses, staffing, and accounting. Brief descriptions are presented below.

Legal

General Counsel – Hillcrest Heights GHAD management must interact regularly with Hillcrest Heights GHAD Counsel. The day-to-day operations of the Hillcrest Heights GHAD present myriad opportunities and issues to work directly with GHAD counsel, in the areas of contracts, agreements, issues or new business to present to the Board, legislation, property owner issues, etc.

Estimated Cost \$8,000

¹ A more comprehensive policy was presented in 2022 with a premium increase

Special Counsel – Typically Special Counsel consists of legal representation in the event of legal issues that might arise. Currently there are no legal issues involving litigation.

Estimated Cost \$0

Staffing/Administrative Support

The Hillcrest Heights GHAD staff includes the General Manager, an Operations Manager, an Administration Manager and frequently other support staff and consulting professionals. The General Manager administers all Hillcrest Heights GHAD day-to-day operations, including financial budgeting and communications regarding its activities. The Operations Manager, among other tasks, administers the Major Projects and Preventive Maintenance Programs and associated work schedules, consulting and construction contracts, and documents. The administrative staff is responsible for accounting/bookkeeping, contract administration, clerical, and construction management support. Additional management staff costs are also applied to specific projects as appropriate. Authorized business expenses such as rent, office supplies and leases are included in Staffing.

Estimated Cost \$61,400



Contra
Costa
County

To: Wendt Ranch GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Wendt Ranch GHAD Program Budget 2022-2-023

RECOMMENDATION(S):

ADOPT Wendt Ranch GHAD Resolution No. 2022/01 adopting the GHAD budget for 2022/2023 fiscal year and to update GHAD Manager payment limit under Consulting Services Agreement.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties within the GHAD.

BACKGROUND:

On February 12, 2002, the Contra Costa County Board of Supervisors adopted Resolution No. 2002/59 approving the formation of the Wendt Ranch Geologic Hazard Abatement District (GHAD) and appointed itself to serve as the GHAD Board of Directors. The GHAD Board is requested to adopt a budget for the GHAD operations each fiscal year. The GHAD Board is being requested to adopt the fiscal year budget for 2022/2023 as prepared by the GHAD Manager, which is attached to Resolution No. 2022/01. In addition, the GHAD Board is being requested to update the GHAD Manager payment limits under the existing Consulting Services Agreement as required by that Agreement. The budget attached to Resolution No. 2022/01 identifies that limit as \$116,125.

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD will not be able to continue operation starting July 1, 2022 if the budget is not approved.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

ATTACHMENTS

Wendt Ranch GHAD Resolution No. 2022/01

Wendt Ranch GHAD Program Budget

**THE BOARD OF DIRECTORS OF WENDT RANCH
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (WENDT RANCH GHAD)

SUBJECT: Adopting Fiscal Year 2022/2023 annual budget, updating GHAD Manager payment limits under the existing Consulting Services Agreement, and authorizing the suspension of the assessment levy for Fiscal Year 2022/2023 for the Wendt Ranch, Alamo Creek, and Intervening (Monterosso) developments within the Wendt Ranch GHAD.

WHEREAS, on February 12, 2002, the Contra Costa County Board of Supervisors adopted Resolution 2002/59 approving the formation of the Wendt Ranch Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors. The Wendt Ranch development was the only development in the GHAD when formed.

WHEREAS, on July 15, 2005, the GHAD Board of Directors adopted Resolution 2005/437 approving the annexation of the Alamo Creek and Intervening Properties (Monterosso) into the GHAD. These properties are being assessed and are receiving GHAD services.

WHEREAS, on August 3, 2021, the GHAD Board of Directors adopted Resolution 2021/03 approving the annexation of the Somerset development into the GHAD. This development is not currently being assessed and is not yet receiving GHAD services.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the Fiscal Year 2022/2023 prepared by the GHAD Manager (attached as Exhibit A) and suspend the assessment levy for Fiscal Year 2022/2023 for the Wendt Ranch, Alamo Creek, and Intervening (Monterosso) developments within the GHAD.

WHEREAS, on May 19, 2009, pursuant to Resolution No. 2009/03, the GHAD Board approved the Consultant Services Agreement with ENGEIO, Inc., to act as Manager for the GHAD. This Agreement, in section 1(e), requires the GHAD Board to determine by resolution each fiscal year the payment limits for GHAD Manager services. The budget attached in Exhibit A identifies this limit at \$136,200.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for the Fiscal Year 2022/2023 of \$352,670 attached as Exhibit A and incorporated herein by this reference and suspends the

assessment levy for Fiscal Year 2022/2023 for the Wendt Ranch, Alamo Creek, and Intervening (Monterosso) developments within the GHAD.

2. The GHAD Board adopts the payment limit for the GHAD Manager services at \$136,200 for Fiscal Year 2022/2023 as set forth in Exhibit A, and incorporates this payment limit into the consulting services agreement.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia Curtin
GHAD Attorney

Exhibit A- Fiscal Year 2022/2023 Annual Budget

**WENDT RANCH GEOLOGIC HAZARD ABATEMENT DISTRICT
PROGRAM BUDGET FOR FISCAL YEAR 2022/23**

EXHIBIT A



June 2, 2022

Wendt Ranch GHAD Board of Directors
Chair Candace Andersen
Vice Chair Federal D. Glover
Boardmember John M. Gioia
Boardmember Diane Burgis
Boardmember Karen Mitchoff

Wendt Ranch Geologic Hazard Abatement District
651 Pine Street, Room 107
Martinez, CA 94553

Subject: Wendt Ranch Geologic Hazard Abatement District
Contra Costa County, California

PROGRAM BUDGET FOR FISCAL YEAR 2022/23

Dear Chair Andersen and Boardmembers:

Attached is the program budget for the Wendt Ranch Geologic Hazard Abatement District (GHAD) for the Fiscal Year (FY) 2022/23. The program budget as proposed is \$352,670. The budget expenses break down into the following approximate percentages of the total expenses.

- Major Repair..... 0 percent
- Preventive Maintenance and Operations..... 69 percent
- Special Projects 2 percent
- Administration and Accounting 13 percent
- Additional - Outside Professional Services 16 percent

The budget anticipates FY 2022/23 revenue of \$120,647 with an estimated reduction of \$232,023 to the reserve fund. A summary of the expenses is shown on Table 5 followed by a brief description of each budget item on the following pages.

If you have any questions regarding the contents of this letter, please contact us.

Sincerely,

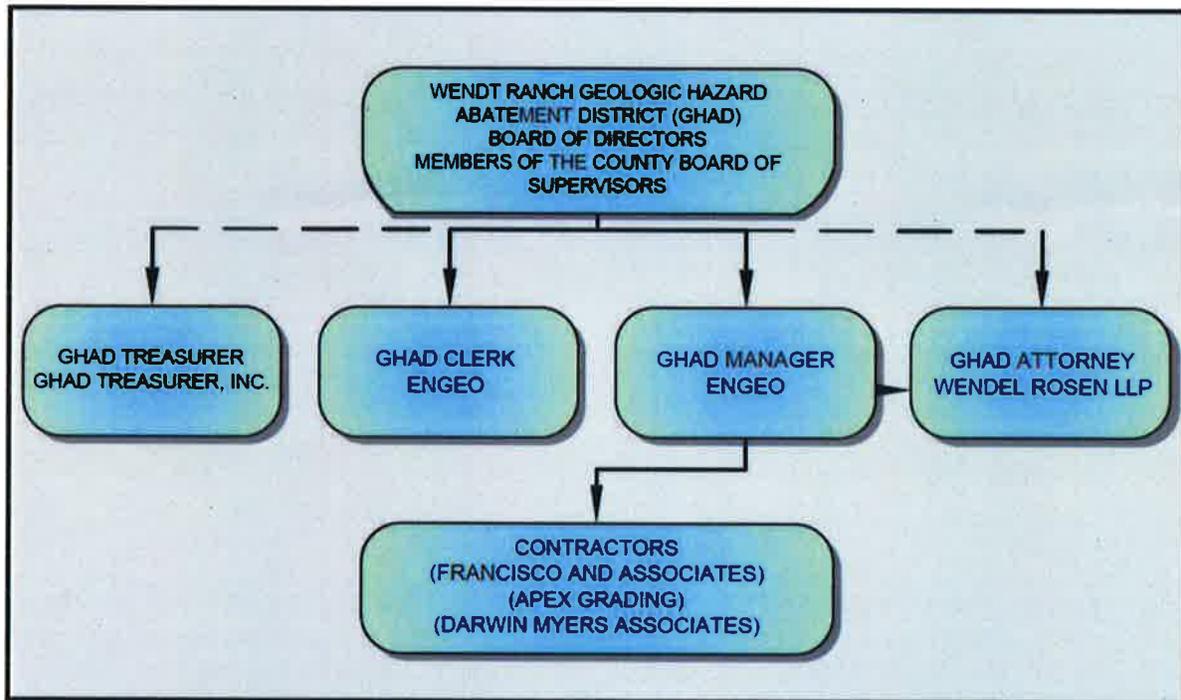
Wendt Ranch Geologic Hazard Abatement District
ENGEO Incorporated, GHAD Manager
ENGEO Project No. 4063.002.021


Haley Ralston
hjr/eh/jf


Eric Harrell

**Wendt Ranch Geologic Hazard Abatement District
 Program Budget
 Fiscal Year 2022/23**

The following proposed program budget summarizes the anticipated receivables and expenditures for Fiscal Year 2022/23 for the Wendt Ranch Geologic Hazard Abatement District (District), which includes Wendt Ranch, Intervening Properties (Monterosso), Alamo Creek, and Somerset communities. The structure of the Wendt Ranch GHAD is shown below.



The GHAD has maintenance and monitoring responsibilities and is the property owner for the following parcels within the District. The parcels listed include all of the open space parcels within the Monterosso and Wendt Ranch developments. Maintenance, monitoring responsibilities, and ownership for the listed parcels were transferred to the GHAD in February and March 2009.

TABLE 1: Parcels owned by GHAD

ASSESSOR'S PARCEL NUMBER	PARCEL	DESCRIPTION
Monterosso (Intervening Properties) Development		
206-020-094	I	Western Water Quality Basin
206-020-095	K	Western Open Space
206-580-036	B	Open Space North of Casablanca Bridge
206-020-093	C	Eastern Open Space
206-580-038	J	Northeast Bioretention Cell
206-630-053	E	Southeast Bioretention Cell

ASSESSOR'S PARCEL NUMBER	PARCEL	DESCRIPTION
Wendt Ranch Development		
206-030-037	A, 8698	Wendt Ranch Southern Open Space including Buffalo Wetlands
206-650-011	B, 8847	Wendt Ranch Western Open Space, North of Casablanca
206-030-038	B, 8698	Wendt Ranch Western Open Space, South of Casablanca
206-030-034	D, 8002	Wendt Ranch Detention Basin

Maintenance and monitoring responsibilities for the remaining properties within the GHAD, not listed above, are the responsibility of the individual property owners, although a number of parcels have been offered to the GHAD, but have not yet been accepted by the GHAD due to punchlist items remaining to be completed. Within this budget, it is anticipated that during the 2022/23 fiscal year additional and possibly all parcels within the Alamo Creek development will be transferred to the Wendt Ranch GHAD, and these expenses have been anticipated in the 2022/23 budget estimates.

On August 3, 2021, the Wendt Ranch GHAD Board of Directors adopted Resolution 2021/03 approving the annexation of the Somerset development into the Wendt Ranch GHAD. At this time, the Somerset development has only been annexed into the Wendt Ranch GHAD and has not established an Engineer's Report and funding source for maintenance items within the Somerset development. Additionally, the GHAD has not accepted any Plan of Control responsibilities for the Somerset development, therefore the GHAD does not have any maintenance responsibilities within the Somerset development for Fiscal Year 2022/23.

The fiscal year for the Wendt Ranch GHAD begins on July 1. The budget is divided into four categories including Major Repair, Preventive Maintenance and Operations, Special Projects, and Administration and Accounting. As needed, the GHAD Manager may reallocate funds without additional Board approval.

The annual assessment limits are as follows.

TABLE 2: Actual CPI Adjustments and Assessment Limit for Single Family Residential Properties

FISCAL YEAR	SAN FRANCISCO- OAKLAND-HAYWARD CPI (JUNE /JUNE)	ASSESSMENT LIMIT	ANNUAL ASSESSMENT LEVY
2005/06	-	\$422.00	\$300.00
2006/07	3.93%	\$438.57	\$311.78
2007/08	3.36%	\$453.29	\$322.25
2008/09	4.19%	\$472.30	\$335.76
2009/10	0.23%	\$473.37	\$336.52
2010/11	1.07%	\$478.44	\$340.12
2011/12	2.43%	\$490.06	\$348.38
2012/13	2.64%	\$502.98	\$357.57
2013/14	2.56%	\$515.84	\$366.71
2014/15	3.00%	\$531.32	\$377.71
2015/16	2.29%	\$543.48	\$386.36

FISCAL YEAR	SAN FRANCISCO-OAKLAND-HAYWARD CPI (JUNE /JUNE)	ASSESSMENT LIMIT	ANNUAL ASSESSMENT LEVY
2016/17	2.67%	\$558.00	\$396.68
2017/18	3.48%	\$577.42	\$410.49
2018/19	3.91%	\$599.99	\$426.53
2019/20	3.22%	\$619.26	\$440.23
2020/21	1.62%	\$629.29	\$447.36
2021/22	3.15%	\$649.14	\$461.48
2022/23 ¹	5% ¹	\$681.60 ¹	\$0

¹Estimate based on Consumers Price Index through April 2022.

The GHAD is funded through real property assessments. The assessment limits are adjusted annually on June 30 to reflect the percentage change in the San Francisco-Oakland-Hayward Consumers Price Index (CPI) for All Urban Consumers for the past 12 months. The assessment limits were adjusted up 3.15 percent from the 2020/21 assessment levels. The final assessment roll prepared for the 2021/22 fiscal year and submitted to the Contra Costa County Assessor's Office identified 1,317 properties subject to the levy of the GHAD assessment. The total levy amount for the 2021/22 FY was \$638,075.90. The actual FY 2022/2023 assessment limit will be calculated to reflect the percentage change in the San Francisco-Oakland-Hayward Consumer Price Index (CPI) for All Urban Consumers for June 2021 through June 2022.

As shown on Graph 1 below, the GHAD has exceeded the target reserve rate of accumulation forecast in the approved Engineer's Reports for the Alamo Creek, Monterosso, and Wendt Ranch developments. The excess revenue is primarily due to the delays in transferring the Plan of Control responsibilities from Toll Brothers, Inc. to the GHAD.

We have in this proposed budget, and may in future budgets, recommended an annual levy amount less than the assessment limit if the following conditions are met.

- Unencumbered reserve funds collected from within a development exceed the target reserve amount estimated in the approved Engineer's Report or unencumbered reserve funds collected from a development exceed the target reserve
- Reserve funds collected from within a development exceed the dollar amount estimated for a large-scale repair

We are recommending a suspension of the levy of the assessment for FY 2022/23. The June CPI is released in mid-July and is used by the GHAD Manager to determine the final assessment limit. Table 3 shows the estimated revenue assuming a suspension of the assessment levy for FY 2022/2023.

TABLE 3: Estimated Revenue for FY 2022/2023

	FY 2022/2023 ESTIMATE
Assessments	\$0
Investment Income	\$120,647
Total Revenues	\$120,647

In general, the budget amounts listed are based on the Engineer's Report approved by the Wendt Ranch GHAD Board of Directors in 2005. The budget amounts have been inflation adjusted to provide the estimates.

MAJOR REPAIR

Included within the major repair category are those repair or improvement projects that are intermittent and, by their nature, do not fit within a scheduled maintenance program. Minor slope repair and erosion control items are generally funded within the Preventive Maintenance and Operations category. For the purposes of this budget, we define major repairs as those estimated at over \$50,000. There are no major repair projects anticipated for FY 2022/23.

PREVENTIVE MAINTENANCE AND OPERATIONS

Preventive maintenance and operations include professional services, slope stabilization services, and erosion protection within the District. Professional services include site monitoring events as scheduled in the GHAD Plan of Control. Slope stabilization and erosion protection responsibilities include the open space slopes and creek channels. GHAD-maintained improvements generally include the District's slopes, concrete-lined drainage ditches, retaining walls, subsurface drainage facilities, monitoring instruments including settlement monitoring devices, storm drain facilities, and the creek channels.

SPECIAL PROJECTS

The Special Projects category allows the GHAD to budget for projects beneficial to the GHAD that are not included in one of the other three categories. Special projects can include items such as global positioning system (GPS)/geographic information system (GIS) development for GHAD maintained improvements; website development and maintenance; and reserve studies to reevaluate the financial condition of the GHAD.

ADMINISTRATION AND ACCOUNTING

Administrative expenses include the General Manager duties related to the operation and administration of the GHAD. These include clerical and accounting functions.

TABLE 4: Summary of Use of Funds

USE OF FUNDS				
	FY 2021/22 ESTIMATE	FY 2021/22 BUDGET	FY 2022/23 PROPOSED	PERCENT CHANGE FROM FY 2021/22
MAJOR REPAIRS				
Subtotal	\$0	\$0	\$0	0.0%
PREVENTIVE MAINTENANCE AND OPERATIONS - PROFESSIONAL SERVICES				
Open Space Scheduled Monitoring Events	\$13,000	\$16,000	\$20,000	
Heavy Rainfall Monitoring Events	\$0	\$8,000	\$10,000	
Bioretention Cell Scheduled Monitoring Events	\$2,000	\$4,000	\$4,000	
Bioretention Heavy Rainfall Monitoring Events	\$0	\$2,000	\$2,000	
Transfer of Open Space and GHAD Maintained Improvements	\$9,000	\$9,000	\$9,000	
Technical Consultants, Parcel Transfer (Outside Services)	\$1,272	\$3,000	\$4,000	
Subtotal	\$25,272	\$43,000	\$49,000	16.7%
PREVENTIVE MAINTENANCE AND OPERATIONS - MAINTENANCE AND OPERATIONS				
Sediment Removal - Concrete Structures	\$1,041	\$6,000	\$6,000	
Bioretention and other Water Quality Facilities	\$1,000	\$15,000	\$15,000	
Erosion Repairs	\$0	\$20,000	\$30,000	
Subdrain Outlets	\$625	\$1,500	\$10,000	
Detention Basins	\$3,350	\$30,000	\$30,000	
Creek Bank Maintenance	\$0	\$25,000	\$25,000	
Slope Stabilization	\$5,000	\$25,000	\$30,000	
Trail, Fire Break, and Fence Maintenance	\$20,000	\$45,000	\$50,000	
Subtotal	\$31,216	\$167,500	\$196,000	17.0%
SPECIAL PROJECTS				
GPS/GIS Development	\$3,000	\$5,000	\$5,000	
Web Site Maintenance/Updates	\$500	\$1,000	\$1,000	
Subtotal	\$3,500	\$6,000	\$6,000	0.0%
ADMINISTRATION AND ACCOUNTING – GHAD MANAGER				
Administration and Accounting	\$42,000	\$42,000	\$42,000	
Budget Preparation	\$4,000	\$4,000	\$4,000	
Subtotal	\$46,000	\$46,000	\$46,000	0.0%
ADMINISTRATION AND ACCOUNTING – OUTSIDE PROFESSIONAL SERVICES				
Assessment Roll and Levy Update	\$3,800	\$3,800	\$3,800	
Legal Counsel	\$5,000	\$12,000	\$12,000	
Treasurer	\$15,000	\$28,000	\$32,000	
Contra Costa County Assessor's Fees	\$1,360	\$1,400	\$1,400	
California Association of GHADs Membership	\$426	\$450	\$470	
Insurance	\$1,300	\$6,000	\$6,000	
Subtotal	\$26,886	\$51,650	\$55,670	7.8%
Total	\$132,875	\$313,150	\$352,670	12.6%

A summary of the proposed Fiscal Year 2022/23 Budget is shown in Table 5.

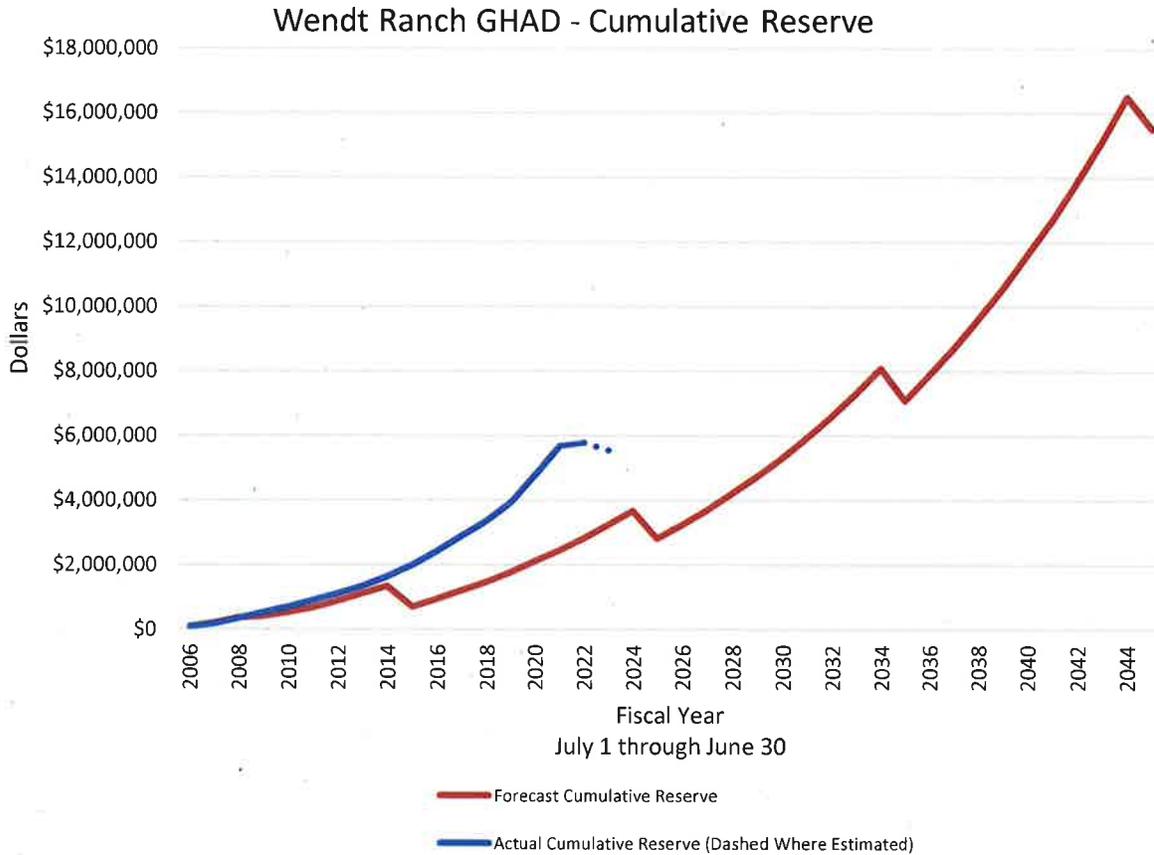
TABLE 5: Summary of Proposed Fiscal Year 2022/23 Budget

BUDGET ITEM	BUDGET AMOUNT	PERCENT OF TOTAL REVENUE (FY 2021/22)	PERCENT OF TOTAL REVENUE (FY 2022/23)
MAJOR REPAIRS			
TOTAL	\$0	0%	0%
PREVENTIVE MAINTENANCE AND OPERATIONS			
Professional Services			
Scheduled Monitoring Events	\$20,000		
Heavy Rainfall Monitoring Events	\$10,000		
Bioretention Cell Scheduled Monitoring Events	\$4,000		
Bioretention Heavy Rainfall Monitoring Events	\$2,000		
Transfer of Open Space and GHAD Maintained Improvements	\$9,000		
Technical Consultants, Parcel Transfer (Outside Services)	\$4,000		
Subtotal	\$49,000		
Maintenance and Operations			
Sediment Removal - Concrete Structures	\$6,000		
Bioretention and other Water Quality Facilities	\$15,000		
Erosion Repairs	\$30,000		
Subdrain Outlets	\$10,000		
Detention Basins	\$30,000		
Creek Bank Maintenance	\$25,000		
Slope Stabilization	\$30,000		
Trail, Fire Break, and Fence Maintenance	\$50,000		
Subtotal	\$196,000		
Preventive Maintenance and Operations TOTAL	\$245,000	28%	32%
SPECIAL PROJECTS			
GPS/GIS Development	\$5,000		
Web Site Maintenance and Updates	\$1,000		
Total	\$6,000	1%	1%
ADMINISTRATION AND ACCOUNTING – GHAD MANAGER			
Administration and Accounting	\$42,000		
Annual Report and Budget Preparation	\$4,000		
Subtotal	\$46,000	6%	6%
Outside Professional Services - Nontechnical			
Assessment Roll and Levy Update Preparation	\$3,800		
Legal Counsel	\$12,000		
Wendt Ranch GHAD Treasurer	\$32,000		
Contra Costa County Assessor's Fees	\$1,400		
California Association of GHADs Membership	\$470		
Insurance	\$6,000		
Subtotal	\$55,670	7%	7%
Administration and Accounting TOTAL	\$101,670		
PROPOSED EXPENDITURES TOTAL	\$352,670	42%	46%

BUDGET ITEM	BUDGET AMOUNT	PERCENT OF TOTAL REVENUE (FY 2021/22)	PERCENT OF TOTAL REVENUE (FY 2022/23)
ESTIMATED REVENUE			
Beginning Balance			
Balance (July 1, 2021)	\$5,688,686		
Estimated FY 2021/22 Revenue			
Estimated Assessment Revenue	\$612,039		
Estimated Assessment Interest/Dividend Revenue	(\$385,128)		
Estimated Expenses 2021/22 Expenses			
Estimated Expenses through 6/30/2022	\$130,350		
ESTIMATED RESERVE ON JUNE 30, 2022	\$5,785,247		
Estimated 2022/23 Revenue			
Estimated FY 2022/23 Assessment	\$0		
Estimated FY 2022/23 Interest/Dividend	\$120,647		
Estimated 2022/23 Expenses			
Estimated Expenses through June 30, 2023	\$352,670		
ESTIMATED RESERVE ON JUNE 30, 2023	\$5,553,224		

At the beginning of the 2022/23 fiscal year, the cumulative reserve is estimated at \$5,785,247 and about \$5,553,224 at the end of the 2022/23 fiscal year. As shown on the Graph 1 below, the forecast cumulative reserve is above the amount estimated in the 2005 Engineer's Reports and is estimated to reach approximately \$16,920,000 by 2044. The GHAD reserve is intended to fund unanticipated expenses that may occur.

GRAPH 1 – Cumulative Reserve



We attribute the additional reserve accumulation to a number of factors including: (1) The Wendt Ranch GHAD has not yet accepted monitoring and maintenance responsibilities for open space surrounding the Alamo Creek development; (2) nine of the past fourteen winters have had below-average rainfall; therefore, there has been a reduced level of slope instability and erosion; (3) a large-scale repair has not been necessary within the GHAD-maintained areas; and (4) the budgets submitted and expenditures made by the current GHAD manager reflect the lower level of activity due to weather conditions and limited geographic responsibilities, thus allowing a higher percentage of the GHAD revenues to be applied to the reserve portion of the budget, while maintaining an appropriate monitoring and maintenance program.

Special Condition 1(e) of the approved Consulting Services Agreement provides that a payment limit shall be determined each fiscal year by a resolution of the GHAD Board. For fiscal year 2021/23 (July 1, 2022, through June 30, 2023), the payment limit is set at \$136,200. The tasks included within the payment limit may include site monitoring events, transfer of monitoring and maintenance responsibilities, oversight of maintenance and repair projects, administration, accounting, assessment roll updates, and budget preparation.

TABLE 5: Payment Limit

TASK	AMOUNT
Scheduled Monitoring Events	\$20,000
Heavy Rainfall Monitoring Events	\$10,000
Bioretention Cell Scheduled Monitoring Events	\$4,000
Bioretention Heavy Rainfall Monitoring Events	\$2,000
Transfer of Parcels	\$9,000
Concrete-Lined Drainage Ditch Maintenance	\$1,200 ¹
Bioretention and other Water Quality Facilities	\$3,000 ¹
Erosion Repairs	\$6,000 ¹
Subdrain Outlets	\$2,000 ¹
Detention Basins	\$6,000 ¹
Creek Bank Maintenance	\$5,000 ¹
Slope Stabilization	\$6,000 ¹
Trail, Fire Break, and Fence Maintenance	\$10,000 ¹
Special Projects (GPS and Website)	\$6,000
Administration and Accounting	\$42,000
Budget Preparation	\$4,000
TOTAL	\$136,200

¹Dependent on maintenance and/or repair activities by the GHAD during FY 2022/23. ENGE0 payment limit is estimated at 20% of the total budget item.

MAJOR REPAIR

There are currently no ongoing major repair projects, and none are anticipated for the 2022/23 fiscal year within the GHAD-maintained areas of the Wendt Ranch GHAD. Minor slope repair and erosion control items are generally funded within the Preventive Maintenance and Operations category. While no major repairs are ongoing at this time, by their nature, major repairs such as landslides are unpredictable and could occur during the 2022/23 fiscal year. The reserve portion of the budget allows for funding toward these unpredictable events.

PREVENTIVE MAINTENANCE AND OPERATIONS

Professional Services

Open Space Scheduled Monitoring Events

As provided in the Plan of Control, there are two scheduled monitoring events within the GHAD that will occur during each calendar year including geotechnical instrument monitoring.

Estimated budget \$20,000

Open Space Heavy Rainfall Events

We have budgeted for two heavy rainfall monitoring events during the 2022/23 winter season.

Estimated budget \$10,000

Bioretention Cell Scheduled Monitoring Events

As provided in the Design Report and Operations and Maintenance Manual for Bioretention Facilities, there are two scheduled monitoring events for the two bioretention cells within the GHAD that will occur during November and May.

Estimated budget \$4,000

Bioretention Heavy Rainfall Events

We have budgeted for two heavy rainfall monitoring events for the bioretention facilities during the 2022/23 winter season.

Estimated budget \$2,000

Transfer of Open Space – Alamo Creek

We anticipate in this budget that ownership, maintenance, and monitoring responsibilities of additional open space within the Alamo Creek Development may be offered to the GHAD during the 2022/23 fiscal year. As provided in the Plan of Control, the transfer process includes inspections and verification of proper maintenance or condition of the GHAD-maintained improvements.

Estimated budget \$9,000

Technical Consultants, Parcel Transfer (Outside Services)

As part of the transfer process, the GHAD plans to contract with Darwin Myers Associates to provide for third-party review of the GHAD-maintained improvements prior to transfer.

Estimated budget \$4,000

Maintenance and Operations

Sediment Removal - Concrete Structures

This budget item is to provide for the periodic removal of vegetation, cleaning, sealing, and minor repair of concrete-lined drainage ditches within the Mustang Soccer Fields, Wendt Ranch, and Intervening Properties (Monterosso) developments.

Estimated budget \$6,000

Bioretention and other Water Quality Facilities

The budget item allows for ongoing maintenance activities as described in the operations and maintenance manual.

Estimated budget \$15,000

Erosion Repairs

This is for unanticipated minor erosion repairs, including those that may occur during the 2022/23 fiscal year.

Estimated budget \$30,000

Subdrain Outlets

This budget item provides for subdrain outlets to be located, relocated, and marked as necessary.

Estimated budget \$10,000

Detention Basins

The budget allows for ongoing maintenance activities for the detention basins.

Estimated budget \$30,000

Creek Bank Maintenance

Anticipated tasks under this budget item include the repair of slope or creek erosion and removal of debris from creek channel culverts.

Estimated budget \$25,000

Slope Stabilization

This is for unanticipated minor repairs, including slope instability or erosion, which may occur during the 2022/23 fiscal year.

Estimated budget \$30,000

Trail, Fire Break and Fence Maintenance

This budget item includes annual firebreak mowing, gravel-surfaced road maintenance, trail maintenance, and fence repairs, which may occur during the 2022/23 fiscal year.

Estimated budget \$50,000

SPECIAL PROJECTS

Global Positioning System (GPS)/Geographic Information System (GIS) Development

To provide for a more efficient system to capture, store, update, manipulate, analyze, and display information pertaining to GHAD features (including, but not limited to, subdrains, landslides, drainage facilities, cuts, fills, or slopes), the GHAD has provided a budget item to continue development of a GIS database. The database facilitates and streamlines the tracking of location, maintenance, and repair activities and automate the communication of this information to affected parties. This phase of GIS database development will include transition of available and pertinent information to an electronic format suitable for GIS deployment and, as necessary, field-verification of such features with GPS surveys.

Estimated budget \$5,000

Web Site Maintenance and Updates

To allow for greater access to information about the Wendt Ranch GHAD, the GHAD has provided a budget item to update and maintain the existing website launched during the 2013/2014 fiscal year.

Estimated budget \$1,000

ADMINISTRATION AND ACCOUNTING

GHAD Manager

Administration and Accounting

Administrative expenses include the GHAD Manager duties related to the operation and administration of the GHAD. The budget estimate for the accounting and administrative services are derived from the original GHAD budget used to prepare the GHAD's Engineer's Report.

Estimated budget \$42,000

Budget Preparation

This budget provides for the preparation of the annual report and budget.

Estimated budget \$4,000

Outside Professional Services – Nontechnical

Assessment Roll and Levy Update

This budget item allows for preparation of the assessment roll for the District and the updated levy based on the Consumer Price Index adjustment.

Estimated budget \$3,800

Legal Counsel

This budget item allows the GHAD to secure legal counsel for the District as provided under Resolution 2008/01 adopted on November 18, 2008. The duties of the legal counsel may include but not be limited to, preparation or review of contracts, grant deeds, right of entry and board resolutions.

Estimated budget \$12,000

Treasurer

This budget item accounts for fees related to investment of the GHAD reserve funds and processing of accounts payable. This budget item allows the GHAD to hire a treasurer for the District as provided under Resolution 2008/01 adopted on November 18, 2008. As budgeted, half of the estimated cost is for the Treasurer services with half for the investment advisor services.

Estimated cost \$32,000

Contra County Assessor's Fees

This budget item accounts for fees from the Contra County Assessor's Office.

Estimated cost \$1,400

California Association of GHADs Membership

The GHAD maintains membership in the California Association of GHADs.

Estimated cost \$470

Insurance

The GHAD maintains general liability insurance for open space areas within the District.

Estimated cost \$6,000



Contra
Costa
County

To: Wiedemann Ranch GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Wiedemann Ranch GHAD Program Budget 2022/23

RECOMMENDATION(S):

ADOPT Wiedemann Ranch GHAD Resolution No. 2022/01 adopting the GHAD budget for 2022/2023 fiscal year, updating the GHAD Manager payment limit pursuant to the Consulting Services Agreement, and authorizing the suspension of the assessment levy for fiscal year 2022/2023 for the Norris Canyon Estates and Henry Ranch developments.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties within the GHAD.

BACKGROUND:

On September 1, 1998, the Contra Costa County Board of Supervisors adopted Resolution 98/438 approving the formation of the Wiedemann Ranch Geologic Hazard Abatement District (GHAD) which included Norris Canyon Estates development and appointed itself to serve as the GHAD Board of Directors.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Four developments have been annexed into the GHAD since its formation in 1998. These include:

- Henry Ranch (Subdivision 8118) in San Ramon on April 11, 2000, with the adoption of Resolution Nos. 2000/166 and 20001167
- Elworthy Ranch in Danville on July 29, 2014, with the adoption of Resolution 2014/03
- Red Hawk (formerly Podva Property) (Subdivision 9309) in Danville on January 19, 2016 with the approval of Resolution 2016/01
- Magee Preserve (Subdivision 9291) in Danville on July 13, 2021 with the approval of Resolution 2021/03

The Magee Preserve development was annexed into the Wiedemann Ranch GHAD, but an assessment has yet to be approved and currently receives no services from the GHAD.

As part of the preparation for the GHAD's FY 2022/23 budget, the GHAD Manager reviewed the current GHAD reserves. The GHAD has exceeded its target reserve rate of accumulation forecast estimates in the approved 1998, 2001, 2014, and 2016 Engineer's Reports for developments within the GHAD. The GHAD Manager recommends suspension of the levy for FY 2022/23 for properties within the Norris Canyon Estates and Henry Ranch developments only based on these developments having met the following conditions.

- Unencumbered reserve funds collected from the Norris Canyon Estates and Henry Ranch within the GHAD exceed the target reserve amount estimated in their respective Engineer's Reports.
- Reserve funds collected from the Norris Canyon Estates and Henry Ranch within GHAD exceed the dollar amount estimated for a large-scale repair
- Plan of Control responsibilities within the Norris Canyon Estates and Henry Ranch have been transferred from the developer to the GHAD

Levies for the Elworthy Ranch and Red Hawk developments will still be imposed at the assessment limit as they have not yet collected reserve funds that exceed the dollar amount estimated for a large-scale repair. The budget prepared for the 2022/23 FY reflects the suspension of the levy for FY 2022/23 for the Norris Canyon Estates and Henry Ranch developments Fiscal Year 2022/23.

As provided in the approved Engineer's Reports, the assessment limits for all of the developments within the GHAD will continue to be adjusted for inflation annually. The proposed levy suspension for FY 2022/23 for the Norris Canyon Estates and Henry Ranch developments do not preclude the GHAD Board in the future from increasing or decreasing the levy of the assessment up to the inflation adjusted assessment limit. This determination is made by the GHAD Board each year in approving the annual budget for the GHAD. As long as the GHAD Board levies future assessments in accordance with the Engineer's Report, a vote of property owners is not required; a vote is only required if the assessment limit is increased beyond that allowed in the Engineer's Reports.

The GHAD Board is requested to adopt a budget for the GHAD operations each fiscal year. The GHAD Board is being requested to adopt the fiscal year budget for 2022/2023 as prepared by the GHAD Manager which is attached to Resolution No. 2022/01. In addition, the GHAD Board is being requested to update the GHAD Manager payment limits under the existing Consulting Services Agreement as required by that Agreement. The budget attached to Resolution No. 2022/01 identifies that limit at \$184,150.

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD will not be able to continue operation starting July 1, 2022 if the budget is not approved.

ATTACHMENTS

Wiedemann Ranch GHAD Resolution No. 2022/01

Wiedemann Ranch GHAD Program Budget

GEOLOGIC HAZARD ABATEMENT DISTRICT

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (WIEDEMANN RANCH GHAD)

SUBJECT: Adopting 2022/2023 annual budget, updating GHAD Manager payment limits under the existing consulting services agreement, and authorizing the suspension of the assessment levy for Fiscal Year 2022/2023 for the Norris Canyon Estates and Henry Ranch developments.

WHEREAS, on September 1, 1998, the Contra Costa County Board of Supervisors adopted Resolution 98/438 approving the formation of the Wiedemann Ranch Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors.

WHEREAS, on April 11, 2000, the GHAD Board of Directors adopted Resolutions 2000/166 and 2000/167 approving annexation of the Henry Ranch development into the GHAD.

WHEREAS, on July 29, 2014, the GHAD Board of Directors adopted Resolution 2014/03 approving annexation of the Elworthy Ranch development into the GHAD.

WHEREAS, on January 19, 2016, the GHAD Board of Directors adopted Resolution 2014/01 approving annexation of the Red Hawk (formerly Podva) development into the GHAD.

WHEREAS, on July 13, 2021, the GHAD Board of Directors adopted Resolution 2021/03 approving annexation of the Magee Preserve development into the GHAD.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the Fiscal Year 2022/2023 prepared by the GHAD Manager, ENGEО, Inc., attached hereto as Exhibit A and to suspend the assessment levy for Fiscal Year 2022/2023 for the Norris Canyon Estates and Henry Ranch developments only.

WHEREAS, on May 19, 2009, pursuant to Resolution No. 2009/03, the GHAD Board approved the Consultant Services Agreement with ENGEО, Inc., to act as Manager for the GHAD. This Agreement, in section 1(e), requires the GHAD Board to determine by resolution each Fiscal Year the payment limits for GHAD Manager services. The budget attached in Exhibit A identifies this limit at \$184,150.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for Fiscal Year 2022/2023 of \$634,025 attached as Exhibit A and incorporated herein by this reference and suspends the assessment levy for Fiscal Year 2022/2023 for the Norris Canyon Estates and Henry Ranch developments only.
2. The GHAD Board adopts the payment limit for the GHAD Manager services at \$184,150 for Fiscal Year 2022/2023 as set forth in Exhibit A, and incorporates this payment limit into the consulting services agreement.
3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia Curtin
GHAD Attorney

Exhibit A – Fiscal Year 2022/2023 Annual Budget

**WIEDEMANN RANCH GEOLOGIC HAZARD ABATEMENT DISTRICT
PROGRAM BUDGET FOR FISCAL YEAR 2022/23**

EXHIBIT A

June 3, 2022

Wiedemann Ranch GHAD Board of Directors
Chair Diane Burgis
Vice Chair Federal D. Glover
Boardmember John M. Gioia
Boardmember Candace Andersen
Boardmember Karen Mitchoff

Wiedemann Ranch Geologic Hazard Abatement District
651 Pine Street, Room 107
Martinez, CA 94553-1229

Subject: Wiedemann Ranch Geologic Hazard Abatement District
Danville, Contra Costa County, and San Ramon, California

PROGRAM BUDGET FOR FISCAL YEAR 2022/23

Dear Chair Burgis and Boardmembers:

Attached is the program budget for the Wiedemann Ranch Geologic Hazard Abatement District (GHAD) for the Fiscal Year 2022/23. The program budget as proposed is \$634,025. The budget expenses break down into the following approximate percentages of the total expenses.

- Major Repair 47 percent
- Preventive Maintenance and Operations..... 33 percent
- Special Projects 2 percent
- Administration and Accounting 8 percent
- Additional - Outside Professional Services 10 percent

The budget anticipates FY 2022/23 revenue of \$371,666 with an estimated reduction of \$262,359 to the reserve fund. A summary of the expenses is shown on Table 3 followed by a brief description of each budget item on the following pages.

If you have any questions regarding the contents of this letter, please contact us.

Sincerely,

Wiedemann Ranch Geologic Hazard Abatement District
ENGEO Incorporated, GHAD Manager
ENGEO Project No. 3586.002.020



Jeffrey A. Adams, PhD
jaa/eh/cjn

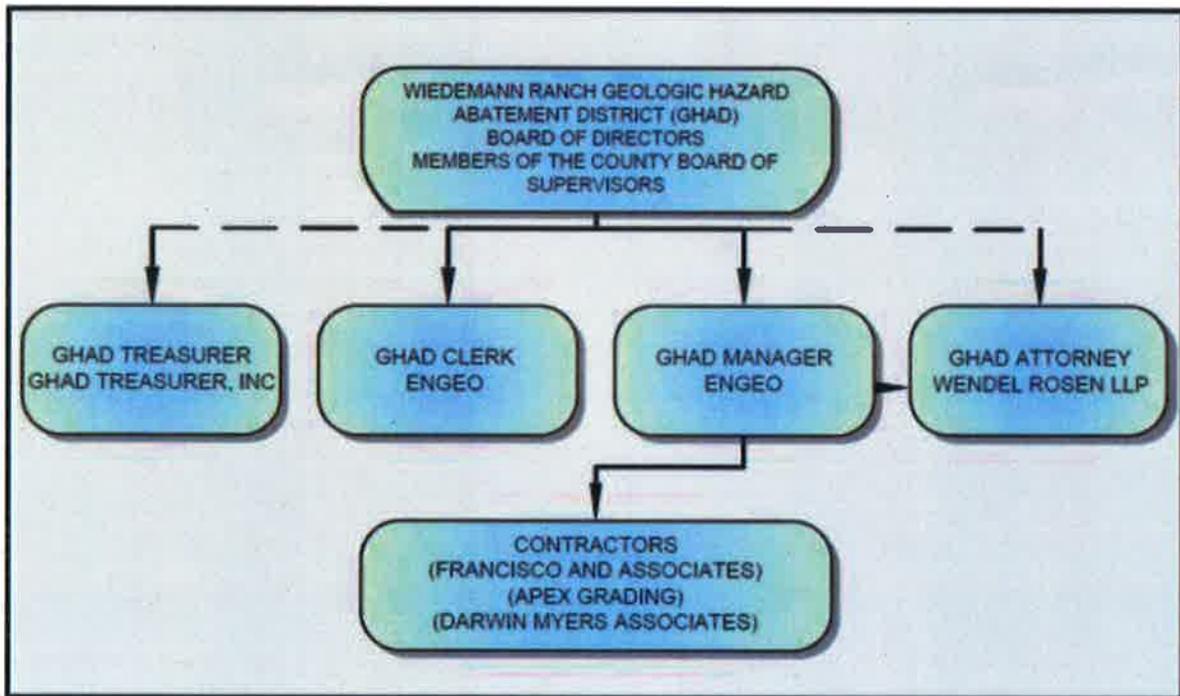


Eric Harrell

**Wiedemann Ranch Geologic Hazard Abatement District
Program Budget
Fiscal Year 2022/23**

The following budget summarizes the anticipated expenditures for Fiscal Year (FY) 2022/23 for the Wiedemann Ranch Geologic Hazard Abatement District, which currently includes the Henry Ranch, Norris Canyon Estates, Elworthy Ranch, Red Hawk (Podva), and Magee Preserve developments and we have budgeted for GHAD responsibilities within these developments during FY 2022/23. The Magee Preserve development was annexed into the Wiedemann Ranch GHAD on July 13, 2021 with the adoption of Resolution No. 2021/03, but has not yet approved an assessment and currently receives no services from the GHAD.

The structure of the Wiedemann Ranch GHAD is shown below.



The fiscal year for the Wiedemann Ranch GHAD begins on July 1. The budget is divided into four categories including Major Repair, Preventive Maintenance and Operations, Special Projects, and Administration and Accounting. As needed, the GHAD Manager may reallocate funds without additional Board approval.

The annual assessment limits are as follows:

TABLE 1: Actual CPI Adjustments and Assessment Limit for Single-Family Residential Properties

FISCAL YEAR	SAN FRANCISCO-OAKLAND-HAYWARD CPI (JUNE /JUNE)	ANNUAL ASSESSMENT LIMIT			
		NORRIS CANYON ESTATES	HENRY RANCH	ELWORTHY RANCH	REDHAWK
1999/00	-	\$550.00			
2000/01	4.22%	\$573.22	\$555.00		
2001/02	6.61%	\$611.11	\$591.69		
2002/03	1.18%	\$618.29	\$598.65		
2003/04	1.60%	\$628.18	\$608.22		
2004/05	1.41%	\$637.03	\$616.79		
2005/06	1.06%	\$643.80	\$623.34		
2006/07	3.93%	\$669.10	\$647.84		
2007/08	3.38%	\$691.71	\$669.73		
2008/09	4.19%	\$720.70	\$687.80		
2009/10	0.23%	\$722.34	\$699.38		
2010/11	1.07%	\$730.08	\$706.88		
2011/12	2.43%	\$747.80	\$724.03		
2012/13	2.64%	\$767.51	\$743.12		
2013/14	2.56%	\$787.13	\$762.12		
2014/15	3.00%	\$810.75	\$784.99	\$1,360.00	
2015/16	2.29%	\$829.32	\$802.96	\$1,391.14	
2016/17	2.67%	\$851.48	\$824.42	\$1,428.31	\$2,395.00
2017/18	3.48%	\$881.12	\$853.12	\$1,478.04	\$2,478.39
2018/19	3.91%	\$915.56	\$866.46	\$1,535.80	\$2,575.24
2019/20	3.22%	\$944.99	\$914.96	\$1,585.18	\$2,658.03
2020/21	1.62%	\$960.27	\$929.75	\$1,610.80	\$2,701.00
2021/22	3.15%	\$990.56	\$959.08	\$1,661.62	\$2,786.21
2022/23 ¹	5.00% ¹	\$1,040.09 ¹	\$1,007.03 ¹	\$1,744.70 ¹	\$2,925.52 ¹

¹Estimate based on Consumers Price Index through April 2022.

The GHAD is funded through real property assessments. The assessment limits are adjusted annually on June 30 to reflect the percentage change in the San Francisco-Oakland-Hayward Consumers Price Index (CPI) for All Urban Consumers for the previous 12 months. The final assessment roll prepared for the 2021/22 fiscal year and submitted to the Contra Costa County Assessor's Office identifies 576 parcels subject to the levy of the GHAD assessment. Thirteen apartment units are located within the Elworthy Ranch development on a single assessor's parcel. The levy for the apartment parcel for FY 2021/22 was \$10, 800.53 (\$830.81 per apartment unit). The total levy amount for the 2021/22 FY was \$669,443.60. The actual FY 2022/2023 assessment

limit will be calculated reflect the percentage change in the San Francisco-Oakland-Hayward Consumer Price Index (CPI) for All Urban Consumers for June 2021 through June 2022.

As shown on Graph 1 below, the GHAD has exceeded the target reserve rate of accumulation forecast in the approved Engineer's Reports for the Norris Canyon Estates, Henry Ranch, Elworthy Ranch and Red Hawk Developments. The excess revenue is primarily due to the delays in transferring the Plan of Control responsibilities from Toll Brothers, Inc. to the GHAD within the Norris Canyon Estates Development and lower than anticipated expenses within the Norris Canyon Estates and Henry Ranch Developments.

We have in this budget and may in future budgets may recommend an annual levy amount less than the assessment limit if the following conditions are met.

- Unencumbered reserve funds collected from within a development exceed the target reserve amount estimated in the approved Engineer's Report or unencumbered reserve funds collected from a development exceed the target reserve
- Reserve funds collected from within a development exceed the dollar amount estimated for a large-scale repair
- Plan of Control responsibilities have been transferred from the developer to the GHAD

As the above conditions have been met for the Norris Canyon Estates and Henry Ranch Developments; therefore, we are recommending and the budget prepared, provides that the residential parcel levy be suspended for fiscal year 2022/23. Fiscal Year 2022/23 levies for the Elworthy Ranch and Red Hawk Developments would still be imposed at the assessment limit.

Table 3 shows the estimated revenue assuming a suspension of the assessment levy for FY 2022/2023 within the Norris Canyon Estates and Henry Ranch developments.

The GHAD Treasurer maintains an estimate that the long-term inflation rate will average approximately 2 to 2.5 percent, but in FY 2022/23 may be above this level. We have assumed an inflation rate of 5 percent for estimating total revenues in Table 2 based on CPI published through April 2022.

TABLE 2: Estimated Revenue for FY 2022/2023

	FY 2022/2023 ESTIMATE
Assessments (Elworthy Ranch and Red Hawk Developments only)	\$216,406
Investment Income	\$155,260
Total Revenues	\$371,666

In general, the budget amounts listed are based on the Engineers' Reports approved by the Wiedemann Ranch GHAD Board of Directors in 2001 for the Norris Canyon Estates and Henry Ranch developments, in 2014 for the Elworthy Ranch development, and in 2016 for the Red Hawk (Podva) development. The budget amounts have been inflation adjusted to provide the estimates.

MAJOR REPAIR

Included within the major repair category are those repair or improvement projects that are intermittent and, by their nature, do not fit within a scheduled maintenance program. Minor slope repair and erosion control items are generally funded within the Preventive Maintenance and

Operations category. For the purposes of this budget, we define major repairs as those estimated at over \$50,000.

PREVENTIVE MAINTENANCE AND OPERATIONS

Preventive maintenance and operations include professional services, slope stabilization services, and erosion protection within the District. Professional services include site monitoring events as scheduled in the GHAD Plan of Control. Slope stabilization and erosion protection responsibilities include the open space slopes and creek channels. GHAD-maintained improvements generally include the District's slopes, concrete-lined drainage ditches, retaining walls, subsurface drainage facilities, monitoring instruments including settlement monitoring devices, storm drain facilities, and the creek channels.

SPECIAL PROJECTS

The Special Projects category allows the GHAD to budget for projects beneficial to the GHAD that are not included in one of the other three categories. Special projects can include items such as global positioning system (GPS)/geographic information system (GIS) development for GHAD maintained improvements; website development and maintenance; and reserve studies to reevaluate the financial condition of the GHAD.

ADMINISTRATION AND ACCOUNTING

Administrative expenses include the General Manager duties related to the operation and administration of the GHAD. These include clerical and accounting functions.

TABLE 3: Summary of Use of Funds

	USE OF FUNDS			PERCENT CHANGE FROM FY 2021/22
	FY 2021/22 ESTIMATE*	FY 2021/22 BUDGET	FY 2022/23 PROPOSED	
Major Repairs	179,046	\$125,000	\$300,000	
Subtotal	\$179,046	\$125,000	\$300,000	140%
Preventive Maintenance and Operations - Professional Services				
Open Space Scheduled Monitoring Events	\$24,000	\$24,000	\$25,000	
Heavy Rainfall Monitoring Events	\$2,467	\$6,000	\$6,000	
Transfer of Open Space and GHAD Maintained Improvements	\$0	\$4,000	\$4,000	
Technical Consultants, Parcel Transfer (Outside Services)	\$0	\$1,000	\$1,000	
Subtotal	\$26,467	\$35,000	\$36,000	2.9%
Preventive Maintenance and Operations - Maintenance and Operations				
Sediment Removal Concrete Structures	\$14,226	\$19,500	\$19,500	
Erosion Control	\$72,415	\$85,000	\$85,000	
Slope Stabilization	\$28,104	\$70,000	\$70,000	
Subtotal	\$114,745	\$174,500	\$174,500	0.0%
Special Projects				
GPS/GIS Development	\$3,500	\$5,000	\$5,000	
Web Site Maintenance/Updates	\$1,000	\$1,000	\$1,000	
Reserve Study	\$4,000	\$4,000	\$4,000	

USE OF FUNDS				
	FY 2021/22 ESTIMATE*	FY 2021/22 BUDGET	FY 2022/23 PROPOSED	PERCENT CHANGE FROM FY 2021/22
Subtotal	\$8,500	\$10,000	\$10,000	0%
Administration and Accounting – GHAD Manager				
Administration and Accounting	\$42,000	\$42,000	\$46,000	
Budget Preparation	\$4,500	\$4,500	\$6,000	
Subtotal	\$46,500	\$46,500	\$52,000	11.8%
Administration and Accounting – Outside Professional Services				
Assessment Roll and Levy Update	\$2,625	\$2,625	\$2,625	
Legal Counsel	\$5,000	\$12,000	\$15,000	
Treasurer	\$15,000	\$35,000	\$35,000	
Contra Costa County Assessor's Fees	\$739	\$750	\$750	
California Association of GHADs Membership	\$244	\$250	\$250	
Insurance	\$7,868	\$14,750	\$7,900	
Subtotal	\$31,476	\$65,375	\$61,525	-5.9%
Total	\$406,734	\$456,375	\$634,025	39%

A summary of the proposed Fiscal Year 2022/23 Budget is shown in Table 4.

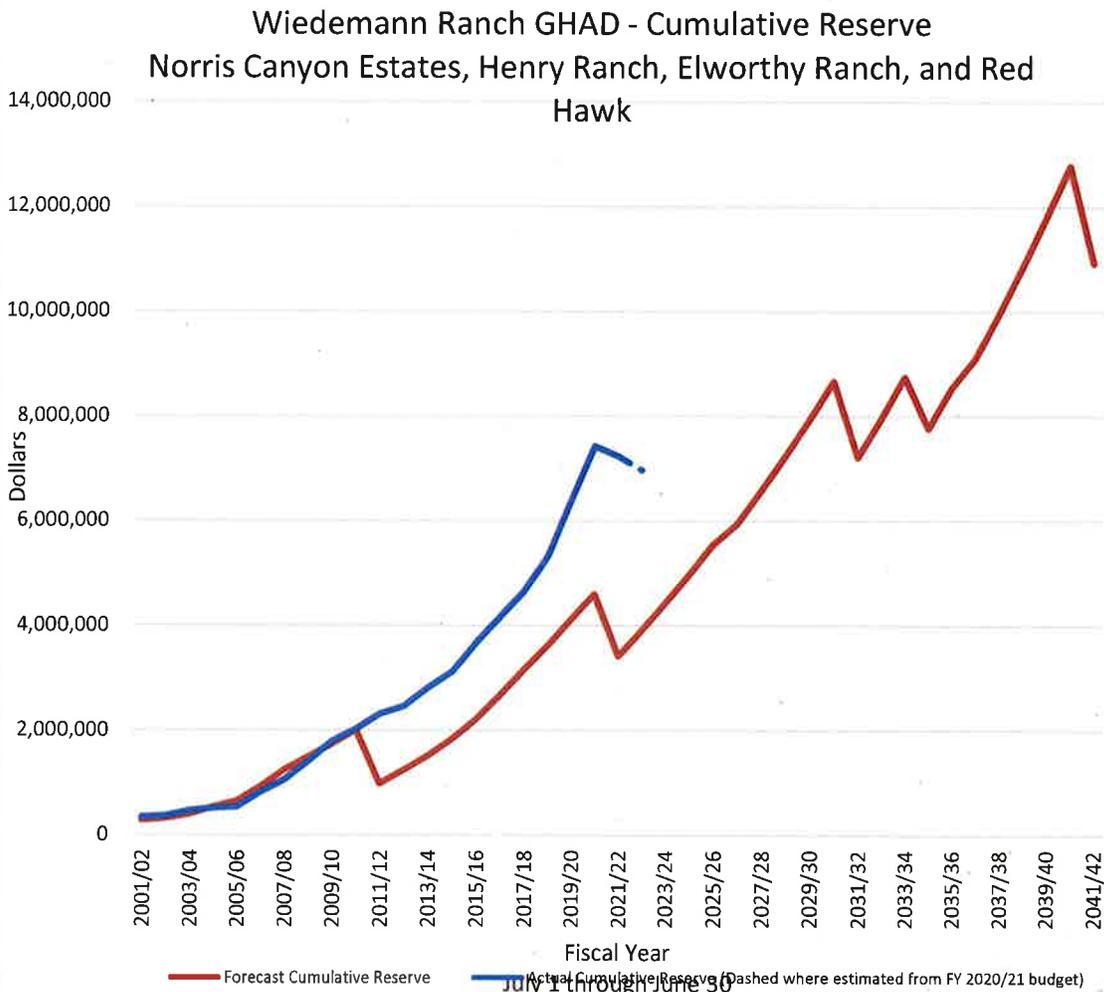
TABLE 4: Summary of Proposed Fiscal Year 2022/23 Budget

BUDGET ITEM	BUDGET AMOUNT	PERCENT OF TOTAL REVENUE (FY 2021/22)	PERCENT OF TOTAL REVENUE (FY 2022/23)	
MAJOR REPAIRS				
TOTAL	\$300,000	15%	81%	
PREVENTIVE MAINTENANCE AND OPERATIONS				
Professional Services				
Scheduled Monitoring Events	\$25,000			
Heavy Rainfall Monitoring Events	\$6,000			
Transfer Services	\$4,000			
Transfer Services - Outside	\$1,000			
Subtotal	\$36,000			
Maintenance and Operations				
Concrete-Lined Drainage Ditches and Maintenance Roads	\$19,500			
Erosion Control including Creek Channels	\$85,000			
Slope Stabilization	\$70,000			
Subtotal	\$174,500			
TOTAL	\$210,500	25%	57%	
SPECIAL PROJECTS				
GPS/GIS Development	\$5,000			
Web Site Maintenance and Updates	\$1,000			
Reserve Study	\$4,000			
TOTAL	\$10,000	1%	2.7%	
ADMINISTRATION AND ACCOUNTING				
Administration and Accounting – GHAD Manager				
Administration and Accounting	\$46,000			
Annual Report and Budget Preparation	\$6,000			
Subtotal	\$52,000	6%	14%	
Administration and Accounting - Outside Professional Services - Nontechnical				
Assessment Roll and Levy Update Preparation	\$2,625			
Legal Counsel	\$15,000			
Wiedemann Ranch GHAD Treasurer	\$35,000			
Contra Costa County Assessor's Fees	\$750			
California Association of GHADs Membership	\$250			
Insurance	\$7,900			
Subtotal	\$61,525	8%	17%	
TOTAL	\$634,025			
PROPOSED EXPENDITURES	TOTAL	\$634,025	55%	171%

BUDGET ITEM	BUDGET AMOUNT	PERCENT OF TOTAL REVENUE (FY 2021/22)	PERCENT OF TOTAL REVENUE (FY 2022/23)
ESTIMATED REVENUE			
Beginning Balance – July 1, 2021	\$7,429,603		
ESTIMATED FY 2021/22 REVENUE			
Estimated Assessment Revenue	\$674,930		
Estimated Interest/Dividend Revenue	(\$464,143)		
ESTIMATED 2021/22 EXPENSES			
Estimated Expenses through 6/30/2022	(\$406,734)		
ESTIMATED RESERVE ON JUNE 30, 2022	\$7,233,656		
ESTIMATED 2022/23 REVENUE			
Estimated FY 2022/23 Assessment	\$216,406		
Estimated FY 2022/23 Interest/Dividend	\$155,260		
ESTIMATED 2022/23 EXPENSES			
Estimated Expenses through June 30, 2023	(\$634,025)		
ESTIMATED RESERVE ON JUNE 30, 2023	\$6,971,297		

As shown on the graph below, the forecast cumulative reserve is above the amount estimated in the 2001, 2014, and 2016 Engineers' Reports and is estimated to reach approximately \$10,900,000 by 2041, 40 years since the Henry Ranch development was annexed into the Wiedemann Ranch GHAD. The GHAD reserve is intended to fund unanticipated expenses that may occur.

GRAPH 1: Cumulative Reserve



We attribute the additional reserve accumulation to a number of factors including: (1) nine of the past fourteen winters had below-average rainfall; therefore, there has been a reduced level of slope instability and erosion, (2) a large-scale repair (estimated at \$1,000,000 in 2001 dollars every 10 years) has not been necessary within the GHAD-maintained areas, and (3) the budgets submitted and expenditures by the GHAD manager reflect the lower level of activity due to weather conditions and limited geographic responsibilities, thus allowing a higher percentage of the GHAD revenues to be applied to the reserve portion of the budget, while maintaining an appropriate monitoring and maintenance program.

Special Condition 1(e) of the approved Consulting Services Agreement provides that a payment limit shall be determined each fiscal year by a resolution of the GHAD Board. For fiscal year 2022/23 (July 1, 2022 through June 30, 2023), the payment limit is set at \$184,150. The tasks included within the payment limit may include site monitoring events, transfer of monitoring and maintenance responsibilities, oversight of maintenance and repair projects, administration, accounting, assessment roll updates, and budget preparation.

TABLE 5: Payment Limit

TASK	AMOUNT
Major Repair	\$60,000 ¹
Scheduled Monitoring Events	\$25,000
Heavy Rainfall Monitoring Events	\$6,000
Transfer of Parcels	\$4,000
Concrete-Lined Drainage Ditch Maintenance	\$3,900 ¹
Erosion Control	\$12,750 ¹
Slope Stabilization	\$10,500 ¹
Special Projects (GPS, Website, and Reserve Study)	\$10,000
Administration and Accounting	\$46,000
Budget Preparation	\$6,000
TOTAL	\$184,150

¹Dependent on maintenance and/or repair activities by the GHAD during FY 2022/23. ENGeo payment limit is estimated at up to 20% of the total budget item.

MAJOR REPAIR

In FY 2022/23, the GHAD plans to provide for additional investigation and as appropriate design details and construction activities for the stabilization of a mechanically stabilized earth (MSE) retaining wall adjacent to Ashbourne Drive within the Norris Canyon Estates Development. Instrumentation and observed distress to the sidewalk and roadway indicates that the MSE retaining wall has tilted in the downslope direction. As the investigation of this distress is in its early stages, we have provided an estimate for construction activities as needed. In addition, this budget item allows for ENGeo will conduct designs and provide testing and observation services during repair activities.

Estimated budget \$300,000

PREVENTIVE MAINTENANCE AND OPERATIONS

Professional Services

Scheduled Monitoring Events

As provided in the Plan of Control, we have two scheduled monitoring events within the GHAD during each calendar year.

Estimated budget \$25,000

Heavy Rainfall Events

We have budgeted for two heavy rainfall-monitoring events during the 2022/23 winter season.

Estimated budget \$6,000

Transfer Services within the Wiedemann Ranch GHAD

We have budgeted for incidental transfer activities that may occur during FY 2022/23.

Estimated budget \$4,000

Transfer of Parcels within the Wiedemann Ranch GHAD (Outside Professional Services)

As part of the transfer process, the GHAD has contracted with Darwin Myers of Darwin Myers Associates to provide for third-party review of the GHAD-maintained improvements prior to transfer. We have budgeted for incidental transfer activities that may occur during FY 2022/23.

Estimated budget \$1,000

Maintenance and Operations

Concrete-Lined Drainage Ditches, Debris Catchment Structures, and Maintenance Roads

This budget item is to provide for the removal of vegetation and cleaning of concrete-lined drainage ditches and debris catchment structures within the GHAD-accepted portions of the Wiedemann Ranch GHAD. Currently, this includes approximately 32,000 lineal feet of ditch cleaning. In addition, this item provides for removal of vegetation from maintenance roads.

Estimated budget \$19,500

Erosion Control

Anticipated tasks under this budget item include the repair of slope or creek erosion and removal of debris from creek channel culverts. Cleaning and vegetation management of the detention basin is included within this budget item.

Estimated budget \$85,000

Slope Stabilization

This is for minor repairs, including slope instability or erosion, which may occur during the 2022/23 fiscal year. Purchase of emergency stabilization supplies is included within this budget item. In addition, general maintenance of GHAD-owned parcels (vegetation management, litter removal, and graffiti removal) is also included in this budget item.

Estimated budget \$70,000

SPECIAL PROJECTS

Global Positioning System (GPS)/Geographic Information System (GIS) Development

To provide for a more efficient system to capture, store, update, manipulate, analyze, and display information pertaining to GHAD features (including, but not limited to, subdrains, landslides, drainage facilities, cuts, fills, or slopes), the GHAD has provided a budget item to continue development and use of a GIS database. The database facilitates the tracking of location, maintenance, and repair activities and automates the communication of this information to affected parties. We anticipate GIS database development for FY 2022/23 would include continued transition of available and pertinent information to an electronic format suitable for GIS deployment, and as necessary, field-verification with GPS surveys.

Estimated budget \$5,000

Web Site Maintenance and Updates

To allow for greater access to information about the Wiedemann Ranch GHAD, the GHAD has provided a budget item to update and maintain the existing website launched during the 2022/23 fiscal year.

Estimated budget \$1,000

Reserve Study

During fiscal year 2022/23, a reserve study will be completed based on the levels of expenditure expected to address future maintenance responsibilities, and accumulation the appropriate long-term reserves to address larger geologic events. Absent of extraordinary expenditures during FY 2022/23, the GHAD may achieve its targeted reserve set in the approved Engineer's Reports, which may result in an assessment levy below the assessment limit. The reserve study would be prepared to help the GHAD evaluate its income requirements prior to setting the recommended assessment for FY 2023/24.

Estimated budget \$4,000

ADMINISTRATION AND ACCOUNTING

Administration

Administrative expenses include the General Manager duties related to the operation and administration of the GHAD. The budget estimate for the accounting and administrative services are derived from the original GHAD budget used to prepare the GHAD's Engineer's Report.

Estimated budget \$46,000

Annual Report and Budget Preparation

This budget provides for the preparation of the annual report and budget. The budget estimate for the accounting and administrative services are derived from the original GHAD budget used to prepare the GHAD's Engineer's Report.

Estimated budget \$6,000

Assessment Roll and Levy Update

This budget item allows for preparation of the assessment roll for the District and the updated levy based on the Consumer Price Index adjustment.

Estimated budget \$2,625

Legal Counsel

This budget item allows the GHAD to secure legal counsel for the District as provided under Resolution 2008/01 adopted on November 18, 2008. The duties of the legal counsel may include but not be limited to preparation or review of contracts, grant deeds, right of entry and board resolutions.

Estimated budget \$15,000

Treasurer

This budget item accounts for fees related to investment of the GHAD reserve funds and processing of accounts payable. This budget item allows the GHAD to hire a treasurer for the District as provided under Resolution 2008/01 adopted on November 18, 2008. As budgeted, half of the estimated cost is for the Treasurer services with half for the investment advisor services.

Estimated budget \$35,000

Contra County Assessor's Fees

This budget item allows for fees from the Contra County Assessor's Office.

Estimated budget \$750

Association Membership

The GHAD maintains membership in the California Association of GHADs.

Estimated budget \$250

Insurance

The GHAD maintains general liability insurance for open space areas within the District.

Estimated budget \$7,900



Contra
Costa
County

To: Blackhawk GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Blackhawk GHAD Resolution No. 2022/01 Amendment of Plan of Control

RECOMMENDATION(S):

ADOPT Blackhawk Geological Hazard Abatement District Resolution No. 2022/01 approving the third amendment to the Plan of Control.

FISCAL IMPACT:

The GHAD is funded 100% through an ad valorem property tax shared with CSA M-23 and collected on properties in the GHAD.

BACKGROUND:

On April 22, 1986, the Contra Costa County Board of Supervisors adopted Resolution No. 86/210 approving the formation of the GHAD, adopting the initial Plan of Control and appointing itself to serve as the GHAD Board of Directors.

GHAD Law (Pub. Res. Code Section 26500 et seq.) requires all GHAD to have a plan of control which describes in detail the geologic hazard, its location and the area affected and a plan for the prevention, mitigation, abatement, or control of the geologic hazard. The plan of control serves as the governing document for conducting GHAD activities.

The initial Plan of Control and the amendments acknowledge that the Plan would be subject to revisions and modifications as new data or investigations warrant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Since the adoption of the last amendment to the Plan of Control and the amendments acknowledge that the Plan would be subject to revisions and modifications as new data or investigations warrant. Since the adoption of the last amendment to the Plan of Control in 2006, the GHAD General Manager has acquired additional information on the geologic hazards within the GHAD and has refined best practices for mitigating geologic hazards. This new information is reflected in the Third Amendment to the Plan of Control Plan dated May 11, 2022 which is attached.

CONSEQUENCE OF NEGATIVE ACTION:

If the GHAD Board doesn't adopt the Third Amendment to the Plan of Control, the GHAD will operate under an outdated plan of control.

ATTACHMENTS

Blackhawk GHAD Resolution No. 2022/01

Blackhawk GHAD Amendment to Plan of Control

**THE BOARD OF DIRECTORS OF BLACKHAWK
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 7, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (BLACKHAWK GHAD)

SUBJECT: Adopting Third Amendment to Plan of Control for Blackhawk Geologic Hazard Abatement District.

WHEREAS, on April 22, 1986, the Contra Costa County Board of Supervisors adopted Resolution 86/210 approving the formation of the Blackhawk Geologic Hazard Abatement District ("GHAD"), adopting the initial Plan of Control, and appointing itself to serve as the GHAD Board of Directors.

WHEREAS, GHAD Law (Pub. Res. Code Section 26500 et seq.) requires all GHADs to have a plan of control which describes in detail the geologic hazard, its location and the area affected and a plan for the prevention, mitigation, abatement, or control of the geologic hazard.

WHEREAS, the initial Plan of Control was first amended in 2004 and again in 2006. The initial Plan of Control and the amendments acknowledge that the Plan will be subject to revisions and modifications as new data or investigations warrant.

WHEREAS, since the adoption of the last amendment to the Plan of Control, the GHAD General Manager has acquired additional information on the geologic hazards within the GHAD and has refined best practices for mitigating geologic hazards. This new information is reflected in the Third Amendment to the Plan of Control Plan dated May 11, 2022 attached as Exhibit A.

WHEREAS, the GHAD General Manager recommends the GHAD Board review and approved the Third Amendment to the Plan of Control to reflect the additional information and best practices for the GHAD.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the Third Amendment to the Plan of Control Plan dated May 11, 2022 attached as Exhibit A and incorporated herein by this reference.

2. The initial Plan of Control and the First and Second Amendments to the Plan of Control are of no further force and effect and are superseded in their entirety by the Third Amendment to the Plan of Control.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – Third Amendment to the Plan of Control Plan dated May 11, 2022.



May 11, 2022

Blackhawk GHAD Board of Directors
c/o GHAD Board Member Candice Andersen
309 Diablo Road
Danville, California 94526

**Subject: Third Amendment to Plan of Control for the
Blackhawk Geologic Hazard Abatement District**

Board members:

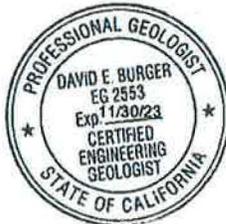
Please find attached the Third Amendment to the "Plan of Control" for the Blackhawk Geologic Hazard Abatement District (GHAD). Upon formation of the Blackhawk GHAD in 1986, a Plan of Control (POC) was implemented that expressly described its preliminary nature and that the POC would be subject to future revisions and modifications. The POC was subsequently updated in 2004¹ and modified to better describe the responsibilities and limitations of the GHAD. In 2006², the POC was modified again to include the annexation of a 48-acre parcel known as "The Canyons at Blackhawk". Since the implementation of the updated 2006 POC, we have gained additional knowledge of the geologic hazards within the GHAD and have further refined best practices for mitigating them. As such, we now submit this Third Amendment POC to the Blackhawk GHAD Board of Directors for approval. This updated POC supersedes all previous versions and has been prepared in accordance with the requirements of the California Public Resources Code Division 17, Section 26500-26654 of the State of California.

Sincerely,

Blackhawk Geologic Hazard Abatement District

Michael D. Sands
Sands Construction Company, Inc.
General Manager, Blackhawk GHAD

David Burger, P.G., C.E.G.
Cal Engineering & Geology, Inc.



Phillip Gregory, P.E., G.E.
Cal Engineering & Geology, Inc.



¹ Amendment 1 to Plan of Control dated February 27, 2004 and approved May 25, 2004

² Amendment 2 to Plan of Control dated August 30, 2006 and approved October 17, 2006

**BLACKHAWK GEOLOGIC HAZARD
ABATEMENT DISTRICT**

**THIRD AMENDMENT TO
PLAN OF CONTROL**

May 11, 2022

**BLACKHAWK GEOLOGIC HAZARD ABATEMENT DISTRICT
PLAN OF CONTROL**

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
II.	HISTORY OF THE BLACKHAWK GHAD PLAN OF CONTROL.....	2
III.	DEFINITIONS	3
IV.	GEOLOGIC HAZARD DESCRIPTION.....	5
V.	GHAD BOUNDARIES AND ANNEXATION POLICY	5
VI.	AUTHORIZED GHAD PROJECTS.....	6
A.	Landslide Mitigation During and in Preparation for Emergencies	6
B.	Preventative Landslide Mitigation and Geotechnical Investigations.....	7
C.	Activities Related to Slope Stabilization Surface and Subsurface Drainage Facilities	8
D.	Activities Related to Creeks and Detention Basins.....	8
E.	Activities Related to Prevention and Mitigation Research	8
VII.	LIMITATIONS TO GHAD INVOLVEMENT	9
A.	Funding and Risk Limitations	9
B.	GHAD Services Only Areas within the GHAD Boundaries.....	9
C.	Geologic Hazard Limited to a Single Property	9
D.	Geologic Hazard Resulting from Negligence of Property Owner	10
E.	Geologic Hazard which Requires Expenditure Amount Exceeding the Value of the Threatened or Damaged Improvement.....	10
F.	Erosion Within Creek Structure Setback Areas	10
G.	Damage Caused by Soil Creep	11
H.	Damage Covered by Responsibilities of Others.....	11
VIII.	PRIORITY OF GHAD EXPENDITURES AND RESERVE FUND.....	11
A.	Priority of GHAD Expenditures.....	11
B.	Establishment and Operation of a GHAD Reserve Fund.....	12
IX.	REIMBURSEMENT POLICIES	13
A.	Reimbursement of Expenses Incurred by Property Owner	13
1.	Reimbursement of Expenses During Emergencies	13
2.	Reimbursement by Agreement.....	13
B.	Reimbursement for Damaged or Destroyed Structures and Site Improvements	13
1.	Privately Owned Structures and Site Improvements.....	13
2.	HOA Owned Streets, Utilities, and Site Improvements.....	14
X.	RECONSIDERATION AND APPEAL POLICY	14
XI.	REVISION POLICY.....	15

FIGURE AND APPENDIX LIST

Figure 1 Blackhawk GHAD Boundary Site Plan

Appendix A Geologic Conditions

Appendix B Metes and Bounds Description

I. INTRODUCTION

The Blackhawk community is an approximately 2,800-acre mixed-use development comprised of 2,707 residential parcels, two golf courses, multiple parks, a commercial center with several office buildings, a retail shopping center, a theater, a museum, an elementary school, and various other improvements and amenities. Blackhawk is in Contra Costa County Service Area ("CSA") M-23, and located east of the town of Danville, California, within an unincorporated area of Contra Costa County historically affected by geologic hazards. The boundaries of CSA M-23 were established on June 14, 1977 by Resolution 77/477 of the Contra Costa County Board of Supervisors ("Board of Supervisors"). On September 20, 1977 the Board of Supervisors passed Resolution 77/767 to provide funding for specified extended services (e.g., street lighting, landscape maintenance, drainage maintenance, etc.) within CSA M-23. On April 22, 1986, by Resolution 86/209, the Board of Supervisors added "geologic hazard abatement" to the list of services authorized to be performed within CSA M-23.

The Blackhawk Geologic Hazard Abatement District ("Blackhawk GHAD", "GHAD" or "the GHAD") was formed on April 22, 1986, by Resolution 86/210 of the Board of Supervisors under the authority of the California Public Resources Code (Section 26500 et seq.), which governs the formation and operation of geologic hazard abatement districts ("GHAD Law"). The Blackhawk GHAD was formed to address both known and potential landslide hazards within and adjacent to its boundaries.

Funding for the Blackhawk GHAD is provided through an agreement with Contra Costa County under which the County provides the GHAD with CSA M-23 surplus revenues (i.e., after deduction for other M-23 services such as drainage maintenance and flood control). CSA M-23 receives revenue from an ad valorem property tax collected on properties within its boundaries. Funding is currently transferred to the Blackhawk GHAD through an agreement entered into with the County via Resolution 2011/03 adopted on March 15, 2011.

The Board of Supervisors serves as the GHAD Board of Directors and a GHAD General Manager ("General Manager") manages the daily operations of the GHAD. The General Manager reports directly to the GHAD Board of Directors.

GHAD Law requires that a Plan of Control ("POC") be prepared that describes in detail the geologic hazard of concern, its location, and the area affected. A plan for the prevention, mitigation, abatement, or control of the hazard must also be included. The General Manager is tasked with implementing the POC. This POC, presented herein, includes a description of the geologic hazards present in the Blackhawk region (limited to threatening and actual landslides) and lays out both informational (e.g., document history, definitions, geologic conditions) and operational plans (including limitations and exclusions) for the prevention, mitigation, abatement, or control of the geologic hazards.

GHAD "Improvements" (as defined in GHAD Law) and all GHAD activities or projects undertaken in furtherance of, or in connection therewith, have been deemed by GHAD Law to be specific actions necessary to prevent or mitigate an emergency as described within Public Resources Code Section 21080(b)(4) (See, Pub. Res. Code Sections 26601 and 26505). Consistent therewith, all GHAD projects are exempt from review under the California Environmental Quality Act and are not subject to local permitting requirements.

II. HISTORY OF THE BLACKHAWK GHAD PLAN OF CONTROL

Upon formation of the Blackhawk GHAD in 1986, the original POC was adopted which outlined the type of geologic hazards (landslides) to be addressed by the GHAD. While GHAD Law broadly defines a "geologic hazard" that can be addressed by a geologic hazard abatement district, the Blackhawk GHAD was created to address only threatened or actual landslides¹. However, only generalities for prevention, mitigation, abatement, and control of landslides were provided in the original POC due to a lack of knowledge about the extent of potential future landslides that the GHAD was formed to address. The original POC explicitly stated that the POC was a "[...] preliminary document" and that it "[...] will be subject to revisions and modifications, as new data and investigations warrant."

The GHAD benefits from being located in the San Francisco Bay Area where extensive expertise and constant innovation exist for addressing geologic hazards. Thus, it is important that the POC

¹ The original POC states "The proposed district [...] is prone to new landslides and reactivation of existing landslide areas."

be updated periodically to ensure both consideration of the known history of the landslide hazards within the GHAD areas and to reflect currently available investigation and mitigation practices.

After nearly 20 years of operation under the original POC and with new insight gained on the response of the landscape and community to geologic hazards, the POC was amended in 2004 (First Amendment) and 2006 (Second Amendment)² to provide additional guidance for the GHAD's function and operation. Following another 15 years of operation, this Third Amendment further updates the functional and operational aspects of the GHAD by considering the latest available information on landslide hazards and integrating new practices and technologies for mitigating these hazards. This Third Amendment builds on the foundation laid out by the previous POCs, clarifies and further reinforces the intents of the original formation of the GHAD, and reflects the GHAD's current practice. This Third Amendment supersedes the First Amendment and Second Amendment to the POC.

III. DEFINITIONS

The following terms (whether capitalized or not in this POC) shall have the following meaning:

- A. "Geologic hazard" as that term is used herein, means any actual (active or imminent) or threatened landslide.
- B. "Landslide" is defined as a mass comprised of rock, soil and other debris (e.g., water, vegetation) that has been displaced downslope by a sliding, flowing, or falling mechanism that results in an established and distinct surface of separation between moving and non-moving rock and/or soil.
- C. "Slopes" or "sloping ground" is defined as land that is inclined with a non-zero angle of inclination as measured from the horizontal. Slopes prone to landsliding are typically (but not limited to) those inclined more than 20 degrees.

² The Second Amendment was identical to the First Amendment to the POC except that it expanded the GHAD boundaries to annex The Canyons at Blackhawk Territory.

- D.** "Soil creep" is defined as the slow (on the order of 0.4 inch per year³) downhill movement of near-surface (within the zone of seasonal changes of moisture and temperature) soil particles or weathered expansive bedrock materials resulting from the combined influences of gravity with wetting and drying cycles. Soil creep is distinguished from landsliding through the generally continuous motion and lack of distinct boundaries (both laterally and with depth) observed in soil creep.
- E.** "Site improvements" indicates buildings, roads, sidewalks, utilities, constructed trails, golf course amenities, swimming pools, tennis courts, gazebos, cabanas, geologic stabilization features, V-ditches, or similar items.
- F.** "Lot" or a "parcel" is defined as any single private or public area of land with closed boundaries defined by a recorded survey.
- G.** "Creek", as used herein, is equivalent to a "watercourse" as defined by the Contra Costa County Code Section 1010-6.028. A creek is thus defined as a natural or human-made channel for transporting water, including the stream bed and the banks, whether continuously flowing or intermittent. A channel is as defined by Contra Costa County Code Section 1010-6.004.
- H.** "Structure setback area" indicates the portion of a lot situated between a creek and the "structure setback line" as defined by the Contra Costa County Flood Control District (see Contra Costa County Code Sections 1010-6.024, 914-14.012, and 914-14.014).
- I.** "Structure setback line" indicates the line separating the structure setback area from the remainder of the lot where a residential structure or any permanent site improvement (other than drainage structures) is situated, as defined by the Contra Costa County Flood Control District (see Contra Costa County Code Section 914-14.012).
- J.** "GHAD project" – The prevention, mitigation, abatement, or control of a geologic hazard as defined herein.

³ For example, see Fleming, R.W. and Johnson, A.M., 1975, Rates of seasonal creep of silty clay soil, *Quaternary Journal of Engineering Geology*, Vol. 8, pp. 1-29.

IV. GEOLOGIC HAZARD DESCRIPTION

The Blackhawk GHAD is located south of Mount Diablo, along the southwestern slopes of Blackhawk Ridge, in Contra Costa County, California. Like many other parts of Contra Costa County and the San Francisco Bay area overall, the topography and geology of the Blackhawk region combine to form terrain that can be susceptible to landsliding (see Appendix A – Geologic Conditions). Considerable effort and resources (e.g., slope regrading, removal of identified existing landslides, and installation of drainage infrastructure) were invested to address the long-term stability of slopes during the development of the residences and infrastructure within the GHAD boundary. However, the underlying soils and rocks can still be intermittently prone to instability from a suite of triggering processes that include saturation or near-saturation of soils or bedrock due to rainfall or domestic water sources, and earthquake shaking. The type of landslides that have occurred in Blackhawk are typical for the San Francisco Bay region and generally occur due to intense or prolonged rainfall during the winter season. Upon the arrival of large storms, the soils can become nearly or fully saturated with resultant subsurface water pressures that may destabilize existing slopes. Landslides may be shallow (<5 feet deep) and involve surficial soils with potential to turn into highly mobile debris flows, or they may be deeper (>5 feet) and involve both soil and rock materials that move shorter distances. Both types of landslides may, in many cases, be prevented, mitigated, abated, or controlled by proactive and/or responsive activities; these activities are the purpose of the GHAD.

V. GHAD BOUNDARIES AND ANNEXATION POLICY

The boundary of the Blackhawk GHAD is shown in Figure 1 and is described by the Metes and Bounds Survey included in Appendix B. In 2006, the GHAD completed an annexation of approximately 48 acres known as The Canyons at Blackhawk Territory. The annexation was approved on October 17, 2006 by Resolution 2006/638 of the Board of Supervisors under the authority of the GHAD Law with a resultant change to the GHAD boundary. The annexed region is included in the survey included in Appendix B that defines the GHAD boundary in Figure 1.

As required by GHAD Law, the GHAD Board of Directors (in addition to the Board of Supervisors as the original sponsors of the GHAD's formation) must approve annexation of properties not currently within the GHAD boundaries.

VI. AUTHORIZED GHAD PROJECTS

The GHAD's operations are focused on the monitoring, maintenance, repair, and mitigation of threatened or actual landslides within the GHAD's boundaries. Typical GHAD projects fall into two categories: (1) major maintenance and monitoring activities of infrastructure and instrumentation meant to prevent instability of existing slopes and of which include, but are not limited to, cleaning, maintaining, replacing, and/or installing surface and subsurface drainage systems and monitoring instrumentation, and (2) major landslide repair projects requiring, but not limited to, site grading and installation of drainage or engineered earth retaining system infrastructure. The General Manager has sole discretion for defining GHAD project priorities (subject to the guidance provided in Section VII and Section VIII) and for the selection of repair and mitigation methods appropriate to a particular situation, within the constraints described in this and other sections of the POC.

Property owners within the GHAD, whether private landowners or homeowners associations, may contact the GHAD management to either report a new geologic hazard incident or condition on their property or to inquire about an already-reported incident. When contacted, the General Manager shall respond to the inquiry and indicate whether or not the incident or inquiry falls within the responsibilities of the GHAD, and if so, what steps may be taken to address the incident. In cases where the property owner incurs their own expenses related to the prevention, mitigation, abatement, or control of a geologic hazard, as described herein, the reimbursement policies outlined in Section IX shall apply. In cases where the General Manager determines that an incident does not qualify for GHAD involvement and the property owner disagrees, the appeals policy outlined in Section X shall apply.

GHAD projects and situations in which the GHAD is authorized to prevent, mitigate, abate, or control geologic hazards are listed and described here in Sections VI(A) through VI(E):

A. Landslide Mitigation During and in Preparation for Emergencies

During emergency situations when a landslide presents an active or imminent threat to improved property, the GHAD may implement interim slope stabilization measures that can arrest or minimize further slope movement until long-term mitigation measures can be implemented. Interim slope stabilization measures include, but are not limited to, the

temporary installation of slope coverings or drainage infrastructure to prevent further water infiltration or erosion, installation of structural elements to prevent or arrest movement of a landslide, or grading to unload or buttress unstable slopes. Emergency preparation measures may also be taken in advance of threatening landslides; these measures may include stockpiling slope stabilization materials and/or having resources in-place ready to respond rapidly.

B. Preventative Landslide Mitigation and Geotechnical Investigations

The GHAD may prevent, mitigate, abate, or control landslides that threaten improved property using various mitigation techniques. The selection of mitigation technique depends on the type and motion of landsliding, equipment accessibility, urgency, and other factors. Prevention of landslides can sometimes be achieved using surface and subsurface drains. Imminent landslides can be stabilized by the construction of retaining structures such as closely spaced cast-in-place drilled piers reinforced with steel beams, soldier beam and lagging wall(s), or an array of tie-back or soil nail anchors extending beyond the slide plane (i.e., surface of separation between moving and non-moving soil and rock). Landslide-damaged slopes can be reconstructed and stabilized by removing the landslide debris and rebuilding the slope with properly compacted and drained, engineered fill. These or other appropriate techniques should be chosen based on the actual site conditions. The General Manager will make the final decision in determining the type of action that best fits the need of each GHAD project.

At the General Manager's sole discretion, a geotechnical investigation may be conducted for areas where unstable conditions or landslides exist or are believed to exist. The purposes of the geotechnical investigation are to determine the cause of the unstable slope conditions and to identify and define repair or stabilization options. Geotechnical monitoring, whether short-term, as part of an active landslide investigation, or long-term, to track changes in groundwater levels and/or surface and subsurface movement, are authorized activities of the GHAD as related to the prevention, mitigation, abatement, or control of landslides within the GHAD's boundaries.

C. Activities Related to Slope Stabilization Surface and Subsurface Drainage Facilities

The GHAD may maintain, repair and/or replace those portions of surface and subsurface drainage facilities such as concrete “V” ditches, storm sewer lateral pipes, catch basins, drainage inlets, utility access chambers, storm sewer inlets and outlets, horizontal drains, subdrain pipes, subdrain pipe inlets and outlets, etc. when they are directly related to the repair, prevention, or control of landslides. Maintenance, as described herein, may also include removal of sediment from ditches and at the base of slopes and hydro-cleaning of horizontal drains and subdrains.

D. Activities Related to Creeks and Detention Basins

As part of its duties to mitigate against actual or threatened landslides, the GHAD may perform the following GHAD projects in creek channels and detention basins:

1. Clearing and removal of debris and/or impediments in creek channels under emergency conditions to maintain open stream flow in order to mitigate a threatening landslide.
2. Removal of significant quantities of sediment deposits in creek channels and detention basins to maintain functionality and open stream flow in order to mitigate a threatening landslide.

E. Activities Related to Prevention and Mitigation Research

The GHAD has directly benefitted from supporting, performing, and implementing the results of research on the behavior of slopes, landslides, and engineering mitigation methods. To prepare for and reduce the risk of future landslides causing property damage, the GHAD may conduct ongoing research into the behavior of slopes, slope failure prevention, and slope failure mitigation. These efforts include maintaining and analyzing a record of all incident responses and monitoring events for the purposes of evaluating and mitigating future risk.

VII. LIMITATIONS TO GHAD INVOLVEMENT

The GHAD is authorized to prevent, mitigate, abate, or control geologic hazards and taking into consideration the following limitations and exclusions listed below in Sections VII(A) through VII(H):

A. Funding and Risk Limitations

The GHAD General Manager is required to approve or not approve the prevention, mitigation, abatement, or control of geologic hazards based on funding limitations, project priorities based on risk evaluation, weather-related risk, the limitations specified in this POC, or other funding or risk-related issues not specified herein. Funding from CSA M-23 surplus revenue (see Section I) is the sole source of revenue for the GHAD, including all operations. If the CSA M-23 revenue allocated for the GHAD is not available, the GHAD would be required to reduce and/or eliminate some or all GHAD services unless an alternative funding source (or sources) can be identified.

B. GHAD Services Only Areas within the GHAD Boundaries

The GHAD only has authority to provide its services to those properties located within the GHAD boundaries. Properties that are within the CSA M-23 boundaries that have not been annexed into the GHAD do not receive GHAD services.

The GHAD can only prevent, mitigate, abate, or control a geologic hazard on property outside the GHAD boundaries when the hazard has damaged or poses an imminent threat of damage to structures or site improvements located on properties within the GHAD boundaries. The GHAD can only prevent, mitigate, abate, or control the geologic hazard outside the GHAD boundaries provided said work is limited to that which is necessary to address the damage or imminent threat of damage to the structures or site improvements within the GHAD boundaries. Any work outside the GHAD boundary must be performed in coordination with the outside landowner under specific agreement.

C. Geologic Hazard Limited to a Single Property

The GHAD can only prevent, mitigate, abate, or control landslides that are contained within the limits of a single parcel of property if the single parcel is greater than one acre

in size. Services may not be provided for geologic hazards within a single parcel that is less than one acre in size. This exclusion does not apply to geologic hazards existing on open-space areas owned by any homeowners association or golf course property.

D. Geologic Hazard Resulting from Negligence of Property Owner

The GHAD may decline to prevent, mitigate, abate, or control geologic hazards that occur due to, or resulting from, the negligence of the property owner and/or the property owner's contractors, agents or employees in developing, grading, constructing, maintaining, performing, or not performing, any work related to or that may have influenced the geologic hazard on the subject property including performing alterations to site drainage or to the overall existing stability of slopes.

E. Geologic Hazard which Requires Expenditure Amount Exceeding the Value of the Threatened or Damaged Improvement

The GHAD will not prevent, mitigate, abate, or control a geologic hazard where, as determined by the General Manager's sole discretion, the anticipated expenditure required to be funded by the GHAD to prevent, mitigate, abate, or control the geologic hazard will exceed the value of the structures and/or site improvements that are threatened with damage or loss.

F. Erosion Within Creek Structure Setback Areas

Creeks are dynamic landforms and are subject to natural changes from various forms of erosion. Erosion caused, for example, from water scouring of creek banks is a natural process and is to be expected within creek areas. The GHAD will not respond to or be responsible for these conditions even if they damage authorized structures or improvements (e.g., fencing, landscaping, or other non-permanent structures) within a creek or structure setback area. Note that permanent structures and improvements are not allowed within creeks or their structure setback area per Contra Costa County Code Section 914-14.014.

G. Damage Caused by Soil Creep

The GHAD will not prevent or repair property damage due to soil creep. Soil creep is a common phenomenon on almost all slopes throughout Blackhawk and is not included in the definition of a geological hazard as described herein (see Section III, subsections A, B, and D). The adverse effects of soil creep can include damages to shallow-founded improvements such as separations in concrete walkway and pool deck construction joints, tilting fences, separation of wooden deck elements, and generally very slow downhill movement of any structures constructed on or near the edge of slopes. Site-specific design and construction techniques can typically be implemented by property owners to reduce the impact of creep on their properties.

H. Damage Covered by Responsibilities of Others

The GHAD will not prevent, mitigate, abate, or control geologic hazards that are the responsibility of other districts, service areas, or entities operating within the GHAD boundaries. The GHAD will have the authority to monitor the specific district, service areas or entities to ascertain whether the work is being performed in a manner that does not interfere with nor impact the GHAD's responsibilities under the POC.

VIII. PRIORITY OF GHAD EXPENDITURES AND RESERVE FUND

A. Priority of GHAD Expenditures

The GHAD's sole source of funds is from a portion of an ad valorem property tax collected on properties within the GHAD boundaries. The amount of these funds varies annually. Actions by the GHAD, including but not limited to such items as emergency response and scheduled repair expenditures, will be prioritized by and at the sole discretion of the General Manager based on available funds and the approved operating budget. The GHAD Manager prepares, and the GHAD Board of Directors approves an operating budget each year. When available funds are not sufficient to undertake all of the remedial and preventative stabilization measures identified in the budget, the expenditures shall be prioritized by the General Manager as follows, in descending order of priority.

1. Prevention, mitigation, abatement, or control of geologic hazards that have either damaged or pose a significant threat of damage to residences, critical underground or overhead utilities, or roadways that provide emergency egress.
2. Prevention, mitigation, abatement, or control of geologic hazards which have either damaged or pose a significant threat of damage to commercial buildings, including but not limited to office buildings or clubhouses.
3. Prevention, mitigation, abatement, or control of geologic hazards which have either damaged or pose a significant threat of damage to ancillary structures, including but not limited to pool cabanas or restroom buildings.
4. Prevention, mitigation, abatement, or control of geologic hazards existing entirely on open-space or golf course property which have neither damaged nor pose a significant threat of damage to any structure or site improvements.
5. Prevention, mitigation, abatement, or control of geologic hazards that have either damaged or pose a significant threat of damage to landscaping or other similar non-essential amenities.

B. Establishment and Operation of a GHAD Reserve Fund

A reserve fund may be set up to allow funding projects whose cost exceeds the annual budget for major repair projects, and to provide for funds required periodically when major landslide events occur within the GHAD (e.g., winter periods with high precipitation and the potential for several major GHAD projects needing to occur simultaneously). The source of revenue for the reserve fund is the CSA M-23 revenue annually allocated to the GHAD (see Section I). The GHAD shall periodically conduct studies to determine the amount of funds that should be accumulated in reserve. These studies will be based on the most current experience with GHAD prevention and repair expenditures.

IX. REIMBURSEMENT POLICIES

A. Reimbursement of Expenses Incurred by Property Owner

1. Reimbursement of Expenses During Emergencies

At the General Manager's sole discretion and upon proof of payment through receipts, the GHAD may reimburse property owners for expenses incurred for materials used for temporary mitigation of geologic hazards during periods of emergency. Such materials are limited to sheet plastic placed over landslides, sandbags, silt fencing, and other typical temporary mitigation measures.

2. Reimbursement by Agreement

At the General Manager's sole discretion and upon proof of payment through receipts, the GHAD may reimburse a property owner for expenses incurred for the prevention, mitigation, abatement, or control of a geologic hazard based on a written agreement between the property owner and the GHAD to that effect. Such agreement must be executed prior to the property owner incurring said expenses, and following a geologic investigation conducted by the GHAD.

B. Reimbursement for Damaged or Destroyed Structures and Site Improvements

1. Privately Owned Structures and Site Improvements

In the event a private residence, commercial office building, or any other structure, landscaping, or site improvement is damaged or destroyed due to, or as a result of, a geologic hazard, as defined herein, and pursuant to the other limitations and exclusions defined in this section, the General Manager has sole discretion, pursuant to Section VII, to fund or reimburse the property owner for the expenses necessary to repair or replace the damaged or destroyed structure, landscaping or site improvements. The dollar amount of the GHAD funding or reimbursement to the property owner may not exceed ten percent (10%) of the direct costs incurred by the GHAD in preventing, mitigating, abating, or controlling the geologic hazard responsible for the damage. In the event the geologic hazard damaged or destroyed

a structure, site improvement, or landscaping which violated any provisions of the County Building Code or County Ordinance Code at the time of its installation or improvement, the GHAD will not provide any funding or reimbursement to the property owner for repair or replacement of the damaged structure, landscaping, or site improvement.

2. HOA Owned Streets, Utilities, and Site Improvements

In the event street pavement, underground utilities, landscaping, or site improvements owned by a homeowners association is damaged or destroyed due to, or as a result of, a geologic hazard, as defined herein, and pursuant to the other limitations and exclusions defined in this section, the General Manager has sole discretion, pursuant to Section VII, to include in the scope of the landslide repair, the repair or replacement of the damaged or destroyed street pavement, above ground or underground utility structure, landscaping, or site improvement owned by the homeowners association.

X. RECONSIDERATION AND APPEAL POLICY

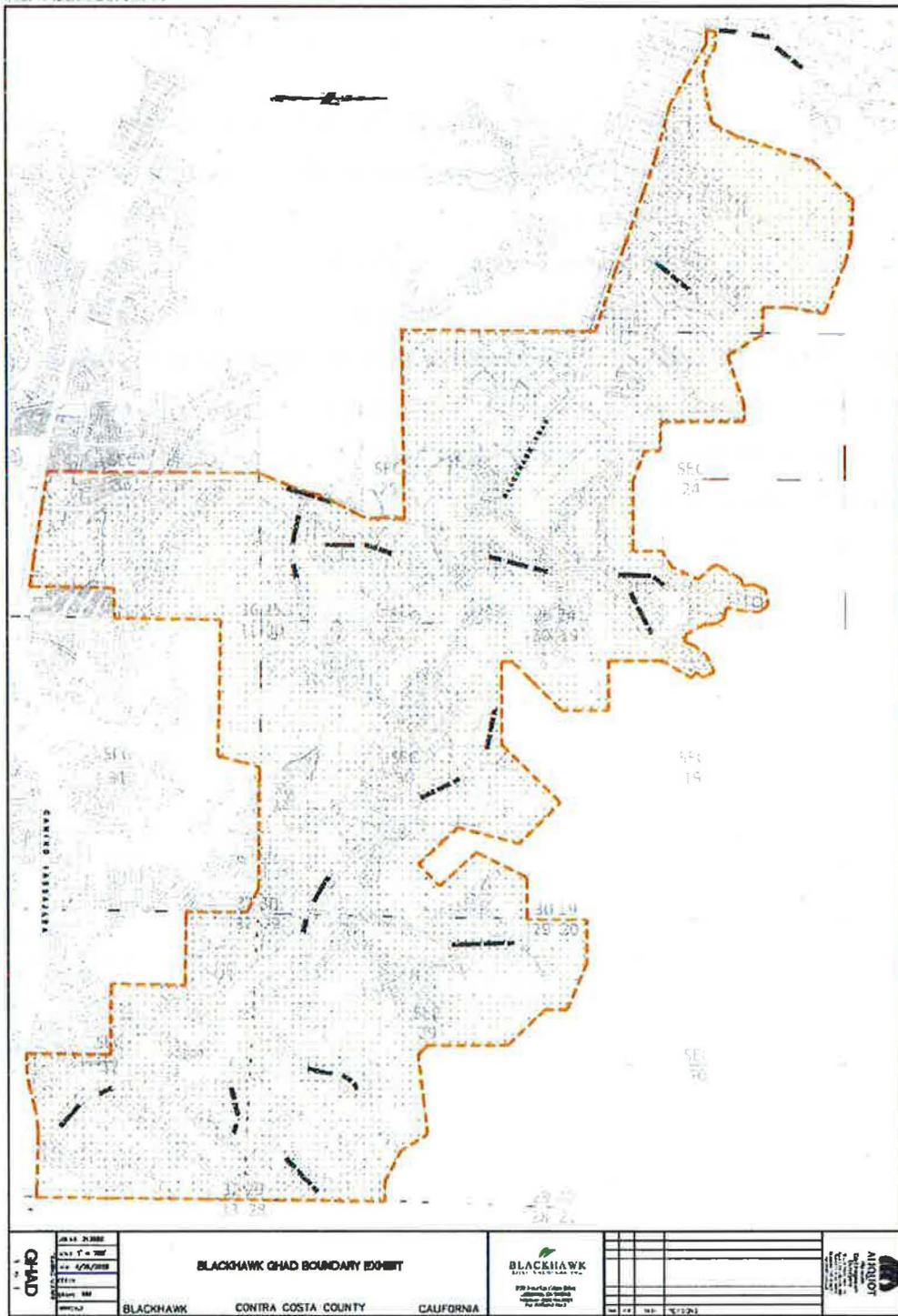
If a property owner directly affected by an operational action as set forth in this POC does not agree with the decision of the General Manager, the property owner may request the GHAD Manager to provide its decision in writing. If the property owner continues to disagree with the decision, that property owner may request the GHAD Manager to reconsider that decision ("General Manager Decision"). The property owner shall, within fifteen (15) days from the date of the written General Manager Decision, file with the General Manager the grounds for reconsideration, and the requested relief, including the owner's special interest and injury. Within fifteen (15) days of receipt of the property owner's written request for reconsideration, the General Manager shall issue a written decision on the request based on the evidence presented ("General Manager Reconsideration Decision"). The property owner may appeal the General Manager Reconsideration Decision to the GHAD Board of Directors. This appeal must be filed with the General Manager on a form provided by the General Manager within fifteen (15) days from the date of the General Manager Reconsideration Decision. The appeal must include the reasons for

the appeal and the property owner's requested relief. The Board will make the final decision on the appeal. The General Manager will proceed based on the decision of the Board of Directors.

XI. REVISION POLICY

This POC is meant to address the current needs of the GHAD and may be updated or revised should conditions or information change that result in new and/or different approaches related to addressing geologic hazards as defined herein (Section III-A and B). The POC will periodically be revisited by the General Manager. If the General Manager identifies the need to make minor updates or revisions, the General Manager can make those updates or revisions without seeking approval of the GHAD Board of Directors but shall thereafter inform the Board that the updates or revisions were made. If the updates or revisions are major, the General Manager shall submit the revisions to the Board of Directors for its approval. A minor update or revision is a change that clarifies a component of the POC and does not significantly change the purpose and character of the POC.

FIGURE 1 – BLACKHAWK GHAD BOUNDARY SITE PLAN



APPENDIX A - GEOLOGIC CONDITIONS

A. Topography and Geomorphology

The Blackhawk GHAD is located approximately five miles east of the town of Danville and four miles south of Mount Diablo in Contra Costa County, California. The area is situated on the slopes located between Sycamore Valley to the south and Fossil and Blackhawk Ridges to the north. Elevations within the GHAD boundaries range between approximately 600 ft in the south to 1400 ft in the north (USGS, 2018). The overall topography becomes steeper moving northward to the ridgelines. Drainage is to the south via several named creeks (East Branch of Green Valley Creek, Sycamore Creek, West Branch of Alamo Creek, Alamo Creek) and unnamed subsidiary drainages and creeks (USGS, 2018). The terrain consists of grass-covered ridges and hillslopes that drain to swales and small valleys that support modest tree and shrub growth. The overall geomorphology of the GHAD area is related to long-term fluvial and colluvial (landsliding) processes. The vast majority of development within the GHAD boundaries is located in the flatter valleys. However, some development has also occurred on hillslope benches or on excavated hilltops. Valleys grow narrower moving upslope and in many cases pinch out to more highly dissected terrain, in some areas consisting of a series of slope parallel ridges and hollows (narrow, steep sided valleys). Hillslopes can thus be convex, concave, or uniform depending on the position in relation to a ridge or hollow. Hollows form typical source areas for some types of landslides (debris flows).

B. Geology

The bedrock geology underlying the area within the GHAD boundaries consists of Tertiary-age (Pliocene and late Miocene)¹ sedimentary deposits that have been folded and faulted due to the greater tectonics of the San Andreas fault system and associated uplift of Mount Diablo. The majority of the area is underlain by non-marine sandstones of the Orinda Formation (Dibblee and Minch, 2005) which is locally called the Green Valley Formation (Graymer et al., 1994). These rocks consist of gray to greenish gray, interbedded pebble conglomerates, sandstones and claystones (Dibblee and Minch, 2005). To the northeast and higher up the slopes leading to Fossil

¹ Holocene refers to deposits that are less than 11,700 years old. Pleistocene refers to rocks that are 11,700 to 2.6 million years old. Pliocene refers to rocks that are 2.6 to 5.3 million years old. Miocene refers to rocks that are 5.3 to 23 million years old.

Ridge and Blackhawk Ridge, the slopes are underlain by the Neroly Sandstone unit of the marine Briones Formation (Graymer et al., 1994; Dibblee and Minch, 2005). This unit consists of a brown, massive sandstone (Graymer et al., 1994) with light gray, medium to fine-grained sandstone and shale interbeds that grade laterally west into finer siltstones and claystones (Dibblee and Minch, 2005). Flatter valley floors where much of the infrastructure in Blackhawk GHAD areas has been constructed consist of young (Holocene) alluvial fan and fluvial deposits (Helley and Graymer, 1997).

The bedrock structure consists of a series of nearly parallel, northwest-trending synclines and anticlines, some of which have been overturned by folding. Within most of the Blackhawk GHAD areas, structural mapping shows nearly ubiquitous steeply dipping (up to 80° to the southwest) and overturned (dipping to 57° to the northeast) sedimentary beds (Dibblee and Minch, 2005) with the exception of rocks associated with the northwest to east striking Tassajara Syncline (Dibblee, 1980). Southwest dipping sedimentary beds become shallower (to 32°) approaching the syncline from the northeast and are still shallower (15° to 25°) and northeast dipping on the southwest side of the syncline (Dibblee, 1980; Dibblee and Minch, 2005).

C. Tectonics and Seismic Sources

The location of the Blackhawk GHAD areas within the greater San Francisco Bay area of northern California places it in proximity to several potential sources of seismicity. Blackhawk is located within the eastern portion of the San Andreas Fault System, but is not located within a State of California designated Alquist-Priola Earthquake Fault Zone. The nearest State-zoned active faults are the Calaveras and Greenville faults located about five miles to the west and east, respectively. Both faults have expected earthquake moment magnitudes of $M6.7+$ (Field et al., 2015). An earthquake of these expected magnitudes could produce a ground acceleration of approximately $0.4g$ at Blackhawk according to attenuation relationships by Campbell and Bozorgnia (1994). Other sources for design-basis ground shaking near the Blackhawk area include smaller local faults that may produce lower magnitude earthquakes but potentially more intense ground shaking due to their closer proximity to the GHAD areas. These include the Mount Diablo blind thrust fault or potential subsidiary faults such as those mapped in the vicinity of the GHAD areas by Crane (1988) and Sawyer (2015). Various mapping efforts have placed the approximate location of the Mount Diablo thrust fault close to the southern boundary of the Blackhawk GHAD areas (Unruh and

Sundermann, 2006; Sawyer, 2015; Bryant, 2017) with some mapping indicating the presence of fault structures within the GHAD boundaries (Crane, 1988). Geomorphological studies indicate active deformation in the region as a result of late Holocene (modern) movement of the fault (Sawyer, 2015). The deformation is manifest as fault-propagation folds and include the nearby Tassajara and Doolan anticlines which, in turn, are related to splay faults from the Mount Diablo thrust (Sawyer, 2015).

The U.S. Geological Survey provides a plausible scenario for a M6.5 earthquake on the Mount Diablo thrust fault with estimated peak ground acceleration of 0.4 to 0.6g in the vicinity of Blackhawk (USGS, 2017). Earthquakes on blind thrust faults are not expected to cause surface ground rupture as might occur along a major strike slip fault such as the San Andreas, Hayward, or other nearby major faults; however, secondary seismic hazards such as landslides could be expected from such an event. More distant seismic ground shaking sources include the major known active faults of the San Francisco Bay Area; namely the San Andreas, Hayward, Rodgers Creek-Healdsburg, and the Concord-Green Valley faults. These sources are all at least five miles from Blackhawk but are known to be capable of producing moderate to large-scale (up to M7+) seismic events. Based on the current state of knowledge, it appears likely that secondary seismic hazards from an earthquake on any of the seismic sources discussed above would occur in regional areas of localized weak soils, such as on unstable slopes.

D. Surficial Deposits

The area within the GHAD boundaries is covered primarily by relatively shallow soils. The soil over the majority of the GHAD area is mapped as Diablo clay of Contra Costa County (NRCS, 2021). This soil typically forms on uplands, derived from sedimentary bedrock. Below the surficial dark gray clay, the soils generally become light gray or olive gray silty to sandy clay and extend to the undisturbed bedrock. Diablo clays generally have high expansion potential resulting in surficial cracking during the summer and swelling during the winter. Soils with high expansion potential are generally susceptible to downhill soil creep on hillslopes.

E. Engineered Fill Deposits

As part of the original development within the GHAD boundaries, significant excavations were made, followed by placement of engineered fill deposits. Fill deposits are typically compacted

during placement at controlled soil moisture levels to minimize overall settlement. Even still, fill deposits will in nearly all cases undergo some level of long-term settlement, and may undergo long-term movement depending on the overall level of soil moisture introduced. Because soil fills usually support infrastructure development, soil moisture levels may be increased (i.e., due to landscaping, etc.) compared to the background levels to which the soil fill material originated (i.e., as a hillslope subject only to infiltration during winter storms). As a result, areas of significant soil fill may be subject to potential long-term movement as the fill deposits adjust to their new configuration. Horizontal drains typically offer a means to control and limit the build-up of unfavorable soil moisture levels, and monitoring may provide a practical means of identifying potential instability issues.

F. Groundwater and Streamflow

Groundwater has been encountered at variable depths within the GHAD boundaries during drilling explorations by various geotechnical firms. Sandstone, siltstone, and gravelly bedrock units can be expected to contain variable amounts of groundwater depending on location and underlying geologic structure. Overall, groundwater can be expected to be 10 feet or more below the ground surface. However, areas of springs and seeps are common, and perched transient zones of groundwater may occur as a result of winter precipitation. When soils approach saturation, creeks and other drainages within the GHAD's boundaries that are normally dry during the majority of the year can discharge water as streamflow. In some cases, flooding is possible near creek crossings. Creekbank erosion may also be caused by these types of flows. Groundwater and streamflow regimes may be affected by development within or near the GHAD boundaries. Long-term changes to these conditions can result from landscape irrigation, the addition of impervious pavement or structures, surface runoff collection systems, and subsurface drainage facilities.

G. Geologic Hazards

The most common geologic hazard affecting the Blackhawk GHAD is landslides caused by a combination of high seasonal cumulative rainfall and intense storm precipitation acting to destabilize the weak soil and rocks encompassing the steep slopes of the region. Earthquakes are also a concern given the nearby proximity of the GHAD to several active faults, and landslides generated from seismic shaking are likely in the event of strong shaking. In particular, the number

and size of landslides may be greater if an earthquake occurs during the wettest months of the winter season when slopes are already weak due to rainfall infiltration.

Mapping in the region indicates that the Blackhawk GHAD areas (as well as many other areas in the Mount Diablo area and San Francisco Bay region in general) contain hundreds of existing landslides (Davenport, 1985) with slopes susceptible to movement and adjacent areas susceptible to inundation by landslide debris. Steep slopes may be subject to landsliding as a result of both natural (e.g., precipitation, earthquake) or human activities (e.g., lot grading, road construction, changes to site drainage, damage to water supply or waste water piping, etc.).

Landslides in the Mount Diablo region consist of both shallow and deeper movements. Shallow landslides generally occur as earth (fine-grained) or debris (coarse-grained) slides and flows (Varnes, 1978) within soil overlying bedrock. Deep-seated landslides can be translational or rotational and mobilize both soil and weathered bedrock. Most landslides in the Blackhawk GHAD consist of shallow debris flows and deep-seated rotational earth and debris slides. Debris flows (often called mudflows) tend to be less than 10 feet deep and can move rapidly (seconds to minutes) within a relatively linear, narrow path that follows the existing topography (i.e., along swales, drainage channels, or simply straight downhill). Debris flows may travel hundreds of feet before stopping. Deep-seated slides typically move relatively slowly taking hours to days to move en masse along a relatively deep (20 to 50 ft) curved slip plane with a defined headscarp(s) or crevasse at the top of the slide and defined lateral margins along the sides. Movement may not exceed the length of the landslide source area but may move much larger areas and volumes of terrain compared to debris flows. In both cases, the most common causes of landslides involve weak soil/rock materials, a change in slope configuration, or an increase in subsurface moisture content, with a subsequent loss of soil or rock strength.

H. References

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APPENDIX B - METES AND BOUNDS DESCRIPTION

THIS DESCRIPTION IS A COMPILATION OF THE VARIOUS ANNEXATIONS TO, DETACHMENTS FROM, AND CONSOLIDATIONS WITH THE BLACKHAWK GEOLOGIC HAZARD ABATMENT DISTRICT SINCE ITS FORMATION IN 1986, AND REPRESENTS THE CURRENT EXTERIOR LIMITS AS OF 2006.

REAL PROPERTY IN AN UNINCORPORATED AREA OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA; BEING A PORTION OF SECTIONS 14, 22, 23, 24, 25 AND 36, TOWNSHIP 1 SOUTH, RANGE 1 WEST, MOUNT DIABLO MERIDIAN AND A PORTION OF SECTIONS 19, 20, 29, 30, 31 AND 32 TOWNSHIP 1 SOUTH, RANGE 1 EAST, MOUNT DIABLO MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WESTERLY TERMINUS OF THE COURSE LABELED "NORTH 89°52'59" WEST 288.40 FEET" ON THE NORTHERLY BOUNDARY OF PARCEL 'A' (PUBLIC PARK) AS SHOWN ON THE MAP OF SUBDIVISION 4878 FILED MARCH 21, 1977, IN BOOK 194 OF MAPS AT PAGE 1 (194 M 1); THENCE FROM SAID POINT OF BEGINNING, ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 4878 (194 M 1) SOUTH 89°52'59" EAST 288.40 FEET; THENCE SOUTH 58°13'44" EAST 280.00 FEET; THENCE SOUTH 73°08'44" EAST 275.00 FEET; THENCE NORTH 79°11'40" EAST 885.99 FEET; THENCE NORTH 28°42'12" EAST 495.62 FEET; THENCE NORTH 18°28'18" EAST 1422.89 FEET; THENCE NORTH 45°05'49" EAST 1003.57 FEET; THENCE SOUTH 87°08'44" EAST 750.00 FEET; THENCE SOUTH 76°08'44" EAST 400.00 FEET; THENCE SOUTH 68°08'44" EAST 1000.00 FEET TO THE NORTHEAST CORNER OF PARCEL 'B' AS SHOWN ON SAID SUBDIVISION 4878 (194 M 1), SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF PARCEL 'H' AS SHOWN ON THE MAP OF SUBDIVISION 4962 FILED MARCH 21, 1977, IN BOOK 194 OF MAPS AT PAGE 20; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 4962 (194 M 20), SOUTH 10°51'16" WEST 600.00 FEET; THENCE SOUTH 0°51'16" WEST 500.00 FEET THENCE SOUTH 89°08'44" EAST 500.00 FEET; THENCE SOUTH 31°08'44" EAST 730.00 FEET TO THE MOST EASTERLY CORNER OF SAID PARCEL 'H' (194 M 20), SAID POINT ALSO BEING AN ANGLE POINT ON THE NORTHERLY BOUNDARY OF PARCEL 'O' AS SHOWN ON THE MAP OF SUBDIVISION 4963 FILED MARCH 21, 1977, IN BOOK 194 OF MAPS AT PAGE 30; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 4963 (194 M 30), NORTH 71°51'16" EAST 950.00 FEET; THENCE SOUTH 89°08'44" EAST 300.00 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 'O' (194 M 30), SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF PARCEL 'B' AS SHOWN ON THE MAP OF SUBDIVISION 5023 FILED JULY 12, 1978, IN BOOK 214 OF MAPS AT PAGE 1; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5023 (214 M 1) SOUTH 1,503.48 FEET; THENCE SOUTH 88°00'00" EAST 531.02 FEET; THENCE SOUTH 1°00'00" WEST 294.36 FEET TO THE MOST NORTHERLY CORNER OF PARCEL 'C' AS SHOWN ON THE MAP OF SUBDIVISION 5438 FILED AUGUST 14, 1979, IN BOOK 228 OF MAPS AT PAGE 11; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5438 (228 M 11), SOUTH 68°00'00" EAST 581.79 FEET; THENCE EAST 1277.80 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 'C' (228 M 11), SAID POINT ALSO BEING AN ANGLE POINT ON THE WESTERLY BOUNDARY OF PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION 5439 FILED AUGUST 29, 1979, IN BOOK 229 OF MAPS AT PAGE 1; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5439 (229 M 1), NORTH 550.00 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 'A' (229 M 1), SAID POINT ALSO BEING THE SOUTHWEST CORNER OF PARCEL "D" AS SHOWN ON THE MAP OF SUBDIVISION 7115 FILED AUGUST 11, 1992, IN BOOK 363 OF MAPS AT PAGE 15 (363 M 15); THENCE ALONG THE NORTHERLY BOUNDARY OF SAID PARCEL "D" (363 M 15) THE FOLLOWING THIRTEEN (13) COURSES:

1) NORTH 58°53'28" EAST 336.68 FEET, 2) NORTH 25°35'28" EAST 538.50 FEET,

3) NORTH 42°01'45" WEST 385.66 FEET, 4) NORTH 07°44'25" EAST 103.95 FEET,
 5) NORTH 32°31'53" EAST 438.86 FEET, 6) NORTH 71°50'03" EAST 134.71 FEET,
 7) NORTH 08°15'17" WEST 195.02 FEET, 8) NORTH 23°35'47" EAST 219.39 FEET,
 9) NORTH 79°12'12" EAST 293.37 FEET, 10) SOUTH 36°52'12" EAST 205.00 FEET,
 11) SOUTH 04°16'05" WEST 319.80 FEET, 12) SOUTH 12°50'10" WEST 264.22 FEET AND
 13) SOUTH 76°21'11" EAST 222.31 FEET TO THE MOST EASTERLY CORNER OF PARCEL 'D'
 (363 M 15), SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF PARCEL 'C' AS
 SHOWN ON THE MAP OF SUBDIVISION 7115 FILED AUGUST 11, 1992, IN BOOK 363 OF MAPS
 AT PAGE 15, (363 M 15); THENCE CONTINUING ALONG THE NORTHERLY LINES OF SAID
 PARCEL 'C' AND OF PARCELS 'M', 'K' AND 'L' OF SAID SUBDIVISION 7115 (363 M 15) THE
 FOLLOWING ELEVEN (11) COURSES:
 1) SOUTH 28°46'58" EAST 154.35 FEET, 2) SOUTH 06°34'36" EAST 234.39 FEET,
 3) SOUTH 29°32'18" EAST 357.81 FEET, 4) SOUTH 75°13'49" EAST 125.85 FEET;
 5) NORTH 25°17'09" EAST 215.57 FEET, 6) NORTH 37°40'36" EAST 273.06 FEET
 7) NORTH 66°04'38" EAST 329.55 FEET, 8) SOUTH 24°39'07" EAST 230.16 FEET;
 9) SOUTH 38°08'11" WEST 153.84 FEET, 10) SOUTH 49°10'14" EAST 136.12 FEET AND
 11) SOUTH 30°20'14" WEST 611.11 FEET TO THE SOUTHEAST CORNER OF PARCEL 'L' (363 M
 15) SAME POINT ALSO BEING THE NORTHEAST CORNER OF PARCEL "G" AS SHOWN ON THE
 MAP OF SUBDIVISION 5439 FILED AUGUST 29, 1979, IN BOOK 229 OF MAPS AT PAGE 1, (229
 M 1); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5439 (229 M 1),
 SOUTH 1000.00 FEET; THENCE EAST 900.00 FEET; THENCE SOUTH 850.00 FEET; THENCE
 SOUTH 45°00'00" WEST 777.91 FEET TO AN ANGLE POINT IN PARCEL 'G' AS SHOWN ON SAID
 MAP OF SUBDIVISION 5439 (229 M 1), SAID POINT ALSO BEING THE MOST EASTERLY
 CORNER OF PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION 5441 FILED JUNE 10, 1980,
 IN BOOK 240 OF MAPS AT PAGE 7; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID
 SUBDIVISION 5441, SOUTH 45°00'11" WEST 472.08 FEET; THENCE SOUTH 200.00 FEET;
 THENCE EAST 375.00 FEET TO THE MOST WESTERLY CORNER OF LOT 12 AS SHOWN ON
 THE MAP OF SUBDIVISION 6432 FILED DECEMBER 19, 1984, IN BOOK 288 OF MAPS AT PAGE
 7; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6432 (286 M 7) EAST
 1125.00 FEET; THENCE NORTH 45°00'00" EAST 1500.00 FEET; THENCE SOUTH 45° 00'00" EAST
 1051.08 FEET; THENCE SOUTH 14°39'08" WEST 1143.43 FEET THENCE SOUTH 42°47'57" EAST
 350.00 FEET TO THE NORTHEAST CORNER OF PARCEL 'D' AS SHOWN ON SAID SUBDIVISION
 6432 (286 M 7), SAID POINT LYING ON THE NORTHERLY LINE OF PARCEL 'L' AS SHOWN ON
 THE MAP OF SUBDIVISION 5645 FILED AUGUST 14, 1981, IN BOOK 255 OF MAPS AT PAGE 27;
 THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5645 (255 M 27), SOUTH
 42°47'57" EAST 611.60 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 'L' (255 M 27),
 SAID POINT BEING AN ANGLE POINT ON THE WESTERLY BOUNDARY OF PARCEL 'B' AS
 SHOWN ON THE MAP OF SUBDIVISION 6683 FILED APRIL 23, 1986, IN BOOK 300 OF MAPS AT
 PAGE 49 (300 M 49); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6883
 (300 M 49), NORTH 47°12'03" EAST 550.00 FEET; THENCE NORTH 42°47'57", WEST 902.23 FEET
 THENCE NORTH 26°50'28" EAST 1021.00 FEET; THENCE EAST 760.00 FEET TO THE
 NORTHEAST CORNER OF SAID PARCEL 'B' (300 M 49), SAID POINT ALSO BEING AN ANGLE
 POINT ON THE WESTERLY BOUNDARY OF LOT 86 AS SHOWN ON THE MAP OF SUBDIVISION
 5743 FILED AUGUST 19, 1981 IN BOOK 256 OF MAPS AT PAGE 1 (256 M 1); THENCE ALONG
 THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5743 (256 M 1) NORTH 1070.00 FEET;
 THENCE EAST 800.00 FEET; THENCE SOUTH 67°40'17" EAST 908.09 FEET; THENCE SOUTH
 400.00 FEET; THENCE SOUTH 43°47'32" EAST 939.25 FEET TO THE MOST EASTERLY CORNER
 OF PARCEL 'D' AS SHOWN ON SAID SUBDIVISION 5743 (256 M 1), SAID POINT ALSO BEING
 THE MOST NORTHERLY CORNER OF PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION
 6705 FILED APRIL 23, 1986 IN BOOK 301 OF MAPS AT PAGE 1; THENCE ALONG THE
 EASTERLY BOUNDARY OF SAID PARCEL 'A' (301 M 1), SOUTH 1426.14 FEET; THENCE

LEAVING SAID EASTERLY BOUNDARY OF PARCEL 'A' (301 M 1). SOUTH 41°10'29" EAST 242.19 FEET; THENCE NORTH 83°27'44" EAST 845.80 FEET; THENCE NORTH 83°19'51" EAST 617.38 FEET; THENCE SOUTH 32°01'19" EAST 568.82 FEET TO AN ANGLE POINT ON THE NORTHERLY LINE OF PARCEL 'K' AS SHOWN ON THE MAP OF SUBDIVISION 6618 FILED APRIL 22, 1986, IN BOOK 300 OF MAPS AT PAGE 14; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6618 (300 M 14), SOUTH 62°30'28" EAST 622.20 FEET; THENCE SOUTH 89°17'30" EAST 364.88 FEET; THENCE SOUTH 00° 42'30" WEST 3193.02 FEET TO THE SOUTHEAST CORNER OF LOT 96 AS SHOWN ON SAID SUBDIVISION 6618 (300 M 14), SAID POINT ALSO BEING THE NORTHEAST CORNER OF LOT 148 AS SHOWN ON THE MAP OF SUBDIVISION 6585 FILED DECEMBER 23, 1985, IN BOOK 297 OF MAPS AT PAGE 16 (297 M 16); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6585 (297 M 16), SOUTH 0°42'30" WEST 1834.22 FEET; THENCE SOUTH 0°36'17" WEST 1282.22 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA; THENCE CONTINUING ALONG SAID EXTERIOR BOUNDARY OF SUBDIVISION 6585 (297 M 16) AND ALONG SAID NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA WESTERLY ALONG THE ARC OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTH, HAVING A RADIUS OF 2050.21 FEET THE CENTER OF WHICH BEARS SOUTH 6°32'16" WEST, THROUGH A CENTRAL ANGLE OF 5°13'17", A DISTANCE OF 186.84 FEET; THENCE TANGENT TO SAID CURVE, NORTH 88°41'01" WEST 920.24 FEET; THENCE SOUTH 89°22'23" WEST 149.71 FEET TO A POINT FROM WHICH A RADIAL LINE OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTH, HAVING A RADIUS OF 2050.21 FEET BEARS SOUTH 02°43'00" EAST; THENCE WESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 10°50'31" A DISTANCE OF 387.96 FEET; THENCE TANGENT TO SAID CURVE, SOUTH 76°26'29" WEST 393.40 FEET; THENCE WESTERLY ALONG THE ARC OF A TANGENT CURVE, CONCAVE TO THE NORTH, HAVING A RADIUS OF 1950.21 FEET, THROUGH A CENTRAL ANGLE OF 17°29'33" A DISTANCE OF 595.40 FEET TO THE SOUTHWEST CORNER OF PARCEL 'A' AS SHOWN ON SAID SUBDIVISION 6585 (297 M 16); THENCE NON-TANGENT TO SAID CURVE, LEAVING SAID NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA, AND CONTINUING ALONG SAID EXTERIOR BOUNDARY OF SUBDIVISION 6585 (297 M 16), NORTH 0°48'15" EAST 1508.59 FEET TO THE SOUTHEAST CORNER OF PARCEL 'H' AS SHOWN ON THE MAP OF SUBDIVISION 6617 FILED FEBRUARY 27, 1986, IN BOOK 299 OF MAPS AT PAGE 8 (299 M 8); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6617 (299 M 8), NORTH 89°28'18" WEST 1285.61 FEET; THENCE NORTH 01° 05'38" EAST 1325.98 FEET TO AN ANGLE POINT IN SAID EXTERIOR BOUNDARY, SAID POINT ALSO BEING THE MOST EASTERLY CORNER OF LOT 102 AS SHOWN ON THE MAP OF SUBDIVISION 5645 FILED AUGUST 19, 1981 IN BOOK 265 OF MAPS AT PAGE 27; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5645 (255 M 27), NORTH 88°53'38" WEST 1286.61 FEET TO AN ANGLE POINT IN PARCEL 'F' OF SAID SUBDIVISION 5645 (255 M 27); THENCE LEAVING THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5645 NORTH 87°17'11" WEST 48.47 FEET TO AN ANGLE POINT IN PARCEL 'F' OF SAID SUBDIVISION 5645 (255 M 27); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5645 (255 M 27), NORTH 0°35'02" EAST 1111.07 FEET; THENCE NORTH 64°03'36" WEST 488.05 FEET; THENCE NORTH 89°33'44" WEST 1973.65 FEET TO THE SOUTHWEST CORNER OF LOT 140 OF SAID SUBDIVISION 5645 (255 M 27), SAID POINT ALSO BEING AN ANGLE POINT IN PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION 7086 FILED JULY 18, 1988, IN BOOK 323 OF MAPS AT PAGE 28 (323 M 28); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 7086 (323 M 28) NORTH 89°33'44" WEST 232.11 FEET; THENCE SOUTH 14°39'10" WEST 264.22 FEET TO THE MOST SOUTHERLY CORNER OF SAID SUBDIVISION 7086, SAID POINT ALSO BEING A POINT ON THE EASTERLY LINE OF PARCEL 'D' AS SHOWN ON THE MAP OF SUBDIVISION 5352 FILED FEBRUARY 14, 1979, IN BOOK 221 OF MAPS AT PAGE 25; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID PARCEL 'D' (221 M 25) SOUTH 14°39'09" WEST 522.37 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 'D';

THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID PARCEL 'D', NORTH 88°31'30" WEST 2475.19 FEET TO AN ANGLE POINT IN SAID SOUTHERLY BOUNDARY OF PARCEL 'D', SAID POINT ALSO BEING THE NORTHEAST CORNER OF PARCEL 'B' AS SHOWN ON THE MAP OF SUBDIVISION 5435 FILED MARCH 7, 1979, IN BOOK 222 OF MAPS AT PAGE 37; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5435 (222 M 37), SOUTH 00°53'31" WEST 1916.06 FEET; THENCE SOUTH 88°42'23" WEST 549.81 FEET TO THE NORTHEAST CORNER OF SUBDIVISION 6586 FILED JULY 14, 1986, IN BOOK 304 OF MAPS AT PAGE 18 (304 M 18); THENCE ALONG THE EAST LINE OF SAID SUBDIVISION 6586 (304 M 18) SOUTH 00°53'03" WEST 1514.75 FEET TO THE SOUTHEAST CORNER OF PARCEL 'D' OF SAID SUBDIVISION 6586 (304 M 18), SAID POINT LYING ON THE NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA; THENCE ALONG SAID NORTHERLY RIGHT OF WAY LINE, NORTH 81°12'00" WEST 506.45 FEET; THENCE WESTERLY ALONG THE ARC OF A TANGENT CURVE CONCAVE TO THE SOUTH, HAVING A RADIUS OF 2058.00 FEET, THROUGH A CENTRAL ANGLE OF 01°44'17", A DISTANCE OF 62.43 FEET; THENCE TANGENT TO SAID CURVE, NORTH 82°56'17" WEST 15.04 FEET; THENCE NORTH 81°14'16" WEST 818.50 FEET; THENCE LEAVING THE SAID NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA AND ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6586 (304 M 18) NORTH 81°14'16" WEST 179.99 FEET TO A POINT ON THE SOUTHERLY LINE OF PARCEL 'B' AS SHOWN ON THE MAP OF SUBDIVISION 6596 FILED AUGUST 22, 1985, IN BOOK 292 OF MAPS AT PAGE 32; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 'B', SAID LINE BEING ALSO THE NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA, NORTH 81°14'16" WEST 532.79 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 'B'; THENCE LEAVING SAID NORTHERLY RIGHT OF WAY LINE OF CAMINO TASSAJARA, NORTH 00°36'48" EAST 490.00 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 'B' (292 M 32), SAID POINT ALSO BEING THE SOUTHWEST CORNER OF PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION 6199 FILED OCTOBER 10, 1983, IN BOOK 273 OF MAPS AT PAGE 19 (273 M 19); THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 6199 (273 M 19), NORTH 00°36'48" EAST 655.96 FEET; THENCE NORTH 00°20'30" EAST 1172.01 FEET TO THE NORTHWEST CORNER OF PARCEL 'G' OF SAID SUBDIVISION 6199 (273 M 19), SAID POINT ALSO BEING THE NORTHWEST CORNER OF PARCEL 'H' AS SHOWN ON THE MAP OF SAID SUBDIVISION 5352 (221 M 25); THENCE ALONG THE WESTERLY RIGHT OF WAY LINE OF BLACKHAWK ROAD AS SHOWN ON SAID SUBDIVISION 5352 (221 M 25), NORTH 0°20'30" EAST 1509.94 FEET; THENCE NORTH 22°25'27" EAST 145.53 FEET; THENCE LEAVING SAID WESTERLY LINE OF BLACKHAWK ROAD, NORTH 22°25'27" EAST 491.68 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF A TANGENT CURVE, CONCAVE TO THE WEST, HAVING A RADIUS OF 3000.00 FEET, THROUGH A CENTRAL ANGLE OF 06°16'00" A DISTANCE OF 328.12 FEET; THENCE TANGENT TO SAID CURVE NORTH 16°09'27" EAST 126.88 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF A TANGENT CURVE, CONCAVE TO THE EAST, HAVING A RADIUS OF 2000.00 FEET, THROUGH A CENTRAL ANGLE OF 11°45'00", A DISTANCE OF 410.15 FEET; THENCE TANGENT TO SAID CURVE, NORTH 27°54'27" EAST 485.72 FEET; THENCE NORTHERLY ALONG THE ARC OF A TANGENT CURVE, CONCAVE TO THE WEST, HAVING A RADIUS OF 500.00 FEET, THROUGH A CENTRAL ANGLE OF 34°31'15", A DISTANCE OF 301.25 FEET; THENCE TANGENT TO SAID CURVE NORTH 06°36'48" WEST 104.22 FEET; THENCE NORTHERLY ALONG THE ARC OF A TANGENT CURVE, CONCAVE TO THE EAST, HAVING A RADIUS OF 1000.00 FEET, THROUGH A CENTRAL ANGLE OF 21°25'00" A DISTANCE OF 373.79 FEET; THENCE TANGENT TO SAID CURVE, NORTH 14°48'12" EAST 34.95 FEET; THENCE SOUTH 89°24'52" WEST 41.93 FEET TO THE SOUTHEAST CORNER OF PARCEL 'A' AS SHOWN ON THE MAP OF SUBDIVISION 5437 FILED JULY 26, 1979 IN BOOK 227 OF MAPS AT PAGE 1 (227 M 1); THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 'A' (227 M 1), SOUTH 89°24'52" WEST 757.48 FEET; THENCE SOUTH 89°24'19" WEST 1353.01 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 'A' SAID POINT ALSO BEING THE SOUTHEAST

CORNER OF LOT 45 AS SHOWN ON THE MAP OF SUBDIVISION 5024 FILED JULY 12, 1978, IN BOOK 214 OF MAPS AT PAGE 8; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 5024 (214 M 8) SOUTH 89°24'19" WEST 1290.35 FEET; THENCE NORTH 00°26'21" EAST 2637.94 FEET; THENCE NORTH 00°15'58" EAST 763.58 FEET TO THE NORTHWESTERLY CORNER OF LOT 1 OF SAID SUBDIVISION 5024 (214 M 8); THENCE LEAVING SAID EXTERIOR BOUNDARY OF SUBDIVISION 5024, NORTH 09°43'58" EAST 60.74 FEET TO AN ANGLE POINT ON THE SOUTHERLY LINE OF THE AREA SHOWN AS "BLACKHAWK ROAD WIDENING" ON THE MAP OF SUBDIVISION 4963 FILED MARCH 21, 1977, IN BOOK 194 OF MAPS AT PAGE 30; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 4963 (194 M 30). NORTH 71°21'16" WEST 1153.00 FEET TO THE SOUTHWEST CORNER OF SAID SUBDIVISION 4963 (194 M 30), SAID POINT ALSO BEING THE SOUTHEAST CORNER OF THE AREA SHOWN AS "BLACKHAWK ROAD WIDENING" ON THE MAP OF SUBDIVISION 4878 FILED MARCH 21, 1977, IN BOOK 194 OF MAPS AT PAGE 1; THENCE ALONG THE EXTERIOR BOUNDARY OF SAID SUBDIVISION 4878 (194 M 1); NORTH 71°21'16" WEST 60.34 FEET; THENCE NORTH 69°14'36" WEST 400.45 FEET; THENCE NORTH 70°11'28" WEST 69.53 FEET; THENCE NORTH 70°11'57" WEST 988.66 FEET; THENCE NORTH 70°11'47" WEST 726.85 FEET; THENCE NORTH 73°58'43" WEST 958.37 FEET; THENCE NORTH 59°08'27" WEST 595.70 FEET; THENCE NORTH 58°14'10" WEST 682.10 FEET; THENCE NORTH 89°54'59" WEST 252.70 FEET; THENCE NORTH 07°12'53" EAST 166.82 FEET TO THE **POINT OF BEGINNING**.

THIS DESCRIPTION IS A COMPILATION OF THE VARIOUS ANNEXATIONS TO, DETACHMENTS FROM, AND CONSOLIDATIONS WITH THE BLACKHAWK GEOLOGIC HAZARD ABATMENT DISTRICT SINCE ITS FORMATION IN 1986, AND REPRESENTS THE CURRENT EXTERIOR LIMITS AS OF 2006.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

END OF DESCRIPTION

PREPARED BY:



VINCENT J. D'ALO
LS 4210



MAY 2, 2022
DATE



Contra
Costa
County

To: Blackhawk GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Blackhawk Geological Hazard Abatement District Budget and Amendment to the Plan of Control

RECOMMENDATION(S):

ADOPT Blackhawk Geological Hazard Abatement District (GHAD) Resolution No. 2022/02 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under the consulting services agreement.

FISCAL IMPACT:

The GHAD is funded 100% through an ad valorem property tax shared with CSA M-23 and collected on properties within the GHAD.

BACKGROUND:

On April 22, 1986, the Contra Costa County Board of Supervisors adopted Resolution 86/210 approving the formation of the GHAD and appointed itself to serve as the GHAD Board of Directors.

The GHAD Board adopts a budget for the GHAD operations each fiscal year. The GHAD Board is being requested to adopt the fiscal year budget for 2022/2023 as prepared by the GHAD General Manager which is attached to Resolution No. 2022/02. The proposed fiscal budget totals \$3,433,250.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In addition, the GHAD Board is being requested to update the GHAD General Manager payment limits under the existing Consulting Services Agreement as required by that Agreement. The budget attached to Resolution No. 2022/02 identifies that limit at \$279,100.

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD will not be able to continue operation starting July 1, 2022 if the budget is not approved.

ATTACHMENTS

Blackhawk GHAD Program Budget 2022-23

Blackhawk GHAD Resolution No. 2022/02



Program Budget

FISCAL YEAR 2022-2023

APRIL 2022

EXHIBIT A



BLACKHAWK
GEOLOGIC HAZARD ABATEMENT DISTRICT

May 12, 2022

Blackhawk GHAD Board of Directors
c/o Supervisor Candice Andersen
309 Diablo Road
Danville, California 94526

**SUBJECT: Program Budget for Fiscal Year 2022-2023
Blackhawk Geologic Hazard Abatement District**

Dear Board Members:

Attached please find the proposed program budget for the Blackhawk Geologic Hazard Abatement District ("Blackhawk GHAD", "GHAD" or "District") for fiscal year 2022-2023. The proposed fiscal year budget totals \$3,433,250, which exceeds projected revenues and anticipates a \$352,976 deficit and the need to draw a commensurate amount from the reserve fund. At the time of this publication, it is expected that the fund balance on June 30, 2022, will be approximately \$13,275,506. A fund balance of \$12,922,530 is projected for June 30, 2023.

There are four major annual budget categories; their respective budget expenses break down as follows:

Major Projects	46 percent
Preventive Maintenance and Operations	24 percent
Special Projects	12 percent
Administration, Legal, Accounting	18 percent

As a percentage of the annual budget, the Major Projects Program will utilize a higher portion of the budget and require draws from the reserve fund. Through several ongoing slope stability studies, a slow-moving landslide was determined to exist within the Blackhawk Executive Center. Site monitoring and repair design schemes are being considered and analyzed with respect to costs and viability.

Through a process of assigning and prioritizing risk, GHAD management may simultaneously contract or suspend other discretionary program work and studies within the Major Projects Program. We also intend on moving into a phase of dedicating additional resources to address preemptive measures and studies and asset maintenance all within our Major Projects program and our Preventive Maintenance program.

The Preventive Maintenance Program will focus on continued efforts to secure and conduct asset site restorations. The program will continue to upgrade and analyze these sites and the associated data collection to ensure all predictive features of these instrumentation and asset sites are fully realized. Specifically, we will continue to target the following program elements - Concrete Interceptor Ditch Systems (Repair and Replace Program); the Horizontal Drains (Site Maintenance Program, and a district wide cleaning program); the Piezometers (Site Maintenance Program), and the Soil Debris Bench (Maintenance Program).

The Operations Program will continue its existing monitoring profile throughout this period. Any deferred study and maintenance programs will continue to be reinstated and implemented as appropriate.

The Special Projects Program will be directed to implementing Amendment 3 to the Plan of Control which seeks to clarify the independent role of the Blackhawk GHAD and further strengthen those areas of the plan that serve to define the scope of the District's responsibilities. It is anticipated that the Amended Plan will be presented to the GHAD Board for approval and brought into service during fiscal year 2021-2022. It is anticipated that the GHAD will continue to resume existing studies and pursue additional studies in the areas of fiscal policy and geologic risk analyses within the Special Projects Program. Approximately 12% of the annual budget has been dedicated to the Special Projects Program. We continue to work to preserve our open communication profile with district constituents and stakeholders within the Blackhawk community.

This budget anticipates continued strengthening and building efficiencies within the Administration Program. General legal counsel will continue to be provided by the Blackhawk GHAD Board appointed attorney, Patricia Curtin of Wendel, Rosen, LLP.

As managers, we continually monitor and project significant short-term and long-term financial impacts on GHAD reserves and compare such impacts with our 40-year reserve study. The winding down of COVID-19 virus restrictions has allowed conventional GHAD operations protocol to be reinstated. Although the logistical impact has been challenging, we believe there has been no significant negative short-term or long-term effect on the future ability to provide the full array of services of the GHAD throughout and following this pandemic. Our ability to maintain and build reserves provides assurance of our capability to provide services in the future. We will continue to monitor the process and advise you of any changed conditions.

A summary of the expenses is shown on Table 1, pages 4 through 6. A summary of the planned projects and projected expenses are shown and followed by brief descriptions of each of the budget items on pages 7 through 15.

Respectfully yours,

Blackhawk Geologic Hazard Abatement District



Sands Construction Company, Inc.
General Manager

Distribution list:

Blackhawk GHAD Board of Directors:

Supervisor John M. Gioia
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

Supervisor Candace Andersen
309 Diablo Road
Danville, CA 94526

Supervisor Diane Burgis
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513

Supervisor Karen Mitchoff (Chair)
2151 Salvio Street, Suite R
Concord, CA 94520

Supervisor Federal D. Glover
190 E. 4th Street
Pittsburg, CA 94565

GHAD Attorney:

Patricia Curtin, Esq. (Blackhawk GHAD Attorney)
Wendel Rosen, LLP
1111 Broadway, 24th Floor
Oakland, CA 94607

GHAD Treasurer:

Laffer Tengler Investments
Nancy Tengler, CEO
6710 N Scottsdale Rd., Suite 130
Scottsdale, AZ 85253

Upon Execution: The management will post approved Budget at www.blackhawkghad.com

Blackhawk Homeowners Association
4125 Blackhawk Plaza Circle, #105
Danville, CA 94506
Attention: Melissa Manzo

Hidden Oaks at Blackhawk
c/o Community Care Property Management
P.O. Box 269
Oakley, CA 94561

Tennis Villas at Blackhawk
c/o CMJ Associates, Inc.
P.O. Box 190
Pleasanton, CA 94566

Saddleback at Blackhawk
c/o Jean Bates & Associates
70 Railroad Avenue
Danville, CA 94506

Silver Oak Townhomes at Blackhawk
Canyons at Blackhawk
c/o Bridgeport Company
1 Annabel Lane #217
San Ramon, CA 94583
Attention: Bill Bavelas

Blackhawk Country Club
599 Blackhawk Club Drive
Danville, CA 94506
Attention: Kevin Dunne, General Manager

**Blackhawk Geologic Hazard Abatement District
Program Budget
Fiscal Year 2022/2023**

The following proposed line-item program budget (Table 1) summarizes the anticipated expenditures for fiscal year 2022-2023 for the Blackhawk Geologic Hazard Abatement District (“Blackhawk GHAD”, “GHAD”, or “District”). Through an ongoing assessment, the GHAD manager evaluates and addresses geologic risk through the implementation of an annual program budget consisting of four major categories. Preceding Table 1, and directly below, please see a general overview description of the four major program elements within the budget.

Major Projects Program

The annual Major Projects Program includes landslide repair projects, drainage improvement projects and capital improvement projects necessary to either control, mitigate, or prevent landslide activity. Other large program responses necessary to implement the Plan of Control, including specific purpose studies and investigations may also be included in the Major Projects Program.

Generally, for consideration of inclusion into the Major Projects Program, a project or study would represent a level of complexity requiring plans, specifications, and comprehensive engineering analysis including modeling and research, or a project with a protracted scope such as those requiring multiple regulatory agency approvals. Most Major Projects have a projected cost that exceeds \$75,000.

Historically, the Major Projects Program has been comprised of significant landslide repair projects and other responsive large projects; at other times, it has included programmatic studies and investigations useful in generating proactive responses. This diversity of projects demonstrates the importance of a flexible Major Projects Program structure that adapts between responsive and proactive needs and capabilities to manage the dynamic nature of larger scale geologic events.

Preventive Maintenance and Operations Program

The annual Preventive Maintenance and Operations Program includes all minor repairs, cleanup, maintenance, monitoring, and replacement of drainage structures and other assets that degrade over a serviceable life. The goal of preventive maintenance is to keep assets in operational condition and identify potential slope stability risks before they manifest, allowing measures to be taken to either prevent, or mitigate the impact of these hazards as defined in the Blackhawk GHAD Plan of Control.

Typical Blackhawk GHAD assets include concrete lined ditches, sub-drainage systems, groundwater measuring instrumentation, slope inclinometers and moisture gauges, and slope debris catchment features.

The Preventive Maintenance Program also includes preparations for emergency response, winterization measures including erosion protection and slope stabilization supplies, and instrument maintenance.

The Operations Program is primarily populated with scheduled instrument monitoring events. Data from these instruments are evaluated to establish risk and trends in an effort to avert landslide activity. In addition to the instruments monitoring program, the Operations Program contains the Incident Response and Community Relations Program, which incorporates comprehensive first response capabilities, and fosters community incident interaction.

Special Projects

The Blackhawk GHAD pursues ongoing and new activities identified as “Special Projects.” Special Projects include activities requested by the Board such as the Communications Program, or projects and studies designed to improve the District’s operational effectiveness and ensure financial solvency. Special Projects also include utilizing new technologies to increase the efficiencies of the day-to-day operations of the GHAD. Establishment, testing, and placing into service a new Geographic Information System (GIS) has been one of many successful fruitions of the Special Projects Program.

Administration

Administrative expenses are required to operate the Blackhawk GHAD and implement projects. Administrative expenses include personnel and consultants to manage the operations including the General Manager, Administrative Manager, Construction Services Manager, certain clerical and accounting staff, consultants, and legal support.

With respect to the General Management of the Blackhawk GHAD - The Blackhawk GHAD Board of Directors, through Resolution 2021/01, among other business, adopted a payment limit to an existing Consulting Services Agreement with Sands Construction Company, Inc. to act as General Manager. The payment limit established for a term through Jun 30, 2022, was \$235,000; the proposed payment limit through June 30, 2023, is \$279,100. The scope of services for the General Manager include, managing the day-to-day operations through implementation of the necessary financial recordkeeping and reporting; updating and maintaining governing documents, such as the Plan of Control; and managing and updating administrative tools such as the Reserve Study, Communications Plan, Work Program and Monthly Incident Log. The General Manager Consulting Services Agreement provides for certain administrative positions including, but not limited to, a General Manager, an Administrative Manager, a Construction Services Manager and a Network Administrator as well as overhead costs, such as office space rent, office supplies, and postage. The General Manager will retain the necessary professionals, including without limitation, engineers, accounting professionals, and vendors to facilitate the operations of the GHAD. The General Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as administrative sub-consultants and engineering or construction sub-consultants, within the payment limits of the Consulting Services Agreement.

With respect to the Operations Management of the Blackhawk GHAD, the Operations Manager payment limit was set at \$330,000 for a term throughout June 30, 2022; the proposed payment limit through June 30, 2023 is \$396,000. The scope of services for the Operations Manager includes implementing the Major Projects and Preventive Maintenance Programs through forecasting work schedules and priorities, preparing Requests for Proposals and managing maintenance and repair operations within the Major Projects and Preventive Maintenance Programs. These services include project management and construction management; and preparing for and responding to emergency incidents. The Operations Manager Consulting Services Agreement provides for certain operational positions including, but not limited to; an Operations Manager, Construction Services Manager and Construction Services Technician, as well as certain overhead costs, such as, office supplies, and electronic monitoring devices testing apparatus rental. The Operations Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as contractors, engineers, and special inspectors, within the payment limits of the Consulting Services Agreement.

A summary of the proposed Fiscal-Year 2022-2023 Budget is presented in Table 1 on the following pages.

Table 1 – Summary of Fiscal-Year 2022/2023 Budget

Budget Item	Budget Amount	% of Total Budget
Major Repairs		
Study: Hor. Drain Cleaning Efficacy Study (ongoing)	30,000	
Study: Groundwater Study – Multiple Regional Studies	60,000	
Study/Project: Slope Stability/Remedial Construction – Tennis Villas to Sports Field	120,000	
Study: Blackhawk Plaza Landslide Investigation	225,500	
Study/Project: 3840 BH Road Landslide Repair (Partial)	700,000	
Horizontal Drain Cleaning Program (Phase 3)	100,000	
Other Storm Event Landslides (Highest Priority)	200,000	
Landscape Replacement (associated with repairs) (Limited to no greater than 10% of repair costs) *	150,000	
Total Major Projects	\$1,585,500	46%

Preventive Maintenance		
Drainage		
Storm Drains		
Facilities	10,000	
B-58 Concrete Lined Ditches		
Maintenance/Clean/Map	52,000	
Repair and Replace	75,000	
Retention Basins	20,000	
Subdrain Systems		
Horizontal Drains	35,000	
Subdrain Outlets/Pumps	10,000	
Piezometers	40,000	
Settlement Monitors	160,000	
Minor Repairs	130,000	
Winterization	25,000	
Emergency Response	45,000	
Debris Benches	5,000	
Subtotal	\$607,000	
Budget Item	Budget Amount	% of Total Budget
Operations		
Piezometer Monitoring	15,000	
Horizontal Drain Monitoring	15,000	
Subdrain Monitoring	15,000	

Settlement Monitoring	25,000	
Incident Response/Community Relations	75,000	
Project Monitoring	45,000	
Subtotal	\$190,000	
Total Preventive Maintenance/Operations	\$797,000	24%

Special Projects		
Plan of Control	15,000	
Reserve Study Update	30,000	
Special Studies	150,000	
Information Technology	175,000	
Accounting Systems Upgrade	5,000	
Procedures Manual	5,000	
Communications Program	2,500	
CA Association of GHADs – Membership/Insurance	15,500	
Total Special Projects	\$398,000	12%

Administration		
Legal fees		
General Counsel	100,000	
Special Counsel		
Litigation/Legal Concerns	20,000	
Legal Matters/Claims	10,000	
Staffing/Administrative Support	321,750	
Accounting/Bookkeeping	161,000	
Training/Education	2,000	
Office – Rent/Supplies/Equipment/Lease	38,000	
Total Administration	\$652,750	18%

TOTAL PROPOSED BUDGET FY2022/2023	\$3,433,250	100%
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Available Funds	
Estimated Beginning Fund Balance – July 1, 2022**	13,275,506
Estimated Contributions from M-23 (M-23 Surplus)	2,499,659
Estimated Interest on Investments	580,615
Other Income	0.00
Total Available Funds	\$16,355,780
Uses of Funds	
Major Projects	1,585,500
Preventive Maintenance	797,000
Special Projects	398,000
Administrative	652,750
Total Use of Funds	\$3,433,250
Estimated Reserve Available/Ending Fund Balance June 30, 2023	\$12,922,530

* Pursuant to the Blackhawk GHAD Plan of Control – Section IX B-1

** Includes estimated accrued true-up revenue payment (Sept 2022) of \$69,487.00. Projected Fund Balance date of publication - (pending CSA M-23 FY21/22 actual expenses)

DESCRIPTION OF BUDGET ITEMS

Major Projects

STUDIES: Studies, as they relate to field conditions, are essential and are designed to analyze specific sets of aggregated empirical data with the intent of assessing condition of infrastructure and efficacy of instrumentation data collection. Through this effort, specific studies inform management about how to tailor programs to capitalize on the most effective preemptive measures as the GHAD implements its Major Projects Program and Preventive Maintenance Program.

Horizontal Drain Cleaning Efficacy Program

Study: This study analyzes the results of our in-progress Horizontal Drain Cleaning Program. Post-cleaning drain yields will be measured and analyzed compared to pre-cleaning yields. Impact on local groundwater levels will be analyzed and data will be additionally utilized in evaluating the efficacy of the Horizontal Drain Cleaning Program, as well as the impact on regional (district wide) groundwater levels. Data sets from historical above average rain events (2000 through 2021) will be accessed and utilized to further inform the Horizontal Drain Program.

Estimated Cost \$30,000

Groundwater Studies (Regional Sites)

Study: This study is projected to be conducted in multiple phases. It will analyze regional groundwater regimes where groundwater levels have risen over time. Data from piezometer histories will be the primary criterion used, along with collaboration with the Horizontal Drain Study results in the effectiveness of horizontal drains in lowering local groundwater levels and increasing slope stability.

Estimated Cost \$60,000

Slope Stability Study/Remedial Design and Repair – Tennis Villas – Sports Field

Study: This study and remedial repair design is projected to be conducted in multiple phases, pending study results. It will analyze regional slope stability along a slope above Blackhawk Road in the subject area of the district.

Estimated Cost \$120,000

Parking Lot Settlement – Landslide Investigation – Blackhawk Plaza

Study: This study and site investigation is focused on establishing causes for significant asphalt settlement in the west end parking lot area of the upper terrace at Blackhawk Plaza. Monitoring and site instrumentation will be used to evaluate the existence of a landslide. Should operations be determined necessary to address or prevent an imminent landslide, then design documents and repair operations would be initiated under separate authorization

Estimated Cost \$225,500

Study/Project 3840 Blackhawk Road (Blackhawk Executive Center (BECA) – Remedial Work Project

Study/Project: This study was initiated in FY2021-2022 and is ongoing relating to a slope adjacent to the subject property. Instrumentation installed at the site has shown small incremental downslope movement in the past. Mitigation designs are currently being evaluated should movement continue, and a preemptive operation becomes necessary to arrest movement in the impacted area. Budget for these operations have been allotted in FY2022-2023 Major Projects program to allow initiation of mitigation or repair operations.

Estimated Cost (partial FY22/23) \$700,000

Horizontal Drain Cleaning Program



Following a test program, a district-wide Horizontal Drain Cleaning Program commenced in FY2018-2019. The program continued in phased operations during FY2020/2021 and FY2021-2022. Continuation of Phase 3 operations are planned for FY2022-2023. A follow-up program has been formulated to determine an appropriate frequency interval for cleaning events and will be implemented this year as well.

Estimated Cost \$100,000

Other Storm Event Landslides

During heavy rain years, unexpected repairs are necessary to avert or control landslides that may threaten property within the District. It is vital for the manager to retain the availability of funds within the Major Repair Program to address just such an event.

It is also common to experience a change in the planned construction schedule to include additional sites. Known sites can rise in priority throughout the year and additional sites may emerge.

Estimated Cost \$200,000



Landscape Replacement

Typically, remedial landscaping is either included in the scope of work for major projects or eliminated completely from the repair scheme depending on impact from remedial efforts to restore slope stability. However, on occasion, and complying with Section (IX B-1) of the Plan of Control, the associated License Agreements executed in preparation of the work will address a reimbursement or allowance to the property

owner for remedial landscaping installation.

Estimated Cost \$150,000

Preventive Maintenance and Operations

Preventive Maintenance

Preventive maintenance generally consists of those measures taken to prevent an incident or landslide event including, asset maintenance, drainage structures, instrument sites and winterization measures. Operations include ongoing monitoring programs and responses to community requests. Details of the proposed budget for each of these categories are listed below.

The Preventive Maintenance Program will continue its current profile through this fiscal year with those tasks that are essential to maintaining slope instrumentation sites and information; data collection and other measures to ensure slope stability, and possible resumption of discretionary programs regarding instrument site maintenance and capital expenditures will be evaluated on a case-by-case basis.

Storm Drains/Facilities

Storm drains and drain inlets associated with B-58 drainage systems occasionally need repair or replacing. Assessments are made during the annual cleaning events in early fall.

Estimated Cost \$10,000

B-58 Drain Systems

Maintenance – Allows for one major annual cleaning and mapping of the B-58 drain systems. In addition, District staff periodically walks the B-58 systems to get a first-hand account of the current conditions and project serviceable life. This information, along with other empirical data, is utilized in our Reserve Study updates.

Estimated Cost \$52,000

Repair and Replacement – As a result of intensified efforts in recent years, a total of around 2300 lineal feet of B-58 have been replaced and several-thousand lineal feet of B-58 repaired. A priority has been established based on the degree of damage and associated risk to improved properties, and a percentage of these replacement projects will be budgeted throughout the upcoming years. This year’s budget will be utilized on repairs to existing B-58s on a site-by-site basis.

Estimated Cost \$75,000

Retention Basins

There are seven retention basins within the District boundaries. Three basins are unimproved retention basins and are maintained exclusively by the Contra Costa County Flood Control District through CSA M-23. Blackhawk GHAD, as well as the property owners, perform certain periodic maintenance operations at the other four basin locations. In a collective agreement with the Homeowners Association, the Country Club (landowner), and the GHAD, de-siltation efforts have been periodically completed on two retention basins. Currently, planning, permitting and engineering efforts are being conducted in anticipation of a multi-year dredging project on the golf course involving the three participant entities.

Initiated in FY 2017-2018 and ongoing, the GHAD management has continued to engage the Contra Costa County Public Works Department (Public Works) and the Blackhawk Homeowners Association in discussions to develop clarity as to the relative responsibilities for drainage maintenance within the GHAD. These trilateral discussions have produced an agreement and a further understanding when it comes to maintenance of drainage systems, creeks and retention basins.

Estimated Cost \$20,000

Subdrain Systems

Outlet sites for subdrain systems must be monitored and maintenance provided to ensure outlets have not been damaged or impeded. This budget will allow for an inspection and minor maintenance of these sites.

Horizontal Drains

The District Manager has placed a high priority on verifying the condition and restoring as many existing horizontal drains throughout the development as possible. A definitive list of sites requiring maintenance has been determined and work continues on restoring the sites and installing identification markers.

Estimated Cost \$35,000

Subdrain Outlets/Pumps

The Blackhawk GHAD conducts ongoing efforts to identify, locate, and make determinations about the effectiveness of the network of subdrains throughout the District. It is anticipated that on-site restoration work may be necessary at some sites. This additional work as well as the additional introduction of the subdrain systems into the District GIS system has been incorporated into this budget item.

The GHAD maintains a subdrain pumping facility located adjacent to Hole #1 of the Lakes Course Country Club. Periodic site checks for operation are required. In recent years the equipment, instrumentation and electronics have been updated. This year, maintenance will be performed at this site to ensure the continued reliability of this system and facility.

Estimated Cost \$10,000

Piezometers

The District reads and maintains in excess of 100 piezometers measuring ground water elevations. A definitive list of sites requiring repairs has been determined and work begun on restoring the sites and installing identification markers. The work this year has been continued in order to include a greater number of sites and inclusion of the sites into the GIS, and to maintain site locations.

Estimated Cost \$40,000

Settlement Monitors

Over time, a number of settlement monitors have been placed throughout the development. These monitors were, in large part, installed as part of a specific study and therefore are not continually monitored. The establishment of new monitoring programs exist in several areas of the District. Older, obsolete instrument sites will be evaluated, and if appropriate, decommissioned.

Estimated Cost \$160,000

Minor Repairs

A budget is established annually for ongoing smaller projects or unanticipated minor projects within the Preventive Maintenance Program.

Estimated Cost \$130,000

Winterization

The District provides an annual budget for procuring and storing an inventory of winterization materials and to provide for the costs of site installation. To replenish and keep materials available, inventories are routinely taken, and materials procured. This years' winterization material needs are expected to range within normal parameters for expenses. Therefore, the budget has been reduced from previous years.

Estimated Cost \$25,000

Emergency Response

During the winter rainy season, the Blackhawk GHAD responds to a range of urgent, active, and threatening landslides, as well as drainage issues where property damage is threatened. These incidents typically involve mud or debris flows, plugged storm drains at the base of slopes, or flooded properties due to the overflow of runoff from plugged or damaged facilities. In severe cases these responses can require the initiation of temporary slope stabilization measures in preparation for a major repair.

Estimated Cost \$45,000

Debris Benches

Numerous earthen debris benches exist throughout the district. It is essential that these facilities be inspected to ensure capacities and drainage have not been compromised. Annual inspections are made, and periodic debris removal plans are initiated. This year's budget allows for geotechnical evaluations and the periodic removal of accumulated debris from several of those benches identified during the study and routine monitoring events.

Estimated Cost \$5,000

Operations

An inventory of on-site instrumentation including hundreds of piezometers, inclinometers, horizontal drains, subdrains, and settlement monuments are monitored periodically throughout the year as a preventative measure. Collected data from these sites is analyzed and aggregated into the GIS for further analysis to establish trends.

Monitoring sites can be established for a variety of uses. Completed repair sites often require monitoring to confirm that the slope has been stabilized. Other sites have been utilized to indicate signs of unstable conditions developing and have been instrumental in determining slope conditions prior to the activation of a landslide.

Through the use of collected data such as groundwater depth, magnitude of slope movement, depth of movement, and ground surface movement, the District has been able to arrest slope movement in advance of an incipient failure. Archiving of historical data is ongoing integrating into the GHAD GIS.

Throughout the year, the District receives incident response or assistance calls from property owners regarding slope stability or drainage issues. Community relations, including incident responses through the annual Operations Program, have been institutionalized as a role of Blackhawk GHAD management. All incidents are recorded within the GIS and move through the district response mechanisms as is appropriate and consistent with the Blackhawk GHAD Plan of Control.

The GHAD manager receives updates in long-range weather and oceanic temperature changes through the National Oceanic and Atmospheric Administration (NOAA) and other scientific and atmospheric agencies that track data and produce probabilistic assessments on the likelihood of seasonal heavy rain or seismic conditions.

Estimated Cost \$190,000

Special Projects

During fiscal year 2022/2023 the District will continue several special projects and studies. Brief descriptions of the special projects are presented in Table 1 and further described below:

Plan of Control Update

It is anticipated that Amendment 3 to the Plan of Control will be presented to the Board in late FY2021-2022, which will contain minor efforts to strengthen the document by incorporating new advancements in technology, and provide additional clarity regarding the GHADs authorized work and responses.

Estimated Cost \$15,000

Reserve Study Update

The Blackhawk GHAD reserve fund study was originally completed in FY2002-2003. An extensive update to the plan was completed in fiscal year 2012-2013. The reserve study functions as a pro-forma (40 year) analysis of the financial needs of the Blackhawk GHAD. It serves as a tool to calculate the annual contribution required by the GHAD to build and maintain sufficient funds for emergencies and capital replacement programs based on past weather patterns, landslide repair costs, and general attrition. Historically, as a result of severe winters, draws have been necessary on the reserve fund. Work has been completed on an independent analysis of the fund health and methodologies. This analysis has been used in updating the pro-forma plan and provides instruction to GHAD management as to the necessary reserve demands over time.

Estimated Cost \$30,000

Special Studies

The Blackhawk GHAD intends to continue targeted and site-specific studies in the areas of fiscal policy and geologic risk. The GHAD, as we anticipate our 37th year, has the unique opportunity to address many of the issues surrounding long-term viability and sustainability within changing environmental and financial conditions. Using empirical data, we can assess potentially increasing financial loads and geologic risks that may accompany the maturation process of this district. We are confident that these studies have produced and will continue to produce beneficial results. The Special Studies program has been substantially expanded this year to account for projected costs incurred to continue site specific studies currently underway.

Estimated Cost \$150,000

Information Systems and Technology

The Blackhawk GHAD completed an upgrade to its GIS to include all the GHAD's data collection and monitoring operations. The system has been fully operational and is run from internal servers, combined with secure and private "cloud" storage. The record and tool that this system offers facilitates the General Manager's ability to locate past repairs and assist in a variety of risk assessments within the District. A planned new GIS platform will be introduced in FY2022-2023. As technology has grown, so must the GHAD's ability to economically access and benefit from additional platforms and features. GHAD is seeking vendors to provide evaluation of existing GIS and recommendations moving forward.

As a result of an independent evaluation of the Blackhawk GHAD's information systems conducted in 2012 and again in 2015, the GHAD has modernized its IT systems and security. With recent rising international IT risks, the GHAD has incorporated additional safeguards to protect data.

Additionally, the GHAD website www.blackhawkghad.com has continued to provide a mechanism to disseminate information to our constituents. Both our ongoing IT system and the GHAD website continue to modernize as appropriate to provide security and user access to our efforts to communicate with our constituents.

It is anticipated that work will continue on enhancements to the GHAD GIS during this term. Work will include incorporating access features to data, and graphic representations and improving the performance and usability of each site.

Estimated Cost \$175,000

Accounting System Upgrade

Periodic upgrades are necessary to enhance accounting system capabilities. The Blackhawk GHAD utilizes expense accounting software to assist in reporting and the day-to-day operation of the District. Continued accounting systems enhancements will be implemented allowing more data entry streamlining, enhanced reporting, and quality control assurance procedures, augmenting the current systems.

Estimated Cost \$5,000

Procedures Manual

The Blackhawk GHAD continually upgrades procedures and modifies plans to incorporate new technologies that assist the GHAD in delivering the highest level of services. Procedures require certain modifications and enhancements as new methodologies are introduced and incorporated into the GHAD Standard Operation Procedures. Certain financial and operations procedures have been institutionalized within the program. Additional procedures will be incorporated to further define and standardize the following areas:

- Preventive Maintenance/Operations
- Standard Form Contracts (Evaluation)
- Administrative Procedures (Evaluation)

Estimated Cost \$5,000

Communications Plan

The Blackhawk GHAD maintains a communications plan designed to keep constituents current on GHAD operations and developments. The plan addresses several venues and mediums in which to disseminate information within this district and to other concerned parties, and to establish clear and accessible channels for community interaction. The GHAD has now implemented a web page for public information and a multi-page informational brochure has been completed and distributed to interested Homeowner Associations (HOA) that describes the GHAD and its responsibilities and limitations. Additionally, when asked the General Manager writes periodic articles for the HOA newsletter.

Estimated Cost \$2,500

Outreach/Legislative Review
California Association of GHADs (CAGHADs) Membership/Insurance

The proliferation of new GHADs within California has resulted in new legislation and adopted procedures. The Blackhawk GHAD Manager, in association with others, shares information and knowledge through a consortium of GHAD managers known as the California Association of GHADs (CAGHADs). The CAGHAD has obtained General Liability policies for its member GHADs. Additional GHAD onboarding and participation has reduced relative premiums. Coverage for the Blackhawk GHAD is approximately \$8,000¹, plus administrative costs.

Additionally, the GHAD manager participates in the CAGHADs as the organization pursues other financial instruments that may provide the Blackhawk GHAD additional options for extraordinary event financial planning. In 2016, the CAGHAD Board adopted a new fee schedule reducing the annual GHAD fees for membership by 50%.

Estimated Cost \$15,500

Administration

The administration of the Blackhawk GHAD includes all costs associated with legal support, office expenses, staffing, and accounting. Brief descriptions are presented below.

Legal

General Counsel – Blackhawk GHAD management must interact regularly with GHAD Counsel. The day-to-day operations of the GHAD present a myriad of issues and opportunities to work directly with GHAD counsel in the areas of contracts, agreements, new business, legislation, and property owner issues.

Estimated Cost \$100,000

Special Counsel – Blackhawk GHAD management requires the services of special counsel from time to time in the areas of litigation and other legal concerns. Currently special legal counsel is advising the GHAD in a variety of legal areas.

Estimated Cost \$30,000

Staffing/Administrative Support

The Blackhawk GHAD staff includes the General Manager, a Construction Services Manager, an Administration Manager and frequently other support staff and consulting professionals. The General Manager administers all GHAD day-to-day operations, including financial budgeting and communications regarding its activities. The Construction Services Manager, among other tasks, administers the Major Projects and Preventive Maintenance Programs and associated work schedules, consulting and construction contracts, and documents. The administrative staff is responsible for accounting/bookkeeping, contract administration, clerical, and construction management support. Additional management staff costs are also applied to specific projects as appropriate. Authorized business expenses such as rent, office supplies and leases are included in Staffing.

Estimated Cost \$522,750

¹ A more comprehensive policy was presented in 2022 with a small premium increase

**THE BOARD OF DIRECTORS OF BLACKHAWK
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 7, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/02 (BLACKHAWK GHAD)

SUBJECT: Adopting 2022/2023 annual budget and updating GHAD General Manager payment limits under the existing consulting services agreement.

WHEREAS, on April 22, 1986, the Contra Costa County Board of Supervisors adopted Resolution 86/210 approving the formation of the Blackhawk Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the fiscal year 2022/2023 prepared by the GHAD General Manager, Sands Construction Company, Inc., attached hereto as Exhibit A.

WHEREAS, on March 15, 2011, pursuant to Resolution No. 2011/01, the GHAD Board approved the consultant services agreement with Sands Construction Company, Inc. to act as General Manager for the GHAD. This agreement, in section 3, requires the GHAD Board to determine by resolution each fiscal year the payment limits for GHAD General Manager services. The budget attached in Exhibit A identifies this limit at \$279,100.

WHEREAS, the GHAD General Manager recommends that the GHAD Board review and approve the fiscal year budget for 2022/2023.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for the 2022/2023 fiscal year of \$3,433,250 attached as Exhibit A and incorporated herein by this reference.
2. The GHAD Board adopts the payment limit for the GHAD General Manager services at \$279,100 for fiscal year 2022/2023 as set forth in Exhibit A and incorporates this payment limit into the consulting services agreement.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – 2022/2023 Annual Budget



Contra
Costa
County

To: Canyon Lakes GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Canyon Lakes GHAD approving second amendment to the Plan of Control

RECOMMENDATION(S):

ADOPT Canyon Lakes Geological Hazard Abatement District (GHAD) Resolution No. 2022/01 approving the Second Amendment to the Plan of Control.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties in the GHAD.

BACKGROUND:

On June 4, 1985, The Contra Costa County Board of Supervisors adopted Resolution No. 85/289 approving the formation of the Canyon Lakes Geologic Hazard Abatement District (GHAD) adopting the initial Plan of Control, and appointing itself to serve as the GHAD Board of Directors.

GHAD Law (Pub. Res. Code Section 26500 et seq.) requires all GHADs to have a plan of control which describes in detail the geologic hazard, its location and the area affected and a plan for the prevention, mitigation, abatement, or control of the geologic hazard. The plan of control serves as the governing document for conducting GHAD activities.

On July 29, 1986, pursuant to Resolution No. 86/446, the GHAD Board adopted amendment No. 1 to the Plan of Control.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The initial Plan of Control and Amendment No. 1 acknowledges that the Plans would be subject to revisions and modifications as new data or investigations warrant. Since the adoption of Amendment No. 1 to the Plan of Control in 1986, the GHAD General Manager has acquired additional knowledge of the geologic hazards within the GHAD and has refined best practices for mitigating geologic hazards. This new information is reflected in the second amendment to the Plan of Control plan dated May 11, 2022 which is attached.

CONSEQUENCE OF NEGATIVE ACTION:

if the GHAD Board doesn't adopt the second amendment to the Plan of Control, the GHAD will operate under an outdated plan of control.

ATTACHMENTS

Canyon Lakes GHAD Resolution No. 2022/01

Canyon Lakes 2nd Amendment to Plan of Control

**THE BOARD OF DIRECTORS OF CANYON LAKES
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/01 (CANYON LAKES GHAD)

SUBJECT: Adopting Second Amendment to Plan of Control for Canyon Lakes Geologic Hazard Abatement District.

WHEREAS, on June 4, 1985, the Contra Costa County Board of Supervisors adopted Resolution 85/289 approving the formation of the Canyon Lakes Geologic Hazard Abatement District ("GHAD"), adopting the initial Plan of Control, and appointing itself to serve as the GHAD Board of Directors.

WHEREAS, GHAD Law (Pub. Res. Code Section 26500 et seq.) requires all GHADs to have a plan of control which describes in detail the geologic hazard, its location and the area affected and a plan for the prevention, mitigation, abatement, or control of the geologic hazard.

WHEREAS, on July 29, 1986, pursuant to Resolution No. 86/446, the GHAD Board adopted Amendment No. 1 to the Plan of Control. The initial Plan of Control and Amendment No.1 to the Plan of Control acknowledges that the Plans will be subject to revisions and modifications as new data or investigations warrant.

WHEREAS, since the adoption of Amendment No.1 to the Plan of Control, the GHAD General Manager has acquired additional knowledge of the geologic hazards within the GHAD and has refined best practices for mitigating geologic hazards. This new information is reflected in the Second Amendment to the Plan of Control Plan dated May 11, 2022 attached as Exhibit A.

WHEREAS, the GHAD General Manager recommends the GHAD Board review and approved the Second Amendment to the Plan of Control to reflect the additional information and best practices for the GHAD.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the Second Amendment to the Plan of Control Plan dated May 11, 2022 attached as Exhibit A and incorporated herein by this reference.

~~2. The initial Plan of Control and Amendment No. 1 to the Plan of Control have no~~
further force and effect and are superseded in their entirety by the Second Amendment to the
Plan of Control.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – Second Amendment to the Plan of Control Plan dated May 11, 2022.



May 11, 2022

Canyon Lakes GHAD Board of Directors
c/o GHAD Board Member Candice Andersen
309 Diablo Road
Danville, California 94526

**Subject: Second Amendment to Plan of Control for the
Canyon Lakes Geologic Hazard Abatement District**

Board members:

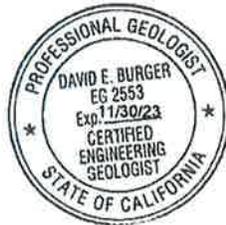
Please find attached the Second Amendment to the "Plan of Control" for the Canyon Lakes Geologic Hazard Abatement District (GHAD). Upon formation of the Canyon Lakes GHAD in 1985, a Plan of Control (POC) was implemented that expressly described its preliminary nature and that the POC would be subject to future revisions and modifications. The POC was subsequently updated in 1986¹ to better describe the responsibilities and limitations of the GHAD. Since the implementation of the 1986 POC, we have gained additional knowledge of the geologic hazards within the GHAD and have further refined best practices for mitigating these hazards. As such, we now submit this Second Amendment POC to the Canyon Lakes GHAD Board of Directors for approval. This updated POC supersedes all previous versions and has been prepared in accordance with the requirements of the California Public Resources Code Division 17, Section 26500-26654 of the State of California.

Sincerely,

Canyon Lakes Geologic Hazard Abatement District

Michael D. Sands
Sands Construction Company, Inc.
General Manager, Canyon Lakes GHAD

David Burger, P.G., C.E.G
Cal Engineering & Geology, Inc.



Phillip Gregory, P.E., G.E.
Cal Engineering & Geology, Inc.



¹ Amendment 1 to Plan of Control dated July 29, 1986 and approved July 29, 1986

**CANYON LAKES GEOLOGIC HAZARD
ABATEMENT DISTRICT**

**SECOND AMENDMENT TO
PLAN OF CONTROL**

May 11, 2022

**CANYON LAKES GEOLOGIC HAZARD ABATEMENT DISTRICT
 PLAN OF CONTROL
 TABLE OF CONTENTS**

I.	INTRODUCTION.....	1
II.	HISTORY OF THE CANYON LAKES PLAN OF CONTROL	2
III.	DEFINITIONS	3
IV.	GEOLOGIC HAZARD DESCRIPTION.....	4
V.	GHAD BOUNDARIES AND ANNEXATION POLICY	6
VI.	AUTHORIZED GHAD ACTIVITIES.....	6
A.	Landslide Mitigation During and in Preparation for Emergencies	7
B.	Preventative Landslide Mitigation and Geotechnical Investigations.....	7
C.	Activities Related to Slope Stabilization Surface and Subsurface Drainage Facilities	8
D.	Activities Related to Creeks and Detention Basins.....	8
E.	Activities Related to Prevention and Mitigation Research	9
VII.	LIMITATIONS TO GHAD INVOLVEMENT	9
A.	Funding and Risk Limitations	9
B.	GHAD Services Only to Areas Within the GHAD Boundaries.....	10
C.	Geologic Hazard Limited to a Single Property	10
D.	Geologic Hazard Resulting from Negligence of Property Owner	10
E.	Geologic Hazard which Requires Expenditure Amount Exceeding the Value of the Threatened or Damaged Improvement.....	11
F.	Erosion Within Creek Structure Setback Areas	11
G.	Damage Caused by Soil Creep.....	11
H.	Damage Covered by Responsibilities of Others.....	12
VIII.	PRIORITY OF GHAD EXPENDITURES AND RESERVE FUND.....	12
A.	Priority of GHAD Expenditures.....	12
B.	Establishment and Operation of a GHAD Reserve Fund.....	13
IX.	REIMBURSEMENT POLICIES	13
A.	Reimbursement of Expenses Incurred by Property Owner	13
1.	Reimbursement of Expenses During Emergencies	13
2.	Reimbursement by Agreement.....	13
B.	Reimbursement for Damaged or Destroyed Structures and Site Improvements	14
1.	Privately Owned Structures and Site Improvements.....	14
2.	HOA Owned Streets, Utilities, and Site Improvements.....	14
X.	RECONSIDERATION AND APPEAL POLICY	15
XI.	REVISION POLICY.....	15

FIGURE AND APPENDIX LIST

Figure 1 Canyon Lakes GHAD Boundary Site Plan

Appendix A Geologic Conditions

Appendix B Metes and Bounds Description

I. INTRODUCTION

The Canyon Lakes community is an approximately 1,050-acre mixed-use development comprised of 2,477 assessed parcels including residences, a golf course, a hospital, a commercial center with several office buildings, a retail shopping center, one elementary school, two church campuses, East Bay Municipal Utilities District facilities and various other improvements and amenities. Canyon Lakes GHAD is located within and shares a boundary with Contra Costa County Drainage Area (CDA) DA-75A, within the City of San Ramon, California.

The open space property included within the Canyon Lakes GHAD is generally characterized by open, rolling, grass-covered hills with scattered trees, intersected by drainages. Within the graded areas of the GHAD boundaries, the terrain has been extensively altered to create building pads, streets, and other improvements. The named drainages within the GHAD include portions of South San Ramon Creek, and Coyote Creek. Primary roadways crossing the GHAD areas include portions of Bollinger Canyon Road and Crow Canyon Road; the GHAD areas are bounded to the west by Alcosta Boulevard.

Under the authority of the California Public Resources Code (Division 17, commencing with Section 26500), the Contra Costa Board of Supervisors on June 4, 1985, adopted Resolution 85/289 forming the Canyon Lakes Geologic Hazard Abatement District ("Canyon Lakes GHAD", "GHAD", "the GHAD" or "District"). Funding for the Canyon Lakes GHAD is provided through an agreement with Contra Costa County under which the County collects property assessments which are annually updated by the GHAD.

The Canyon Lakes GHAD was formed to specifically address both known and potential landslide hazards within its boundaries. The Contra Costa County Board of Supervisors serves as the GHAD Board of Directors, and a General Manager manages the day-to-day operations of the GHAD. The General Manager reports directly to the GHAD Board of Directors.

GHAD Law requires that a Plan of Control (POC) be prepared that describes the geologic hazard of concern, its location, and the area affected. A plan for the prevention, mitigation, abatement, or control of the hazard must also be included. The General Manager is tasked with implementing

the POC. This POC presented herein includes a description of the geologic hazard present in the Canyon Lakes region (limited to threatening and actual landslides) and for which the GHAD was formed. It lays out both informational (e.g., document history, definitions, geologic conditions) and operational plans (including limitations and exclusions) for the prevention, mitigation, abatement, or control of the geologic hazard.

GHAD “Improvements” (as defined in in GHAD law) and all GHAD activities or projects undertaken in furtherance of, or in connection therewith, have been deemed by GHAD Law to be specific actions necessary to prevent or mitigate an emergency as described within Public Resources Code Section 21080(b)(4) (See, Pub. Res. Code Sections 26601 and 26505). Consistent therewith, all GHAD projects are exempt from review under the California Environmental Quality Act and are not subject to local permitting requirements.

II. HISTORY OF THE CANYON LAKES PLAN OF CONTROL

Upon formation of the Canyon Lakes GHAD in 1985, the original POC was adopted which outlined the type of geologic hazards (landslides) to be addressed by the GHAD. While GHAD Law broadly defines a "geologic hazard" that can be addressed by a geologic hazard abatement district, the Canyon Lakes GHAD was created to address only threatened or actual landslides¹. However, only generalities for prevention, mitigation, abatement, or control of landslides were provided due to a lack of knowledge about the extent of potential future landslides that the GHAD was formed to address. The original (1985) POC explicitly stated that the POC was a “[...] preliminary document” and that it “[...] will be subject to revisions and modifications, as new data and investigations warrant.”

The plan was amended in 1986 to provide additional guidance for the GHAD’s function and operation. Now, after years of operation, this current (2022) POC further updates the functional and operational aspects of the GHAD by considering the latest available information on geologic hazards and integrating new practices and technologies for mitigating these hazards.

¹ The original POC states “The proposed district [...] is prone to new landslides and reactivation of existing landslide areas.”

The GHAD benefits from its location in the San Francisco Bay Area where extensive expertise and constant innovation exist for addressing geologic hazards. Thus, it is important that the POC be updated periodically to ensure consideration of the known history of the landslide hazards within the GHAD areas, to reflect currently available investigation and mitigation practices and to provide additional guidance for the GHAD's function and operation. This Second Amendment further updates the functional and operational aspects of the GHAD by considering the latest available information on landslide hazards and integrating new practices and technologies for mitigating these hazards. This Second Amendment builds on the foundation laid out by the previous POCs, clarifies and further reinforces the intents of the original formation of the GHAD, and reflects the GHAD's current practice. This Second Amendment supersedes the First Amendment to the POC.

III. DEFINITIONS

The following terms (whether capitalized or not in this POC) shall have the following meaning:

- A.** "County Drainage Area 75A (DA75A)" exists as a County Special Drainage Area District. The GHAD boundary is coterminous with DA75A.
- B.** "Geologic hazard" as that term is used herein, means any actual (active or imminent) or threatened landslide.
- C.** "Landslide" is defined as a mass comprised of rock, soil, and other debris (e.g., water, vegetation) that has been displaced down slope by sliding, flowing, or falling mechanisms that have an established and distinct surface of separation between moving and non-moving rock and/or soil.
- D.** "Slopes" or "sloping ground" is defined as land that is inclined with a non-zero angle of inclination as measured from the horizontal. Slopes prone to landsliding are typically (but not limited to) those inclined more than 20 degrees.
- E.** "Soil creep" is defined as the slow (on the order of 0.4 inch per year²) downhill movement of near-surface (within the zone of seasonal changes of moisture and temperature) soil

² For example, see Fleming, R.W. and Johnson, A.M., 1975, Rates of seasonal creep of silty clay soil, Quaternary Journal of Engineering Geology, Vol. 8, pp. 1-29.

particles or weathered expansive bedrock materials resulting from the combined influences of gravity with wetting and drying cycles. Soil creep is distinguished from landsliding through the generally continuous motion and lack of distinct boundaries (both laterally and with depth) observed in soil creep.

- F.** “Site improvements” indicates buildings, roads, sidewalks, utilities, constructed trails, golf course amenities, swimming pools, tennis courts, gazebos, cabanas, geologic stabilization features, V-ditches, or similar items.
- G.** “Lot” or a “parcel” is defined as any single private or public area of land with closed boundaries defined by a recorded survey.
- H.** “Creek”, as used herein, is equivalent to a “watercourse” as defined by the Contra Costa County Code Section 1010-6.028. A creek is thus defined as a natural or human-made channel for transporting water, including the stream bed and the banks, whether continuously flowing or intermittent. A channel is as defined by Contra Costa County Code Section 1010-6.004.
- I.** “Structure setback area” indicates the portion of a lot situated between a creek and the “structure setback line” as defined by the Contra Costa County Flood Control District (see Contra Costa County Code Sections 1010-6.024, 914-14.012, and 914-14.014).
- J.** “Structure setback line” indicates the line separating the structure setback area from the remainder of the lot where a residential structure or any permanent site improvement (other than drainage structures) is situated, as defined by the Contra Costa County Flood Control District (see Contra Costa County Code Section 914-14.012).
- K.** GHAD Project – The prevention, mitigation, abatement, or control of a geologic hazard as defined herein.

IV. GEOLOGIC HAZARD DESCRIPTION

The Canyon Lakes GHAD is located south of Mount Diablo. The GHAD is situated between the Sycamore and San Ramon Valleys adjacent to and southwest of Sherburne Hills, in Contra Costa County, California. Similar to many other parts of Contra Costa County and the San Francisco Bay area overall, the topography and geology of the region combine to form terrain that can be

susceptible to landsliding (see Appendix A – Geologic Conditions). Although considerable effort and resources (e.g., slope regrading, removal of existing landslides, and installation of drainage infrastructure) were invested to ensure the long-term stability of slopes during the development of the residences and infrastructure within the GHAD boundary, the underlying soils and rocks can still be intermittently prone to instability from a suite of triggering processes that include rainfall-induced saturation or near saturation of soils or bedrock due to rainfall or domestic water sources, and earthquake shaking. The type of landslides that have occurred in the Canyon Lakes GHAD boundaries are typical for the San Francisco Bay region and generally occur as a result of intense or prolonged rainfall during the winter season. Upon the arrival of large storms, the soils can become nearly or fully saturated with resultant subsurface water pressures that may lead to destabilization of existing slopes. Landslides may be shallow (<5 feet deep) and involve surficial soils with potential to turn into highly mobile debris flows, or they may be deeper (>5 feet) and involve both soil and rock materials that move shorter distances. Both types of landslides may, in many cases, be prevented, mitigated, abated, or controlled by proactive and/or responsive activities; these activities are the purpose of the GHAD.

Additionally, geologic conditions such as thrust faults and adverse bedding conditions contribute to potential hillside instabilities. Areas of high liquefaction susceptibility potential have also been mapped in the vicinity of South San Ramon Creek and crossing Crow Canyon Road at three areas near the northeastern corner of the GHAD. Given the open creek channels and areas of potential liquefaction, some areas may be subject to localized embankment failures and lateral spreading during an earthquake.

Surface drainage facilities have been constructed throughout the hillside areas of the GHAD. These concrete line v-ditches and other structures are located on native soils, within areas of previous remedial grading, cuts, and fill slopes at various locations. These structures may be potentially impacted by creeping soils, debris flows, and slump failures. Often long term creep of localized instabilities will impact the functionality of these systems. Depending on the functionality of these systems, concentrated uncontrolled drainage may contribute to additional landsliding, debris flows, erosion, and soil transport, potentially impacting downslope improvements.

Seismic hazards are present throughout the San Francisco Bay Area. The Pleasanton fault has been mapped approximately 400 feet west of the GHAD boundary, while the Calaveras Fault has been mapped approximately 1.3 km (0.8 mile) west of the GHAD. The Mount Diablo Fold and Thrust fault has also been mapped 1.3 km (0.8 mile) to the east of the GHAD boundary. While the improvements within the GHAD boundary are outside the designated Alquist-Priolo zone for active faulting, the open space areas and improvements within the GHAD boundary will still be subject to impacts from seismic waves. Potential magnitude earthquakes of up to M6.9 are possible. The seismicity of the area may contribute to the development of earthquake-induced landsliding.

V. GHAD BOUNDARIES AND ANNEXATION POLICY

The boundary of the Canyon Lakes GHAD is shown in Figure 1 and is described by the Metes and Bounds Survey included in Appendix B.

As required by GHAD Law, the GHAD Board of Directors (in addition to the Board of Supervisors as the original sponsors of the GHAD's formation) must approve annexation of properties not currently within the GHAD boundaries.

VI. AUTHORIZED GHAD PROJECTS

The GHAD's operations are focused on the monitoring, maintenance, repair, and mitigation of threatened or actual landslides within the GHAD's boundaries. Typical GHAD projects fall into two categories: (1) major maintenance and monitoring activities of infrastructure and instrumentation meant to prevent instability of existing slopes and of which include, but are not limited to, cleaning, maintaining, replacing and/or installing surface and subsurface drainage systems and monitoring instrumentation, and (2) major landslide repair projects requiring, but not limited to, site grading and installation of drainage or engineered earth retaining system infrastructure. The General Manager has sole discretion for defining GHAD project priorities (subject to the guidance provided in Section VII and Section VIII) and for the selection of repair and mitigation methods appropriate to a particular situation, within the constraints described in this and other sections of the POC.

Property owners within the GHAD boundaries, whether private landowners or homeowners associations, may contact the GHAD management to either report a new geologic hazard incident or condition on their property or to inquire about an already-reported incident. When contacted, the General Manager shall respond to the inquiry and indicate whether the incident or inquiry falls within the responsibilities of the GHAD, and if so, what steps may be taken to address the incident. In cases where the property owner incurs their own expenses related to the prevention, mitigation, abatement, or control of a geologic hazard, as described herein, the reimbursement policies outlined in Section IX shall apply. In cases where the GHAD determines that an incident does not qualify for GHAD involvement and the property owner disagrees, the appeals policy outlined in Section X shall apply.

GHAD projects and situations in which the GHAD is authorized to prevent, mitigate, abate or control geologic hazards are listed and described in Sections VI(A) through VI(E):

A. Landslide Mitigation During and in Preparation for Emergencies

During emergency situations when a landslide presents an active or imminent threat to improved property, the GHAD may implement interim slope stabilization measures that can arrest or minimize further slope movement until long-term mitigation measures can be implemented. Interim slope stabilization measures include, but are not limited to, the temporary installation of slope coverings or drainage infrastructure to prevent further water infiltration or erosion, installation of structural elements to prevent or arrest motion of a landslide, or grading to remove or buttress unstable slopes. Emergency preparation measures may also be taken in advance of threatening landslides; these measures may include stockpiling slope stabilization materials and/or having resources in-place ready to respond rapidly.

B. Preventative Landslide Mitigation and Geotechnical Investigations

The GHAD may prevent, mitigate, abate, or control landslides that threaten improved property using a number of mitigation techniques. The selection of mitigation technique depends on the type and motion of land sliding, equipment accessibility, urgency, and other factors. Prevention of landslides can sometimes be achieved using surface and subsurface drains. Imminent landslides can be stabilized by the construction of retaining

structures such as closely spaced cast-in-place drilled piers reinforced with steel beams, soldier beam and lagging wall(s), or an array of tie-back or soil nail anchors extending beyond the slide plane (i.e., surface of separation between moving and non-moving soil and rock). Landslide-damaged slopes can be reconstructed and stabilized by removing the landslide debris and rebuilding the slope with properly compacted and drained, engineered fill. These or other appropriate techniques should be chosen based on the actual site conditions. The General Manager will make the final decision in determining the type of action that best fits the need of each GHAD project.

At the General Manager's sole discretion, a geotechnical investigation may be conducted for areas where unstable conditions or landslides exist or are believed to exist. The purposes of the geotechnical investigation are to determine the cause of the unstable slope conditions and to identify and define repair or stabilization options. Geotechnical monitoring, whether short-term as part of an active landslide investigation, or long-term, to track changes in groundwater levels and/or surface and subsurface movement, are authorized activities of the GHAD as related to the prevention, mitigation, abatement, or control of landslides within the GHAD's boundaries.

C. Activities Related to Slope Stabilization Surface and Subsurface Drainage Facilities

The GHAD may maintain, repair and/or replace those portions of surface and subsurface drainage facilities such as concrete "V" ditches, storm sewer lateral pipes, catch basins, drainage inlets, utility access chambers, storm sewer inlets and outlets, horizontal drains, subdrain pipes, subdrain pipe inlets and outlets, etc. when they are directly related to the repair, prevention, or control of landslides. Maintenance, as described herein, may also include removal of sediment from ditches and at the base of slopes and hydro-cleaning of horizontal drains and subdrains.

D. Activities Related to Creeks and Detention Basins

As part of its duties to mitigate against actual or threatened landslides, the GHAD may perform the following GHAD projects in creek channels and detention basins:

1. Clearing and removal of debris and/or impediments in creek channels under emergency conditions to maintain open stream flow in order to mitigate a threatening landslide.
2. Removal of significant quantities of sediment deposits in creek channels and detention basins to maintain functionality and open stream flow in order to mitigate a threatening landslide.

E. Activities Related to Prevention and Mitigation Research

The GHAD has directly benefitted from supporting, performing, and implementing the results of research on the behavior of slopes, landslides, and engineering mitigation methods. To prepare for and reduce the risk of future landslides causing property damage, the GHAD may conduct ongoing research into the behavior of slopes, slope failure prevention and slope failure mitigation. These efforts include maintaining and analyzing a record of all incident responses and monitoring events for the purposes of evaluating and mitigating future risk.

VII. LIMITATIONS TO GHAD INVOLVEMENT

The GHAD is authorized to prevent, mitigate, abate, or control geologic hazards and taking into consideration the following limitations and exclusions listed below in Sections VII(A) through VII(H).

A. Funding and Risk Limitations

The GHAD General Manager is required to approve or not approve the prevention, mitigation, abatement, or control of geologic hazards based on funding limitations, project priorities based on risk evaluation, weather-related risk, the limitations specified in this POC, or other funding or risk-related issues not specified herein. Funding from tax assessment revenue (see Section I) is the sole source of revenue for the GHAD, including all operations. If revenue allocated for the GHAD is not available, the GHAD would be required to reduce and/or eliminate some or all GHAD services unless an alternative funding source (or sources) can be identified.

B. GHAD Services Only to Areas Within the GHAD Boundaries

The GHAD only has authority to provide its services to those properties located within the GHAD boundaries. Properties within the same Contra Costa County Tax Rate Areas (DA75A) as the GHAD that have not been annexed into the GHAD do not receive GHAD services.

The GHAD can only prevent, mitigate, abate, or control a geologic hazard on property outside the GHAD boundaries when the hazard has damaged or poses an imminent threat of damage to structures or site improvements located on properties within the GHAD boundaries. The GHAD can only prevent, mitigate, abate or control the geologic hazard outside the GHAD boundaries provided said work is limited to that which is necessary to address the damage or imminent threat of damage to the structures or site improvements within the GHAD boundaries. Any work outside the GHAD boundary must be performed in coordination with the outside landowner under specific agreement.

C. Geologic Hazard Limited to a Single Property

The GHAD can only prevent, mitigate, abate, or control landslides that are contained within the limits of a single parcel of property if the single parcel is greater than one acre in size. Services may not be provided for geologic hazards within a single parcel that is less than one acre in size. This exclusion does not apply to geologic hazards existing on open-space areas owned by any homeowners association or golf course property.

D. Geologic Hazard Resulting from Negligence of Property Owner

The GHAD may decline to prevent, mitigate, abate or control geologic hazards that occur due to, or resulting from, the negligence of the property owner and/or the property owner's contractors, agents or employees in developing, grading, constructing, maintaining, performing, or not performing, any work related to or that may have influenced the geologic hazard on the subject property including performing alterations to site drainage or to the overall existing stability of slopes.

E. Geologic Hazard which Requires Expenditure Amount Exceeding the Value of the Threatened or Damaged Improvement

The GHAD will not prevent, mitigate, abate, or control a geologic hazard where, as determined by the General Manager's sole discretion, the anticipated expenditure required to be funded by the GHAD to prevent, mitigate, abate, or control the geologic hazard will exceed the value of the structures and/or site improvements that are threatened with damage or loss.

F. Erosion Within Creek Structure Setback Areas

Creeks are dynamic landforms and are subject to natural changes from various forms of erosion. Erosion caused, for example, from water scouring of creek banks is a natural process and to be expected within creek areas. The GHAD will not respond to or be responsible for these conditions even if they damage authorized structures or improvements (e.g., fencing, landscaping, or other non-permanent structures) within creeks or structure setback area. Note that permanent structures and improvements are not allowed within creeks or their structure setback areas per Contra Costa County Code Section 914-14.014.

G. Damage Caused by Soil Creep

The GHAD will not prevent or repair property damage due to soil creep. Soil creep is a common phenomenon on almost all slopes throughout Canyon Lakes and is not included in the definition of a geological hazard as described herein (see Section III, subsections A, B, and D). The adverse effects of soil creep can include daages to shallow-founded improvement separations in concrete walkway and pool deck construction joints, tilting fences, separation of wooden deck elements, and generally very slow downhill movement of any structures constructed on or near the edge of slopes. Site-specific design and construction techniques can typically be implemented by property owners to reduce the impact of creep on their properties.

H. Damage Covered by Responsibilities of Others

The GHAD will not prevent, mitigate, abate, or control geologic hazards that are the responsibility of other districts, service areas, or entities operating within the GHAD boundaries. The GHAD will have the authority to monitor the specific district, service areas or entities to ascertain whether the work is being performed in a manner that does not interfere with nor impact the GHAD's responsibilities under the POC.

VIII. PRIORITY OF GHAD EXPENDITURES AND RESERVE FUND

A. Priority of GHAD Expenditures

The GHAD's sole source of funds is from property tax assessments collected on properties within the GHAD boundaries. Actions by the GHAD, including but not limited to such items as emergency response and scheduled repair expenditures, will be prioritized by and at the sole discretion of the General Manager based on available funds and the approved operating budget. The GHAD Manager prepares, and the GHAD Board of Directors approves an operating budget each year. When available funds are not sufficient to undertake all of the remedial and preventative stabilization measures identified in the budget, the expenditures shall be prioritized by the General Manager as follows, in descending order of priority.

1. Prevention, mitigation, abatement, or control of geologic hazards that have either damaged or pose a significant threat of damage to residences, critical underground or overhead utilities, or roadways that provide emergency egress.
2. Prevention, mitigation, abatement, or control of geologic hazards which have either damaged or pose a significant threat of damage to commercial buildings, including but not limited to office buildings or club houses.
3. Prevention, mitigation, abatement, or control of geologic hazards which have either damaged or pose a significant threat of damage to ancillary structures, including but not limited to pool cabanas or restroom buildings.

4. Prevention, mitigation, abatement, or control of geologic hazards existing entirely on open-space or golf course property which have neither damaged nor pose a significant threat of damage to any structure or site improvements.
5. Prevention, mitigation, abatement, or control of geologic hazards that have either damaged or pose a significant threat of damage to landscaping or other similar non-essential amenities.

B. Establishment and Operation of a GHAD Reserve Fund

A reserve fund may be set up to allow funding projects whose cost exceeds the annual budget for major repair projects, and to provide for funds required periodically when major landslide events occur within the GHAD (e.g., winter periods with high precipitation and the potential for several major GHAD projects needing to occur simultaneously). The source of revenue for the reserve fund is the property assessment revenue annually allocated to the GHAD (see Section I). The GHAD shall periodically conduct studies to determine the amount of funds that should be accumulated in reserve. These studies will be based on the most current experience with GHAD prevention and repair expenditures.

IX. REIMBURSEMENT POLICIES

A. Reimbursement of Expenses Incurred by Property Owner

1. Reimbursement of Expenses During Emergencies

At the General Manager's sole discretion and upon proof of payment through receipts, the GHAD may reimburse property owners for expenses incurred for materials used for temporary mitigation of geologic hazards during periods of emergency. Such materials are limited to sheet plastic placed over slope failures, sandbags, silt fencing, and other typical temporary winterization measures.

2. Reimbursement by Agreement

At the General Manager's sole discretion and upon proof of payment through receipts, the GHAD may reimburse a property owner for expenses incurred for the

prevention, mitigation, abatement, or control of a geologic hazard based on a written agreement between the property owner and the GHAD to that effect. Such agreement must be executed prior to the property owner incurring said expenses, and following a geologic investigation conducted by the GHAD.

B. Reimbursement for Damaged or Destroyed Structures and Site Improvements

1. Privately Owned Structures and Site Improvements

In the event a private residence, commercial office building, or any other structure, landscaping, or site improvement is damaged or destroyed due to, or as a result of, a geologic hazard, as defined herein, and pursuant to the other limitations and exclusions defined in this section, the General Manager has sole discretion, pursuant to Section VII, to fund or reimburse the property owner for the expenses necessary to repair or replace the damaged or destroyed structure, landscaping or site improvements. The dollar amount of the GHAD funding or reimbursement to the property owner may not exceed ten percent (10%) of the direct costs incurred by the GHAD in preventing, mitigating, abating, or controlling the geologic hazard responsible for the damage. In the event the geologic hazard damaged or destroyed a structure, site improvement or landscaping which violated any provisions of the County or City Building Code or County or City Ordinance Code at the time of its installation or improvement, the GHAD will not provide any funding or reimbursement to the property owner for repair or replacement of the damaged structure, landscaping, or site improvement.

2. HOA Owned Streets, Utilities, and Site Improvements

In the event street pavement, underground utilities, landscaping, or site improvements owned by a homeowners association is damaged or destroyed due to, or as a result of, a geologic hazard, as defined herein, and pursuant to the other limitations and exclusions defined in this section, the General Manager has sole discretion, pursuant to Section VII, to include in the scope of the landslide repair, the repair or replacement of the damaged or destroyed street pavement, above

ground and underground utility structure(s), landscaping, or site improvement owned by the homeowners association.

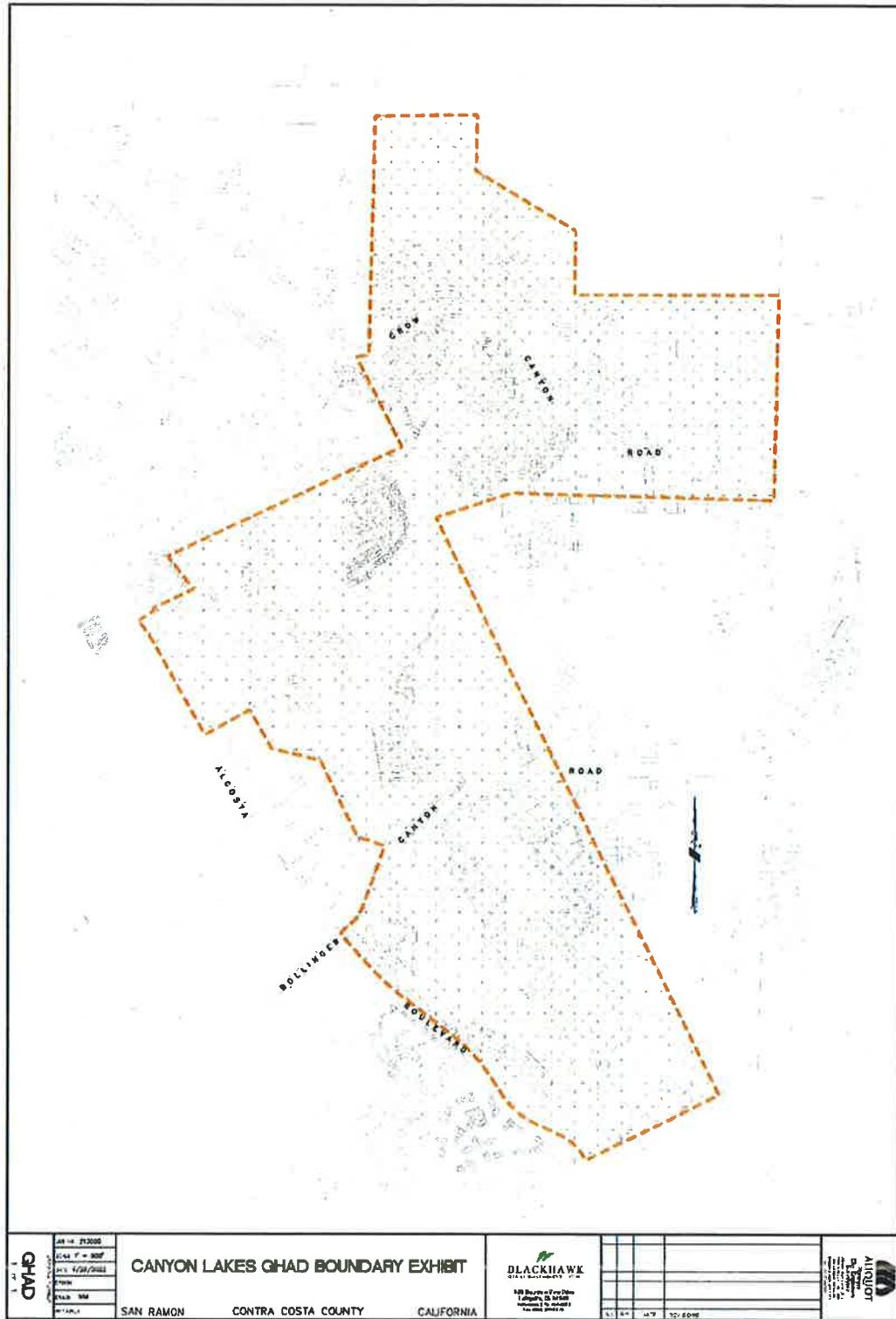
X. RECONSIDERATION AND APPEAL POLICY

If a property owner directly affected by an operational action as set forth in this POC does not agree with the decision of the General Manager, the property owner may request the GHAD Manager to provide its decision in writing. If the property owner continues to disagree with the decision, that property owner may request the GHAD Manager to reconsider that decision ("General Manager Decision"). The property owner shall, within fifteen (15) days from the date of the written General Manager Decision, file with the General Manager the grounds for reconsideration, and the requested relief, including the owner's special interest and injury. Within fifteen (15) days of receipt of the property owner's written request for reconsideration, the General Manager shall issue a written decision on the request based on the evidence presented ("General Manager Reconsideration Decision"). The property owner may appeal the General Manager Reconsideration Decision to the GHAD Board of Directors. This appeal must be filed with the General Manager on a form provided by the General Manager within fifteen (15) days from the date of the General Manager Reconsideration Decision. The appeal must include the reasons for the appeal and the property owner's requested relief. The Board will make the final decision on the appeal. The General Manager will proceed based on the decision of the Board of Directors.

XI. REVISION POLICY

This POC is meant to address the current needs of the GHAD and may be updated or revised should conditions or information change that result in new and/or different approaches related to addressing geologic hazards as defined herein (Section III-A and B). The POC will periodically be revisited by the General Manager. If the General Manager identifies the need to make minor updates or revisions, the General Manager can make those updates or revisions without seeking approval of the GHAD Board of Directors but shall thereafter inform the Board that the updates or revisions were made. If the updates or revisions are major, the General Manager shall submit the revisions to the Board of Directors for its approval. A minor update or revision is a change that clarifies a component of the POC and does not significantly change the purpose and character of the POC.

FIGURE 1 – CANYON LAKES GHAD BOUNDARY SITE PLAN



APPENDIX A - GEOLOGIC CONDITIONS

A. Topography and Geomorphology

The Canyon Lakes GHAD is located approximately three miles southeast of the town of Danville and six miles south of Mount Diablo in Contra Costa County, California. The area is situated on the slopes located between San Ramon to the southwest and Sycamore Valley to the north. The GHAD is located adjacent to and southwest of Sherburne Hills with Watson Canyon traversing through the northwestern area of the GHAD. Elevations within the GHAD boundary range between approximately 450 feet to 800 feet (USGS, 2018). The lower elevations are present within the Watson Canyon area (South San Ramon Creek) and Coyote Creek, while the higher elevations are present at the ridgeline peaks. Drainage within the GHAD limits is generally to the southwest via two named creeks (South San Ramon Creek and Coyote Creek) (USGS, 2018). Unnamed subsidiary drainages and creeks act as tributaries to the main drainage channels. The terrain consists of grass-covered ridges and hillslopes that drain to swales and small valleys that support modest tree and shrub growth.

B. Geology

The bedrock geology underlying the GHAD consists of Tertiary-age (Pliocene and late Miocene)¹ sedimentary deposits that have been folded and faulted due to the greater tectonics of the San Andreas fault system and associated uplift of Mount Diablo. The majority of the area is underlain by non-marine sandstones of the Orinda Formation (Dibblee, 2005) which is locally called the Green Valley Formation (Graymer et al., 1994). These rocks consist of gray to greenish gray, interbedded pebble conglomerates, sandstones and claystones (Dibblee, 2005). Flatter valley

¹ Holocene refers to deposits that are less than 11,700 years old. Pliocene refers to rocks that are 2.6 to 5.3 million years old. Miocene refers to rocks that are 5.3 to 23 million years old.

floors in the vicinity of the drainage channels and where much of the infrastructure in has been constructed consist of young (Holocene)¹ alluvial deposits (Helley and Graymer, 1997).

The bedrock structure consists of a series of nearly parallel, northwest-southeast striking bedding. a northwest-southeast trending syncline has been mapped through the central area of the GHAD, while a portion of the nearly east-west trending Tassajara Anticline has been mapped near the northeastern corner of the GHAD boundary. Mapping indicates that bedding dips to the northeast west of the syncline and varies between southwest and overturned between the syncline and anticline. Within the GHAD, structural mapping shows sedimentary bedrock bedding dipping between 18 to 75° to the northeast (west of the mapped syncline) and ubiquitous and overturned (dipping at 65° to the east of the mapped syncline) (Dibblee, 2005; Crane, 1995).

Crane, 1995, mapped several thrust faults trending northwest-southeast within the GHAD limits. The western most mapped thrust fault is shown traversing through the southwestern portion of the GHAD limits. The hanging block is shown along the eastern side of the fault. Two thrust faults are mapped in close proximity and along either side of the aforementioned syncline traversing through the central portion of the GHAD limits. The hanging block side is shown between the two faults. Two additional thrust faults are mapped near the northeastern corner of the GHAD. Again, the hanging block is shown along the eastern side of the faults. Other thrust faulting mapped by Crane the vicinity of the GHAD have similar trending and orientations.

C. Tectonics and Seismic Sources

The Canyon Lakes GHAD's location within the greater San Francisco Bay area of northern California places it in proximity to several potential sources of seismicity. The GHAD is located within the eastern portion of the San Andreas Fault System but is not located within a State of California designated Alquist-Priola Earthquake Fault Zone. The nearest State of California zoned active faults are the Calaveras and Greenville faults located about 0.8 mile to the west and 7.4 miles east, respectively. Both faults have expected earthquake moment magnitudes of M6.7+ (Field et al., 2015). The Caltrans ARS website indicates these faults have a potential magnitude of M6.9 (CalTrans, 2013). An earthquake of these expected magnitudes could produce a ground acceleration of approximately 0.4g at the site according to attenuation relationships by Campbell and Bozorgnia (1994). Other sources for design-basis ground shaking near the area include smaller local faults that may produce lower magnitude earthquakes but potentially more intense ground

shaking due to their closer proximity to the GHAD. These include the Mount Diablo blind thrust fault or potential subsidiary faults such as those mapped in the vicinity of the GHAD by Crane (1988) and Sawyer (2015). Various mapping efforts have placed the approximate location of the Mount Diablo thrust fault close to the northeast boundary of the GHAD (Unruh and Sundermann, 2006; Sawyer, 2015; Bryant, 2017) with some mapping indicating the presence of fault structures within the GHAD boundary itself (Crane, 1995). Geomorphological studies indicate active deformation in the region as a result of late Holocene (modern) movement of the fault (Sawyer, 2015). These are manifest as fault-propagation folds and include the nearby Tassajara and Doolan anticlines which, in turn, are related to splay faults from the Mount Diablo thrust (Sawyer, 2015).

The U.S. Geological Survey provides a plausible scenario for a M6.5 earthquake on the Mount Diablo thrust fault with estimated peak ground acceleration of 0.4 to 0.6g in the vicinity of the GHAD (USGS, 2017). Earthquakes on blind thrust faults are not expected to cause surface ground rupture as might occur along a major strike slip fault such as the San Andreas, Hayward, or other nearby major faults. However, secondary seismic hazards such as landslides could be expected from such an event. More distant seismic ground shaking sources include the major known active faults of the San Francisco Bay Area; namely the San Andreas, Hayward, Rodgers Creek-Healdsburg, and the Concord-Green Valley faults. These sources are all at least five miles from the Canyon Lakes GHAD but are known to be capable of producing moderate to large-scale (up to M7+) seismic events. Based on the current state of knowledge, it appears likely that secondary seismic hazards from an earthquake on any of the seismic sources discussed above would occur in regional areas of localized weak soils, such as on unstable slopes.

D. Surficial Deposits

The area within the GHAD boundaries is covered primarily by relatively shallow soils. The soil over the majority of the GHAD area is mapped as Diablo clay of Contra Costa County (NRCS, 2022). This soil typically forms on uplands, derived from sedimentary bedrock. Below the surficial dark gray clay, the soils generally become light gray or olive gray silty to sandy clay and extend to the undisturbed bedrock. Diablo clays generally have high expansion potential resulting in surficial cracking during the summer and swelling during the winter. Soils with high expansion potential are generally susceptible to downhill soil creep on hillslopes.

E. Engineered Fill Deposits

As part of the original development within the GHAD boundary, significant excavations were made followed by placement of engineered fill deposits. Fill deposits are typically compacted during placement at controlled soil moisture levels to minimize overall settlement. Even still, fill deposits will in nearly all cases undergo some level of long-term settlement, and may undergo long-term movement depending on the overall level of soil moisture introduced. Because soil fills usually support infrastructure development, soil moisture levels may be increased (i.e., due to landscaping, etc.) compared to the background levels to which the soil fill material originated (i.e., as a hillslope subject only to infiltration during winter storms). As a result, areas of significant soil fill may be subject to potential long-term movement as the fill deposits adjust to their new configuration. Horizontal drains typically offer a means to control and limit the buildup of unfavorable soil moisture levels, and monitoring may provide a practical means of identifying potential instability issues.

F. Groundwater and Streamflow

Groundwater has been encountered at variable depths within the GHAD boundaries during drilling explorations by various geotechnical firms. Sandstone, siltstone and gravelly bedrock units can be expected to contain variable amounts of groundwater depending on location and underlying geologic structure. Overall, groundwater can be expected to be 10 feet or more below the ground surface. However, areas of springs and seeps are common, and perched transient zones of groundwater may occur as a result of winter precipitation. When soils approach saturation, creeks and other drainages within the GHAD's boundaries that are normally dry during the majority of the year can discharge water as streamflow. In some cases, flooding is possible near creek crossings. Creek bank erosion may also be caused by these types of flows. Groundwater and streamflow regimes may be affected by development within or near the GHAD boundaries. Long-term changes to these conditions can result from landscape irrigation, the addition of impervious pavement or structures, surface runoff collection systems, and subsurface drainage facilities.

G. Geologic Hazards

The most common geologic hazard affecting the Canyon Lakes GHAD is landslides caused by a combination of high seasonal cumulative rainfall and intense storm precipitation acting to destabilize the weak soil and rocks encompassing the steep slopes of the region. Earthquakes are also a concern given the nearby proximity of the GHAD to several active faults, and landslides generated from seismic shaking are likely in the event of strong shaking. In particular, the number and size of landslides may be greater if an earthquake occurs during the wettest months of the winter season when slopes are already weak due to rainfall infiltration.

Mapping in the region indicates that the GHAD (as well as many other areas in the Mount Diablo area and San Francisco Bay region in general) contains hundreds of existing landslides (Davenport, 1985) with slopes susceptible to movement and adjacent areas susceptible to inundation by landslide debris. Steep slopes may be subject to landsliding as a result of both natural (e.g., precipitation, earthquake) or human activities (e.g., lot grading, road construction, changes to site drainage, damage to water supply or wastewater piping, etc.).

Landslides in the Mount Diablo region consist of both shallow and deeper movements. Shallow landslides generally occur as earth (fine grained) or debris (coarse grained) slides and flows (Varnes, 1978) within soil overlying bedrock. Deep-seated landslides can be translational or rotational and mobilize both soil and weathered bedrock. Most landslides in the Canyon Lakes GHAD consist of shallow debris flows and deep-seated rotational earth and debris slides. Debris flows (often called mudflows) tend to be less than 10 feet deep and can move rapidly (seconds to minutes) within a relatively linear, narrow path that follows the existing topography (i.e., along swales, drainage channels, or simply straight downhill). Debris flows may travel hundreds of feet before stopping. Deep-seated slides typically move relatively slowly taking hours to days to move en masse along a relatively deep (20 feet or greater) curved slip plane with a better-defined headscarp, graben, or crevasse at the top of the slide. Movement may not exceed the length of the landslide source area but may move much larger areas and volumes of terrain compared to debris flows. In both cases, the most common causes of landslides involve weak soil/rock materials, a change in slope configuration, or an increase in subsurface moisture content, with a subsequent loss of soil or rock strength.

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APPENDIX B - METES AND BOUNDS DESCRIPTION

THIS DESCRIPTION IS A COMPILATION OF THE VARIOUS ANNEXATIONS TO, DETACHMENTS FROM, AND CONSOLIDATIONS WITH THE CANYON LAKES GEOLOGIC HAZARD ABATMENT DISTRICT SINCE ITS FORMATION IN 1985, AND REPRESENTS THE CURRENT EXTERIOR LIMITS.

PARCEL ONE:

PORTION OF THE RANCH SAN RAMON ALSO BEING A PORTION OF THE TRACT OF LAND DESIGNATED ON THE MAP ENTITLED, "MAP OF THE NORRIS RANCH, A PORTION OF THE SAN RAMON GRANT, CONTRA COSTA CO., CAL.", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ON MARCH 1, 1894 IN VOLUME F OF MAPS, AT PAGE 125, DESCRIBED AS FOLLOWS:

BEGINNING ON THE NORTHWEST LINE OF SAID NORRIS RANCH TRACT (F M 125) AT THE MOST NORTHERLY CORNER OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED FROM THOMAS B. BISHOP COMPANY TO JOSEPH E. SWIHART, ET UX, DATED FEBRUARY 20, 1951 AND RECORDED MARCH 5, 1951 IN VOLUME 1725 OF OFFICIAL RECORDS, AT PAGE 1; THENCE FROM SAID POINT OF BEGINNING NORTH 63° 27' 51" EAST, ALONG SAID NORTHWEST LINE, 3339.95 FEET TO A FENCE; THENCE ALONG SAID FENCE AS FOLLOWS: SOUTH 27° 09' EAST, 1413.79 FEET; SOUTH 27° 33' EAST, 592.04 FEET; THENCE LEAVING SAID FENCE SOUTH 63° 27' 51" WEST, 3968.5 FEET TO THE WEST LINE OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED FROM THOMAS B. BISHOP COMPANY TO HOWARD C. WIEDEMANN, ET AL, RECORDED MARCH 28, 1951 IN VOLUME 1438 OF OFFICIAL RECORDS, AT PAGE 480; THENCE ALONG THE EXTERIOR LINE OF SAID WIEDEMANN PARCEL, AS FOLLOWS: NORTH 30° 52' 22" WEST, 1475.14 FEET; NORTH 63° 05' 47" EAST, 852.77 FEET AND NORTH 40° 55' 36" WEST, 546.53 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM:

(1) THE PARCEL OF LAND DESCRIBED AS PARCEL THREE IN THE DEED TO CONTRA COSTA COUNTY, RECORDED MAY 20, 1975, IN BOOK 7511, PAGE 407, OFFICIAL RECORDS.

(2) THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED TO DUBLIN LAND COMPANY, A LIMITED PARTNERSHIP, RECORDED DECEMBER 8, 1975, IN BOOK 7705, PAGE 382, OFFICIAL RECORDS.

PARCEL TWO:

PARCEL "A", AS SHOWN ON THE PARCEL MAP FILED MARCH 19, 1979, IN BOOK 74 OF PARCEL MAPS, AT PAGE 49, CONTRA COSTA COUNTY RECORDS.

EXCEPTING THEREFROM:

THE PARCEL OF LAND DESCRIBED AS PARCEL TWO IN THE DEED TO DUBLIN LAND COMPANY, A LIMITED PARTNERSHIP, RECORDED DECEMBER 8, 1975, IN BOOK 7705, PAGE 382, OFFICIAL RECORDS.

PARCEL THREE:

PORTION OF THE RANCH SAN RAMON ALSO BEING A PORTION OF THE TRACT OF LAND DESIGNATED ON THE MAP ENTITLED, "MAP OF THE NORRIS RANCH, A PORTION OF THE SAN RAMON GRANT, CONTRA COSTA CO., CAL.", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ON MARCH 1, 1894 IN VOLUME F OF MAPS, AT PAGE 125, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF A NORTHWESTERLY BOUNDARY LINE OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED TO ANN WIEDEMANN KAPLAN, RECORDED JULY 21, 1953, IN BOOK 2169 OF OFFICIAL RECORDS, PAGE 257, WITH THE NORTHEASTERLY LINE OF THE PARCEL OF LAND DESCRIBED AS "PARCEL 3", IN THE DEED TO CONTRA COSTA COUNTY RECORDED MAY 20, 1975, IN BOOK 7511 OF OFFICIAL RECORDS, PAGE 404; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE LAST NAMED LINE, SOUTH 39° 32' 24" EAST, 147.01 FEET; SOUTHEASTERLY ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 1550.00 FEET, THROUGH A CENTRAL ANGLE 10° 07' 38", AN ARC LENGTH OF 273.97 FEET AND SOUTH 29° 24' 46" EAST, 1060.38 FEET TO THE SOUTHEAST LINE OF SAID KAPLAN PARCEL (2169 OR 257); THENCE NORTH 63° 27' 51" EAST, ALONG SAID SOUTHEAST LINE 120.00 FEET; THENCE NORTH 29° 24' 46" WEST, PARALLEL WITH AND DISTANT THEREON 120 FEET NORTHEASTERLY TO THE NORTHEAST LINE OF SAID COUNTY PARCEL (7511 OR 404) 1490.00 FEET MORE OR LESS TO SAID NORTHWESTERLY BOUNDARY LINE OF KAPLAN (2169 OR 257); THENCE SOUTH 63° 05' 47" WEST, ALONG SAID LINE TO THE POINT OF BEGINNING.

PARCEL FOUR:

PORTION OF THE RANCH SAN RAMON ALSO BEING A PORTION OF THE TRACT OF LAND DESIGNATED ON THE MAP ENTITLED, "MAP OF THE NORRIS RANCH, A PORTION OF THE SAN RAMON GRANT, CONTRA COSTA CO., CAL.", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ON MARCH 1, 1894 IN VOLUME F OF MAPS, AT PAGE 125, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE NORTHWEST LINE OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED TO HOWARD C. WIEDEMANN, ET UX, RECORDED JULY 25, 1956 IN BOOK 2813 OF OFFICIAL RECORDS, PAGE 371, WITH THE NORTHEAST LINE OF THE PARCEL OF LAND DESCRIBED AS "PARCEL 2", IN THE DEED TO CONTRA COSTA COUNTY, RECORDED JUNE 3, 1975, IN BOOK 7524 OF OFFICIAL RECORDS, PAGE 567; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE LAST NAMED BOUNDARY LINE SOUTH 29° 24' 46" EAST, 1701.77 FEET; SOUTHEASTERLY ALONG A TANGENT CURVE TO THE LEFT, HAVING A RADIUS 2950.00 FEET; THROUGH A CENTRAL ANGLE OF 10° 52' 02", AN ARC LENGTH OF 559.52 FEET; SOUTH 40° 16' 48" EAST, 1634.48 FEET; SOUTHEASTERLY ALONG A TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 2950.00 FEET, THROUGH A CENTRAL ANGLE OF 12° 16' 12", AN ARC LENGTH OF 631.75 FEET; SOUTH 52° 33' 00" EAST, 876.50 FEET; SOUTHEASTERLY ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 2050.00 FEET THROUGH A CENTRAL ANGLE OF 19° 17' 00", AN ARC LENGTH OF 689.94 FEET; SOUTH 33° 16' EAST, 310.82 FEET; SOUTHEASTERLY ALONG THE ARC OF A TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 950.00 FEET, THROUGH A CENTRAL ANGLE OF 31° 37' 54", AN ARC LENGTH OF 526.86 FEET; SOUTH 64° 53' 54" EAST, 380.31 FEET AND SOUTHEASTERLY ALONG THE ARC OF A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 700.00 FEET, THROUGH A CENTRAL ANGLE OF 38° 40'

00", AN ARC LENGTH OF 472.40 FEET TO THE SOUTHEAST LINE OF SAID PARCEL ONE (2813 OR 371); THENCE NORTH 63° 46' 06" EAST, ALONG THE LAST NAMED LINE 120.00 FEET; THENCE LEAVING THE LAST NAMED LINE, ALONG A LINE DRAWN PARALLEL AND RADIALLY WITH AND DISTANT THEREON 120 FEET NORTHEASTERLY FROM THE NORTHEAST LINE OF SAID COUNTY PARCEL (7524 OR 567), NORTHWESTERLY ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 820.00 FEET, THE CENTER OF WHICH BEARS, SOUTH 63° 46' 06" WEST, THROUGH A CENTRAL ANGLE OF 38° 40' 00", AN ARC LENGTH OF 553.39 FEET; THENCE TANGENT TO SAID CURVE NORTH 64° 53' 54" WEST, 380.24 FEET; THENCE NORTHWESTERLY ALONG A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 830.00 FEET, THROUGH A CENTRAL ANGLE OF 31° 37' 54", AN ARC LENGTH OF 524.47 FEET; THENCE TANGENT TO SAID CURVE NORTH 33° 16' WEST, 310.82 FEET; THENCE NORTHWESTERLY ALONG A TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 2170.00 FEET THROUGH A CENTRAL ANGLE OF 19° 17' 00", AN ARC LENGTH OF 730.33 FEET; THENCE TANGENT TO SAID CURVE NORTH 52° 33' WEST, 876.50 FEET; THENCE NORTHWESTERLY ALONG A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 2830.00 FEET, THROUGH A CENTRAL ANGLE OF 12° 16' 12", AN ARC LENGTH OF 606.05 FEET; THENCE TANGENT TO SAID CURVE NORTH 40° 16' 48" WEST, 1634.48 FEET; THENCE ALONG A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 2830.00 FEET, THROUGH A CENTRAL ANGLE OF 10° 52' 02", AN ARC LENGTH OF 536.76 FEET; THENCE TANGENT TO SAID CURVE NORTH 29° 24' 46" WEST, 1699.45 FEET MORE OR LESS TO SAID NORTHWEST LINE OF THE WIEDEMANN PARCEL (2813 OR 371); THENCE SOUTH 63° 27' 51" WEST, ALONG SAID LINE 120.00 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM:

(1) THAT PORTION THEREOF LYING WITHIN THE PARCEL OF LAND DESCRIBED IN THE DEED TO McKEON CONSTRUCTION, A CALIFORNIA CORPORATION, RECORDED FEBRUARY 15, 1979, IN BOOK 9226, PAGE 917, OFFICIAL RECORDS.

(2) THAT PORTION THEREOF LYING WITHIN PARCEL "B", AS SHOWN ON THE PARCEL MAP FILED MARCH 19, 1979, IN BOOK 74 OF PARCEL MAPS, AT PAGE 49, CONTRA COSTA COUNTY RECORDS.

PARCEL FIVE:

LOTS 1 AND 2 OF THE SOUTHWEST 1/4, LOT 1 OF THE NORTHWEST 1/4 AND THE WEST 1/2 OF LOT 2, OF THE NORTHWEST 1/4 OF SECTION 2, TOWNSHIP 2 SOUTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN.

EXCEPTING FROM PARCEL FIVE:

THAT PARCEL OF LAND DESCRIBED IN THE DEED TO GEORGE C. WOOD, ET UX, RECORDED MAY 27, 1965, BOOK 4877, OFFICIAL RECORDS, PAGE 410.

ALSO EXCEPTING FROM PARCEL FIVE:

THAT PORTION THEREOF LYING WEST OF THE LINE DESCRIBED IN THE QUITCLAIM DEED FROM HOWARD C. WIEDEMANN, ET UX, TO ROSE PETERS AZEVEDO, DATED JUNE 19, 1961 AND RECORDED SEPTEMBER 29, 1961 IN BOOK 3963 OF OFFICIAL RECORDS, AT PAGE 634.

PARCEL SIX:

THE PARCEL OF LAND DESCRIBED IN THE QUITCLAIM DEED FROM ROSE PETERS AZEVEDO TO HOWARD C. WIEDEMANN, ET UX, DATED JUNE 19, 1961 AND RECORDED SEPTEMBER 29, 1961 IN BOOK 3963 OF OFFICIAL RECORDS, AT PAGE 633 AS FOLLOWS:

THAT PORTION OF SECTION 2, TOWNSHIP 2 SOUTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN, LYING ADJACENT TO AND EAST OF A LINE, DESCRIBED AS FOLLOWS:

COMMENCING ON THE SOUTH LINE OF THE COUNTY ROAD KNOWN AS FOSTORIA WAY, AT AN IRON PIPE SET AT THE NORTHWEST CORNER OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM WALLACE H. COOK, ET AL, TO NORTH AMERICAN TITLE GUARANTY CORPORATION, CONTRA COSTA DIVISION, DATED AUGUST 9, 1960 AND RECORDED AUGUST 19, 1960 IN VOLUME 3686 OF OFFICIAL RECORDS, AT PAGE 361; THENCE FROM SAID POINT OF COMMENCEMENT NORTH 63° 53' 54" EAST, (THE BEARING OF NORTH 63° 53' 54" EAST, IS TAKEN FOR THE PURPOSE OF THIS DESCRIPTION) ALONG SAID SOUTH LINE, 944.44 FEET TO A BRASS DISC SET ON THE WEST LINE OF THE RIGHT OF WAY OF THE SOUTHERN PACIFIC RAILROAD COMPANY; THENCE SOUTH 28° 49' 03" EAST, ALONG SAID WEST LINE, 996.99 FEET TO CONTRA COSTA COUNTY STANDARD MONUMENT; THENCE NORTH 63° 37' 07" EAST, 200.17 FEET TO A CONTRA COSTA COUNTY STANDARD MONUMENT SET ON THE EAST LINE OF SAID SOUTHERN PACIFIC RAILROAD COMPANY RIGHT OF WAY; THENCE NORTH 63° 37' 07" EAST, 453.93 FEET, A CONTRA COSTA COUNTY STANDARD MONUMENT, A TOTAL DISTANCE OF 5094.60 FEET TO A 3 INCH IRON PIPE AND THE ACTUAL POINT OF BEGINNING OF THE HEREIN DESCRIBED LINE; THENCE FROM SAID POINT OF BEGINNING, NORTH 1° 26' 17" EAST, 2923.80 FEET TO A 3 INCH IRON PIPE.

PARCEL SEVEN:

RIGHT OF WAY GRANTED IN THE DEED TO HOWARD C. WIEDEMANN, RECORDED NOVEMBER, 19 1943, BOOK 762, OFFICIAL RECORDS, PAGE 27, AS FOLLOWS:

"A RIGHT OF WAY (NOT TO BE EXCLUSIVE) AS AN APPURTENANCE TO THE TRACT OF LAND DESCRIBED AS PARCEL ONE ABOVE OF USE AS A ROADWAY FOR VEHICLES OF ALL KINDS, PEDESTRIANS AND ANIMALS, FOR WATER, GAS, OIL AND SEWER PIPE LINE, AND FOR TELEPHONE, ELECTRIC LIGHT AND POWER LINES, TOGETHER WITH THE NECESSARY POLES OR CONDUITS TO CARRY SAID LINES, OVER A STRIP OF LAND DESCRIBED AS FOLLOWS:

BEGINNING AT STATION SR 11, THE MOST WESTERLY CORNER OF THE 110 ACRE PARCEL OF LAND DESCRIBED IN THE DEED FROM SAMUEL A. SMOOT, ET UX, TO FRED C. WIEDEMANN, ET UX, DATED OCTOBER 26, 1943 AND RECORDED ON NOVEMBER 9, 1943 (FILE NO. 23702); THENCE FROM SAID POINT OF BEGINNING SOUTH 27° EAST, 30 FEET; THENCE NORTH 62° EAST, TO THE NORTH LINE OF SAID 110 ACRE PARCEL; THENCE NORTH 89 1/2° WEST, ALONG SAID LINE TO STATION SR10 ON THE NORTHWESTERLY LINE THEREOF; THENCE SOUTH 62° WEST, ALONG SAID NORTHWESTERLY LINE, 4.28 CHAINS TO THE POINT OF BEGINNING.

PARCEL EIGHT:

PORTION OF LOT 2 IN THE NORTHWEST 1/4 OF SECTION 2, TOWNSHIP 2 SOUTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING ON THE EAST LINE OF THE NORTHWEST 1/4 OF SAID SECTION 2 AT THE MOST SOUTHERLY CORNER OF THE PARCEL OF LAND DESCRIBED AS PARCEL ONE IN THE DEED TO GEORGE C. WOODS, ET UX, RECORDED APRIL 29, 1964, BOOK 4606, OFFICIAL RECORDS, PAGE 7, SAID POINT OF COMMENCEMENT ALSO BEING NORTH 0° 18' WEST, ALONG SAID EAST LINE, 823.8 FEET FROM AN IRON PIPE MARKING THE SOUTHEAST CORNER OF LOT 1 IN THE NORTHWEST 1/4 OF SAID SECTION 2; THENCE FROM SAID POINT OF COMMENCEMENT NORTH 60° 14' 20" WEST, 757.31 FEET TO THE SOUTH LINE OF SAID LOT 2 AND THE ACTUAL POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE FROM SAID POINT OF BEGINNING NORTH 60° 14' 20" WEST, 757.31 FEET TO THE WEST LINE OF THE FRACTIONAL NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 2; THENCE SOUTH 0° 20' 30" WEST, ALONG SAID LINE, 375.68 FEET TO THE SOUTH LINE, OF SAID LOT 2; THENCE SOUTH 89° 58' 45" EAST, ALONG SAID SOUTH LINE 659.66 FEET TO THE POINT OF BEGINNING.

PARCEL NINE:

PORTION OF LOT 56, AS DESIGNATED ON THE MAP ENTITLED, "MAP OF A SUBDIVISION OF PLOT A OF THE DOUGHERTY RANCH", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ON MAY 2, 1894, IN VOLUME B OF MAPS, AT PAGE 45, DESCRIBED AS FOLLOWS:

BEGINNING AT STATION "SR 8", IN THE NORTHERLY LINE OF THE RANCHO SAN RAMON AS CONFIRMED TO JOSE MARIE AMADOR AND AS SAID RANCHO IS DESCRIBED IN THE PATENT ISSUED BY UNITED STATES OF AMERICA TO JOSE MARIE AMADOR, DATED MARCH 18, 1865, AND RECORDED JUNE 3, 1865, IN LIBER "A" OF PATENTS, PAGE 161, ALAMEDA COUNTY RECORDS, AND RECORDED APRIL 20, 1887 IN VOLUME 3 OF PATENTS, AT PAGE 578, CONTRA COSTA COUNTY RECORDS; THENCE FROM SAID POINT OF BEGINNING, NORTH 1/4° EAST, 29.20 CHAINS TO STATION "SR 9" OF THE AFORESAID RANCHO; THENCE NORTH 89 1/2° WEST, 38.90 CHAINS TO STATION "SR 10" OF THE AFORESAID RANCHO; THENCE SOUTH 62° WEST, 4.28 CHAINS TO STATION "SR 11", OF THE AFORESAID RANCHO; THENCE ALONG THE WESTERLY BOUNDARY OF A FORESAID RANCHO SOUTH 27° EAST, 36.52 CHAINS; THENCE LEAVING SAID BOUNDARY LINE NORTH 71° 20' EAST, 15.80 CHAINS; THENCE SOUTH 89 3/4° EAST, 11.00 CHAINS TO AFORESAID STATION "SR 8", AND POINT OF BEGINNING.

EXCEPTING FROM PARCEL NINE:

THAT PORTION THEREOF LYING NORTH OF THE LINE DESCRIBED IN THE QUITCLAIM DEED FROM HOWARD C. WIEDEMANN TO ROSE PETERS AZEVEDO, RECORDED SEPTEMBER 29, 1961, IN BOOK 3963 OF OFFICIAL RECORDS, AT PAGE 636.

PARCEL TEN:

THAT PORTION OF LOT 56, AS DESIGNATED ON THE MAP ENTITLED "MAP OF A SUBDIVISION OF PLOT A OF THE DOUGHERTY RANCH", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA,

ON MAY 2, 1894 IN VOLUME B OF MAPS, AT PAGE 45, LYING ADJACENT TO AND SOUTH OF A LINE, DESCRIBED AS FOLLOWS:

COMMENCING ON THE SOUTH LINE OF THE COUNTY ROAD KNOWN AS FOSTORIA WAY, AT AN IRON PIPE SET AT THE NORTHWEST CORNER OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM WALLACE H. COOK, ET AL, TO NORTH AMERICAN TITLE GUARANTY CORPORATION, CONTRA COSTA DIVISION, DATED AUGUST 9, 1960 AND RECORDED AUGUST 19, 1960 IN VOLUME 3686 OF OFFICIAL RECORDS, AT PAGE 361; THENCE FROM SAID POINT OF COMMENCEMENT NORTH 63° 53' 54" EAST, (THE BEARING OF NORTH 63° 53' 54" EAST, IS TAKEN FOR THE PURPOSE OF THIS DESCRIPTION) ALONG SAID SOUTH LINE, 944.44 FEET TO A BRASS DISC SET ON THE WEST LINE OF THE RIGHT OF WAY OF THE SOUTHERN PACIFIC RAILROAD COMPANY; THENCE SOUTH 28° 49' 03" EAST, ALONG SAID WEST LINE, 996.99 FEET TO A CONTRA COSTA COUNTY STANDARD MONUMENT; THENCE NORTH 63° 37' 07" EAST, 200.17 FEET TO A CONTRA COSTA COUNTY STANDARD MONUMENT SET ON THE EAST LINE OF SAID SOUTHERN PACIFIC RAILROAD COMPANY RIGHT OF WAY; THENCE NORTH 63° 37' 07" EAST, TO THE WEST LINE OF SAID LOT 56 AND THE ACTUAL POINT OF BEGINNING OF THE HEREIN DESCRIBED LINE; THENCE FROM SAID POINT OF BEGINNING NORTH 63° 37' 07" EAST, TO A 3 INCH IRON PIPE, WHICH BEARS NORTH 63° 37' 07" EAST, 5094.60 FEET FROM THE CONTRA COSTA COUNTY STANDARD MONUMENT SET ON THE EAST LINE OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY ABOVE REFERRED TO.

PARCEL ELEVEN:

LOTS 3 AND 4 AND THE NORTH ½ OF THE SOUTHEAST ¼ OF SECTION 2, TOWNSHIP 2 SOUTH, RANGE 1 WEST, MOUNT DIABLO BASE AND MERIDIAN.

THIS DESCRIPTION IS A COMPILATION OF THE VARIOUS ANNEXATIONS TO, DETACHMENTS FROM, AND CONSOLIDATIONS WITH THE CANYON LAKES GEOLOGIC HAZARD ABATMENT DISTRICT SINCE ITS FORMATION IN 1985, AND REPRESENTS THE CURRENT EXTERIOR LIMITS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

END OF DESCRIPTION

PREPARED BY:



VINCENT J. D'ALO
LS 4210



MAY 2, 2022
DATE



Contra
Costa
County

To: Canyon Lakes GHAD Board of Directors
From: Patricia E. Curtin, GHAD Attorney and General Manager
Date: June 21, 2022

Subject: Canyon Lakes GHAD approving the budget and second amendment to the Plan of Control

RECOMMENDATION(S):

ADOPT Canyon Lakes Geological Hazard Abatement District (GHAD) Resolution No. 2022/02 approving the GHAD budget for 2022/2023 fiscal year and updating GHAD General Manager payment limit under consulting services agreement.

FISCAL IMPACT:

The GHAD is funded 100% through assessments levied on properties within the GHAD.

BACKGROUND:

On June 4, 1985, the Contra Costa County Board of Supervisors adopted Resolution No. 85/289 approving the formation of the GHAD and appointed itself to serve as the GHAD Board of Directors.

The GHAD Board adopts a budget for the GHAD operations each fiscal year. The GHAD Board is being requested to adopt the fiscal year budget for 2022/2023 as prepared by the GHAD General Manager which is attached to as Resolution No. 2022/02. The proposed fiscal year budget totals \$784,000.

In addition, the GHAD Board is being requested to update the GHAD General Manager payment limits under the existing consulting services agreement as required by the agreement. The budget attached identifies the limit at \$140,500.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Halley Ralston 909.373.5457

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The GHAD will not be able to continue operation starting July 1, 2022 if the budget is not approved.

ATTACHMENTS

Canyon Lakes GHAD Resolution No. 2022/02

Canyon Lakes GHAD Program Budget

**THE BOARD OF DIRECTORS OF CANYON LAKES
GEOLOGIC HAZARD ABATEMENT DISTRICT**

Adopted this Resolution on June 21, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2022/02 (CANYON LAKES GHAD)

SUBJECT: Adopting 2022/2023 annual budget and updating GHAD General Manager payment limits under the existing consulting services agreement.

WHEREAS, on June 4, 1985, the Contra Costa County Board of Supervisors adopted Resolution 85/289 approving the formation of the Canyon Lakes Geologic Hazard Abatement District ("GHAD") and appointed itself to serve as the GHAD Board of Directors.

WHEREAS, the GHAD Board of Directors desires to adopt the budget for the fiscal year 2022/2023 prepared by the GHAD General Manager, Sands Construction Company, Inc., attached hereto as Exhibit A.

WHEREAS, on March 15, 2011, pursuant to Resolution No. 2011/04, the GHAD Board approved the consultant services agreement with Sands Construction Company, Inc. to act as General Manager for the GHAD. This agreement, in section 3, requires the GHAD Board to determine by resolution each fiscal year the payment limits for GHAD General Manager services. The budget attached in Exhibit A identifies this limit at \$140,500.

WHEREAS, the GHAD General Manager recommends that the GHAD Board review and approve the fiscal year budget for 2022/2023.

The Board of Directors of the GHAD HEREBY RESOLVES THAT:

1. The GHAD Board approves the GHAD budget for the 2022/2023 fiscal year of \$784,000 attached as Exhibit A and incorporated herein by this reference.
2. The GHAD Board adopts the payment limit for the GHAD General Manager services at \$140,500 for fiscal year 2022/2023 as set forth in Exhibit A and incorporates this payment limit into the consulting services agreement.

3. The recitals are incorporated herein by this reference.

This Resolution shall become effective immediately upon its passage and adoption.

Approved as to form:

Patricia E. Curtin
GHAD Attorney

Exhibit A – 2022/2023 Annual Budget



CANYON LAKES
GEOLOGIC HAZARD ABATEMENT DISTRICT

Program Budget
FISCAL YEAR 2022-2023

APRIL 2022

EXHIBIT A



May 12, 2022

Canyon Lakes GHAD Board of Directors
c/o Supervisor Candace Andersen
309 Diablo Road
Danville, California 94526

**SUBJECT: Program Budget for Fiscal Year 2022-2023
Canyon Lakes Geologic Hazard Abatement District**

Dear Board Members:

Attached please find the proposed program budget for the Canyon Lakes Geologic Hazard Abatement District ("Canyon Lakes GHAD", "GHAD" or "District") for fiscal year 2022-2023. The proposed fiscal year budget totals \$784,000, which projects a \$167,349 surplus and contribution to the reserve fund. At the time of this publication, it is expected that the fund balance on June 30, 2022, will be approximately \$5,861,157. A fund balance of \$6,028,506 is projected for June 30, 2023.

There are four major budget categories, their respective budget expenses breakdown as follows:

Major Repair	30 percent
Preventive Maintenance and Operations	30 percent
Special Projects	15 percent
Administration	25 percent

As a percentage of the annual budget, the Major Projects Program will utilize a smaller portion of the budget and is projected to contribute to the reserve fund. In response to our recent efforts to accommodate the Major Projects program as we worked through a significant inventory of landslide repairs, we are now moving into a phase of dedicating more of our resources to address preemptive measures and studies and asset maintenance all within our Major Projects program and our Preventive Maintenance program.

The Preventive Maintenance Program will focus on continued efforts to secure and conduct asset site restorations. The program will continue to upgrade and analyze these sites and the associated data collection to ensure all predictive features of these instrumentation and asset sites are fully realized. Specifically, we will continue to target the following program elements - Concrete Interceptor Ditch Systems (Repair and Replace Program); the Horizontal Drains (Site Maintenance Program, and a District wide cleaning program); the Piezometers (Site Maintenance Program), and the Soil Debris Bench (Maintenance Program). The Operations Program will continue its existing monitoring profile through this period. Deferred study and maintenance programs will be resumed.

The Special Projects Program will be directed to implementing Amendment 2 to the Plan of Control which clarifies the independent role of the GHAD and strengthens those areas of the plan that define the scope of the District's responsibilities and practices. It is anticipated that the Amended Plan will be presented to the GHAD Board for approval and brought into service during fiscal year 2021-2022. It is anticipated that the GHAD will pursue additional studies in the areas of Fiscal Policy and geologic risk analyses. Approximately 15% of the annual budget has been established for the Special Projects Program. We continue to work to strengthen our communication with District constituents and stakeholders within the Canyon Lakes community.

This budget anticipates continued strengthening and building efficiencies within the Administration Program. General legal counsel will continue to be provided by the Canyon Lakes GHAD Board appointed attorney, Patricia Curtin of Wendel, Rosen, LLP.

As managers, we continually monitor and project significant short-term and long-term financial impacts on GHAD reserves and compare such impacts with our 40-year reserve study. The winding down of COVID-19 virus restrictions has allowed conventional GHAD operations protocol to be reinstated. Although the logistical impact has been challenging, we believe there has been no significant negative short-term or long-term effect on the future ability to provide the full array of services of the GHAD throughout and following this pandemic. Our ability to maintain and build reserves provides assurance of our capability to provide services in the future. We will continue to monitor the process and advise you of any changed conditions.

A summary of the expenses is shown on Table 1, pages 4 and 5, followed by brief descriptions of each of the budget items on pages 6 through 13.

Respectfully yours,

Canyon Lakes Geologic Hazard Abatement District

A handwritten signature in blue ink, appearing to read "Michael D. Sands".

Michael D. Sands
Sands Construction Company, Inc.
General Manager

Distribution list:

Canyon Lakes GHAD Board of Directors:

Supervisor John M. Gioia
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

Supervisor Candace Andersen
309 Diablo Road
Danville, CA 94526

Supervisor Diane Burgis
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513

Supervisor Karen Mitchoff (Board Chair)
2151 Salvio Street, Suite R
Concord, CA 94520

Supervisor Federal D. Glover
190 E. 4th Street
Pittsburg, CA 94565

GHAD Attorney:

Patricia Curtin, Esq. (Canyon Lakes GHAD Attorney)
Wendel Rosen, LLP
1111 Broadway, 24th Floor
Oakland, CA 94607

GHAD Treasurer:

Laffer Tengler Investments
Nancy Tengler, CEO
6710 N Scottsdale Rd., Suite 130
Scottsdale, AZ 85253

**Upon Execution: The management will post approved Budget at
www.canyonlakesghad.com**

Canyon Crest Homeowners Association
c/o Association Management Company, Inc.
P.O. Box 503
Pleasanton, CA 94566
(925) 462-2138 ext. 102
Attention: Ms. Tani Cligny

Golden View Elementary School
Nancy White, Principal
5025 Canyon Crest Drive
San Ramon, CA 94583
(925) 735-0555

Canyon Green Homeowners Association
Fleur DuMont Homeowners Association
Canyon View Homeowners Association
c/o Homeowner Association Services
2266 Camino Ramon
San Ramon, CA 94583
(925) 830-4848
Attention: Tom Bantz and Brian Ritter

San Ramon Regional Center
Gary Sloan, CEO
6001 Norris Canyon Road
San Ramon, CA 94583
(925) 275-9200

Canyon Owners' Association
c/o Howe Association Management, Inc.
485 Hartz Avenue, Suite 100
Danville, CA 94526
(925) 837-2805 ext. 1#
Attention: Jackie Howe

Vista Pointe Canyon Lakes Owners Assoc
c/o M & C Association Management
4305 Hacienda Drive, Suite 180
Pleasanton, CA 94588
Pleasanton, CA 94588
Attention: Adrian Breato

Canyon Woods Homeowners Association
c/o Christison Company
3090 Independence Drive
Livermore, CA 94551-9469
(925) 371-5710
Attention: Elizabeth Ramirez

Echo Ridge Homeowners Association
The Lake at Canyon Lakes Homeowners Association
c/o Common Interest Management Services
315 Diablo Road, Suite 221
Danville, CA 94526
(925) 743-3080 ext. 235
Attention: Janice Schock and Melanie Malik

**Canyon Lakes Geologic Hazard Abatement District
Program Budget
Fiscal Year 2022/2023**

The following proposed line-item program budget (Table 1) summarizes the anticipated expenditures for fiscal year 2022-2023 for the Canyon Lakes Geologic Hazard Abatement District (“Canyon Lakes GHAD”, “GHAD” or “District”). Through an ongoing assessment, the GHAD manager evaluates and addresses geologic risk through the implementation of an annual program budget consisting of four major categories. Preceding Table 1, and directly below, please see a general overview description of the four major program elements within the budget.

Major Projects Program

The annual Major Projects Program includes landslide repair projects, drainage improvement projects and capital improvement projects necessary to either control, mitigate, or prevent landslide activity. Other large program responses necessary to implement the Plan of Control, including specific purpose studies and investigations, may also be included in the Major Projects Program.

Generally, for consideration of inclusion into the Major Projects Program, a project or study would represent a level of complexity requiring plans, specifications, and comprehensive engineering analysis including modeling and research or a project with a protracted scope such as those requiring multiple regulatory agency approvals. Most Major Projects have a projected cost that exceeds \$40,000.

Historically, the Major Projects Program has been comprised of significant landslide repair projects and other responsive large projects; at other times, it has included programmatic studies and investigations useful in generating proactive responses. This diversity of projects demonstrates the importance of a flexible Major Projects Program structure that adapts between responsive and proactive needs and capabilities to manage the dynamic nature of larger scale geologic events.

Preventive Maintenance and Operations

The annual Preventive Maintenance and Operations Program includes all minor repairs, cleanup, maintenance, monitoring, and replacement of drainage structures and other assets that degrade over a serviceable life. The goal of preventive maintenance is to keep the assets in operational condition and identify potential slope stability risks before they manifest, allowing measures to be taken to either prevent, or mitigate the impact of these hazards as defined in the Canyon Lakes GHAD Plan of Control.

Canyon Lakes GHAD assets include, concrete lined ditches, subdrainage systems, groundwater measuring instrumentation, slope inclinometers and moisture gauges, and slope debris catchment features.

The Preventive Maintenance Program also includes preparations for emergency response, winterization measures including erosion protection, slope stabilization supplies, and instrument maintenance.

The Operations Program is primarily populated with scheduled instrument monitoring events. Data from these instruments are evaluated to establish risk and trends in an effort to avert landslide activity. In addition to the instrumentation monitoring program, the Operations Program contains the Incident Response and Community Relations Program, which incorporates comprehensive first response capabilities, and fosters community incident interaction.

Special Projects

The Canyon Lakes GHAD pursues ongoing and new activities identified as Special Projects. Special Projects include activities requested by the Board such as the Communications Program, or projects and studies designed to improve the District's operational effectiveness and ensure financial solvency. Special Projects also include utilizing new technologies to increase the efficiencies of the day-to-day operations of the GHAD. Establishment, testing, and placing into service a new Geographic Information System (GIS) has been one of many successful fruitions of the Special Projects Program.

Administration

Administrative expenses are required to operate the Canyon Lakes GHAD and implement the projects. Administrative expenses include the various roles, personnel, and consultants to manage the operations including the General Manager, Administrative Manager, Construction Services Manager, certain clerical and accounting staff, consultants, and legal support.

With respect to the General Management of the Canyon Lakes GHAD - the Canyon Lakes GHAD Board of Directors through Resolution 2021/01, among other business, adopted a payment limit to an existing Consulting Services Agreement with Sands Construction Company, Inc. to act as General Manager. The payment limit established for a term through June 30, 2022, was \$130,000; the proposed payment limit through June 30, 2023, is \$140,500. The scope of services for the General Manager includes managing the day-to-day operations through implementation of the necessary financial recordkeeping and reporting; updating and maintaining governing documents, such as the Plan of Control; and managing and updating administrative tools such as the Reserve Study, Communications Plan, Work Program and Monthly Incident Log. The General Manager Consulting Services Agreement provides for certain administrative positions including, but not limited to; a General Manager, an Administrative Manager, a Construction Services Manager and a Network Administrator as well as overhead costs, such as office space rent, office supplies, and postage. The General Manager will retain the necessary professionals, including without limitation, engineers, accounting professionals, and vendors to facilitate the operations of the GHAD. The General Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as administrative sub-consultants and

engineering or construction sub-consultants, within the payment limits of the Consulting Services Agreement.

With respect to the operations management of the Canyon Lakes GHAD, the Operations Manager payment limit was set at \$145,000 for a term through June 30, 2022; the proposed payment limit through June 30, 2023, is \$156,000. The scope of services for the Operations Manager includes implementing the Major Projects and Preventive Maintenance Programs through forecasting work schedules and priorities, preparing Requests for Proposals, and managing maintenance and repair operations within the Major Projects and Preventive Maintenance Programs. These services include project management and construction management; and preparing for and responding to emergency incidents. The Operations Manager Consulting Services Agreement provides for certain operational positions including, but not limited to, an Operations Manager, Construction Services Manager and Construction Services Technician, as well as certain overhead costs, such as, office supplies and electronic monitoring devices testing apparatus rental. The Operations Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as contractors, engineers, and special inspectors, within the payment limits of the Consulting Services Agreement.

A summary of the proposed Fiscal Year 2022-2023 Budget is presented in Table 1 on the following pages.

Table 1 – Summary of Proposal Fiscal Year 2022/2023 Budget

Budget Item	Budget Amount	% of Total Budget
Major Repairs		
Study: Groundwater Study: Multiple Regional Studies	95,000	
Horizontal Drain Cleaning Program (Lake Area)	70,000	
Unanticipated Sites	50,000	
Landscape Replacement (associated with repairs)	20,000	
Total Major Projects	\$235,000	30%

Preventive Maintenance/Operations		
Preventive Maintenance		
Drainage		
Storm Drain Facilities	10,000	
B-58 Concrete Lined Ditches		
Maintenance/Clean/Map	35,000	
Repair and Replace	15,000	
Subdrain Systems	10,000	
Horizontal Drains	15,000	
Subdrain Outlets/Pumps	15,000	
Piezometers	15,000	
Settlement Monitors	3,000	
Retention Basins	5,000	
Minor Repairs	35,000	
Winterization	7,500	
Emergency Response	12,500	
Debris Benches	5,000	
Subtotal	\$183,000	
Operations		
Piezometer Monitoring	12,000	
Horizontal Drain Monitoring	12,000	
Subdrain Monitoring	12,000	
Settlement Monitoring	3,000	
Incident Response/Homeowner Relations	15,000	
Subtotal	\$54,000	
Total Preventive Maintenance/Operations	\$237,000	30%

Special Projects		
Plan of Control	15,000	
Reserve Study	20,000	
Special Studies	20,000	
Information Technology/GIS	50,500	
Accounting Systems Upgrade	3,000	
Procedures Manual	1,000	
Communications Program	2,500	
CA Association of GHAD – Membership/Insurance	6,500	
Total Special Projects	\$118,500	15%

Administration		
Legal fees		
General Counsel	30,000	
Special Counsel		
Litigation/Legal Concerns	0	
HOA/CCCFCFCD	0	
Assessment Roll Update	8,000	
Staffing/Administrative Support	85,000	
Accounting/Financial Services	50,000	
Training/Education	2,000	
Office – Rent/Supplies/Equipment/Lease	18,500	
Total Administration	\$193,500	25%

TOTAL PROPOSED BUDGET FY2022/2023	\$784,000	100%
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Available Funds	
Estimated Beginning Fund Balance – July 1, 2022*	5,861,157
Estimated Property Owner Assessments**	700,471
Estimated Interest on Investments	250,878
Other Income	0
Total Available Funds	\$6,812,506
Uses of Funds	
Major Projects	235,000
Preventive Maintenance	237,000
Special Projects	118,500
Administrative	193,500
Total Use of Funds	\$784,000
Estimated Reserve Available/Ending Fund Balance June 30, 2023	6,028,506

* Includes estimated true-up revenue payment (June 2022) of \$32,188; Projected Fund Balance date of publication

** Estimated – Resource CPI, San Francisco Metropolitan Area – April 2022

DESCRIPTION OF BUDGET ITEMS

STUDIES: Studies, as they relate to field conditions, are essential and are designed to analyze specific sets of aggregated empirical data with the intent of assessing condition of infrastructure and efficacy of instrumentation data collection. Through this effort, specific studies inform management about how to tailor programs to capitalize on the most effective preemptive measures as the GHAD implements its Major Projects Program and Preventive Maintenance Program.

Groundwater Studies (Regional Sites)

Study: This study is projected to continue in multiple phases. It analyzes regional groundwater regimes where groundwater levels have risen over time. Data from piezometer histories will be the primary criterion used in collaboration with the Horizontal Drain Study results in the effectiveness of horizontal drains in lowering local groundwater levels.

Estimated Cost \$95,000

Horizontal Drain Cleaning Efficacy Program

Study: This study analyzes the results of our in-progress Horizontal Drain Cleaning Program. Post-cleaning drain yields will be measured and analyzed compared to pre-cleaning yields. Impact on local groundwater levels will be analyzed and data will be additionally utilized in evaluating the efficacy of the Horizontal Drain Cleaning Program, as well as the impact on regional (District wide) groundwater levels. Data sets from historical above average rain events (2000 through 2021) will be accessed and utilized to further inform the Horizontal Drain Program. Phase 3 "Lake Area" will have a concentrated effort during the cleaning program during FY22/23.

Estimated Cost \$70,000

Unanticipated Sites:

During heavy rain years unexpected repairs are necessary to avert or control landslides that may threaten property within the District. It is vital for the manager to retain the availability of funds within the Major Repair Program to address such an event.

It is also common to experience a change in the planned construction schedule to include additional sites. Known sites can rise in priority throughout the year and additional sites may emerge.

Estimated Cost \$50,000

Landscape Replacement:

Typically, remedial landscaping is either included in the scope of work for major projects or eliminated completely from the repair scheme. However, on occasion and complying with

Section (IX B-1) of the Plan of Control, the associated License Agreements executed in preparation of the work will address a reimbursement or allowance to the property owner for remedial landscaping installation.

Estimated Cost \$20,000

Preventive Maintenance and Operations

Preventive Maintenance

Preventive maintenance generally consists of those measures taken to prevent an incident or landslide event including, asset maintenance, drainage structures, instrument sites and winterization measures. Operations include ongoing monitoring programs and responses to community requests. Details of the proposed budget for each of these categories are listed below.

The Preventive Maintenance Program will increase its profile through this fiscal year with those tasks that are essential to maintaining slope instrumentation sites and information; data collection and other measures to ensure slope stability; and resumption of discretionary programs regarding instrument site maintenance and capital expenditures.

Storm Drains/Facilities

Storm drains associated with B-58 drainage systems occasionally need repair or replacing. Assessments are made during the annual cleaning events in early fall.

Estimated Cost \$10,000

B-58 Drain Systems

Maintenance – Allows for one major annual cleaning and mapping. District staff periodically walks the B-58 systems to get a first-hand account of their current conditions and project their serviceable life. This information, along with other empirical data, is utilized in our Reserve Study updates.

Estimated Cost \$35,000

Repair and Replacement – The GHAD has repaired or replaced all the listed lineal feet of severely damaged B-58 throughout the District. This year and in the future, a priority will be established based on the degree of damage and risk to improved properties, and a percentage of future replacement projects will be budgeted throughout the upcoming years. In recent years, minor repairs were accomplished involving approximately 1700 lineal feet of B-58 drainage systems. This year an additional several hundred lineal feet of minor repair (cracks and small spalls) has been budgeted for repair. The remaining budget will be utilized on repairs to existing B-58s on a site-by-site basis.

Estimated Cost \$15,000

Subdrain Systems

Outlet sites for subdrain systems must be monitored and maintenance provided to ensure outlets have not been damaged or impeded. This budget will allow for an inspection and minor maintenance of these sites.

Estimated Cost \$10,000

Horizontal Drains

In recent years, the District Manager has placed a high priority on verifying the condition and restoring as many existing horizontal drains throughout the development as possible. A definitive list of sites requiring maintenance has been determined and work continues restoring the sites and installing identification markers.

Estimated Cost \$15,000

Subdrain Outlets/Pumps

The Canyon Lakes GHAD conducts ongoing efforts to identify, locate, and make determinations about the effectiveness of the network of subdrains throughout the Development. The District anticipates that on-site restoration work may be necessary at some sites. This additional work, as well as the introduction of the subdrain systems into the District GIS, has been incorporated into this budget item.

The District maintains three substation subdrain pumping facility sites located around the lake at Canyon Lakes. Periodic site checks for operation are required. In recent years the equipment, instrumentation, and electronics have been updated. A budget has been established to provide ongoing site maintenance and pump replacement.

Estimated Cost \$15,000

Piezometers

The District reads and maintains in excess of 72 piezometers measuring ground water elevations. A definitive list of sites requiring repairs has been determined and restoration work resume on many of the sites, as well as the installation of missing identification markers and protective monuments at virtually all sites. The work this year has been expanded to include a greater number of sites and inclusion of the sites into the GIS.

Estimated Cost \$15,000

Settlement Monitors

Over time, several settlement monitors have been placed throughout the development. These monitors were, in large part, installed as part of a specific study and therefore are not continually monitored. A modest budget has been established for site preservation and maintenance.

Estimated Cost \$3,000

Retention Basins

Previously protracted drought and then heavy rain load conditions in northern California have resulted in significant variance of water level surfaces in many dual-purpose storm water retention facilities in the area, including the Canyon Lakes development. The GHAD manager is actively working with local Homeowners Associations and jurisdictional agencies to further explore the potential risk ramifications to collectively plan for future impact.

Estimated Cost \$5,000

Minor Repairs

A budget is established annually for anticipated, as well as unanticipated minor repair projects. There are not currently any anticipated minor projects within the Preventive Maintenance Program.

Estimated Cost \$35,000

Winterization

The District provides an annual budget for procuring and storing an inventory of winterization materials and to provide for the costs of site installation. Stocks of winterization materials have largely stabilized during the last several seasons due to low seasonal rain totals. With efforts to maintain emergency response materials, this year's winterization measures are expected to again drop below normal expenditures. Therefore, the budget has decreased from previous years.

Estimated Cost \$7,500

Emergency Response

During the winter rainy season, the Canyon Lakes GHAD responds to a range of urgent active and threatening landslides and drainage issues where property damage is threatened. These incidents typically involve mud or debris flows, plugged storm drains at the base of slopes or flooded properties due to the overflow of runoff from plugged or damaged facilities. In severe cases these responses can be the initiation of slope stabilization measures in preparation for a major repair.

Estimated Cost \$12,500

Debris Benches

Numerous earthen debris benches exist throughout the District. It is essential that these facilities are inspected to ensure capacities and drainage have not been compromised. Annual inspections are made, and periodic debris removal plans are initiated. This year's budget allows for geotechnical evaluations and the periodic removal of accumulated debris from several of those benches identified during the study and routine monitoring events.

Estimated Cost 5,000

Operations

An inventory of on-site instrumentation including hundreds of piezometers, inclinometers, horizontal drains, subdrains and settlement monuments are monitored periodically throughout the year as a preventative measure. Collected data from these sites is analyzed and aggregated into the GIS for further analysis to establish trends.

Monitoring sites can be established for a variety of uses. Often completed repair sites require monitoring to confirm that the slope has been stabilized. Other sites have been utilized to indicate signs of unstable conditions developing and have been instrumental in determining slope conditions prior to the activation of a landslide.

Through the use of collected data such as water depth, magnitude of slope movement, depth of movement and ground surface movement, the District has been able to arrest slope movement in advance of an incipient failure. Archiving of historical data is currently being integrated into the GHAD GIS.

Throughout the year, the District receives incident response or assistance calls from property owners regarding slope stability or drainage issues. Community relations, including incident responses through the annual Operations Program has been institutionalized as a role of GHAD management. All incidents are recorded within the GIS and move through the District response mechanisms as is appropriate and consistent with the GHAD Plan of Control.

The GHAD manager receives updates in long-range weather and oceanic temperature changes through the National Oceanic and Atmospheric Administration (NOAA) and other scientific and atmospheric agencies that track data and produce probabilistic assessments on the likelihood of a recurrence of heavy rain conditions.

Estimated Cost \$54,000

Special Projects

During fiscal year 2022-2023 the District will continue several special projects. Brief descriptions of the special projects are presented in Table 1 and further described below:

Plan of Control Update

At the time of this publication, Amendment 2 to the Plan of Control has been drafted, and peer reviewed. We anticipate that a final draft will be presented to the Board in late FY2021-2022, which will contain additional clarifications with respect to the GHADs responsibilities and authorities and make certain minor clarifications in the language.

Estimated Cost \$15,000

Reserve Study

The Canyon Lakes GHAD reserve fund study was originally completed in fiscal year 2012-2013. The Reserve Study functions as a pro-forma analysis of the financial needs of the GHAD. It serves as a tool to calculate the annual contribution requirements by the District to build and maintain sufficient funds for emergencies based on past weather patterns and slide repair costs. The Reserve Study projects annual contribution to the funds required over a forty-year period and is periodically updated to represent new conditions and impacts.

Estimated Cost \$20,000

Special Studies

The Canyon Lakes GHAD intends to conduct targeted studies in the areas of fiscal policy and geologic risk. The recent research and study into the Plan of Control update and the Reserve analysis will be utilized to provide initial data to conduct these research projects. The Canyon Lakes GHAD, now in its 36th year, has the unique opportunity to address many of the issues surrounding long-term viability and sustainability, within changing environmental and financial conditions. Using empirical data, we can assess potentially increasing financial loads and geologic risks that may accompany the maturation process of this District. We are confident that these studies have produced, and will continue to produce, beneficial results.

Estimated Cost \$20,000

Information Systems and Technology

GHAD has completed an upgrade to its GIS to include all GHAD's data collection and monitoring operations. The system is now fully operational and is run from internal servers, combined with secure and private "cloud" storage. The record and tool that this system offers facilitates the General Manager's ability to locate past repairs and assist in a variety of risk assessments within the District. Upgrades have now provided additional state-of-the-art security and redundancy features not historically available.

As a result of an independent evaluation of the GHAD's information systems conducted in 2012 and again in 2015, the GHAD has modernized its IT systems and security. Additionally, a new GHAD website was launched www.canyonlakesghad.com to assist property owners and disseminate information to our constituents.

It is anticipated that work will continue to modernize and add enhancements to the GHAD GIS during this term. Work will include, evaluating new platforms and use of open source and third-party data. Incorporating such access features, data, and graphic representations to continue to improve performance and usability of the site.

Estimated Cost \$50,500

Accounting System Upgrade

Periodic upgrades are necessary to enhance accounting system capabilities. The GHAD utilizes expense accounting software to assist in reporting and the day-to-day operation of the District.

Continued accounting systems enhancements will be implemented allowing more data entry streamlining, enhanced reporting, and quality control assurance procedures, augmenting the current systems.

Estimated Cost \$3,000

Procedures Manual

GHAD continually upgrades procedures and modifies plans to incorporate new technologies that assist the GHAD in delivering the highest level of services. Procedures require certain modifications and enhancements as new methodologies are introduced and incorporated into the GHAD Standard Operation Procedures. Certain financial and operations procedures have been institutionalized within the program. Additional procedures will be incorporated to further define and standardize the following areas:

- Preventive Maintenance/Operations
- Contracts and Agreements
- Administrative Procedures

Estimated Cost \$1,000

Communications Plan

The Canyon Lakes GHAD maintains a communications plan designed to keep constituents current on GHAD operations and developments. The plan addresses several venues and mediums in which to disseminate information within this District, and to other concerned parties, and to establish clear and accessible channels for community interaction. The GHAD has now implemented a web page for public information and a multi-page informational brochure has been completed and distributed to interested Homeowner Associations (HOA) that describes the GHAD and its responsibilities and limitations.

Estimated Cost \$2,500

Outreach/Legislative Review

California Association of GHADs (CAGHADs) Membership/Insurance

The proliferation of new GHADs within California has resulted in new legislation and adopted procedures. The Canyon Lakes GHAD Manager, in association with others, shares information and knowledge through a consortium of GHAD managers known as the California Association of GHADs (CAGHADs). The CAGHAD has recently obtained General Liability policies for its member GHADs. Additional GHAD onboarding and participation has reduced relative policy premium. Coverage for the Canyon Lakes GHAD is approximately \$3,100¹, plus administrative costs.

Additionally, the GHAD Manager participates in the CAGHADs as the organization pursues other financial assets that may provide the GHADs additional options for extraordinary event financial planning. In 2016 the CAGHAD Board adopted a new fee schedule reducing the annual GHAD fees for membership by 50%.

Estimated Cost \$6,500

¹ A more comprehensive policy was presented in 2022 with a modest premium increase

Administration

The administration of the Canyon Lakes GHAD includes all costs associated with legal support, office expenses, staffing, and accounting. Brief descriptions are presented below.

Legal

General Counsel – GHAD management must interact regularly with GHAD Counsel. The day-to-day operations of the GHAD present a myriad of opportunities and issues to work directly with GHAD counsel, in the areas of contracts, agreements, issues or new business to present to the Board, legislation, property owner issues.

Estimated Cost \$30,000

Special Counsel – GHAD management requires the services of special counsel from time to time in the areas of litigation and other legal concerns.

Estimated Cost \$0

Assessment Roll Update

Annually, the District funds an effort to recalculate the final assessment roll for the District. This budget allows for a periodic analysis of the comprehensiveness of the roll in addition to calculating the properties status and rate modifications.

Estimated Cost \$8,000

Staffing/Administrative Support

The GHAD staff includes the General Manager, a Construction Services Manager, an Administration Manager and frequently other support staff. The General Manager administers all GHAD day-to-day operations, including financial budgeting and communications regarding its activities. The Construction Services Manager, among other tasks, administers the Major Projects and Preventive Maintenance Programs and associated work schedules, consulting and construction contracts, and documents. The administrative staff is responsible for accounting/bookkeeping, contract administration, clerical, and construction management support. Additional management staff costs are also applied to specific projects as appropriate. Authorized business expenses such as rent, office supplies and leases are included in Staffing.

Estimated Cost \$155,500



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Cinda Blanchard, John Evans, Karen Evans, Joseph Kim, Diablo Mobile Lodge, Christine Roa, LaKema Sams, and Laura Sanchez. DENY amended claim filed by Leigh Ann Libbey. DENY late claim filed by Rakesh Dhingra and Curtis Marquis Turner(2).

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Cinda Blanchard: Property claim for vehicle damage in the amount of \$6,374.
John Evans: Loss of consortium claim related to Karen Evans injury in an amount to be determined.
Karen Evans: Personal injury claim for trip and fall in an amount to be determined.
Joseph Kim: Property claim for missing articles of clothing in the amount of \$325.61.
Diablo Mobile Lodge: Property claim for damage to fence in the amount of \$580.
Christine Roa: Personal injury claim for trip and fall in an amount to exceed \$25,000.
LaKema Sams: Property claim for vehicle damage in the amount

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Risk Management

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of \$6,479.08.

Laura Sanchez: Property claim for damage to fence in the amount of \$2,000.

Curtis Marquis Turner (1): Application to file late claim alleging denial of medical care.

Curtis Marquis Turner (2): Application to file late claim alleging excessive force.

Rakesh Dhingra: Application to file late claim alleging false statements by sheriff's office.

CONSEQUENCE OF NEGATIVE ACTION:

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



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: ACCEPT Board members meeting reports for May 2022

RECOMMENDATION(S):

ACCEPT Board members meeting reports for May 2022.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. District I, IV, and V have nothing to report.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Joellen Bergamini 925.655.2000

By: , Deputy

cc:

ATTACHMENTS

District II May 2022 Report

District III May 2022 Report

Supervisor Candace Andersen – Monthly Meeting Report *May 2022*

Date	Meeting	Location
2	Recycle Smart	Zoom meeting
3	Board of Supervisors	Zoom Meeting
4	Staff Meeting	Zoom meeting
4	Mental Health Commission	Zoom Meeting
6	O & S	Zoom Meeting
6	EBRCSA	Zoom Meeting
9	TWIC	Zoom meeting
9	Internal Operations	Zoom meeting
9	TVTC	Zoom meeting
10	Board of Supervisors	Martinez
12	SRVUSD Meeting	Zoom meeting
12	East Bay EDA	Zoom meeting
17	Board of Supervisors	Martinez
17	TRAFFIX	Zoom meeting
18	Staff meeting	Zoom meeting
19	County Connection	Zoom meeting
19	ABAG	Zoom meeting
20	EBEDA	Zoom meeting
21	Sentinels of Freedom	Danville
22	Military Swearing in	Danville
23	Family & Human Services	Zoom meeting
23	Public Protection	Zoom meeting
23	Recycle Smart	Zoom meeting
24	Board of Supervisors	Zoom meeting
25	CCCERA	Zoom meeting
26	Public Works	Zoom meeting
26	CCCSWA	Zoom meeting
31	CCC Facilities Plan	Zoom meeting

Supervisor Diane Burgis - May 2022 AB1234 Re

(Government Code Section 53232.3(d) requires that members legislative attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
2-May	Meeting with Hazardous Materials Ombudsman, Michael Kent	Web Meeting
2-May	Contra Costa Regional Medical Center Joint Conference Committee	Web Meeting
2-May	Meeting with Yolo County Supervisor, Oscar Villegas	Via Phone
3-May	Board of Supervisors Meeting	Martinez
4-May	Los Medanos College Brentwood Center	Brentwood
4-May	Meeting with Employment and Human Services Director, Marla Stuart	Web Meeting
4-May	Meeting with Contra Costa County Agricultural Commissioner, Matthew Slattengren	Web Meeting
5-May	Meeting with Delta Protection Executive Director, Erik Vink	Elk Grove
5-May	Delta Protection Commission Meeting	Elk Grove
6-May	Delta Counties Coalition Meeting	Sacramento
9-May	Transportation, Water & Infrastructure Committee Meeting	Web Meeting
9-May	Internal Operations Committee Meeting	Web Meeting
10-May	Board of Supervisors Meeting	Martinez
11-May	First 5 Committee Meeting	Web Meeting
12-May	Meeting with Soucramento County Supervisor, Don Nottoli	Web Meeting
12-May	State Route 4 Bypass Authority Board Meeting	Web Meeting
17-May	Board of Supervisors Meeting	Martinez
17-May	Housing Authority Meeting	Martinez
18-May	Meeting with Enviromental Health Director, Jocelyn Stortz	Web Meeting
19-May	Meeting with Sacramento-San Joaquin Delta Conservancy Executive Officer, Campbell Ingram	Web Meeting
19-May	Delta Protection Commission Meeting	Stockton
20-May	Delta Counties Coalition Meeting	Web Meeting
23-May	Family and Human Services Committee	Web Meeting
23-May	Meeting with County Administrator, Monica Nino	Web Meeting
24-May	Board of Supervisors Meeting	Martinez
24-May	Special Contra Costa County Fire Protection District Meeting	Martinez

* Reimbursement may come from an agency other than Contra Costa County

port
bodies report on meetings
meals, lodging, etc).

Purpose

Meeting

Meeting

Meeting

Meeting

Community Outreach

Meeting

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022



Contra
Costa
County

Subject: Recognizing Nicholas Welsh III for his 40 years of service to Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Chris Lau, (925) 313-7002

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2022/199

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

In the matter of:

Resolution No. 2022/199

RECOGNIZING the contributions of Nicholas Welsh III on the occasion of his 40 years of service to Contra Costa County

WHEREAS, on March 9, 1982, Nicholas Welsh III began his career with the Public Works Department as a Laborer in the Maintenance Division; and

WHEREAS, in 1986, 1988 and 1989, Nicholas received a Public Works Safety Award in recognition of outstanding efforts in worksite safety practices; and

WHEREAS, in 1989 and 1991, Nicholas received a Public Works Safe Driver Award; and

WHEREAS, in March 2009, Nicholas was presented with an "Award of Excellence" for his efforts in clearing culverts and keeping pumps running through the night to alleviate flooding in Montalvin Manor after recent storms; and

WHEREAS, on April 28, 2015, Nicholas was promoted to Maintenance Worker III; and,

WHEREAS, on December 16, 2020, Nicholas effectively utilized his skills and knowledge leading to his promotion to a Maintenance Worker IV; and

WHEREAS, Nicholas has had the experience of working with all the Public Works Maintenance crews where he obtained many valuable experiences; and

WHEREAS, Nicholas has trained many fellow maintenance workers in the proper safety and operations of various types of maintenance equipment; and

NOW, THEREFORE, BE IT RESOLVED, that the Contra Costa County Board of Supervisors does hereby recognize and honor Nicholas Welsh III for his 40 years of service, and gives it's full appreciation for his dedicated service to the Public Works Department and the people of this County.

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: June 21, 2022

Monica Nino, County Administrator

By: _____, Deputy

Contra
Costa
County



To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: June 21, 2022

Subject: Resolution Honoring John McCormick as the 2022 Lafayette Business Person of the Year.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Lauri Byers, (925) 957-8860

By: , Deputy

cc:

ATTACHMENTS

Resolution
2022/215

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

In the matter of:

Resolution No. 2022/215

recognizing John McCormick as the 2022 Lafayette Business Person of the Year.

John McCormick took the reigns as President of the Lafayette Chamber in January 2020 with a full agenda and ready for the challenge, soon after he found himself at the beginning of the COVID-19 outbreak; and

Whereas, with all the sacrifices and hurdles small businesses had to endure throughout the pandemic, John was dedicated to help, providing leadership to business partners, and advocating for the business community; and

Whereas, during his presidency, the Chamber membership grew to over 620 members including 100 new members in 2021 alone, all the while, John has continued to run a very successful music store with his wife Colleen, and is now finishing his Master's in History from Harvard; and

Whereas, the Chamber worked with the City of Lafayette and Contra Costa County by providing loan resources and facilitating online learning gatherings, updating changing Covid protocols as well as helping restaurants create safe outdoor dining experiences, with the mission to keep Lafayette strong; and

Whereas, John has given his time and energy to help make Lafayette a healthy community, modeling excellence in everything he does, and bringing the community together.

that the Board of Supervisors of Contra Costa County does hereby honor **John McCormick** for his dedication and leadership to the Lafayette community.

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: June 21, 2022

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: June 21, 2022

Subject: In the matter of declaring June 2022, LGBTQIA+ Pride Month in Contra Costa County

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Colleen Awad, 925-655-2350

By: , Deputy

cc:

ATTACHMENTS

Resolution

2022/237

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

In the matter of:

Resolution No. 2022/237

In the matter of declaring June 2022, LGBTQIA+ Pride Month in Contra Costa County

WHEREAS, the month of June was chosen for LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, questioning and Intersex) Pride Month to commemorate the rise of the LGBTQIA+ civil rights movement that grew out of spontaneous civil rights demonstrations by members of the LGBTQIA+ community against unjust police raids that took place in New York City at the end of June 1969, known as the Stonewall Riots; and

WHEREAS, former President Obama designated the Stonewall Inn as a National Monument in 2016 because of the role it played in the struggle for LGBTQIA+ acceptance in the U.S., the Stonewall Riots inspires LGBTQIA+ people, not only in the U.S., but throughout the world, in the struggle for civil rights; and

WHEREAS, Contra Costa Health Services, Contra Costa Regional Medical Center, and Contra Costa Behavioral Health Services, through the work of the LGBTQ Pride Initiative, received the prestigious national designations of Leader in Healthcare Equality or Top Performer in Healthcare Equality each year since 2013 from the Human Rights Campaign, the largest LGBTQIA+ advocacy organization in the United States; and

WHEREAS, Contra Costa Health Services identified the need for a specialty clinic to serve the transgender and gender-diverse community and started the first Gender Clinic in October 2016, the only clinic for transgender care between Oakland and Sacramento at that time; and

WHEREAS, research shows that between 2 and 7 percent of all adults are lesbian, gay, bisexual, transgender, queer, questioning, two-spirited, or non-binary and that families, parents, caregivers, and guardians can have a dramatic impact on the well-being of their LGBTQIA+ youth, demonstrating that family and community acceptance promotes health and protects LGBTQIA+ young people against risk; and

WHEREAS, the Rainbow Community Center is an essential community-based organization in Contra Costa County that is solely focused on serving the LGBTQIA+ community, with priorities to strengthen services for LGBTQIA+ youth, seniors, people living with HIV/AIDS, and to develop community-building efforts that will diminish the sense of isolation and promote greater acceptance of all LGBTQIA+ people; and

WHEREAS, the Rainbow Community Center envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement; and

WHEREAS, the Rainbow Community Center provides many services to the LGBTQIA+ community, including: clinical and peer groups for LGBTQIA+ youth, outpatient mental health services, a food pantry, a Homeless transitional youth program, and senior support; and

WHEREAS, Contra Costa County's LGBTQIA+ partners include the County's Pride Initiative, Children's Hospital, The Wright Institute, Rainbow Community Center, RYSE Center, Center for Human Development, Gender Spectrum, the James Morehouse Project at El Cerrito High School, Somos Familia, East Bay Getting to Zero, Jewish Family and Community Services of the East Bay, Richmond Rainbow PRIDE, Oakland/East Bay Gay Men's Chorus, Parents and Friends of Lesbians and Gays (PFLAG), Queer Alliances Contra Costa, Mt. Diablo Peace and Justice Center, and the Welcoming Churches coalition; and

WHEREAS, in Contra Costa County, LGBTQIA+ community residents, employees, businesses, and organizations have made, and continue to make, great and lasting contributions which add to the rich diversity of the County; and

WHEREAS, the Contra Costa County Board of Supervisors supports and promotes inclusion, non-discrimination, and equity among all County residents; and

WHEREAS, the Progress Pride Flag, which highlights transgender and Black, Indigenous, People of Color (BIPOC) within the LGBTQIA+ community, is a symbol of support for the LGBTQIA+ community and its diversity, and this Board of Supervisors believes that flying the Progress Pride Flag at the seat of the

County demonstrates the County's commitment to inclusivity and to being a welcoming place for all Contra Costa County residents.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County declares the month of June 2022 as LGBTQIA+ Pride Month in Contra Costa County and in furtherance of that designation, hereby directs that the Progress Pride Flag be raised at the County Administration Building during all business days of the month of June 2022 following approval of this proclamation and encourages a safe and accepting environment for all members of the community.

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: June 21, 2022

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Industrial Safety Ordinance Annual Report

RECOMMENDATION(S):

ACCEPT the Industrial Safety Ordinance Annual Report, as submitted by the Health Services Department.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

Chapter 450-8 of the County Ordinance code, effective in 2000 and as amended in 2006 and 2014, requires the department to prepare an annual report that summarizes the impact and effectiveness of the Industrial Safety Ordinance for the Safety Programs at the regulated facilities.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, a report that summarizes the 2021 Industrial Safety Ordinance activities would not be made available for the public.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Nicole Heath, (925) 655-3240

By: , Deputy

cc:

ATTACHMENTS

ISO Report



INDUSTRIAL SAFETY ORDINANCE
ANNUAL PERFORMANCE REVIEW
AND EVALUATION REPORT
March 2022

By Contra Costa Health Services Hazardous Materials Programs

Table of Contents

Executive Summary	3
Public Participation	3
Audits	3
Major Chemical Accidents or Releases	3
Conclusion	3
Introduction	4
City of Richmond Industrial Safety Ordinance	4
Effectiveness of Contra Costa Hazardous Materials Programs' Implementation of the Industrial Safety Ordinance	6
Effectiveness of the Procedures for Records Management	7
Number and Type of Audits and Inspections Conducted	7
Root Cause Analyses and/or Incident Investigations Conducted by CCHHMP Program	8
CCHHMP's Process for Public Participation	8
Effectiveness of the Public Information Bank	8
Effectiveness of the Hazardous Materials Ombudsperson	8
Other Required Program Elements Necessary to Implement and Manage the Industrial Safety Ordinance	8
Regulated Stationary Sources Listing	9
Status of Safety Plans and Programs	5
Locations of the Regulated Stationary Sources Safety Plans	6
Annual Accident History Report and Inherently Safer Systems Implemented as Submitted by the Regulated Stationary Sources	9
Status of the Incident Investigations, Including the Root Cause Analyses Conducted by the Regulated Stationary Sources	10
Major Chemical Accidents or Releases	10
Legal Enforcement Actions Initiated by Contra Costa Hazardous Materials Programs	12
Penalties Assessed as a Result of Enforcement	12
Total Fees, Service Charges and Other Assessments Collected Specifically for the Industrial Safety Ordinance	12
Total Personnel and Personnel Years Used by Hazardous Materials Program to Implement the Industrial Safety Ordinance	12
Comments from Interested Parties Regarding the Effectiveness of the Industrial Safety Ordinance	12
The Impact of the Industrial Safety Ordinance on Improving Industrial Safety	12
Hazardous Materials Ombudsman Report	15—19
Attachment B-County Regulated Sources Annual Performance	20—44
Attachment C-Richmond Regulated Sources Annual Performance	45—57

Executive Summary

Contra Costa County's Industrial Safety Ordinance (ISO), adopted in 1998 by the Board of Supervisors, requires regulated facilities in the county to implement comprehensive safety programs to prevent chemical accidents. The ISO's requirements are some of the most stringent in the United States, if not the world. The goal is for facilities to implement comprehensive safety programs, instill a safety culture at the workplace and create management systems that prevent incidents that could have detrimental impacts to surrounding communities. The ISO also mandates outreach and participation from industries, agencies, elected officials and the public.

Two major oil refineries and two chemical facilities are required to comply with ISO requirements. Two facilities (one refinery and one chemical plant) within the City of Richmond are required to comply with the Richmond Industrial Safety Ordinance (RISO), which mandates the same requirements from a separate municipal authority. Both ordinances are administered by Contra Costa County's Health Hazardous Materials Programs (CCHHMP), a division of Contra Costa Health Services. Per ISO Section 450-8.030, CCHHMP annually evaluates and reports on ISO performance to the Board of Supervisors.

CCHHMP's Accidental Release Prevention (ARP) Program engineers oversee the ISO and RISO programs and work with other agencies such as the U.S. Environmental Protection Agency (EPA), the California Occupational Safety and Health Administration (Cal-OSHA), US Chemical Safety and Hazardous Investigation Board and other local program agencies. This interagency collaboration includes sharing of incident and inspection results, discussion of regulatory interpretations and joint training

Public Participation

CCHHMP has an established public outreach process and is continually looking for ways to improve it. Due to COVID 19 restrictions CCHHMP does not have any activities to report for 2021.

The Board of Supervisors also requested that staff provide copies of the annual report to communities through the Community Advisory Panels (CAP). This 2021 Annual Report is available on our website and will be sent to CAP representatives for distribution.

Audits*

Audits of regulated businesses are required at least once every three years to ensure that the facilities are implementing required programs. We completed one ISO and no RISO audits in 2021:

- Martinez Refining Company February 2021

*audits were conducted without on-site inspections due to COVID-19 health order precautions.

Major Chemical Accidents or Releases

There were no MCAR events at ISO-regulated facilities in this reporting period and there was one MCAR at a RISO-regulated facility (2/9/2021).

Conclusion

The severity of MCAR events in Contra Costa County has declined since the implementation of the ISO, with a few minor irregularities in the trend. The ISO has improved regulated facilities' safety programs and operations.

CCHHMP has sought assistance from stakeholders, including regulated facilities, workers, and community members, to include the CSB-recommended improvements to the ordinance that the Board of Supervisors adopted in 2014. These further reduce likelihood of chemical accidents at these industrial facilities.

Introduction

The Board of Supervisors adopted the ISO due to significant accidents that occurred at oil refineries and chemical plants in the county in the 1990s. The effective date of the ISO was January 15, 1999. The ordinance applies to oil refineries and chemical plants with specified North American Industry Classification System (NAICS) codes that were required to submit a Risk Management Plan to the U.S. EPA and are Program Level 3 Stationary Sources as defined by the U.S. EPA Risk Management Program. The timeline below shows the requirements of the ordinance and various changes to date:



Responsibilities	CCHHMP	<ul style="list-style-type: none"> • May perform individual Root Cause Analysis after an MCAR • Develop and Maintain Safety Plan Guidance Document • Review submitted Safety Plans • Audit every three years after initial ISO/RISO audits • Create Safety Culture Guidance and update as needed
	Stationary Sources	<ul style="list-style-type: none"> • Perform Root Cause Analysis after an MCAR • Consider Inherently Safer Systems for new and existing processes, expanded (2014 amendments) to include reviewing during major changes that could result in MCAR occur • Submit Safety Plan every 3 years • Perform Safeguard Protection Analysis [SPA] (2014 Amendments) • Include Maintenance in the Human Factors and Management of Organizational Change Programs (2006 Amendments) • Perform Security Vulnerability Assessments and Safety Culture Assessments (2006 Amendments) • Develop and Track Performance Indicators (2014 Amendments)

City of Richmond Industrial Safety Ordinance

The Richmond City Council passed its version of the ISO on December 18, 2001. Richmond’s Industrial Safety Ordinance (RISO) mirrors the ISO, covering two stationary sources: Chevron Richmond Refinery (Chevron) and Chemtrade West Richmond Works (formerly General Chemical Richmond). CCHHMP administers the RISO for the city.

There were no audits conducted for RISO facilities in this reporting period. CCHHMP receives annual performance updates from Chevron and Chemtrade each June. CCHHMP worked with U.S. EPA, Cal OSHA, BAAQMD and CSB in CSB’s independent investigation of the August 6, 2012 incident. CCHHMP is currently working with an oversight committee regarding the incident investigation of the February 9, 2021, incident.

Regulated Stationary Sources Listing

There are a total of four stationary sources covered by the ISO and two stationary sources covered by RISO:

1. Air Liquide Large Industries Rodeo Hydrogen Plant at Phillips 66

2. Air Products at MRC (formerly Shell Martinez Refinery)
3. Martinez Refining Company – MRC (formerly Shell Martinez Refinery)
4. Phillips 66 Rodeo Refinery
5. Chevron Richmond Refinery (**RISO**)
6. Chemtrade West Richmond Works (formerly General Chemical Richmond) (**RISO**)

Status of Safety Plans and Programs

Stationary sources were required to initially submit safety plans in 2000 (ISO) and 2003 (RISO) and resubmit every 3 years. Audits have also been completed on the same schedule. The most recent status of each of the regulated stationary sources is given in Tables I and II and includes:

- When the latest updated safety plans were submitted
- Status of safety plans (complete/incomplete)
- When audits were last completed
- When public meetings were held on preliminary audit findings in last 3 years

A full summary of all Safety Plan Updates and audits is maintained via database at CCHMP's office.

Table I
Industrial Safety Ordinance Stationary Source Status
(Most Recent)

NAME	Safety Plan (SP) Received	Safety Plan Complete	Audit/ Inspection	Audit Public Meeting
Air Liquide Rodeo	12/01/19	Yes	1/22/19	10/12/2017
Air Products— MRC	10/20/20	No	10/26/20	8/06/19
Phillips 66 Rodeo Refinery	08/06/21	Yes	1/06/20	7/15/18 8/16/18
Martinez Refining Company – MRC (formerly Shell Martinez Refinery)	8/23/19	Yes	1/25/21	8/06/19

Table II
Richmond Industrial Safety Ordinance Stationary Source Status
(Most Recent)

Name	Safety Plan (SP) Received	Safety Plan Complete	Audit/ Inspection	Audit Public Meeting
Chevron	7/22/2021	No	6/03/19	5/05/19
Chemtrade	11/26/18	Yes	6/15/20	5/05/19

Locations of the Regulated Stationary Sources Safety Plans

Regulated stationary sources are required to update their safety plans at least once every three years. These plans are available for public review at the Hazardous Materials Programs office, 4585 Pacheco Blvd., Suite 100, Martinez. When CCHHMP determines that a safety plan update is complete, prior to the required 45-day public comment period, staff places the updated plan in the Contra Costa Library branch or branches closest to the regulated stationary source, so it is easily accessible for public review. Table III lists each safety plan location.

**Table II
Location of Safety Plans—Libraries**

Regulated Stationary Source	Location 1	Location 2	Location 3
Air Liquide Large Industries Rodeo Hydrogen Plant	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Air Products at MRC (formerly Shell)	Hazardous Materials Programs Office	Martinez Public Library	
Martinez Refining Company – MRC (formerly Shell Martinez Refinery)	Hazardous Materials Programs Office	Martinez Public Library	
Phillips 66 Rodeo Refinery	Hazardous Materials Programs Office	Rodeo Public Library	Crockett Public Library
Chevron Richmond Refinery	Hazardous Materials Programs Office	Point Richmond Library	Main Richmond Library
Chemtrade West	Hazardous Materials Programs Office	Point Richmond Library	Main Richmond Library

Effectiveness of Implementation of the Industrial Safety Ordinance

Contra Costa Health Hazardous Materials Programs has developed policies, procedures, protocols, and questionnaires to implement the California Accidental Release Prevention (CalARP) Program and the Industrial Safety Ordinance. The policies, procedures, protocols, & questionnaires for these programs are listed below:

- Audits/Inspections Policy
- Conducting the Risk Management Plan/Safety Plan Completeness Review Protocol
- Risk Management Plan Completeness Review Questionnaires
- Safety Plan Completeness Review Questionnaires
- Conducting Audits/Inspections Protocol
- Safe Work Practices Questionnaires
- CalARP Program Audit Questionnaires
- Safety Program Audit Questionnaires
- Conducting Employee Interviews Protocol
- Employee Interview Questionnaires
- Field Verification Protocols
- Covered Process Modification Policy
- Public Participation Policy
- Dispute Resolution Policy
- Reclassification Policy
- CalARP Internal Performance Audit Policy
- Conducting the Internal Performance Audit
- CalARP Internal Audit Performance Audit Submission
- Fee Policy
- Notification Policy
- Unannounced Inspection Policy
- Risk Management Plan Public Review Policy

Hazardous Materials Programs also developed the Contra Costa County CalARP Program Guidance Document and the Contra Costa County Safety Program Guidance Document, which was updated and reissued to regulated facilities on July 22, 2011. All policies, procedures, protocols and questionnaires are available through Hazardous Materials Programs office, and the guidance documents are available electronically at: <http://cchealth.org/hazmat/calarp/guidance-document.php> and http://cchealth.org/groups/hazmat/industrial_safety_ordinance_guidance.php

CCHHMP staff is working with regulated facilities and labor representatives to revise the Safety Program Guidance Document based on audit results and set expectations for compliance with the ordinance.

Effectiveness of the Procedures for Records Management

CCHHMP has digital files for each stationary source. The files include:

1. Annual status reports
2. Audits & inspections
3. Communications
4. Completeness review
5. Emergency response
6. Incident investigation
7. Trade secret information

Digital copies of the files are stored on the Hazardous Materials Programs network and are accessible to the Accidental Release Prevention Program engineers, supervisor, and the Hazardous Materials Program Director. Portable document format (PDF) versions of these files are also available for public viewing at the CCHHMP office. The Accidental Release Prevention Program files contain regulations, policies, information from the U.S. EPA, Cal EPA, CSB, and other information pertinent to the engineers. The risk management and safety plans are received in hard copy, scanned, and kept at the CCHHMP office.

Number and Type of Audits and Inspections Conducted

Beginning in the fall of 2020, CCHMP began its next round of required audits at each of the ISO and RISO facilities. This is the eighth round of audits since 2000. When the Health Order was issued on March 16, 2020, in response to the COVID-19 pandemic, CCHMP adjusted the audit protocol to perform the audit remotely through file sharing records review, web conference and interviews with Subject Matter Experts and select employee and employee representatives and "live" navigation and query of selected databases. Procedure review was part of the audit but in-person procedure walkdown was not performed.

When CCHHMP ARP engineers review a safety plan, a notice of deficiencies is issued documenting any changes the stationary source must make before the plan is determined to be complete. The stationary source has 60 to 90 days to respond. The ARP engineer will work with the stationary source until the plan contains the required changes. When the plan is complete, the ARP engineer will open a public comment period and make the plan available in a public meeting or venue as well as at the public library branch closest to the stationary source. The ARP engineer will respond to all written comments in writing and, when appropriate, use the comments in upcoming audit/inspections of the regulated stationary source.

An ARP engineer will issue a Preliminary Audit Findings report after each facility audit/inspection. The stationary source will have 90 days to respond, and the ARP engineer will review the response. The stationary source must submit an action plan to correct any uncovered ISO compliance issues, which the ARP Engineer will review. If the ARP Engineer agrees with the action plan, CCHMP will issue the Preliminary Audit Findings for public comment and make them available in a public meeting or venue and at the public library branch closest to the stationary source. The ARP engineer will consider comments received during the public comment period and may revise the

Preliminary Audit Findings report. When the public review process is complete, the ARP engineer will issue the Final Audit Findings report and respond in writing to any written public comments received. Table I lists the status of each stationary source’s safety plan, audit and inspections of their safety programs, and public meetings.

Root Cause Analyses and/or Incident Investigations Conducted by CCHHMP

CCHHMP performed no root cause analyses or incident investigations in the past year. A historical listing of MCAR events starting in 1992 is available at http://cchealth.org/groups/hazmat/accident_history.php. This list also includes major accidents that occurred prior to the adoption of the ISO.

CCHHMP’s Process for Public Participation

CCHHMP continues the practice of sharing results of safety plans and preliminary audit findings and receiving public comment about them at community events, as recommended by community members in 2005. Based on a 2012 recommendation from the Board of Supervisors, CCHHMP also shares ISO annual reports and makes presentations to Community Advisory Panels.

Effectiveness of the Public Information Bank

The Hazardous Materials Programs section of the Contra Costa Health Services website (<http://cchealth.org/hazmat>) includes:

Programs	Incident Response and Follow-up	Resources
ISO and RISO	HazMat Incident Response Team Page	Links to Refinery Fenceline Monitoring
Land Use Permitting	List of recent Incidents	HazMat Interagency Task Force
CalARP (including P4)	MCAR Accident History	Chemical Safety Board Incident Search
Underground Storage Tanks	Incident Search Database	CCHHMP Guidance Documents
Green Business Program	Incident Notification Policy	CalARP/ISO/RISO Regulations
Unannounced Inspection Program	72 hr. and 30- day Reports	
Business Plan		

Effectiveness of the Hazardous Materials Ombudsperson

The Hazardous Materials Ombudsperson is a conduit for the public to express their concerns about how CCHHMP personnel are performing their duties. Attachment A is a report from the Hazardous Materials Ombudsperson on the effectiveness of the position for this reporting period.

Other Required Program Elements Necessary to Implement and Manage the ISO

The CalARP Program is administered in Contra Costa County by CCHHMP. Stationary sources are required to submit risk management plan similar and in addition to ISO safety plans. An ARP engineer reviews risk management plans and performs CalARP Program audits simultaneously with ISO audits.

CCHHMP staff also perform unannounced inspections of CalARP program stationary sources that are also required to submit a risk management plan to the U.S. EPA. These inspections aim to exercise how a facility will respond to an incident, including notifying emergency response agencies and CCHHMP.

Annual Accident History Report and Inherently Safer Systems Implemented as Submitted by the Regulated Stationary Sources

The ISO requires stationary sources to update their accident history in their safety plans and include how they have used inherently safer processes within the last year. Tables III and IV summarize Inherently Safer Systems that have been implemented during this reporting period. Attachment B includes individual reports from stationary sources that also include the required reporting of four common process safety performance indicators.

Table III
Inherently Safer Systems Contra Costa County ISO
Facilities
(July 2020-June 2021)

Regulated Stationary Source	Inherently Safer System Implemented	Design Strategy	Approach
Air Liquide Large Industries Rodeo Hydrogen Plant	No new inherently safer systems have been implemented	N/A	N/A
Air Products at MRC	Simplified equipment design by changing equipment metallurgy.	Passive	Simplify
Phillips 66 Rodeo Refinery	Reduced hazard by changing chemicals used in process (2 times)	Inherent	Substitute
	Reduced potential of exposure by changing layout or design of equipment (5 times)	Passive	Moderate
	Reduced potential unit upset by changing equipment or adding alarms (5 times)	Active	Moderate
	Reduced potential of exposure by removing equipment from service (2 times)	Inherent	Eliminate
Martinez Refining Company – MRC (formerly Shell Martinez Refinery)	Reduced potential of error by changing service in procedure (10 times)	Procedural	Simplify
	Reduced potential of exposure by repairing equipment or adding/replacing equipment (6 times)	Passive	Moderate
	Reduced potential unit upset by adding alarms (1 time)	Active	Moderate

Table IV
Inherently Safer Systems Richmond ISO Facilities
(July 2020-June 2021)

Regulated Stationary source	Inherently Safer System Implemented	Design Strategy	Approach
Chevron Richmond Refinery	Reduced the potential of exposure by equipment design (2 times)	Inherent	Moderate
	Reduced potential of exposure and hazard by equipment design (2 times)	Active	Moderate
	Reduced potential of exposure by updating procedures to reduce human error (1 time)	Procedural	Simplify
Chemtrade West Richmond Works	Eliminated chemicals in process (1 time)	Inherent	Eliminate

Status of the Incident Investigations, including the Root Cause Analyses Conducted by the Regulated Stationary Sources

The ISO requires regulated stationary sources to conduct an incident investigation including a root cause analysis (RCA) after each MCAR incident. MCAR incidents meet the definition of a Level 3 or Level 2 incident in the Community Warning System incident level classification system defined in the Hazardous Materials Incident Notification Policy, as determined by Contra Costa Health Services; or result in the release of a regulated substance and meet one or more of the following criteria:

- Results in one or more fatalities
- Results in at least 24 hours of hospital treatment of three or more persons
- Causes on- and/or off-site property damage (including cleanup and restoration activities) initially estimated at \$500,000 or more. On-site estimates shall be performed by the regulated stationary source. Off-site estimates shall be performed by appropriate agencies and compiled by Health Services
- Results in a vapor cloud of flammables and/or combustibles that is more than 5,000 pounds

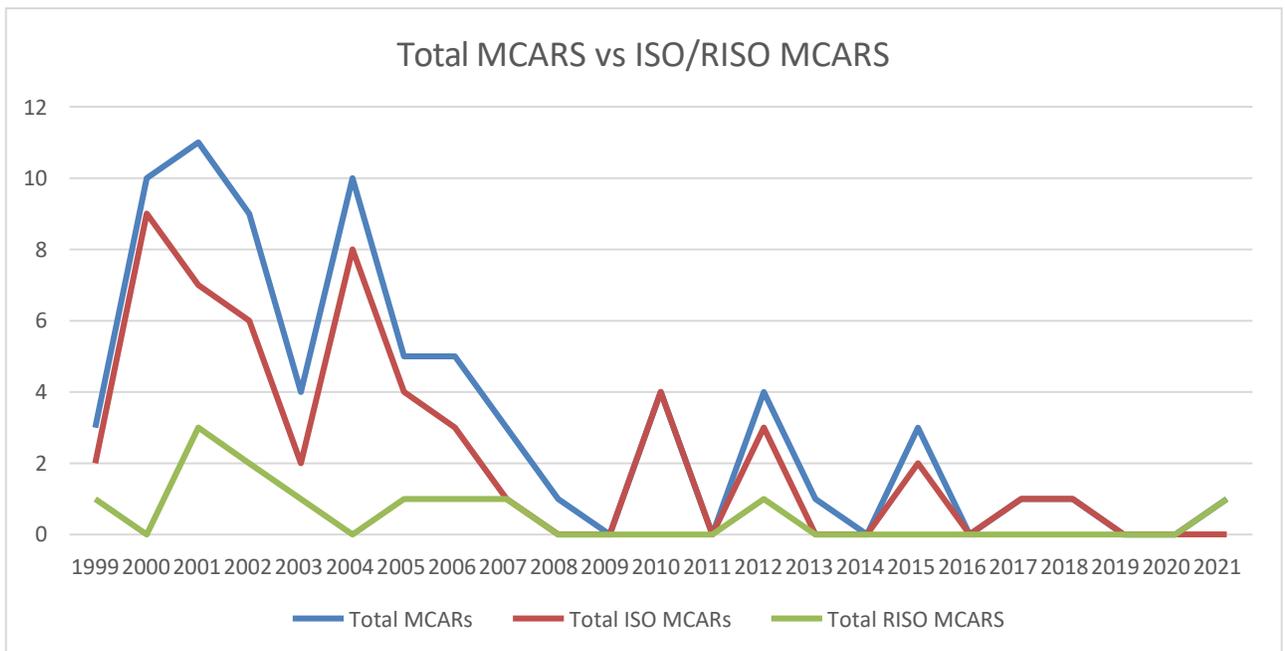
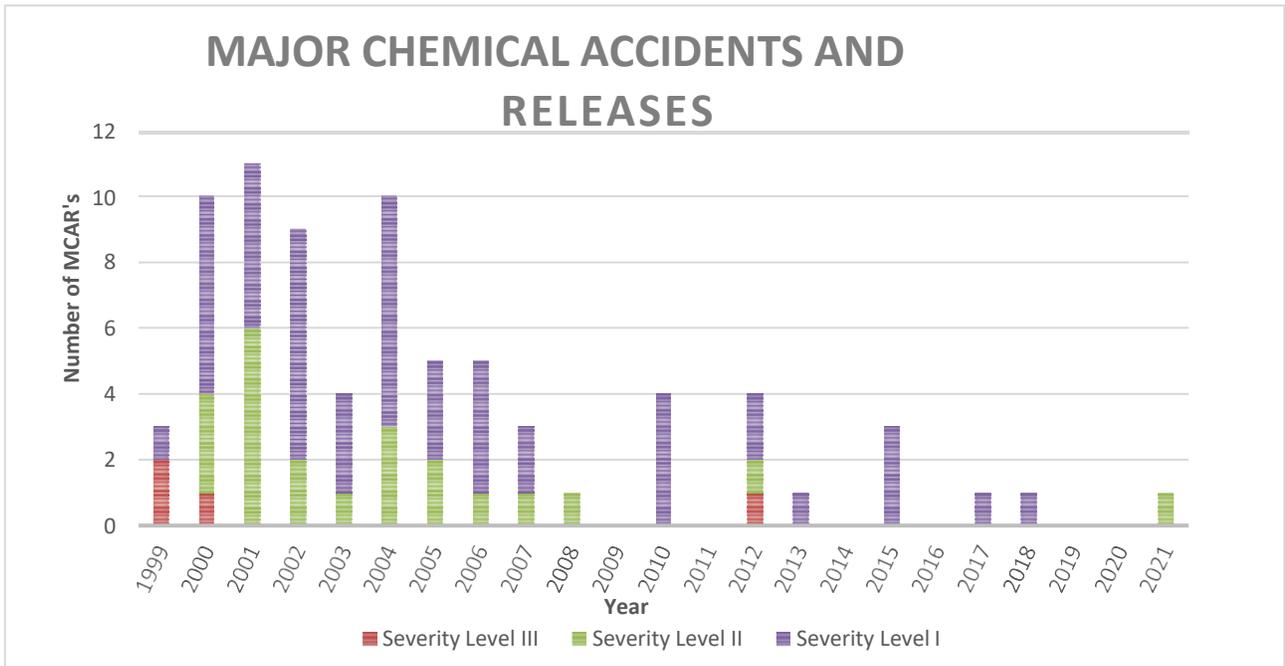
The regulated stationary source is required to submit a report to CCHHMP 30 days after the root cause analysis is complete. There was no MCAR incidents that occurred within this reporting period in Contra Costa County at an ISO facility. All RCA reports for MCAR incident reports are available at the CCHHMP office and website.

Major Chemical Accidents or Releases

CCHHMP analyzed the number and severity of MCARs that occurred since the implementation of the ISO:

- *Severity Level III — Resulted in a fatality, serious injuries or major on-site and/or off-site damage*
- *Severity Level II — Resulted in an impact to the community, or could easily have become a Level III incident if the situation was slightly different, or it is a recurring type of incident at that facility*
- *Severity Level I — Resulted in no or minor injuries, no or slight impact to the community, and no or minor on-site damage*

These charts show MCARs from January 1999 through December 2021 for all stationary sources in Contra Costa County, The charts include MCARs at stationary sources only, none that occurred during transportation.



Legal Enforcement Actions Initiated by Contra Costa Health Hazardous Materials Programs

As part of the enforcement of the ISO and CalARP Program, CCHHMP staff may issue notices of deficiency on the safety and risk management plans of ISO-regulated facilities and may issue audit findings detailing what a stationary source is required to change to come into compliance with the regulations. CCHHMP has taken no legal enforcement actions on the ISO facilities during this reporting period.

Penalties Assessed as a Result of Enforcement

No penalties have been assessed in this period for noncompliance with the ISO.

Total Fees, Service Charges and Other Assessments Collected Specifically for the ISO

Fees charged for the ISO cover the time ARP engineers use to enforce the ordinance, the position of the Hazardous Materials Ombudsperson, outreach material and to cover a portion of the overhead for CCHHMP. Fees charged for administering this ordinance for fiscal year 2020–2021 total \$ 575,404.

Total Personnel and Personnel Years Used by Hazardous Materials Program to Implement the Industrial Safety Ordinance

ARP engineers review resubmitted Safety Plans, prepare and present information for public meetings, perform audits of stationary sources for compliance with both the CalARP Program and ISO and do follow-up work after MCARs. During the current reporting period:

- Approximately 2668 hours total of CCHHMP personnel time was spent on the ISO during the current reporting period. This includes hours spent performing on-site audit activities, reviewing and updating information for the website, performing safety plan reviews, follow-up of deficiencies from audits or plan reviews, preparing materials for presentations and/or public meetings, and participating in investigations (including Root Cause Analysis). The total does not include Ombudsperson time spent preparing for public meetings, working with engineers on questions arising from the ISO, and answering questions from the public on the ISO.

Comments from Interested Parties Regarding the Effectiveness of the Industrial Safety Ordinance

No comments were received by CCHHMP regarding ISO or RISO during current reporting period.

The Impact of the ISO on Improving Industrial Safety

The ISO is one of four programs that work together to reduce the risk of accidental release from a regulated stationary source that could impact communities in Contra Costa County. Those programs are:

- The Process Safety Management Program administered by Cal/OSHA
- The federal Accidental Release Prevention Program administered by the U.S. EPA
- The California Accidental Release Prevention Program administered by CCHHMP
- The Industrial Safety Ordinance, also administered by CCHHMP

Each of the programs is very similar in requirements. On October 1, 2017, California petroleum refineries are required to comply with requirements of CalARP Program 4 and OSHA PSM for refineries. Both are based on the ISO.

CalARP Program 3 differs from the Federal Accidental Release Prevention Program in the following ways:

- The number of chemicals regulated
- The threshold quantity of these chemicals
- An external events analysis, including seismic and security and vulnerability analysis, is required
- Additional information in the Risk Management Plan
- CCHHMP is required to audit and inspect stationary sources at least once every three years
- The interaction required between the stationary source and CCHHMP

The ISO differs from CalARP Program 3, which the chemical facilities are required to follow, in the following ways:

- Stationary sources are required to include a root cause analysis with the incident investigations for Major Chemical Accidents or Releases
- The stationary sources are required to consider inherently safer systems for existing processes, in the development and analysis of recommended action items identified in a process hazard analysis, as part of a management of change review, as part of incident investigation or root cause analysis development of recommendation, and during the design of new processes, process units and facilities.
- All of the processes at the regulated stationary sources are covered
- The implementation of a Human Factors Program evaluation of latent conditions in existing units, operating and maintenance procedures and in root cause analysis
- Managing changes in the organization for operations, maintenance and emergency response
- A requirement that the stationary sources perform a Security and Vulnerability Analysis and test the effectiveness of the changes made as a result of the Security and Vulnerability Analysis
- The stationary sources perform Safety Culture Assessments
- Conduct, document and complete safeguard protection analysis for process hazard analysis to reduce catastrophic releases
- Use and report of process safety performance indicators in the annual performance review and evaluation report

Major Program difference of ISO from CalARP Program 4 and PSM for Refineries is that the Program 4 requirements include:

- Mechanical Integrity must include assessment of Damage Mechanism Review based on operating history and industry experience
- Process Hazard Analysis must include review of Damage Mechanism Review report compiled as part of process safety information
- Contractor and any subcontractors use a skilled and trained workforce pursuant to Health and Safety Code Section 25536.7
- Require a management system with specific requirements for managing and

- communicating recommendations from the prevention program elements
- Require a Stop Work procedure and an anonymous hazard reporting system

The Safety Culture Assessment guidance chapter was finalized in November 2009. The Industrial Safety Ordinance Guidance Document was updated to reflect all the updates in September 2010. The Accidental Release Prevention Engineers have participated with the Center for Chemical Process Safety on developing the second edition of Inherently Safer Chemical Processes, a book that is referenced in the ordinance and with the Center for Chemical Process Safety on developing process safety metrics for leading and lagging indicators. CCHHMP also participated in developing the third edition of CCPS: Inherently Safer Chemical Processes to further clarify and promote the practice and consideration of Inherently Safer System.

The success of Contra Costa's programs at reducing MCARs and improving facility safety practices have been frequently cited as exemplary or model policies within the regulatory community:

- Contra Costa County was recognized as an alternative model for doing process-safety inspections by the CSB in its report on a 2005 refinery accident in Texas City, TX. The board also mentioned Contra Costa in its DVD, "Anatomy of a Disaster: Explosion at BP Texas City Refinery," as a model resource.
- CSB Chair Carolyn W. Merritt also recognized Contra Costa County in testimony to the House of Representatives Committee on Education and Labor.
- Senator Barbara Boxer, during a 2007 hearing to consider John Bresland's nomination to chair of the CSB Board, asked Mr. Bresland about the Contra Costa County program for process safety audits of refineries and chemical companies.
- In its final investigation report of a 2008 incident at the Bayer CropScience Institute in West Virginia, the CSB recommended that regulatory agencies in the area audit their chemical facilities using Contra Costa County's process. CCHHMP staff and a representative from the local United Steelworkers Union were part of a panel when the CSB presented this report to the Kanawha Valley community.
- CCHHMP was asked to give testimony at a June 2010 hearing on "Work Place Safety and Worker Protections in the Gas and Oil Industry" before the U.S. Senate Committee on Health, Education, Labor, and Pensions Subcommittee on Employment and Workplace Safety regarding the success of Accidental Release Prevention Programs in place in Contra Costa County.
- In September 2012, CCHHMP was asked to present at the "Expert Forum on the Use of Performance-based Regulatory Models in the U.S. Oil and Gas Industry: Offshore and Onshore" in Texas City, Texas to share the regulatory experience at Contra Costa County and give testimony on how local, state and Federal agencies can work together and have an unprecedented alignment on regulations that is required for the same facilities. This meeting was spearheaded by Federal Occupational Safety and Health Administration and attended by Bureau of Safety and Environmental Enforcement, U.S. Coast Guard, U.S. EPA, Pipeline and Hazardous Materials Safety Administration, United Steelworkers, American Petroleum Institute, academia and industry representatives.
- CCHHMP staff also testified at a June 2013 hearing on "Oversight of Federal Risk Management and Emergency Planning Programs to Prevent and Address Chemical Threats, Including the Events Leading up to the Explosions in West, TX and Geismar, LA" before the U.S. Senate's Committee on Environment and Public Work



December 2020-December 2021



**ATTACHMENT A
HAZARDOUS MATERIALS
OMBUDSMAN REPORT**
Hazardous Materials
Ombudsperson Evaluation

I. INTRODUCTION

On July 15, 1997 the Contra Costa County Board of Supervisors authorized creation of an Ombudsman position for the County's Hazardous Materials Programs. The first Hazardous Materials Ombudsman began work on May 1, 1998. The Contra Costa County Board of Supervisors adopted an Industrial Safety Ordinance on December 15, 1998. Section 450-8.022 of the Industrial Safety Ordinance requires the Health Services Department to continue to employ an Ombudsman for the Hazardous Materials Programs. Section 450-8.030(B)(vii) of the Industrial Safety Ordinance requires an annual evaluation of the effectiveness of the Hazardous Materials Ombudsman, with the first evaluation to be completed on or before October 31, 2000.

The goals of section 450-8.022 of the Industrial Safety Ordinance for the Hazardous Materials Ombudsman are:

1. To serve as a single point of contact for people who live or work in Contra Costa County regarding environmental health concerns, and questions and complaints about the Hazardous Materials Programs.
2. To investigate concerns and complaints, facilitate their resolution, and assist people in gathering information about programs, procedures, or issues.
3. To provide technical assistance to the public.

The Hazardous Materials Ombudsman currently accomplishes these goals through the following program elements:

1. Continuing an outreach strategy so that the people who live and work in Contra Costa County can know about and utilize the program.
2. Investigating and responding to questions and complaints, and assisting people in gathering information about programs, procedures, or issues.
3. Participating in a network of environmental programs for the purpose of providing technical assistance.

This evaluation covers the period from December 1, 2020 through December 31, 2021 for the Hazardous Materials Ombudsman program. The effectiveness of the program shall be demonstrated by showing that the activities of the Hazardous Materials Ombudsman meet the goals established in the Industrial Safety Ordinance. Due to the COVID-19 pandemic, 2021 was an unusual year. For the entire year the Ombudsman worked from home and conducted all business by phone or via virtual meetings. For these reasons, many of the activities of the Ombudsman were reduced this in year relation to previous years.

II. PROGRAM ELEMENTS

1. Continuing an Outreach Strategy

This period efforts were focused on maintaining the outreach tools currently available. The web page was maintained for the program as part of Contra Costa Health Services website. This page contains information about the program, links to other related websites, and information about upcoming meetings and events. A toll-free phone number is published in all three Contra Costa County phone books in the Government section.

2. Investigating and Responding to Questions and Complaints, and Assisting in Information Gathering During this period, the Hazardous Materials Ombudsman received 137 information requests. Over 95 percent of these requests occurred via the telephone, and have been requests for information about environmental issues. Requests via e-mail are slowly increasing, mainly through referrals from Health Services main web page. Most of these requests concern problems around the home such as asbestos removal, household hazardous waste disposal, pesticide misuse, mold and lead contamination.

Information requests about environmental issues received via the telephone were generally responded to within one business day of being received. Many of the information requests were answered during the initial call. Some requests required the collection of information or written materials that often took several days to compile. Telephone requests were responded to by telephone unless written materials needed to be sent as part of the response.

In 2019 the Ombudsman began facilitating monthly debriefings of the Hazardous Materials Program Incident Response team incidents.

3. Participating in a Network of Environmental Programs for the Purpose of Providing Technical Assistance.

Technical assistance means helping the public understand the regulatory, scientific, political, and legal aspects of issues. It also means helping them understand how to effectively communicate their concerns within these different arenas. This year, the Ombudsman continued to staff a number of County programs and participate in other programs to be able to provide technical assistance to the participants and the public. All of these programs were virtual this year due to the COVID-19 pandemic.

- **CAER (Community Awareness and Emergency Response)**—This non-profit organization addresses industrial accident prevention, response and communication. The Ombudsman participated in the Emergency Notification subcommittee of CAER.
- **Hazardous Materials Commission**—In 2001, the Ombudsman took over as staff for the Commission. As staff to the Commission, the Ombudsman conducts research, prepared reports, drafts letters and provides support for 3 monthly Commission meetings. This year, the Commission made recommendations to the Transportation, Water and Infrastructure committee of the Board of Supervisors concerning potential policies to address the impacts of sea level rise on the storage, use and transportation of hazardous materials and hazardous waste in Contra Costa County, Conducted a survey of businesses potentially impacted directly by sea level rise, made recommendations to the County Board of Supervisors concerning the update to the County's General Plan, made recommendations to the Board of Supervisors concerning treated wood waste management, provided input to the Hazardous Materials Program on proposed changes to the Hazardous Materials Incident Notification Policy, sponsored two student internships for the 2020/2021 school year and appointed two new student interns for the 2021/2022 school year, and recommended candidates to the Board of Supervisors for the Environmental Engineer seat and alternate.
- **Integrated Pest Management Advisory Committee**—During this period the Ombudsman represented the Health Department on the County Integrated Pest Management Advisory Committee. This Committee brings Department representatives and members of the public together to help implement the County's Integrated Pest Management policy.

- **Asthma Program**—The Ombudsman participated in the Public Health Department’s Asthma Program as a resource on environmental health issues. The Ombudsman served on the Technical Advisory Board for RAMP, the Regional Asthma Management Prevention program, and supported the Public Health Department’s participation in the AB617 Community Air Quality program in Richmond. The Ombudsman provided The Ombudsman continued to facilitate the implementation of two grants to provide asthma trigger mitigations and energy efficiency improvements to Contra Costa Health Plan Medical clients with poorly controlled asthma. The Ombudsman partnered with staff from MCE, AEA, the Department of Conservation and Development and the Contra Costa Health Plan to implement this program. One grant was for three years and \$528,000 from the Sierra Health Foundation and the other was for one year and \$100,000 from the Bay Area Air Quality Management District. The Ombudsman also began managing a two-year EPA grant for \$200,000 to provide two community health clinics, Lifelong and La Clinica, funding to provide asthma trigger education and mitigations to their clients.
- **Climate Change**
During this period the Ombudsman provided technical assistance to the Public Health department on a variety of climate change issues. The Ombudsman participated in a County work-group to update the Climate Action Plan and the General Plan.

The Hazardous Materials Ombudsman also attended workshops, presentations, meetings and trainings on a variety of environmental issues to be better able to provide technical assistance to the public. Topics included Environmental Justice, Air Quality, water quality, energy policy and land-use planning for greenhouse gas reduction.

III. PROGRAM MANAGEMENT

The Hazardous Material Ombudsman continued to report to the Public Health Director on a day-to-day basis during this period, but in October, 2021 began reporting to the newly-created Chief Climate and Health Policy Officer. The Ombudsman was also a member of Health Services Emergency Management Team (EMT) and participated on its EP3RC management team.

IV. GOALS FOR THE 2022 PERIOD

In this period, the Ombudsman will provide essentially the same services to Contra Costa residents as was provided in the last period. The Ombudsman will continue respond to questions and complaints about the actions of the Hazardous Materials Programs; answer general questions that come from the public and assist them in understanding regulatory programs; staff the Hazardous Materials Commission; represent the Public Health Department on the Integrated Pest Management Advisory Committee; and participate in the CAER Emergency Notification committee. The Ombudsman will continue to be part of the Health Department's EP3RC team and the Emergency Management Team.

During this period the Ombudsman will continue to provide technical assistance to Contra Costa Health on Climate Change issues by being on the County-wide work group updating the Climate Action Plan and the General Plan and representing Contra Costa Health on the BARHII Built Environment Committee if it resumes. The Ombudsman will continue to work with collaboratives at the local, regional and state level. The Ombudsman will continue to coordinate the implementation of the three grants that were received to conduct the Asthma Mitigation Program and anticipates receiving another grant from the Bay Area Air Quality Management District to conduct additional in-home asthma trigger assessments.





July 2020-June 2021



ATTACHMENT B
COUNTY REGULATED
SOURCES ANNUAL
PERFORMANCE

With accident history and inherent safety implementation

Annual Performance Review and Evaluation

Submittal June 30, 2021

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Air Liquide Rodeo Hydrogen Plant, 1391 San Pablo Ave., Rodeo, California 94572
- 2. Contact name and telephone number (should CCHMP have questions):** Nidhi Jacob (281)917-3895
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):**
This facility utilizes the programs and procedures identified in the ISO Safety Program/Plan. Additionally, the site is in regular communication with the county regarding updates for the ongoing section E. Safety Plan guidance document review.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** Several documents have been updated – Rodeo Inherently Safety Systems Policy (Dec 2020), Rodeo Latent Conditions Procedure (Dec 2020), Rodeo Process Hazard Analysis for Covered Processes (Oct 2020).
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library, (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no major chemical accidents or releases during the past 12 months.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There were no major chemical accidents or releases in the past 12 months.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** There were no major chemical accidents or releases in the past 12 months.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** Reviewed MOCs following ISS evaluation and change methodology
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.

11. **Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
12. **Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$822,604. The total Industrial Safety Ordinance program fees for these eight facilities was \$575,404. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
13. **Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
14. **Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None
15. **Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** This chapter reinforces the need to maintain, follow, and continuously improve our structured safety program to help ensure the safety of our employees and the community in which we operate.
16. **List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** LCC Procedure reviews were facilitated by RMP Corp in October 2020. The recommendations that resulted from the review were incorporated to the procedures and updated. PHA evaluation for the facility scheduled for August 2021.
17. **Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** Tabletop Emergency drill was conducted in Dec 2020 and attendees included Rodeo-Hercules Fire dept, Air Liquide Operations and HSE specialist, CCHS, P66 Emergency Response. A drill will be conducted in 2021 as well.
18. **Date the last Safety Culture Assessment was completed:** October-November 2019
19. **Date the results of the Safety Culture Assessment were reported to the workforce and management:** December 2019
20. **Answer the following regarding the Safety Culture Evaluation Previous to the one listed in 18:**
 - **Survey method:** 34 Question Survey with contractors & operations personnel
21. **Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented?** Yes or if not, Why not? N/A
22. **Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items:** N/A The processes include CCHS ISO & Safety Plan audits, the inclusion of LCC & ISS within the ISO program, and organizations PSM efforts internal to Air Liquide

23. **Date of the mid-cycle progress evaluation: N/A**
o Did the action plan (for no 18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? (Yes or No) N/A
24. **If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items: N/A**
25. **Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	11	11
February	11	11
March	11	11
April	11	11
May	11	11
June	11	11
July	11	11
August	11	11
September	11	11
October	11	11
November	11	11
December	11	11
TOTAL	11	11

1. Total number of circuits: 187 piping circuits & 36 vessels
2. Total number of annual planned circuit inspection: 11 water circuits deferred till July 2023 due to Low consequence of failure based on RBI study. Deferral letter attached.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	5	5
February	5	5
March	5	5
April	5	5
May	5	5
June	5	5
July	5	5
August	5	5
September	5	5
October	5	5
November	5	5
December	2	2
TOTAL	2	2

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	0	0	0	0	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0	0	0	0	0
Refinery or Industry Rate ¹	0	0	0	0	0	0	0	0	0	0
Refinery or Industry Mean ²	0	0	0	0	0	0	0	0	0	0
Tier 2 LOPC	0	0	0	0	0	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0	0	0	0	0	0
Refinery Rate ¹	0	0	0	0	0	0	0	0	0	0
Refinery Mean ²	0	0	0	0	0	0	0	0	0	0

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents in 2020: N/A

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.

Annual Performance Review and Evaluation

Submittal June 30, 2021

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:**
Air Products—Shell Martinez Refinery, 110 Waterfront Road, Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Nicola Maher, 925-723-1517
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):** The stationary source's safety plan was submitted to CCHS in October 2020. CCHS audited the site in Q4 2020 and at time of submission, the report was in draft.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The October 2020 Safety Plan submission included routine updates to sections describing Process Safety Programs and changes required from previous audit items. There were no MCARS so no additions to that section in the Safety Plan.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no MCARS in the 12 month timeframe.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** No Root Cause Analysis were required in the last calendar year and there are no outstanding action items from previous root cause investigations
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** FCCHS Site Audit occurred in Q4 2020. At time of submission of this document the audit is under review and not finalized. At time of submission, there are no open recommendations from inspections, root cause analyses or incident investigations.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):**
TE-109 Steam Superheat Thermocouple was replaced with a model with Upgrade CG Detectors w/ Draeger Polytron 8200 DQ Model (Simplification) PSA Vote Boat Configuration Changes - Help reduce single point of failure on PSA voting scheme (Simplification)added material that reduces the risk of failure of the thermocouple in service. (Simplification).
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.

11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):

No penalties have been assessed against this facility.

12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):

The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$603,958. The total Industrial Safety Ordinance program fees for these eight facilities was—\$575,404 (NOTE: These fees include those for the County and City of Richmond ISO facilities).

13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):

2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.

14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):

None received.

15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):

Air Products is committed to the safer operation of our facilities and has implemented applicable requirements outlined in the ISO and CalARP regulations. Both the ISO and Human Factors programs are an integral part of our five year Operating Hazard Review revalidations and on going management of change process. The most recent OPHR (PHA) was conducted in February 2020. There have been no incidents resulting in an offsite impact. The Chapter has helped reinforce the need to maintain and follow a structured safety program to help ensure the safety of our employees and the communities in which we operate. The site conducted its Safety Culture assessment in August and September 2019.

16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.

None in 2020.

17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:

None.

18. Date the last Safety Culture Assessment was completed:

January 2015 Survey method:
August 2019.

19. Date the results of the Safety Culture Assessment were reported to the workforce and management:

Sept. 16-18, 2019.

20. Answer the following regarding the Safety Culture Evaluation previous to the one listed in 18:

- Survey method: Electronic, Anonymous Survey
- Areas of improvements being addressed: 2020 actions focus on improving Accident Prevention Techniques (APTs), safety suggestions and near miss reporting. BSPs (Monthly Safety Meetings) used as the forum for communication. Future actions will focus on Contractor safety and Maintenance Safety
- Action Plan made Progress on the identified areas of improvement?: (Yes or No)
 - If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals? N/A
 - If No, has a new action plan been developed to address the identified areas of improvement? (Yes or No).

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not? No – N/A (only Program 4 requires this)

22. Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items: The next survey results will show whether actions were effective.

Date of the mid-cycle progress evaluation: N/A Program 4

- Did the action plan (for no 18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? (Yes or No) N/A

23. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items: N/A – Program 4

24. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 89 Circuits were inspected in FY20 (660 total)

Total number of annual planned circuit inspections: 57 circuits are scheduled for FY21

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	0	0	0	0	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0	0	0	0	0
Refinery or Industry Rate ¹	.155	.099	.094	.092	.103	.062	0.07	.053	.067	0
Refinery or Industry Mean ²	0	1.49	1.30	1.38	1.55	1.01	0	0	0	0
Tier 2 LOPC	0	0	0	0	0	0	0	0	0	0
Incident rate for Tier 2	0	0	0	0	0	0	0	0	0	0
Refinery Rate ¹	0	.24	.253	.238	.206	.172	.179	.172	.017	0
Refinery Mean ²	0	0	0	0	3.08	2.78	0	0	0	0

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents in 2020:

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.

Annual Performance Review and Evaluation Submittal June 30, 2021

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Phillips 66 Rodeo Refinery, 1380 San Pablo Avenue, Rodeo, CA 94572
- 2. Contact name and telephone number (should CCHMP have questions):** Morgan Walker
510-245-4665
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):**
The Safety Plan was last updated in August of 2018. The Phillips 66 Refinery was audited by the county's Hazardous Materials Program in January 2020
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The original Safety Plan for this facility was filed with Contra Costa Health Services on January 14, 2000. A revised plan was filed on April 7, 2000 with the updated recommendations requested by CCHS. A Human Factors Amendment was submitted on January 15, 2001. In conjunction with CCHS's required 2nd public meeting on our plan and audit findings, we submitted a complete revision of the plan to reflect the change in ownership of our facility and to update where needed. We took this opportunity to include Human Factors within the plan instead of having it as an amendment. On August 9, 2002 the plan was resubmitted. Public meetings for our plans were held on June 22, 2004 in Rodeo and July 8, 2004 in Crockett. As required the Plan was fully updated in August 2005 on the 3 year cycle. The Plan was reviewed by CCHS and was revised on July 28, 2006 with recommended changes. The Safety Plan was updated in July 2009 per the 3 year cycle. Recommendations requested by CCHMP were incorporated into the Safety Plan on November 4, 2010. Safety Plan was updated in August 2012 and August 2015 per the 3 year cycle. Recommendations requested by CCHMP on May 22, 2017 were incorporated into the plan on August 4, 2017. An updated Safety Plan was submitted in August 2018. The plan will be updated in 2021 per the 3 year cycle.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Crockett and Rodeo Libraries (libraries closest to the stationary source).
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There were no major chemical accidents or releases at the Rodeo Refinery in the June 1, 2020 to May 31, 2021 reporting time period.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There were no root cause analysis of major chemical accidents or releases at the Rodeo Refinery in the 2018–2019 time period.

- 8. Summary of the status of implementation of 45f recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** There are 20 Ensure and 34 Consider recommendations from the 2020 county ISO-CalARP audit. Phillips66 responded to the Administrative Draft Audit Report on December 18, 2020. There were no other audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See ATTACHMENT 1 for the listing of Inherently Safer Systems Improvements that were implemented.
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$603,958. The total Industrial Safety Ordinance program fees for these eight facilities was—\$75,404. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** No comments were received.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** In addition to the Phillips 66 Corporate Health Safety Environment Management Systems the ISO provides another tool for the improvement of process safety performance and industrial safety.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** Units that were not covered by RMP, CalARP, and PSM are covered under the ISO and PHAs are scheduled and performed on all these units. Recommendations from the PHAs are implemented at an accelerated rate. A list of inherently safer system improvements, required by the ISO for PHA recommendations and projects, are listed in ATTACHMENT 1.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no major chemical accidents or releases at the Rodeo Refinery in the 2018–2019 time period.

18. Date the last Safety Culture Assessment was completed: 4/15/2016 **Survey method:** written survey

19. Date the results of the Safety Culture Assessment were reported to the workforce: 6/24/16
management: 4/15/16

20. Answer the following regarding the Safety Culture Evaluation for no. 18:

- SURVEY METHOD: written survey
- Areas of improvements being addressed:
 - » No areas were identified as scoring significantly below normal values.
 - » Improvements require too many reviews/approvals.
 - » Employees are reluctant to reveal problems or errors.
 - » Having enough qualified people to do the work in their area.
- Action Plan made Progress on the identified areas of improvement? YES
 - » **If Yes, did the improvements meet the goals and if not, was the action plan amended to address what is being done to meet the goals?** Yes, Progress was made and improvements observed in the subsequent SCA. Improvement opportunities were identified in the most recent SCA and recommendations identified.
 - » If No, has a new action plan been developed to address the identified areas of improvement? (Yes or No)

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not? YES. Specific improvements were identified by a management & union team and implemented.

22. Describe the process that included employees and their representatives used to determine if the action items effectively changed the expected culture items: A midcycle team review was done to evaluate the effects of the actions on the safety culture. The evaluation team included management and union representatives per policy.

23. Date of the mid-cycle progress evaluation: November 1, 2019

- » Did the action plan (for no 18) make progress on the identified areas of improvement? **Yes** or if not, has a new action pan been developed? (Yes or No) ()N/A

24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives used to determine whether the action items from the SCA and the mid-cycle progress effectively changed the expected culture items: By policy, our process includes management and union representatives to review the results and develop modified recommendations as appropriate. Each action was discussed and compared to site performance indicators to determine if improvement was made. The Mid-Cycle Review was conducted on November 1, 2019 by the Process Safety Director, USW PSM Representative, and Senior H&S Consultant.

25. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	0	0
February	0	0
March	2	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 29,176. Total number of annual planned circuit inspections: 2,413

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	2	2
February	1	1
March	3	1
April	1	1
May	1	1
June	1	1
July	1	1
August	1	1
September	2	1
October	1	1
November	1	1
December	0	0
TOTAL	5	2

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	2	3	0	0	2	0	0	0	0	0
Incident rate for Tier 1	0.17	0.29	0.00	0.00	0.21	0.00	0.00	0.00	0.00	0.00
Refinery or Industry Rate ¹	0.15	0.09	0.09	0.09	0.10	0.06	0.07	0.06	0.06	0.06
Refinery or Industry Mean ²	*	1.49	1.30	1.38	1.55	1.00	1.11	0.92	1.03	0.84
Tier 2 LOPC	5	3	0	1	2	2	2	0	2	2
Incident rate for Tier 2	0.43	0.29	0.00	0.10	0.21	0.17	0.22	0.00	0.16	0.21
Refinery Rate ¹	*	0.24	0.25	0.23	0.20	0.17	0.18	0.17	0.16	0.13
Refinery Mean ²	*	*	*	*	3.08	2.75	2.75	2.79	2.67	1.80

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

* Tier 1 & 2 Refinery Rate and Mean data was not available at the time of submittal.

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents in 2018: NONE

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

2020	Total*	Overdue	Repeat
January	30	0	0
February	31	0	0
March	31	0	0
April	31	0	0
May	31	0	0
June	34	0	0
July	35	0	0
August	34	0	0
September	35	0	0
October	35	0	0
November	32	0	0
December	32	0	0
TOTAL	32	0	0

* Tier 1 & 2 Refinery Rate and Mean data was not available at the time of submittal

Attachment 1: June 2020—June 2021 ISS improvements

Reference	Approach	ISS Category	MOC Description
M20212637-001	Substitute	Inherent	Introduced a more inherently safe and renewable feedstock to Unit 250 called RB Soybean Feed
M20201934-001	Moderate	Active	Installed germicidal UVC light to kill virus COVID-19 in the Central Control Room air conditioning unit
M2021456-001	Simplify	Procedural	Converted existing Crude/Coker Complex Operating Procedures to Digital Versions
M20205613-001	Moderate	Passive	Upgraded gasket material to increase the reliability of E-809 as part of the Refinery Wide Heat Exchanger Upgrading Gasket to Kammpro Style effort
M20202207-001	Eliminate	Inherent	Permanently removed Tank TK-674 from service
M20201741-001	Moderate	Procedural Active	Implemented new alarms to protect against the potential of chloride stress corrosion cracking for 300 series stainless steel sour water piping system as a result of a Damage Mechanism Review
M20196214-002	Moderate	Passive	Installed dual mechanical pump seals on the 236:G- 801 Regenerator Reflux Pump
M20195796-001	Substitute	Inherent	Substituted the liquid boiler feed water treatment chemical, Nalco BT-3811, for Nalco BT-3411 which is more stable and will decrease the plugging in the injection lines
M20194263-001	Moderate	Passive	Upgraded Unit 250 Diglycolamine (DGA) sample station to a closed-loop system
M20194092-001	Moderate	Passive	Installed three closed-loop foul water sample stations and associated piping at Unit 267
M20193185-002	Moderate	Active	Installed pump seal integrity alarms on Unit 200 Crude/Coker pumps
M20162681-001	Eliminate	Inherent	Disconnected and plugged a 150# steam-to-process connection line to prevent backflow
M20203088-001	Moderate	Active	Upgraded 6" check valve on discharge of G-3 Richmond Shipping Pump
M20201360-010	Moderate	Active	Installed a check valve, bleed valves, and spectacle blind on 150# steam utility cross connection to prevent backflow
M20201925-001	Moderate	Active	Installed a valve and other piping on top of Tank 104 roof hatch to allow for safer degassing of the vapor space
M20201453-001	Moderate	Passive	Upgraded metallurgy of antifoulant piping from carbon steel to stainless steel for better chemical compatibility and less corrosion

Annual Performance Review and Evaluation

Submittal June 30, 2021

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Martinez Refinery Company, 3485 Pacheco Blvd., Martinez, CA 94553
- 2. Contact name and telephone number (should CCHMP have questions):** Ken Axe: 925-313-5371
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):**
The current revision of the Safety Plan was submitted in August 2019. The Safety Program elements are generally consistent with the descriptions in the Safety Plan. There will be revisions to the Safety Plan as a result of the ISO/CalARP audit conducted in February/March 2021.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** In addition to the revisions mentioned above, pending updates to the Safety Plan will address change of refinery ownership (sale of Refinery from Shell to PBF Energy), and sale of two hydrogen plants (HP-1 and HP-2) to Air Products. During the transition of hydrogen plant ownership, Martinez Refining Company personnel continue to operate the plants as described in the current Safety Plan. Air Products is currently maintaining the hydrogen plants. The operations transition is anticipated in September 2021.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library 740 Court Street Martinez.
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There have been no MCARs at the Martinez Refinery in the 12-month period beginning July 1, 2020.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There have been no RCAs for MCARs or potential MCARs in the 12-month period beginning July 1, 2020.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** Of the 49 recommendations from the audit conducted by CCHS in 2018, all 49 have been completed. Proposed remedies and due dates for actions stemming from the February/March 2021 audit will be submitted to CCHS by July 29, 2021.
- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See Attachment 1
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during the period.

- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$603,958. The total Industrial Safety Ordinance program fees for these eight facilities was—\$575,404. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** None received
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** MRC has integrated requirements of the Industrial Safety Ordinance into our Process Safety Management System; in the context of our Process Safety Management System, the ISO requirements drive continual improvement in our HSE performance.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases.** All process units are now covered under CalARP Program 4. Examples of changes made to the stationary source during the reporting year are summarized in Attachment 1 (see question 9).
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** There were no MCARs at the stationary source during the reporting year.
- 18. Date the last Safety Culture Assessment was completed:** 3/31/2019
- 19. Date the results of the Safety Culture Assessment were reported to the workforce and management:** 4/10-22/2019
- 20. Answer the following regarding the Safety Culture Evaluation for no. 18:**
- Survey method: Anonymous computer based and paper based survey
 - Areas of improvements being addressed: Incident reporting and learnings from incidents and rewards and recognition

- Action Plan made Progress on the identified areas of improvement?: (Yes or No) YES
 - » If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals? Goals for working off backlog of investigations, timely investigation completion, and timely communication of results have been achieved.
 - » If No, has a new action plan been developed to address the identified areas of improvement? Yes

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not? New milestones and metrics being established as a result of mid-cycle assessment.

22. Describe the process that included employees and their representatives used to determine if the action items effectively changed the expected culture items: Assessment team includes employee representatives.

23. Date of the mid-cycle progress evaluation: February 9, 2021

- » Did the action plan (for no 18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? (Yes or No) Yes

24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items: Assessment team included employee representatives

25. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 11,930

Total number of annual planned circuit inspections: 1,182

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	1	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	1	0
September	1	0
October	0	0
November	0	0
December	0	0
TOTAL	3	

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
TOTAL	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	1	1	1	0	1	0	2	1	2	0
Incident rate for Tier 1	0.07	0.07	0.08		0.07	0	0.11	0.06	0.12	0
Refinery or Industry Rate ¹	0.15	0.09	0.09	0.09	0.10	0.06	0.08	0.06	0.06	0.06
Refinery or Industry Mean ²	*	1.49	1.30	1.41	1.53	1.00	1.11	0.92	1.03	0.84
Tier 2 LOPC	2	0	5	2	5	1	2	2	5	1
Incident rate for Tier 2	0.14	0	0.41	0.11	0.42	0.06	0.11	0.11	0.31	0.11
Refinery Rate ¹	*	0.24	0.25	0.24	0.21	0.17	0.19	0.17	0.16	0.13
Refinery Mean ²	*	*	*	3.59	3.07	2.75	2.75	2.79	2.67	1.80

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

I. Number of Major Incidents in 2020: 0

II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair:

2020	Total	Overdue	Repeat
January	132	0	0
February	130	0	0
March	130	0	0
April	129	0	0
May	130	0	0
June	132	0	0
July	135	0	0
August	136	0	0
September	136	0	0
October	139	0	0
November	141	0	0
December	142	0	0

Attachment 1

Table 1: Summary of Implemented ISS	
Approach	MOC Description
Procedural	Upgraded existing 6" check valve in CRU, upstream of the hydrogen injection point, to a Class 1 check valve
Procedural	Upgraded 4ES007 SIF Trip of J-240 on high level in V-1320/1321/1322 to SIL 1
Procedural/ Simplify	Lowered CGDP V-14229 Critical High-Level alarm setpoint on 41LC23 to provide required operator response time to the alarm
Procedural/ Simplify	Car Seal Open (CSO) inlet and outlet block valves on local pressure controllers: PIC-2505, PIC-2520, PIC-2532, PIC-2588 and PIC-2729 and added CSO valves to Pentane Storage PSV/Car Seal Checklist.
Procedural	Established and implemented routine testing/inspection/preventive maintenance for identified C5 Storage local control loops (PIC-2505, PIC-2520, PIC-2532, PIC-2588 and PIC-2729) in order to ensure sufficient availability to qualify for IPL credit
Passive/Moderate	Replaced 3L4 PSV with a liquid certified PSV in order to accommodate liquid relief
Procedural/ Simplify	Added 6" block valve on shell side outlet of E-551 to SRHT PSV/Car Seal Checklist
Procedural/Simplify	Added 8" block valve on inlet of V-15759 (from E-15760) to car seal/PSV checklist in SRHT and Car Seal Open valve in field.
Procedural/Simplify	Added block valve on TB-121 (for J-76) discharge to SRHT car seal/PSV checklist and Car Seal Open valve in field
Procedural/Simplify	Add 1 block valve on TB-139 (for J-76 lube oil pump, P-2350) discharge to SRHT car seal/PSV checklist and Car Seal Open valve in field.
Procedural/ Simplify	Added valves to ensure H2 purge flows to PSV H194 inlet/outlet and HV166 inlet (on top of HPSV-414) and PSV M60 inlet (on top of LPS V-416) to car seal/PSV checklist and Car Seal Open valve in field.
Active/Moderate	Added a high temperature ESP alarm on 3TC243
Passive/Moderate	Repaired damaged concrete at base of V-651 (Seismic)
Passive/Moderate	Repair concrete cracking on E-1424 north pedestal, west side (Seismic)
Passive/Moderate	Repaired cracks and spalling on E-542A/B concrete pipe supports that also support walkway for J-80 (Seismic)
Passive/Moderate	Repaired E-548 spalling at ~1 ft above grade on west side of north support (Seismic)
Passive/Moderate	Installed a new relief valve on the 300 psig condensate line downstream of PCV-110 with relief to the process sewer



July 2020-June 2021



ATTACHMENT C
RICHMOND REGULATED
SOURCES ANNUAL
PERFORMANCE
Contra Costa Health Services

Annual Performance Review and Evaluation

Submittal June 30, 2021

*Attach additional pages as necessary

- 1. Name and address of Stationary Source:** Chevron U.S.A. Inc. (CUSA), Richmond Refinery, 841 Chevron Way, Richmond, California 94801
- 2. Contact name and telephone number (should CCHMP have questions):** Maggie Botka, : 510-242-3361
- 3. Summarize the status of the Stationary Source's Safety Plan and Program (450-8.030(B)(2)(i)):**
The CUSA Richmond Refinery (Refinery) initial Site Safety Plan (SSP) was completed in 2003, and the most recent revision is dated July 24, 2018.. The SSP was prepared in accordance with the City of Richmond Industrial Safety Ordinance (RISO), which was adopted by the Richmond City Council on January 17, 2002.
- 4. Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The SSP was updated in 2018. The next revision will be shared in 3Q2021.
- 5. List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library, Richmond Public Library at 325 Civic Center Plaza Richmond, CA 94804; and Point Richmond Public Library at 135 Washington Ave., Richmond, CA 94801.
- 6. Provide any additions to the annual accident history reports (i.e. updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** There was one major chemical accidents or releases ("MCAR") as defined in Section 450-8.014(h) between June 1, 2020 and June 1, 2021. The 2021 Site Safety Plan update will include the February 9, 2021 Wharf spill, which is the MCAR in question.
- 7. Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** There was one MCAR event between June 1, 2020 and June 1, 2021, which was the February 9, 2021 Wharf spill. This event is still under investigation.
- 8. Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(v)):** The 2011 Cal APR/ISO Audit had 73 ensure and consider recommendations, from which 85 total action items were created, and 85 of those action items are complete. The final report and action plans from the 2013 Cal ARP/Richmond ISO audit were accepted by the County and Richmond Refinery in 2015. The 2013 Cal ARP/ISO audit had 163 ensure and consider recommendations, from which 177 total action items were created, and 177 of those action items are complete. The report and action plans from the 2016 Cal ARP/ Richmond ISO audit had 74 ensure and consider recommendations, from which 80 total action items were created, and 80 of those action items are complete. The ensure and consider items for the 2016 audit were finalized on November 6, 2017. The 2019 Cal ARP/ISO audit closing meeting was held on June 28th 2019. There were 97 ensure and consider recommendations, from which 110 total action items were created, and 100 of those action items are complete.

- 9. Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** See Attachment 1 on page 5.
- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney’s Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2)(vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):** No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$603,958. The total Industrial Safety Ordinance program fees for these eight facilities was—\$575,404. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** No comments were received during this period regarding the effectiveness of the local program that raise public safety issues.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** Operating safely is one of CUSA’s core values and underpins our commitment to enhancing our process safety programs. The RISO assists CUSA in improving our process safety performance. We have worked closely with CCHMP in its implementation of the RISO and its oversight of our operations, including during its periodic reviews of our operations. Consistent with this commitment, and as part of the company’s efforts to continually improve its process safety performance, CUSA will continue to confer with the CCHMP as it refines and implements these actions.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA’s, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCAs) that significantly decrease the severity or likelihood of accidental releases.**
 In addition to the Inherently Safer Systems implemented in Question 9, CUSA has also made other changes to the facility pursuant to the RISO and beyond to decrease the severity or likelihood of accidental releases. A few examples include the following:
- Changes implemented based on findings from Tier 1 and Tier 2 Incident Investigation with solutions due between June 2020 to June 2021

- » Replace in kind bad order flow meter.
 - » Stress analysis to determine if/where additional supports need to be added
 - » Upgraded to alloy 825 on bottoms piping system from carbon steel
 - » Replaced heat exchanger shell with upgraded alloy
- Continued effort to conduct Fixed Equipment Asset Strategies (FEAS) Piping studies. These studies improve the refinery's existing asset strategy, designed to prevent and mitigate loss of containment in piping systems and to describe the process for creating and maintaining these strategies.
 - SRCM (Streamlined Reliability-Centered Maintenance) continued implementing studies to set up ITPM's (inspection, testing, and preventative maintenance tasks) refinery wide.
 - Continued effort to conduct Damage Mechanism Reviews (DMRs) on PSM-covered equipment and piping.
 - Equipment and procedural changes implemented to reduce risks identified during PHAs, including:
 - » Richmond has developed a comprehensive Centrifugal Pump Seal Upgrade (CPSU) program. Centrifugal pump seal upgrades are inherently safer solutions. Seal upgrades will either reduce or eliminate the hazard associated with seal failure.
 - » Continued effort to conduct procedural PHAs across refinery units to identify and mitigate potential human factors that may lead to loss of containment; with a focus on emergency, startup, and shutdown procedures.

17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases: There was one CWS 2 activation on February 9, 2021 in response to an MCAR. The Chevron Fire Department Incident Command System took lead of the incident for oil spill recovery and clean up. There was mutual aid (Spill response taskforce) for this event. Everyone listed on the communications responded to this event. The following agencies responded: Bay Area Air Quality Management District (BAAQMD), CDFW-OSPR, Richmond Fire Department, Contra Costa County Health Services Department, Easy Bay Regional Parks, MSRC, Oiled Wildlife Care Network (OWCN), Cal OSHA, Richmond Local Police Department, USCG.

18. Date the last Safety Culture Assessment was completed: Data collected October 2020 and ready to report to work force.

19. Date the results of the Safety Culture Assessment were reported to the workforce and management: Ready to report out to work force.

- 20. Answer the following regarding the Safety Culture Evaluation Previous to the one listed in 18:**
- Survey method: Online survey
 - Areas of improvements being addressed: Training, resource planning, staffing/succession planning
 - Action Plan made Progress on the identified areas of improvement? (Yes or No) Yes~
 - If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals? Yes, action plan and metrics developed. In the process of being implemented.
 - If No, has a new action plan been developed to address the identified areas of improvement? (Yes or No) N/A

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes, or if not, Why not? Yes, milestones are tracked in the Chevron Database system of record (KMS)

- 22. Describe the process that included employees and their representatives used to determine if the action items effectively changed the expected culture items:** Employees and their representatives were involved in the review of data, development of the improvement suggestions as well as the development of the final action items. Through the process of meeting with the representatives we came to agreement on what data needed an action and what action would solve the milestones.
- 23. Date of the mid-cycle progress evaluation:** Not required until ~May 2024 from the RI-333. The PSCA team (with Union Representatives) shall conduct a written Interim Assessment of the implementation and effectiveness of each PSCA corrective action within three (3) years following the completion of a PSCA report. If a corrective action is found to be ineffective, the employer shall implement changes necessary to ensure effectiveness in a timely manner not to exceed six (6) months.
- » o Did the action plan (for no 18) make progress on the identified areas of improvement? Yes or if not, has a new action plan been developed? (Yes or No) N/A
- 24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items:** N/A.
- 25. Common Process Safety Performance Indicators:**

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 6,883*

Total number of annual planned circuit inspection: 2,196*

*An ongoing project is re-evaluating piping circuit designations to align each circuit with the anticipated damage mechanisms. As the project progresses, the total number of piping circuits and subsequently, the number inspected, will change to accommodate the long-term strategy for inspections and reliability.

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	4	3	0	1	2	1	1	1	0	0
Incident rate for Tier 1	0.14	0.11	0.00	0.02	0.05	0.02	0.02	0.01	0.00	0.00
Refinery or Industry Rate ¹	0.1553		6							
Refinery or Industry Mean ²	**	0.2405	0.2531	0.2380	0.2063	0.1726	0.1843	0.1728	0.1574	**
Tier 2 LOPC	5	8	**	3	3.08	2.78	5.73	4.79	0.67	1*
Incident rate for Tier 2	0.18	0.29	0.19	0.07	0.02	0.07	0.10	0.06	0.00	0.31
Refinery Rate ¹	**									
Refinery Mean ²	**									
	0.0995	0.0947	0.0995	0.1038	0.0627	0.0761	0.0570	0.0608	**	
	1.49	1.30	1.38	1.55	1.01	1.13	0.92	1.03	**	

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

- I. Number of Major Incidents in 2018: 0
- II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair.

2020	Total	Overdue	Repeat
January	65	0	0
February	66	0	0
March	66	0	0
April	66	0	0
May	67	0	0
June	68	0	0
July	68	0	0
August	68	0	0
September	68	0	0
October	68	0	0
November	67	0	0

December	38	0	0
TOTAL	38	0	0

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.

Attachment 1—Question 9

Risk Reduction Category	ISS Approach	Description
Inherent	Moderate	Installed piping for rerouting SDA feed piping around charge solution trim coolers and routing only circulating solvent through them because feed has a history of plugging charge solution trim coolers.
Active	Safeguard	Eliminated known relief deficiencies and integrity threats on the North/ South Isomax relief header. Scope included removing out of service inert gas piping and installing new relief valves, inlet and downstream piping, and a new letdown station..
Active	Safeguard	Implemented multiple Safety Instrumented functions such as furnace trips and reverse flow prevention devices to properly mitigate scenarios that could result in major incidents from loss of containment.
Inherent	Eliminate & Moderate	Implemented multiple centrifugal pump seal upgrades to either reduce or eliminate loss of containment resulting from seal failures.
Procedural	Safeguard	Updated procedures resulting from Procedural PHAs to reduce human error that could result in a major incident from a loss of containment
Inherent	Substitute	Richmond Refinery can convert a portion of the existing anhydrous ammonia inventory into Hydrogen and Nitrogen and this will lead to a reduction in anhydrous ammonia inventory within the refinery.

Annual Performance Review and Evaluation Submittal June 30, 2021

*Attach additional pages as necessary

1. **Name and address of Stationary Source:** Chemtrade Logistics West US, LLC. 525 Castro St. Richmond, CA 94801
2. **Contact name and telephone number (should CCHMP have questions):** Mike Shepherd – 510- 685-8791
3. **Summarize the status of the Stationary Source’s Safety Plan and Program (450-8.030(B)(2)(i)):**
The sites Safety Plan is currently up to date after program reviews were completed in 2019.
4. **Summarize Safety Plan updates (i.e., brief explanation of update and corresponding date) (450-8.030(B)(2)(ii)):** The 2019 Safety Plan submittal included updates to meet current site practices including changes to the site’s investigation and corrective action plans, human factors program, process hazard analysis procedures and document control procedures.
5. **List of locations where Safety Plans are/will be available for review, including contact telephone numbers if the source will provide individuals with copies of the document (450-8.030(B)(2)(ii)):** CCHMP Office at 4585 Pacheco Boulevard, Suite 100, Martinez; Martinez Library (libraries closest to the stationary source).
6. **Provide any additions to the annual accident history reports (i.e., updates) submitted pursuant to Section 450-8.016(E)(2) of County Ordinance 98-48 (450-8.030(B)(2)(iii)) (i.e., provide information identified in Section 450-8.016(E)(1) for all major chemical accidents or releases occurring between the last annual performance review report and the current annual performance review and evaluation submittal (12-month history)):** No new accidents in the previous 12 months.
7. **Summary of each Root Cause Analysis (Section 450-8.016(C)) including the status of the analysis and the status of implementation of recommendations formulated during the analysis (450-8.030(B)(2)(iv)):** N/A
8. **Summary of the status of implementation of recommendations formulated during audits, inspections, Root Cause Analyses, or Incident Investigations conducted by the Department (450-8.030(B)(2)(iv)):** N/A
9. **Summary of inherently safer systems implemented by the source including but not limited to inventory reduction (i.e., intensification) and substitution (450-8.030(B)(2)(vi)):** Source has eliminated the production of petroleum as of December 2020.

- 10. Summarize the enforcement actions (including Notice of Deficiencies, Audit Reports, and any actions turned over to the Contra Costa County District Attorney's Office) taken with the Stationary Source pursuant to Section 450-8.028 of County Ordinance 98-48 (450-8.030(B)(2) (vii)):** There were no enforcement actions during this period.
- 11. Summarize total penalties assessed as a result of enforcement of this Chapter (450-8.030(3)):**
No penalties have been assessed against this facility.
- 12. Summarize the total fees, service charges, and other assessments collected specifically for the support of the ISO (450-8.030(B)(4)):** The total CalARP Program fees for the eight facilities subject to the Industrial Safety Ordinance was \$603,958. The total Industrial Safety Ordinance program fees for these eight facilities was - \$575,404. (NOTE: These fees include those for the County and City of Richmond ISO facilities).
- 13. Summarize total personnel and personnel years utilized by the jurisdiction to directly implement or administer this Chapter (450-8.030(B)(5)):** 2,668 hours were used to audit/inspect and issue reports on the Risk Management Chapter of the Industrial Safety Ordinance.
- 14. Copies of any comments received by the source (that may not have been received by the Department) regarding the effectiveness of the local program that raise public safety issues(450-8.030(B)(6)):** No additional comments have been received by the source.
- 15. Summarize how this Chapter improves industrial safety at your stationary source (450-8.030(B)(7)):** The ISO ordinance helps the site to continually improve its implementation of new policies and changes to processes by encouraging more thorough system reviews, executing a more inclusive Human Factors program and continually promoting Inherently Safer Systems.
- 16. List examples of changes made at your stationary source due to implementation of the Industrial Safety Ordinance (e.g., recommendations from PHA's, Compliance Audits, and Incident Investigations in units not subject to CalARP regulations; recommendations from RCA's) that significantly decrease the severity or likelihood of accidental releases:** Site has made significant improvements to its MOC, PHA and ISS programs due to the Industrial Safety Ordinance.
- 17. Summarize the emergency response activities conducted at the source (e.g., CWS or TEN activation) in response to major chemical accidents or releases:** No major chemical accidents or releases since last report
- 18. Date the last Safety Culture Assessment was completed:** 8/14/18
- 19. Date the results of the Safety Culture Assessment were reported to the workforce and management:** 9/19/18
- 20. Answer the following regarding the Safety Culture Evaluation Previous to the one listed in 18:**
- Survey method: Anonymous multiple choice survey developed with comments available for each question
 - Areas of improvements being addressed: Improve safety incentives and improve including hourly employees when conducting investigations
 - Action Plan made Progress on the identified areas of improvement?: (Yes or No) **Yes**

- » If Yes, did the improvements meet the goals and if not was the action plan amended to address what is being done to meet the goals? Process is on-going. Another SCA will be conducted to measure success.
- » If No, has a new action plan been developed to address the identified areas of improvement? (Yes or No)

21. Have milestones and metrics been developed to determine how the Safety Culture Assessment actions are being implemented? Yes or if not, Why not? Yes

22. Describe the process in place that includes employees and their representatives that will determine if the action items effectively changed the expected culture items: A follow-up SCA will be conducted in 2022.

23. Date of the mid-cycle progress evaluation: Scheduled for October 2021
 o Did the action plan (for no 18) make progress on the identified areas of improvement? Yes or if not, has a new action pan been developed? (Yes or No)

24. If a mid-cycle progress evaluation was performed during this reporting year, describe the process that included participation of employees or their representatives that determined whether the action items effectively changed the expected culture items:
 No. A new action plan will be developed post safety culture assessment conducted in 2022.

25. Common Process Safety Performance Indicators:

Overdue inspection for piping and pressure vessels based on total number of circuits

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Total number of circuits: 382

Total number of annual planned circuit inspections: 382

Past due PHA recommended actions, includes seismic and LCC recommended actions

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Past due investigation recommended actions for API/ACC Tier 1 and Tier 2 incidents

2020	Overdue	Repeat
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

API/ACC TIER 1 & TIER 2 INCIDENTS AND RATES STARTING 2011

Year	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20
No. Tier 1 LOPC	0	0	0	0	0	0	0	0	0	0
Incident rate for Tier 1	0	0	0	0	0	0	0	0	0	0
Refinery or Industry Rate ¹										
Refinery or Industry Mean ²										
Tier 2 LOPC	0	0	0	0	0	0	0	1	0	
Incident rate for Tier 2	0	0	0	0	0	0	0	1.8	0	
Refinery Rate ¹										
Refinery Mean ²										

¹Petroleum refineries to report publicly available refinery rate for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

²Petroleum refineries to report publicly available refinery mean for API Tier 1 and Tier 2 classification. Chemical plants to report publicly available mean only for ACC Tier 1

26. Process Safety Performance Indicators for refineries only:

- I. Number of Major Incidents in 2018: N/A
- II. The number of temporary piping and equipment repairs that are installed on hydrocarbon and high energy utility systems that are past their date of replacement with a permanent repair.

2020	Total	Overdue	Repeat
January		0	0
February		0	0
March		0	0
April		0	0
May		0	0
June		0	0
July		0	0
August		0	0
September		0	0
October		0	0
November		0	0
December		0	0
TOTAL		0	0

*the total number of temporary piping and equipment repairs installed on hydrocarbon and high energy utility systems.



CONTRA COSTA

HAZARDOUS MATERIALS PROGRAMS
A Division of Contra Costa Health Services



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Emergency Medical Services and Ambulance Ordinance of Contra Costa County No. 2022-21

RECOMMENDATION(S):

ADOPT Ordinance No. 2022-21, amending the County Ordinance Code to regulate prehospital personnel and the operation of ambulances in Contra Costa County.

FISCAL IMPACT:

It is anticipated that enforcement of the ordinance will result in additional costs related to increased oversight of prehospital personnel and ambulance operators. However, new fees are expected to offset most of these costs, including fees for annual ambulance inspections, ambulance reinspection, ambulance temporary operating permits, ambulance permit reinstatements, and special event medical standby permits.

BACKGROUND:

The Contra Costa Emergency Medical Services Agency (“EMS Agency”) was established by the County pursuant to California Health and Safety Code section 1797.200 to oversee the administration of emergency medical services (“EMS”) in Contra Costa County. Under the County Ordinance Code, the EMS Agency oversees the emergency medical services system and permits ambulance service providers, among other responsibilities.

Ordinance No. 2022-21, the Ambulance and Emergency Medical Services Ordinance, amends Division 48 of the County’s Ambulance Ordinance, which was last amended in 1983. The proposed Ambulance and Emergency Medical Services Ordinance addresses changes in EMS and ambulance operations that have occurred during the last three decades; enhances patient and prehospital personnel safety by clarifying the EMS Agency’s regulatory authority and oversight; provides additional oversight of EMS, special event medical standby services, and ambulance operations; and improves the process for permitting ambulance service providers operating in Contra Costa County.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Marshall Bennett, (925) 608-5454

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Important updates in Ordinance No. 2022-21 include, but are not limited to, the following:

General updates:

- Incorporates changes required by California Assembly Bill 389 (2021-2022) codified at Health and Safety Code sections 1797.230 and 1797.231, authorizing the County to contract for emergency ambulance services with a fire agency that will provide those services, in whole or in part, through a written subcontract with a private ambulance subcontractor.
- Improves the EMS Agency's ability to regulate and oversee the provision of EMS in Contra Costa County by, among other things, requiring criminal history background checks on ambulance owners; requiring special event medical standby services to employ only certified and licensed prehospital personnel; requiring that ambulance service providers have paramedic or nurse level personnel to oversee their quality assurance programs; requiring ambulance service providers to have only trained and qualified dispatchers; and requiring prehospital personnel meet minimum training requirements established by the EMS Agency and its Medical Director.
- Provides oversight of private EMTs and critical care transport ambulances staffed by registered nurses by requiring that critical care transport units staffed by registered nurses are trained in local EMS policies and procedures and have medical doctor oversight.
- Requires special event emergency medical service companies to obtain a permit from the EMS Agency to provide emergency medical services, requires that prehospital personnel employed by special event medical service standby be licensed or certified, to have a multi-patient plan, to have coordinated with local public safety emergency responders for responding to an emergency involving multiple patients, and to have proper business licenses and liability insurance.
- Requires private venues to contract with a special event medical services companies to provide emergency first aid at specified events.
- Provides for a more clear and transparent appeal processes for all administrative actions relating to Certificates of Operation for ambulance service providers (application, approval/denial, suspension, revocation, and reinstatement) by establishing specific criteria for approval and denial of an application for a Certificate of Operation and for the suspension and revocation of a Certificate of Operation. The revised ordinance also provides a mechanism and criteria by which the holder of a suspended or revoked Certificate of Operation may have their Certificate of Operation reinstated.
- Provides mechanisms to integrate non-emergency ambulances into the 9-1-1 system during major incidents or when the EMS system has been depleted of 9-1-1 ambulances.
- Makes certificates of operation non-transferrable.
- Requires minimum marking requirements for ambulances.
- Provides for intermittent inspections of ambulances for compliance checks.

Establishes new requirements for ambulance service providers and personnel to enhance public safety:

- Requires Live Scan background checks of owners/operators of ambulance service providers.
- Requires holders of a Certificate of Operation for ambulance service providers to have a quality improvement plan for advanced life support, basic life support, and critical care ambulance services and requires these certificate holders to employ qualified personnel to implement and oversee a quality improvement plans and quality assurance processes.
- Requires ambulance personnel to take an approved emergency vehicle operations course.
- Requires holders of a Certificate of Operation for ambulance service providers to provide prehospital personnel in their employ with specified personal protection equipment (PPE) and to have an infection control plan to respond to employee exposure to infectious diseases.
- Enhances ambulance security by requiring ambulance operators to secure their vehicles to prevent theft of the vehicle, equipment and uniforms. Requires holders of Certificates of Operation to participate in regular operational exercises to ensure an effective and coordinated response to disasters and multi-patient incidents.
- Improves transparency and protects the consumer by requiring ambulance services to publicly post their fees, Certificate of Operation, and business license(s) in their principal business office and on their website.

Cost recovery for Contra Costa County:

- Establishes authority for the EMS Agency to collect fees for annual ambulance inspections, ambulance reinspection, ambulance temporary operating permits, ambulance permit reinstatements, and special event medical standby permits, which would offset the direct cost incurred to the EMS Agency for providing these services.

PUBLIC OUTREACH:

Ordinance No. 2022-21 represents extensive work by the Contra Costa County EMS Agency staff, including studying EMS and ambulance operations and procedures and revising the existing Ambulance Ordinance Code. The EMS Agency recently conducted extensive stakeholder outreach that spanned ten (10) months and resulted in endorsements by the Contra Costa County Fire Protection District, the San Ramon Valley Protection District, the Contra Costa County Executive Fire Chiefs, and a unanimous vote by the Contra Costa County Emergency Medical Care Committee to approve submission of the proposed ordinance to Board of Supervisors for adoption.

Contra Costa County EMS has a webpage dedicated to the ordinance revision process that includes the current ordinance, updated draft ordinance, a matrix showing where revisions were made in the ambulance ordinance, stakeholder outreach and comments, and a PowerPoint slide presentation that highlight updates to the ordinance and the intended purpose of such updates. This material is posted publicly and can be located on CCCEMS website cchealth.org/ems/#Ordinance

CONSEQUENCE OF NEGATIVE ACTION:

If the proposed Ambulance and Emergency Medical Services Ordinance is not adopted, the EMS Agency will be unable to monitor and regulate the provision of EMS by individuals and entities who provide special event medical standby services at private and public venues. The EMS Agency will also be limited in its regulatory oversight of ambulance service providers, ambulance operators, and ambulance operations within the County and would be constrained to regulate ambulance and emergency medical services to the industry standards that existed in 1983 when the County's ambulance ordinance was last amended. Additionally, failure to adopt the revised ordinance, would pose an impediment to the County entering into future contracts with fire service agencies that subcontract for emergency ambulance services under what is known today as the "Alliance" model in Contra Costa County.

ATTACHMENTS

Revision Matrix

EMS Ordinance

REVISION MATRIX – SUMMARY OF PROPOSED REVISED SECTIONS TO 1983 AMBULANCE ORDINANCE CODE

Former Section	Renumbered Section	Status	Subject	Summary of Proposed Revised Ambulance Ordinance Code Section
48-2.002	N/A	Revised	Title	The title of the division from “Ambulance Ordinance of Contra Costa County” to “Emergency Medical Services and Ambulance Ordinance of Contra Costa County.”
48-2.004	N/A	Revised	Purpose	Purpose was expanded and now includes enacting procedures for issuing certificates of operation and permits to regulate the operation of ambulances. Expanded existing language for staffing, equipment and mechanical standards. Added new section that provides for oversight and regulation of non-ambulance pre-hospital personnel, i.e., special event medical services standby personnel. Added new section for integration of all ambulances service providers in the county EMS system (<i>i.e.</i> , non-emergency ambulances services).
48-2.006	48-2.008	Revised and Renumbered	Exemptions	Removed language requiring County Health Officer determination of insufficient resources before exempting non-permitted ambulances from ordinance. Removed language exempting private businesses and private property owners from ordinance. Added new language creating an exemption for ambulances services that do not originate a patient transport in Contra Costa County.
48-2.010	48-18.008	Revised and Renumbered	Adoption by Local Jurisdictions	No substantive changes. Revised section that provides for the adoption of the ordinance by local jurisdictions.
48-4.002	48-2.012	Combined	Generally	Section revised and combined with Definitions. (<i>See</i> 48-2.012)
48-4.004 through 48-4.24	48-2.012	Combined	Definitions	Several definitions were added, revised, or removed. The definition of “ambulance” was updated to include only privately owned ground transportation vehicles that are required to be certificated by the California Highway Patrol. A definition for “ambulance permit” was added. “Attendant” was revised to include paramedic. EMT-I and EMT-II were removed and replaced with EMT and Advanced EMT. Physician was added.
48-18-008	48-2.010	Revised and Renumbered	Adoption by Local Jurisdictions	No substantive changes. Revised section that provides for the adoption of the ordinance by local jurisdictions.

Former Section	Renumbered Section	Status	Subject	Summary of Proposed Revised Ambulance Ordinance Code Section
48-18.010	48-4.002	Revised and Renumbered	Designation of Local EMS Agency	Added specific Health and Safety Code section. Removed reference to EMT-II.
48-16.005	48-6.002	Revised and Renumbered	Ambulance Service Agreements	Language added for compliance with AB 389 regarding the sub-contracting of ambulance service. Requires county to consider comparative value of competing proposals. Revised to remove extraneous and non-pertinent language. Subsection (d) added to exempt fire protection districts that are not required to competitively bid for ambulance services from obtaining a certificate of operation.
48-16.008	48-6.004	Revised and Renumbered	Compulsory Ambulance Service	No substantive changes. Revised to remove extraneous and non-pertinent language.
48-6.004	48-8.010	Revised and Renumbered	Application - Forms	No substantive changes.
48-6.006	48-8.012	Revised and Renumbered	Application – Required Data	Several substantive changes and additions to required data for applications for Certificate of Operations. Examples include requirements for corporations, joint ventures, partnerships and limited partnerships and ownership shares; requirements for disclosure of business, trade or fictitious business name used or proposed to be used; new subsection requiring copy of articles of incorporation for corporate applicants.
48-6.008	48-8.014	Revised and Renumbered	Applicant- Investigation	Added provision requiring LEMSA, within 60 days of an application, to make a determination whether the applicant is licensed or permitted by the California Highway Patrol as an ambulance service; if the applicant is able to provide the requested service; the applicant meets the requirements of the ordinance; other applicable laws ordinances, regulations, and the policies of the LEMSA; the applicant made any false statement in the application; the applicant failed to disclose facts pertinent to the application process; the applicant previously provided ambulance service in California or any other state; the applicant previously held or currently holds an ambulance license or permit which has or has not been renewed by the California Highway Patrol, the application previously held a Contra Costa County ambulance service permit or certificate of operation; and, whether the equipment of the applicant’s vehicle, including radios, is in good working order and passes an inspection.

Former Section	Renumbered Section	Status	Subject	Summary of Proposed Revised Ambulance Ordinance Code Section
48-6.012	48-8.016	Revised and Renumbered	Approval/Denial of Application for COO	Sets forth requirements for notification or denial of application; specifies that no Certificate of Operation will be issued until an ambulance permit has been issued for all the applicant's ambulances.
48-6.013	48-8.018	Revised and Renumbered	Appeal of Denial of Certificate of Operation	Sets forth the procedure to appeal a denial of an application for Certificate of Operation.
48-6.014	48-8.020	Revised and Renumbered	Term	Changes the term of a Certificate of Operation (formerly a permit) from three years to two years. Added language regarding the section's construction and vested property rights in renewal, extension, or continuance of Certificate of Operation after it expires.
48-6.016	48-8.028	Revised and Renumbered	Temporary Certificate of Operation	Section was updated to limit issuance of temporary Certificate of Operation to 90 days. Eliminated existing language that required all conditions for issuance of Certificate of Operation be met before issuance of temporary Certificate of Operation.
48-6.018	48-8.042	Revised and Renumbered	Change of Data	No substantive changes. Revised to remove extraneous and non-pertinent language; updated references to other sections of ordinance.
48-8.002	48-10.014	Revised and Renumbered	Vehicle Compliance	Sets forth minimum requirements for operation of an ambulance vehicle. Language added to require ambulances to meet LEMSA's minimum equipment list requirements and that ambulance vehicles must be in a safe mechanical condition. Also establishes requirement that ambulance must be in a clean and sanitary condition.
48-12.002	48-12.004	Revised	Ambulance Personnel	Section was updated to add additional minimum requirements for ambulance personnel; requirements for training in the use of all equipment on the ambulance; requirement for completion of EMS system orientation; establishes minimum age for EMT personnel.
48-12.004	48-12.008	Revised and Renumbered	Uniforms and Appearance	Section was updated to remove extraneous and non-pertinent language. Subsection was added to require EMT students and paramedic interns to wear a uniform that conspicuously identifies them as a paramedic intern or EMT student.
48-18.002	48-14.010	Revised and Renumbered	Dispatching	No substantive changes. Section was updated to remove extraneous and non-pertinent language.

Former Section	Renumbered Section	Status	Subject	Summary of Proposed Revised Ambulance Ordinance Code Section
48-20.002	48-16.202	Revised and Renumbered	Enforcement Authority	No substantive changes. Section was updated to remove extraneous and non-pertinent language.
48-20.004	48-16.204	Revised and Renumbered	Investigations	No substantive changes. Section was updated to remove extraneous and non-pertinent language.
48-20.004	48-16.206	Revised and Renumbered	Violations Prohibited	No substantive changes. Section was updated to remove extraneous and non-pertinent language.
48-14.002	48-16.602	Revised and Renumbered	Suspension and Revocation Authority	No substantive changes. Section was updated to remove extraneous and non-pertinent language.
48-14.004	48-16.604	Revised and Renumbered	Notice Issuance	Section was updated to clarify notice requirements; establishes 15-day timeline for ambulance service provider to correct violation or appeal a suspension or revocation.
48-14.008	48-16.610	Revised and Renumbered	Emergency Action	Section was revised to conform language to current law and procedure.
48-14.004	48-16.1002	Revised and Renumbered	Appeal – Filing	Section was updated to revise process for appeal of action to suspend or revoke Certificate of Operation. Section set forth requirements for written appeals.
48-14.006	48-16.1004	Revised and Renumbered	Hearing	Section was updated to revise process for appeal hearing on suspension of revocation of a Certificate of Operation. Section was updated to require LEMSA director or designee to hear appeals of permit officer’s decision to suspend or revoke a Certificate of Operation; allows for the appointment of an administrative law judge to hear appeals. Section allows for the electronic recording of hearings.
48-18.003	48.20.012	Revised and Renumbered	Unauthorized Response	No substantive changes. Section was updated to remove extraneous and non-pertinent language.
48-18.006	48-20.016	Revised and Renumbered	Responsible Advertising	No substantive changes. Section was updated to remove extraneous and non-pertinent language.

Summary of Proposed New Sections to 1983 Ambulance Ordinance Code (No Former Counterpart)

New Section	Subject	Summary of Proposed New or Revised Ambulance Ordinance Code Section
48-4.004	Ordinance Administration	Section added to provide authority to the LEMSA to promulgate rules, regulations, policies, procedures, training requirements, medical equipment provisions and treatment guidelines as reasonable necessary to effectuate the purpose of the ordinance, including ambulance personnel requirements, vehicle requirements, clinical, operational and EMS dispatch standards and protocols; clinical and operations data reports; emergency and disaster operations; and communications systems. Requires LEMSA to codify any rules, regulations, policies, procedures, training requirements, medical equipment provisions and treatment guidelines enacted pursuant to this section.
48-8.002	Certificate of Operation	Section added to require Certificate of Operation before a person may furnish, operate, conduct, maintain or otherwise engage in, advertise, offer, or profess to engage in, ambulance service within Contra Costa County.
48-8.004	Ambulance Permit	Section added to require a permit for each ambulance before an ambulance may be operated within Contra Costa County.
48-8.006	Emergency Response Vehicle Permit	Section added to require a vehicle permit for emergency response vehicles.
48-8.008	California Highway Patrol Report	Section added to require that all ambulances not otherwise exempted by law carry a valid CHP inspection report and permit authorizing the use of the vehicle as an ambulance.
48-8.022	Existing Permit to Operate	Section added to address status of existing permit holders upon adoption of new ordinance. Requires existing permit holders to obtain Certificate of Operation upon expiration of existing permit.
48-8.024	Renewal of Certificate of Operation	Section added to specify requirements for renewal of Certificate of Operation.
48-8.026	Additional Ambulances	Section added to establish procedure and requirements to add ambulances to the fleet of an existing ambulance service that holds a Certificate of Operation; establishes requirement for ambulance inspection and fee for inspection.
48-8.030	Application Fee	Section added to establish a non-refundable application fee for each Certificate of Operation, Ambulance Permit, Emergency Response Vehicle Permit, or Special Event Medical Standby Services Permit.
48-8.032	Temporary Certificate of Operation Fee	Section added to establish a non-refundable application fee for each temporary Certificate of Operation.
48-8.034	Annual Inspection Fee	Section added to establish an annual inspection fee for each permitted ambulance operated under a Certificate of Operation.

New Section	Subject	Summary of Proposed New or Revised Ambulance Ordinance Code Section
48-8.036	Re-Inspection and Re-Inspection Fee	Section added to require an ambulance that failed an inspection to be re-inspected before being placed back into service. Established a re-inspection fee for each ambulance that failed an inspection.
48-8.038	Reinstate Fee	Section added to establish a reinstatement fee whenever a suspended or revoked Certificate of Operation is reinstated.
48-8.040	Payment	Section added to require that fees be paid to the county permit officer.
48-8.044	Termination	Section added to specify Certificates of Operation are non-transferable and that any change of ownership of an ambulance service provider's business terminates the Certificate of Operation. Clarifies requirement of new owner's responsibility to obtain a Certificate of Operation.
48-8.046	Public Posting of Documents	Section added to require the public posting of Certificate of Operation, rates and fee structure.
48-10.002	Vehicle Markings	Section added to establish minimum marking requirements for ambulances as well as prohibit certain markings.
48-10.004	Communications Equipment	Section added to establish minimum communications equipment for ambulances and emergency response vehicles, including GPS mapping.
48-10.006	Annual Inspection	Section added to require annual ambulance vehicles inspections.
48-10.008	Inspection Decal	Section added to require ambulance vehicles display inspection decal.
48-10.010	Intermittent Inspection	Section added to require ambulance services and employees to cooperate with ambulance inspections; establishes when an intermittent inspection may be used to supplant the required annual inspection; establishes that failure to cooperate results in inspection failure.
48-10.012	Inspection Failure	Section added to set forth the ambulance service providers responsibility after a failed ambulance inspection. Prohibits the return of the ambulance to service without reinspection. Requires out-of-service ambulances to display markings that it is out-of-service.
48-12.002	Medical Direction	Section added to require that all EMTs and paramedics provide care in accordance with the medical care policies, procedures and treatment guidelines promulgated by the LEMSA and its medical director.
48-12.006	Emergency Vehicle Operations Course	Section added to require EMTs and paramedics to have attended an emergency vehicle operations course prior to operation of an ambulance vehicle.
48-12.010	Personnel Inspections	Section added to require ambulance personnel to carry on their person their identification and EMT certificate/paramedic license and their medical examiner certificate; requires that personnel provide identification to permit officer is requested.
48-18.002	Dispatchers	Section added to prohibit untrained person from receiving or dispatched calls for ambulance service.

New Section	Subject	Summary of Proposed New or Revised Ambulance Ordinance Code Section
48-14.004	Dispatcher Required	Section added to require ambulance service providers to have dispatchers at all times.
48-14.006	Dispatcher Training	Section added to establish minimum requirements for dispatcher training.
48-14.008	Electronic Communications System	Section added to require ambulance service providers to maintain a LEMSA designated communications system as a condition of issuance of a Certificate of Operation (<i>i.e.</i> , ReddiNet).
48-16.208	Remedies	Section added to allow County to pursue any other legal remedy in addition to those available under the ambulance ordinance.
48-16.402	Inspections and Records	Section added to grant authority to permit officer to inspect records, equipment and supplies of personnel and ambulance service provider. Subsection added to require ambulance service provider to make all records available to permit officer at the ambulance service provider's place of business; requires ambulance service provider to allow copying at ambulance service provider's place of business.
48-16.608	Reinstatement	Section added to establish requirements before a suspended Certificate of Operation may be reinstated.
48-16.612	Revocation	Section added to establish eligibility for re-application after revocation of Certificate of Operation.
48-16.802	Administrative Fines	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance.
48-16.804	Administrative Fines – Notice of Violation	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance. Section sets forth procedure for notice of violation and requirements to correct violation.
48-16.806	Administrative Fines – Notice of Fine	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance. Section sets forth procedure for assessing fine and advisement of right to appeal.
48-16.808	Final Administrative Order	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance. Section sets forth procedure as to when an administrative fine because a final administrative order.
48-16.810	Payment of Fines	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance. Section sets forth procedures as to when and how fine must be paid.
48-16.812	Collection	Section added to conform division to County Ordinance Code with respect to administrative fines for violations of ambulance ordinance. Section sets forth collection procedures for administrative fines.
48-16.1202	Service of Notice of Decision	Section added to require Notice of Decisions to be served by U.S. mail or by personal service.
48-16.1402	Judicial Review	Section added to conform to law and authorize judicial review of a final administrative order.

New Section	Subject	Summary of Proposed New or Revised Ambulance Ordinance Code Section
48-18.002	Purpose – Special Event Medical Standby Services	Section added to establish purpose of Special Event Medical Standby Service section.
48-18.004	Medical Standby Service – Required	Section added to require Medical Standby Service at special events designed to exceed 2,500 persons.
48-18.006	Special Event Medical Standby Service Permit – Required	Section added to require a permit for Medical Standby Services.
48-18.008	Application Form	Section added to require an application for Medical Standby Service permit.
48-18.010	Application for Special Event Medical Standby Service – Required	Section added to set forth requirements for application for permit.
48-18.012	Permit Fee	Section added to require fee for Medical Standby Permit.
48-18.014	Approval or Denial of Permit	Section added to set forth requirements for approval or denial of Medical Standby Service permit.
48-18.016	Appeal of Denial	Section added to set forth process and requirements for appeal of denial of Medical Standby Service permit.
48-18.018	Transport of Patients	Section added to prohibit transport of patients by Medical Standby Service without LEMSA authorization.
48-18.020	Color Scheme, Logo and Uniforms	Section added to prohibit color scheme, logo or uniform of Medical Standby Service from being the same or similar color scheme of a fire department, fire protection district, or ambulance service.
48-18.022	Exemption from Special Event Permit Requirement	Section added to exempt holders of Certificate of Operation from Medical Standby Service Permit.
48-18.024	Compliance	Section added to require Medical Standby Service permit holder to comply with all other laws and regulations where the event will be held.
48-18.026	Mutual Aid	Section added to require Medical Standby Service to make its staff and equipment available to aid and assist LEMSA or public safety agency in the event of an emergency or disaster.
48-20.002	General Performance Standards	Section added to require ambulance service provider to adhere to general performance standards.
48-20.004	Quality Management Program – Required	Section added to require non-emergency ambulance service provider to establish and maintain a quality management program.
48-20.006	Critical Care Transport Nurse Units	Section added to require ambulance service providers that provide CCT-RN transport to comply with all requirements non-emergency ambulances and that RNs attend EMS system orientation.
48-20.008	Physician Medical Director for CCT-RN – Required	Section added to require ambulance service providers that provide CCT-RN transport to have a physician medical director.

New Section	Subject	Summary of Proposed New or Revised Ambulance Ordinance Code Section
48-20.010	Critical Care Transport Nurse Training – Required	Section added to require ambulance service providers to train CCT-RN to the same standards as paramedics, including training in LEMSA’s QA and QI processes.
48-20.014	Personal Protective Equipment	Section added to require ambulance service provider to supply and maintain standardized and properly fitted personal protective equipment.
48-20.018	Enforcement of Judgment - Reporting Required	Section added to require an ambulance service provider to provide the LEMSA with information regarding any unpaid judgments or liens.
48-20.020	Non-Emergency Ambulance EMS System Support	Section added to require non-emergency ambulance services to, at the request and direction of the permit officer, provide mutual aid ambulance service or assist with disaster, multi-patient, or mass casualty incidents within the County. Subsection added to require non-emergency ambulance services to participate in disaster exercises annually; requires personnel call-back plan.
48-20.022	Compliance with Multi Casualty Incident Plan	Section added to require compliance with multi-patient casualty incident plan.
48-20.024	Transport of Cadavers – Prohibited	Section added to prohibit the transport of cadavers.
48-20.026	Security of Ambulances	Section added to prohibit unlocked or unsecured ambulances when not participating in an emergency response.

ORDINANCE NO. 2022-21

(EMERGENCY MEDICAL SERVICES)

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I. SUMMARY. This ordinance amends Division 48 to regulate the operation of ambulances in Contra Costa County and to regulate prehospital personnel.

SECTION II. Division 48 of the County Ordinance Code is amended to read:

**Division 48
EMERGENCY MEDICAL
SERVICES**

**Chapter 48-2
GENERAL PROVISIONS**

48-2.002 Title. This division is known as the "Emergency Medical Services and Ambulance Ordinance of Contra Costa County." (Ords. 2022-21 § 2, 83-28 § 1.)

48-2.004 Purposes. The purposes of this division are as follows:

- (a) Enact procedures for issuing certificates of operation and permits to regulate the operation of ambulances in Contra Costa County.
- (b) Allow for the orderly and lawful operation of a local emergency medical services (EMS) system pursuant to the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act, Health and Safety Code section 1797 et seq.
- (c) Protect the public health, safety and welfare by ensuring that ambulance services operate safely and meet established standards for equipment, staffing and mechanical reliability.
- (d) Allow for adequate emergency ambulance services and non-emergency ambulance services, and medical oversight and direction of ambulance and non-ambulance prehospital personnel, in all areas of the county.
- (e) Allow for the integration of all ambulance service providers into the county emergency medical system by establishing minimum medical equipment and training standards, policies, guidelines and procedures and communication systems. (Ords. 2022-21 § 2, 83-28 § 1.)

48-2.006 Intent and applicability.

- (a) It is the intent of the board of supervisors to regulate ambulances and emergency medical services as authorized by its police power, by the State of California pursuant to Health and Safety Code sections 1443 and 1797 et seq., Welfare and Institutions Code section 17000, and Vehicle Code section 2512; and to regulate prehospital personnel.
- (b) It is the board's further intent in enacting this division to exercise, to the fullest extent allowed under the laws of the State of California, its discretion and authority to regulate all ground and air medical transportation service throughout the county except as specified in Section 48-2.010. (Ords. 2022-21 §2, 83-28 § 1.)

48-2.008 Exemptions.

This division does not apply to or during any of the following:

- (a) To vehicles operated as ambulances and to persons engaged in ambulance services where ambulance services are rendered at the request of any county communications center or at the request of any law enforcement or fire protection agency during any "state of war emergency," "state of emergency," or "local emergency," as defined in Government Code section 8558; or to ambulance services provided in response to a mutual aid request by Contra Costa County.
- (b) During any period of up to 30 days, unless that period is renewed or extended, when the county health officer has determined in writing that adequate emergency ambulance service will not be available from existing ambulance service providers who hold a current certificate of operation.
- (c) To an ambulance service transporting a patient through Contra Costa County or to a location within Contra Costa County when the patient transport originated outside Contra Costa County.
- (d) This division does not prevent any peace officer, firefighter, or physician licensed to practice medicine in California from transporting or arranging for the transportation of an individual in need of emergency medical care when no ambulance with a certificate of operation is available and the transportation is required immediately. (Ords. 2022-21 § 2, 83-28 § 1.)

48-2.010 Adoption by local jurisdictions.

- (a) If the ordinance codified in this division is adopted by incorporated cities or towns in the county, the provisions of Section 48-2.012 (f) shall be extended to include the streets, roads, highways, alleys, or any public or private way or place within the incorporated area of that city or town. The permit officer shall be authorized to enforce this division within that jurisdiction.

- (b) The lack of adoption of all or part of this ordinance by a city or town shall not be interpreted as limiting any authority granted to the local emergency medical services agency by Division 2.5 of the Health and Safety Code and California Code of Regulations, Title 22, Division 9. (Ords. 2022-21 §2, 83-28 § 1.)

48-2.012 Definitions.

For purposes of this division, the following terms have the following meanings.

- (a) “9-1-1 EMS and ambulance service” means emergency medical services provided in response to calls made to a LEMSA-designated emergency medical dispatch center.
- (b) “Act” means the Emergency Medical Services System and the Prehospital Medical Care Personnel Act, codified as Health and Safety Code section 1797 et seq.
- (c) “Advanced emergency medical technician” or “AEMT” has the same meaning as set forth in Health and Safety Code section 1797.82.
- (d) “ALS” or “advanced life support” has the same meaning as set forth in Health and Safety Code section 1797.52.
- (e) “Ambulance” means any vehicle or aircraft constructed, modified, equipped, and operated to transport individuals in need of medical care, whether operated on public or private property.”
- (f) “Ambulance service” means the activity, business, or service, for hire, profit, or otherwise, of transporting one or more persons by ambulance on or in any of the streets, roads, highways, alleys, or any public or private way or place.
- (g) “Ambulance service provider” means the person, firm, partnership, corporation or other organization that operates an ambulance in Contra Costa County.
- (h) “Ambulance permit” means the permit issued by the permit officer to a specific ambulance.
- (i) “Attendant” means an EMT or advanced EMT certified in California, or paramedic, physician, registered nurse or physician's assistant licensed in California, who is acting in the capacity of a required ambulance attendant, is responsible for the care of ambulance patients, and has met all license and other requirements in applicable state laws and regulations. "Attendant" may include an attendant serving as a driver.
- (j) “BLS” or “basic life support” has the same meaning as set forth in Health and Safety Code section 1797.60.

- (k) “Certificated ambulance” is an ambulance that is operated by an ambulance service provider who holds a valid certificate of operation.
- (l) “Certificate of operation” is the written authorization issued by Contra Costa County to an ambulance service provider that has met all requirements to operate an emergency or non-emergency ambulance service in Contra Costa County.
- (m) “Critical care transport” or “CCT” means a transport during which a patient requires a level of medical care and/or observation that exceeds the standard scope of practice for EMTs and paramedics and where services are rendered by registered nurses.
- (n) “Dispatcher” means an individual who answers telephone or radio calls for requests for ambulance or emergency medical services.
- (o) “Driver” means an individual who drives an ambulance or emergency response vehicle.
- (p) “Emergency ambulance service provider” means an ambulance service that (1) contracts with the County for the provision of 9-1-1 ambulance service pursuant to Health and Safety Code section 1797.224; (2) has entered into a written agreement with the County for the provision of 9-1-1 emergency ambulance service; or (3) is otherwise authorized by the LEMSA to provide 9-1-1 emergency ambulance services in Contra Costa County.
- (q) “Emergency medical technician” or “EMT” has the same meaning as set forth in Health and Safety Code section 1797.80.
- (r) “Emergency response vehicle” means any privately owned ground transportation vehicle constructed, modified, equipped, or arranged and operated for the transportation of medical or first aid supplies or equipment, or medical personnel trained in emergency medical procedures or first aid, whether on public or private property.
- (s) “Exclusive operating area” or “EOA” means an area or subarea defined by the current EMS plan in which the LEMSA restricts operations to one or more emergency ambulance service provider of ALS or BLS service.
- (t) “Health officer” means the county health officer, or designee(s), or other official designated by the board of supervisors, to perform the health officer's functions under this division.
- (u) “Inspection decal” means the physical decal issued by the permit officer attesting to the successful inspection of an ambulance with respect to its medical, communications or other equipment that may be required by law or LEMSA policy.
- (v) “LALS” or “limited advanced life support” has the same meaning as set forth in Health and Safety Code section 1797.92.
- (w) “LEMSA” means the Contra Costa County local emergency medical services agency

- (x) “LEMSA director” means the Director of the Contra Costa County Emergency Medical Services Agency.
- (y) “MCI” or “multi-casualty incident” or “multi-patient incident” means any incident that meets criteria set forth in Contra Costa County MCI Plan.
- (z) “Medical director” means the full-time or part-time licensed physician and surgeon designated by the County pursuant to Health and Safety Code section 1797.202 to provide medical control and to assure medical accountability throughout the planning, implementation and evaluation of the EMS system.
- (aa) “Mutual aid request” means a request for ambulances, equipment and persons fit for service received from another county within the state or from an adjoining state when the health officer of the other county or adjoining state determines that their resources are inadequate to respond to a county emergency or disaster.
- (bb) “Non-emergency ambulance service provider” means an ambulance service that (1) does not contract with the County for the provision of 9-1-1 ambulance service pursuant to Health and Safety Code section 1797.224; (2) has not entered into a written agreement with the County for the provision of 9-1-1 emergency ambulance service; or (3) is not otherwise authorized by the LEMSA to provide 9-1-1 emergency ambulance services in Contra Costa County.
- (cc) “Permit officer” means the health officer or their designee(s).
- (dd) “Special event” means, but is not limited to, sporting events, off-road vehicle races, fundraisers, marathons, concerts, fairs, bicycle races or other physical competition, parades, festivals, stage or movie productions, contests, or other commercial or non-commercial special events occurring on a specific date and time at a specific location or that place a group or gathering of people in one general locale. “Special event” does not include conferences, symposiums or other indoor events.
- (ee) “Special event medical standby services” means medical-aid or first-aid services provided or offered by persons who are employed or volunteer to provide medical aid or first aid to participants or members of the public at a special event.
- (ff) “Vehicle” has the same meaning as set forth in Vehicle Code section 670. (Ords. 2022-21 § 2, 83-28 § 1.)

Chapter 48-4
LOCAL EMERGENCY MEDICAL SERVICES AGENCY

48-4.002 Local EMS Agency (LEMSA). The county designates the health services department as its LEMSA pursuant to Health and Safety Code sections 1797 et seq., and authorizes a basic life support, limited advanced life support and advanced life support program that provides services utilizing EMTs or paramedics or both. The county health

officer is authorized to implement and administer this program. (Ords. 2022-21 § 2, 83-28 § 1.)

48-4.004 Ordinance Administration.

- (a) The LEMSA is authorized to promulgate rules, regulations, policies, procedures, training requirements, medical equipment provisions and treatment guidelines as reasonably necessary to effectuate the purpose of this ordinance and to ensure the protection of the public health, safety and welfare.
- (b) Any rules, regulations, policies, procedures, training requirements, medical equipment provisions and guidelines promulgated by the LEMSA shall be codified in the LEMSA's policy and field treatment guideline manuals. These may include, but are not limited to, any of the following:
 - (1) Personnel requirements.
 - (2) Equipment requirements, including minimum equipment standards for ambulances and emergency response vehicles.
 - (3) Vehicle requirements.
 - (4) Clinical, operational and EMS dispatch standards and protocols.
 - (5) Clinical and operational data reports.
 - (6) Emergency and disaster operations.
 - (7) Communications systems.
 - (8) Any policy, procedure, or regulation that the LEMSA is authorized to promulgate under the Act. (Ords. 2022-21 § 2, 83-28 § 1.)

**Chapter 48-6
AMBULANCE SERVICE AGREEMENTS**

48-6.02 Ambulance service agreements.

- (a) The county shall contract, on a competitive basis, for provision of the county's 9-1-1 EMS and ambulance service in each exclusive operating area, with allowance for back-up service by other ambulance service providers as deemed necessary by the permit officer.
- (b) In awarding these contracts, the county shall consider the comparative value of competing proposals, including consideration of:
 - (1) The quality of service to be provided;

- (2) The level of service to be provided;
 - (3) The rates charged for services to be provided; and
 - (4) The cost, if any, to the county.
 - (5) Employment retention requirements for the employees of the incumbent ambulance service.
 - (6) Demonstrated experience serving similar populations and geographic areas.
 - (7) Diversity and equity efforts addressing the unique needs of vulnerable and underserved populations of the service area.
 - (8) Financial requirements, including requiring a private ambulance service provider to show proof of insurance and bonding.
 - (9) A description of the ambulance service provider's public information and education activities and community involvement.
- (c) Fire protection districts that provide ambulance or rescue services under the authority of Health and Safety Code section 13862 may compete for, and be awarded, an ambulance service contract.
- (d) A fire protection district in the county that is not required to competitively bid for a 9-1-1 EMS and ambulance service contract in an exclusive operating area is not required to obtain a certificate of operation but must otherwise comply with this ordinance. (Ords. 2022-21 § 2, 83-28 § 1.)

48-6.004 Compulsory ambulance service. If, pursuant to Section 48-6.002, no proposals acceptable to the county are received for an exclusive operating area, the health officer will designate, in writing, one or more of the ambulance service providers holding a certificate of operation to provide emergency ambulance services, without necessity of an emergency certificate of operation. From the date of this written designation until a regular ambulance service agreement is executed for the affected area(s), providing emergency ambulance service shall be an express condition of the certificate of operation. Any unreasonable or unjustified refusal of an emergency call is grounds for suspension or revocation of the certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

Chapter 48-8 CERTIFICATES OF OPERATION AND PERMITS

48-8.002 Certificate of operation - Required. No person, as owner, agent or otherwise, may furnish, operate, conduct, maintain, or otherwise engage in, or advertise, offer, or profess to engage in, private ambulance service within Contra Costa County unless the person holds a valid Contra Costa County certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.004 Ambulance permit - Required. No person may furnish or operate an ambulance within Contra Costa County unless that ambulance has been issued a valid Contra Costa County ambulance permit. Each ambulance shall clearly display a valid EMS inspection decal in the place designated by the permit officer. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.006 Emergency response vehicle permit - Required. No person may furnish or operate an emergency response vehicle within Contra Costa County unless that emergency response vehicle has been issued a valid Contra Costa County permit. Each emergency response vehicle shall clearly display a valid EMS inspection decal in the place designated by the permit officer. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.008 California Highway Patrol report and permit - Required. All ambulances shall carry a valid California Highway Patrol inspection report and permit authorizing use of the vehicle as an ambulance unless otherwise exempted by state or federal law. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.010 Application - Forms. An application for a certificate of operation or ambulance permit shall be made upon forms prescribed by the permit officer. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.012 Application - Required information.

- (a) An application for a certificate of operation shall be signed by the applicant and submitted to the LEMSA. An application shall show and provide the following information:
 - (1) The name and address of the applicant, including the names, business addresses and residence addresses of record of the applicant and registered owner(s). If the applicant is a corporation, joint venture, partnership or limited partnership, the applicant shall provide the names of all partners, corporate officers, and controlling shareholders, their permanent addresses, their percentage of participation in the business.
 - (2) The trade, firm or fictitious business name recorded with the county clerk, under which the applicant has engaged, currently engages, or proposes to engage in ambulance service.
 - (3) If the applicant is a corporation, a copy of its articles of incorporation.
 - (4) The type of ambulance service the applicant proposes to operate (emergency or non-emergency).
 - (5) The geographic area(s) where the applicant proposes to operate the ambulance service.
 - (6) The applicant's training and experience in the transportation and care of patients.

- (7) A description of the management and supervisory structure of the applicant's business, demonstrating that the applicant has sufficient experienced personnel to provide for the oversight and supervision of staff and operations.
- (8) The physical address of the applicant's base of operations and any stations to be maintained in Contra Costa County.
- (9) A staffing proposal for each ambulance.
- (10) An ambulance posting plan that describes the locations from which ambulances will be dispatched to provide services offered in Contra Costa County and specifies the hours of operation for each post or location.
- (11) The physical address and description of the applicant's dispatch center location and a description of the applicant's policies and procedures for receiving requests and dispatching emergency and non-emergency requests for ambulance services.
- (12) A description of the applicant's customer dispute resolution policies and procedures.
- (13) A description of each ambulance that includes all of the following, the make, model, year of manufacture; vehicle identification number; mileage; current state license number; unit number; date the vehicle was placed in service; the length of time the vehicle has been in use; the proposed color scheme, insignia, name, monogram and other distinguishing characteristics of each respective vehicle; a description of the company's program for maintenance of the vehicle(s); a description of the vehicle's communications equipment; and a copy of the Department of Motor Vehicles registration certificate.
- (14) Verification that the applicant has obtained all licenses and permits required by state and local law for the type of ambulance service proposed. An original or facsimile copy of each license and permit must be provided with the application.
- (15) Verification of compliance with the National Fire Protection Association's Standard for Automotive Ambulances.
- (16) The names and qualifications of each attendant and driver who will provide ambulance service within Contra Costa County.
- (17) A description of the uniform to be worn by all certified or licensed personnel.
- (18) The original or a facsimile copy of a valid California Highway Patrol inspection report for each ambulance listed in the application.
- (19) A description of the applicant's training and orientation programs for drivers, attendants, and dispatchers.

- (20) An assets and liabilities statement that is prepared and certified by a certified public accountant, demonstrating to the permit officer that, based on liquidity, profitability and sustainability, the applicant's financial status is adequate to maintain ambulance service operations for a six-month period. The applicant shall also provide the permit officer with any additional documentation requested by the permit officer to determine the applicant's financial viability, including, but not limited to financial statements for established applicants who have been in operation for more than one year. Financial statements for new applicants who have been in business for less than one year may include, but are not limited to, current profit and loss statements and a current balance sheet, both of which must be prepared by a certified public accountant.
- (21) Evidence of insurance coverage as may be required by the permit officer.
- (22) A signed statement of facts and supporting evidence demonstrating that the public health, safety, welfare, convenience, and necessity warrant the issuance of a certificate of operation.
- (23) The service charges and the rate structure of the applicant. The applicant's service charges and rate structure must be reasonable and may not exceed any maximum charges established by the LEMSA.
- (24) The applicant's legal history, including any criminal convictions or civil judgments. If the applicant is a sole proprietorship operating under a fictitious business name, or if the applicant is a partnership, the legal history of the proprietor or partners must be provided. Corporations and limited liability companies shall disclose all civil judgments or enforcement actions taken against them, as well as the legal history of the principals of the corporation or the limited liability company. "Legal history" includes arrests; pending criminal proceedings; a previously revoked ambulance license, permit or certificate of operation; and any past or current investigations by any government or administrative agency.
- (25) A statement specifying whether the applicant has previously operated an ambulance company outside of Contra Costa County, and if so, under what name, type of service provided, where operated, and duration of operation.
- (26) Written acknowledgment that the applicant understands and will comply with the LEMSA's minimum equipment list, policies, treatment guidelines, and other rules established for the level of service being provided.
- (27) An applicant may be required to submit any additional information that the permit officer deems necessary to evaluate, review and investigate the applicant and the application for a certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.014 Applicant - Investigation. Within 60 days after receiving a completed application

and the required fee, the permit officer will determine if:

- (a) The applicant is licensed or permitted by the California Highway Patrol as an ambulance service.
- (b) The applicant is able to provide the requested service.
- (c) The applicant meets the requirements of this division, other applicable laws, ordinances, regulations, and the policies of the LEMSA.
- (d) The applicant made any false statements in the application.
- (e) The applicant failed to disclose facts pertinent to the application process.
- (f) The applicant previously provided ambulance service in California or any other state.
- (g) The applicant previously held or currently holds an ambulance license or permit which has or has not been renewed by the California Highway Patrol.
- (h) The applicant previously held a Contra Costa County ambulance service permit or certificate of operation, and if so, whether that permit or certificate of operation was suspended or revoked, or that permit or certificate was not renewed and the applicant applied for renewal.
- (i) The equipment of the applicant's vehicle, including radios, is in good working order and passes an inspection according to the provisions of Section 48-10.010. (Ords. 2022-21 § 2,83-28 § 1.)

48-8.016 Approval or denial of application for certificate of operation.

- (a) If the applicant does not meet all of the requirements to operate an emergency or non-emergency ambulance service, the application will be denied and the applicant notified in writing at the address provided on the application. The applicant will be notified of the basis for the denial.
- (b) If the applicant meets all the requirements to operate an emergency or non-emergency ambulance service, the application will be approved and the applicant notified in writing at the address provided on the application.
- (c) A certificate of operation will not be issued until an ambulance permit has been issued for all the applicant's ambulances. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.018 Appeal from denial of certification of operation.

- (a) Except as provided in subsection (b) of this section, if the permit officer denies an application for a certificate of operation, the applicant may request a hearing on the

denial. The appeal hearing will be scheduled within 30 days after the applicant's written request for hearing and will be conducted pursuant to Section 48-16.1004. The applicant will have the burden of proof as to why the certificate of operation should be approved.

- (b) If an application is incomplete, the application shall be rejected and the applicant notified at the address provided on the application. The incomplete application will be returned to the applicant together with the fee paid. Notwithstanding subsection (a) of this section, if the permit officer rejects an application for a certificate of operation because the applicant failed to provide all required information, or the application was otherwise incomplete, the applicant has no right to a hearing. The applicant may resubmit a complete application together with the required application fee at any time. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.020 Term.

- (a) Unless earlier suspended, revoked or terminated, a certificate of operation expires two years after the date issued, on the last day of the month of issuance.
- (b) Nothing in this division shall be construed as requiring a certificate of operation to be granted when the previous certificate of operation expires.
- (c) Nothing in this division shall be construed as creating any vested or property right in the renewal, extension, or continuance of any certificate of operation after it expires. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.022 Existing permit to operate.

- (a) A valid permit to operate an ambulance service is valid until its stated date of expiration.
- (b) An ambulance service provider holding a valid permit to operate an ambulance service will not be required to replace it with a certificate of operation until the permit to operate an ambulance service expires.
- (c) Any action taken by the permit officer against a permit to operate, including but not limited to suspension or revocation, will proceed as if taken against a certificate of operation and as set forth in Chapter 48-16 of this code. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.024 Renewal of certificate of operation. A certificate of operation may be renewed. To renew a certificate of operation, the applicant must meet all requirements for the issuance of an initial certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.026 Additional ambulances.

- (a) One or more additional ambulances may be added to an existing certificate of operation if the ambulance service provider:

(1) Submits a vehicle description for each additional ambulance as specified in Section 48-8.012(a)(13);

(2) Provides the required fee per ambulance; and

(3) Schedules and successfully completes an ambulance inspection for each additional ambulance.

(b) The term of the ambulance permit for additional vehicles ends on the earlier of the expiration date of the certificate of operation, or one year from the date the vehicle permit was issued. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.028 Temporary - When issued. The permit officer may issue a temporary certificate of operation for a period of not more than 90 days, renewable at the discretion of the permit officer. The applicant will be notified in writing of the basis for issuance of a temporary certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.030 Application fee. A nonrefundable application fee shall accompany every application for certificate of operation, ambulance permit, emergency response vehicle permit, or special event medical standby services permit, in an amount established by resolution of the board of supervisors. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.032 Temporary certificate of operation fee.

(a) An applicant for a temporary certificate of operation must pay a nonrefundable fee in an amount established by resolution of the board of supervisors before the permit officer issues a temporary certificate of operation.

(b) If a certificate of operation is subsequently issued to the holder of a temporary certificate of operation, the certificate of operation is deemed issued as of the date the temporary certificate of operation was issued. The ambulance service provider will be credited in the amount paid for the temporary certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.034 Annual inspection fee. An annual inspection fee in an amount established by resolution of the board of supervisors shall be paid by the private ambulance service provider for each ambulance in service in Contra Costa County. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.036 Re-inspections and re-inspection fees.

(a) An ambulance that failed to pass an inspection must be re-inspected before it may operate. A re-inspection fee in an amount established by resolution of the board of supervisors shall be paid before the re-inspection.

(b) After a certificate of operation or permit is suspended, an ambulance must be re-inspected before it may operate. A re-inspection fee in an amount established by

resolution of the board of supervisors shall be paid before the re-inspection. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.038 Reinstatement fee. A reinstatement fee, in an amount established by resolution of the board of supervisors, shall be paid before a certificate of operation is reinstated. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.040 Payment. The fees required by this chapter shall be paid to the county permit officer. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.042 Application - Changed information. An applicant or ambulance service provider shall report any change to the information required by Section 48-8.012 to the permit officer within 10 days after the effective date of the change, except any change in the information required by Section 48-8.012 (a) (1) or (2) or an arrest shall be reported to the permit officer immediately, and in no event later than seven days after the date of that change or arrest. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.044 Termination. Certificates of operation are not transferable. Any change of ownership of an ambulance service provider's business terminates the certificate of operation. A new owner wishing to operate an ambulance service within Contra Costa County must apply for a certificate of operation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-8.046 Public posting of documents - Required.

- (a) A certificate of operation shall be displayed conspicuously in public view in the ambulance service provider's principal place of business in Contra Costa County.
- (b) A holder of a certificate of operation shall also post its fees and rate structure for ambulance transport, including the cost per mile and supplies that may be charged to patients, in a conspicuous place at its principal place of business in Contra Costa County and on the ambulance service provider's website, if any.
- (c) If a holder of a certificate of operation does not have a principal place of business in Contra Costa County, the certificate holder shall conspicuously display the aforementioned documents at the ambulance service provider's headquarters and on the ambulance service provider's website, if any. (Ords. 2022-21 § 2, 83-28 § 1.)

Chapter 48-10 VEHICLE COMPLIANCE

48-10.002 Markings.

- (a) All ambulances must display, in a type and manner specified by the permit officer, all of the following:
 - (1) The business name of the ambulance service provider.

- (2) The word “Ambulance.”
 - (3) The level of ambulance service provided: basic life support, limited advanced life support, advanced life support or critical care transport.
 - (4) An ambulance that provides advanced life support may display the words “Paramedic Unit” in lieu of the words advanced life support.
 - (5) The phrase “FOR EMERGENCIES, CALL 9-1-1.”
- (b) No vehicle may display the words “Ambulance,” “Medic,” “Paramedic,” “Emergency Medical Services,” “Emergency Transport Services,” “EMS” or any derivative of those terms unless the ambulance is properly permitted by the LEMSA. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.004 Communications equipment.

- (a) All ambulances and emergency response vehicles shall be equipped with properly operating equipment that allows voice communication at all times with the county's communication center and with all other ambulance service providers in Contra Costa County.
- (b) All ambulances and emergency response vehicles shall be equipped with the minimum communications equipment required by LEMSA policy or standards.
- (c) All ambulances and emergency response vehicles shall be equipped with a LEMSA-approved global positioning system mapping device. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.006 Annual inspection.

- (a) All permitted ambulances and vehicles are subject to an annual inspection by the permit officer to determine if:
 - (1) The ambulance or emergency response vehicle is properly maintained and ambulances are equipped for the provision of ambulance service.
 - (2) The description of the ambulance required by Section 48-8.012 (a)(13) is accurate.
 - (3) The ambulance or emergency response vehicle contains communications devices installed pursuant to LEMSA standards and policies, and that the communications devices are in good working order.
 - (4) The ambulance or emergency response vehicle is in compliance with the California Highway Patrol standards with a valid inspection report on file.
 - (5) The ambulance or emergency response vehicle is in compliance with all local, state and federal requirements that apply to the operation of ambulances and emergency

response vehicles.

- (6) The ambulance or emergency response vehicle is sanitary and in good working condition and does not otherwise pose a risk to the public's health or safety.
- (7) Ambulance service providers holding a current, valid ambulance permit upon adoption of this ordinance will be subject to annual inspections beginning one year from the date of issuance of their current permit or renewal of certificate of operation, whichever comes first. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.008 Inspection decal.

- (a) An ambulance or vehicle that passes an inspection will be issued an inspection decal that expires the earlier of 1 year from date of issuance or on the same day that the certificate of operation expires. The date of issuance for an initial inspection decal is the date the initial inspection is successfully completed and a certificate of operation is issued. The decal must be prominently displayed on the ambulance or emergency response vehicle at all times and in the manner prescribed by the permit officer.
- (b) A vehicle inspection decal may be renewed no earlier than 60 days before it expires. Notwithstanding early renewal, the new vehicle inspection decal shall not become effective until expiration of the current vehicle inspection decal. certification of operation expiration. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.010 Intermittent inspection.

- (a) An ambulance service or operator of an emergency response vehicle shall allow the permit officer to inspect any ambulance or emergency response vehicle being operated in Contra Costa County, at any time, with or without advance notice.
- (b) An intermittent inspection does not supplant the required annual inspection.
- (c) Notwithstanding subsection (b), the permit officer may, in his or her sole discretion, waive the annual inspection if the intermittent inspection occurs within 60 days before the certificate of operation expires and the ambulance meets the requirements of this division.
- (d) An ambulance service provider's failure to cooperate with an inspection will be deemed an inspection failure pursuant to Section 48-10.012. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.012 Inspection failure.

- (a) If a vehicle fails an annual or intermittent inspection, the ambulance service provider must immediately remove the ambulance or emergency response vehicle from service until the ambulance or emergency response vehicle has been re-inspected and the permit officer has authorized its return to service.

- (b) No ambulance or emergency response vehicle that has been removed from service due to an inspection failure shall transport patients or respond to calls for service.
- (c) An ambulance or emergency response vehicle that has been placed out of service or is not otherwise available to respond to emergency calls shall not be driven upon a public roadway unless it displays the words "Out of Service" in at least four-inch black letters on the rear, left and right sides of the ambulance or emergency response vehicle. (Ords. 2022-21 § 2, 83-28 § 1.)

48-10.014 Vehicle compliance.

- (a) No person may operate or cause another to operate an ambulance or emergency response vehicle if any of the following conditions exist:
 - (1) The vehicle does not meet the minimum requirements for operation as set forth by the California Highway Patrol or if it no longer complies with any provision of the Vehicle Code or Title 13 of the California Code of Regulations.
 - (2) The vehicle is not furnished with the minimum equipment required by the LEMSA.
 - (3) The permit officer determines that the vehicle is not in a clean, sanitary condition.
 - (4) The permit officer determines that the vehicle is not in a safe mechanical condition.
- (b) The ambulance service provider shall immediately notify the permit officer if an ambulance or emergency response vehicle ceases to meet the minimum requirements for operation as set forth by the California Highway Patrol or if it no longer complies with any provision of the Vehicle Code or Title 13 of the California Code of Regulations. (Ords. 2022-21 § 2, 83-28 § 1.)

**Chapter 48-12
PREHOSPITAL PERSONNEL**

48-12.002 Medical direction. All EMT and paramedic personnel working in Contra Costa County shall provide patient care in accordance with the medical care policies, procedures and treatment guidelines promulgated by the LEMSA and its medical director. (Ords. 2022-21 § 2, 83-28 § 1.)

48-12.004 Ambulance personnel.

- (a) No person may drive or act as an attendant in a certificated ambulance unless that person:
 - (1) Is at least 18 years of age;

- (2) Is trained and competent in the proper use of all ambulance equipment;
 - (3) Is certified in the State of California as an Emergency Medical Technician (EMT) or Advanced EMT (AEMT), or licensed in the State of California as a paramedic, critical care paramedic, physician, physician's assistant or registered nurse;
 - (4) Has successfully completed a Contra Costa County EMS system orientation; and
 - (5) Holds a current California driver's license, ambulance driver's certificate and a medical examiner's certificate. Personnel hired exclusively to perform patient care duties and not hired to drive an ambulance are exempt from the requirement of this subsection.
- (b) The ambulance service provider shall provide the names of its exempt employees to the permit officer and shall notify the permit officer within five business days after any change to their exempt status. (Ords. 2022-21 § 2, 83-28 § 1.)
- (c) This subdivision shall not be construed to prevent the operation of an ambulance by a peace officer or publicly employed firefighter during an emergency when no other authorized attendant is available.

48-12.006 Emergency vehicle operation course - Required. No person may drive a certificated ambulance or privately owned emergency response vehicle unless the person has completed a LEMSA-approved emergency vehicle operation course. (Ords. 2022-21 § 2, 83-28 § 1.)

48-12.008 Uniform and appearance.

- (a) Employers of attendants and drivers of ambulances or privately owned emergency response vehicles shall implement a dress-code policy that requires its employees to maintain a professional appearance.
- (b) Attendants and drivers of ambulances or privately owned emergency response vehicles shall maintain a professional appearance in accordance with their employer's dress-code policy.
- (c) Uniforms shall identify their employer or sponsoring agency, have visible identification of name and certification level, display the LEMSA-approved county patch, be neat and clean, and comply with other requirements as may be prescribed by the permit officer, except that public safety agency dress code policy shall prevail when in conflict with this subsection.
- (d) Paramedic interns and EMT students shall wear a uniform that conspicuously identifies them as a paramedic intern or EMT student. (Ords. 2022-21 § 2, 83-28 § 1.)

48-12.010 Personnel inspections.

- (a) Ambulance personnel shall carry on their person at all times while operating a certificated ambulance all of the following, which shall be current and valid:
 - (1) Driver license;
 - (2) State EMT certificate, AEMT certificate, paramedic, physician, physician's assistant or registered nurse license; and
 - (3) Medical examiner certificate.
- (b) Ambulance personnel shall immediately present their driver license, identification, medical examiner certificate, and State EMT certificate, AEMT certificate, paramedic, physician, physician's assistant or registered nurse license upon the permit officer's request. (Ords. 2022-21 § 2, 83-28 § 1.)

**Chapter 48-14
DISPATCH**

48-14.002 Dispatchers. No person shall take or dispatch calls for the request of emergency or non-emergency ambulance service unless they have met the dispatcher training requirements established by the LEMSA. (Ords. 2022-21 § 2, 83-28 § 1.)

48-14.004 Dispatcher - Required.

- (a) An ambulance service provider must have at least one person responsible for receiving calls and dispatching ambulances during all hours that he or she is providing services.
- (b) An ambulance service provider must have at least one person responsible for answering requests for mutual aid or responding to assist any county 9-1-1 ambulance service provider at all times. (Ords. 2022-21 § 2, 83-28 § 1.)

48-14.006 Dispatcher training - Required. A certificated ambulance service provider shall ensure that all of its dispatchers complete adequate LEMSA-approved training in radio and telephone operation, LEMSA policies, and the geographical areas served before the dispatcher begins taking or dispatching calls for ambulance service. (Ords. 2022-21 § 2, 83-28 § 1.)

48-14.008 Electronic communication system - Required.

- (a) An ambulance service provider shall subscribe to the electronic notification and messaging system designated by the LEMSA for communicating EMS system messages, major incident responses, and requests for mutual aid or ambulance availability queries. The system shall be operational and monitored in the ambulance service provider's dispatch center 24 hours per day, 7 days per week.

- (b) An ambulance service provider shall promptly respond to all messages and ambulance queries. (Ords. 2022-21 § 2, 83-28 § 1.)

48-14.010 Dispatching.

- (a) An ambulance service provider holding a non-emergency certificate of operation that receives a call for emergency ambulance service shall immediately refer the caller to the 9-1-1 system.
- (b) Emergency: An emergency ambulance service provider that receives a call for emergency ambulance service, or a non-emergency ambulance service provider that receives a request from the County’s designated public safety answering point, shall immediately dispatch an ambulance to the address or place given. The ambulance dispatched shall immediately start a direct run to that address or place and shall complete that run unless directed otherwise by the LEMSA or LEMSA designated county communications center, or unless diverted to respond to another emergency, as authorized by the LEMSA. In no circumstance shall a LEMSA designated county communications center diverge from local EMS policy when assigning, diverting, or cancelling ambulances without express written authorization by the Contra Costa County EMS Agency medical director.
- (c) Non-Emergency: A non-emergency ambulance service provider, upon receiving a call for non-emergency ambulance service, shall promptly dispatch, or schedule for dispatch at a time acceptable to the caller, an ambulance to the address or place given. The ambulance shall promptly, or at the time scheduled, start a direct run to that address or place and shall complete that run unless diverted to respond to an emergency by the LEMSA or LEMSA designated county communications center. . In no circumstance shall a LEMSA designated county communications center diverge from local EMS policy when assigning, diverting, or cancelling ambulances without express written authorization by the Contra Costa County EMS Agency medical director. (Ords. 2022-21 § 2, 83-28 § 1.)

**Chapter 48-16
ENFORCEMENT**

Article 48-16.2 General Provisions

48-16.202 Authority - Ordinance enforcement.

- (a) The permit officer is authorized to enforce this ordinance.
- (b) The permit officer is authorized to investigate EMT misconduct and violations of the Act. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.204 Investigations. During an investigation, the permit officer may accept a written statement by a county officer or employee, an officer or employee of the state, or an officer or employee of any law enforcement or fire protection agency acting within the

course and scope of their official duties or employment as evidence that fact(s) or condition(s) do or do not exist. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.206 Violations prohibited. No person shall do anything forbidden by or contrary to this division or regulations issued under the division. (Ords. 2022-21 §2, 83-28 § 1.)

48-16.208 Remedies. Remedies under this division are in addition to any other remedy allowed by this code or applicable law. (Ords. 2022-21 § 2, 83-28 § 1.)

**Article 48-16.4
Inspections and Records**

48-16.402 Inspections and Records.

- (a) In addition to intermittent inspections of ambulances and privately owned emergency response vehicles described in section 48-10.010, the permit officer may inspect the records, equipment, supplies and personnel of an ambulance service provider at any time.
- (b) A certificated ambulance service provider and its employees shall make all records available to the permit officer, including but not limited to dispatch records, dispatch recordings, dispatch logs, patient care reports, electronic health records, personnel records and personnel training records.
- (c) An ambulance service provider shall make its records available for inspection and copying at the ambulance service provider's regular place of business. All dispatch recordings shall remain available to the permit officer for at least 90 days after the date the recording was made. (Ords. 2022-21 § 2,83-28 § 1.)

**Article 48-16.6
Suspension and Revocation**

48-16.602 Authority to suspend or revoke permit and certificate of operation. The permit officer may suspend or revoke a permit or certificate of operation for: any violation of this division; any other applicable law, regulation, or LEMSAs policy; or any act related to the provision of ambulance services that jeopardizes the public's health and safety. Suspension is not a condition precedent to revocation. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.604 Notice issuance. Except in the case of an emergency action described in Section 48-16.610, before a permit is suspended or revoked, the permit officer shall give written notice to the ambulance service provider specifying the grounds for the suspension or revocation. The notice will give the ambulance service provider at least five but no more than 15 days to correct the violation or appeal the suspension or revocation by requesting a hearing before the LEMSAs director. If within 15 days the violation is not corrected or no request for an appeal is made, the decision of the permit officer to suspend or revoke is final. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.608 Reinstatement. Before a suspended certificate of operation or ambulance permit is reinstated, the ambulance service provider shall do all the following:

- (a) Demonstrate that the cause for the suspension has been remediated and reinstatement is appropriate.
- (b) Provide a plan that ensures for continued compliance.
- (c) Cooperate with the permit officer by making each ambulance available for re-inspection to ensure compliance with this ordinance and LEMSA policy, including but not limited to compliance with minimum personnel requirements and training standards, minimum equipment requirements, vehicle cleanliness, and vehicle safety. The vehicle re-inspection fee described in Section 48-8.036 shall apply.
- (d) Pay the reinstatement fee pursuant to Section 48-8.038. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.610 Emergency action - Summary suspension. If the permit officer makes a written finding that there is a significant and immediate risk of harm to the public health, safety or welfare if an ambulance service provider continues to operate, the permit officer may immediately suspend the certificate of operation or ambulance permit without first holding a hearing and order the ambulance service provider to cease operations immediately. If a certificate of operation is suspended under this section, the ambulance service provider may make a written request for a hearing. The hearing will take place within five business days after the hearing request, unless the parties agree to an extension. Hearings will be conducted pursuant to Article 48-16.10, except that the ambulance service provider must demonstrate that the cause for the emergency suspension has been remediated and reinstatement is appropriate. The request for hearing shall not stay the suspension. (Ords. 2022-21 § 2, 83-28 § 1.)

48-16.612 Revocation. An ambulance service provider that has had its certificate of operation revoked will not be eligible to reapply for a period of one year after the date the revocation order became final. (Ords. 2022-21 § 2, 83-28 § 1.)

Article 48-16.8 Administrative Fines

48-16.802 Administrative fines - Authorization and Amounts.

- (a) This article provides for administrative fines that the permit officer may impose, enforce, and collect to address any violation of this division. This chapter is authorized by Government Code Section 53069.4.
- (b) The amount of a fine is one hundred dollars for a first violation, two hundred dollars for a second violation of the same ordinance within one year, and five hundred dollars for each additional violation of the same ordinance within one year.

- (c) Acts, omissions, or conditions in violation of this division that continue, exist, or occur on more than one day constitute separate violations and offenses on each day. Violations continuing, existing, or occurring on the service date, the effective date, and each day between the service date and the effective date are separate violations. (Ord. 2022-21 § 2.)

48-16.804 Administrative fines - Notice of violation.

- (a) If this division is violated, the permit officer may serve a notice of violation on the person in violation. The notice will include all of the following information:
 - (1) The date of the violation.
 - (2) The code section(s) violated and a description of the violation.
 - (3) A description of how the violation can be corrected.
 - (4) The effective date, which is the specified time period of at least ten calendar days, beginning on the service date, within which the violation must be corrected.
 - (5) An advisement that the person may be subject to an administrative fine under this chapter if the violation is not corrected by the date required pursuant to subsection (4) of this section, and the amount of that fine.
- (b) The permit officer may impose an administrative fine if the violation has not been corrected by the effective date specified in the notice of violation. (Ord. 2022-21 § 2.)

48-16.806 Administrative fines - Notice of fine.

- (a) An administrative fine will be assessed by means of a notice of fine.
- (b) The person in violation of this division will be served with the notice of fine, which will include all of the following information:
 - (1) The date of the violation.
 - (2) The code section(s) violated and a description of the violation.
 - (3) The amount of the fine.
 - (4) An advisement of the right to appeal the imposition of the fine in a hearing before the LEMSA director. (Ord. 2022-21 § 2.)

48-16.808 Final administrative order. The imposition of the administrative fine becomes a final administrative order at the earlier of the following dates:

- (a) On the date the notice of fine is served, if the owner fails to file a written appeal to the

department within the time specified.

- (b) On the date the written decision by the LEMSA director is served, if the owner files a written appeal to the department within the time specified. (Ord. 2022-21 § 2.)

48-16.810 Payment of the fine. The fine must be paid to the county within 30 days after the imposition of the administrative fine becomes a final administrative order. Payment of a fine under this chapter does not excuse or discharge any continuation or repeated occurrence of the violation that is the subject of the notice of fine. The payment of a fine does not bar the county from taking any other enforcement action regarding a violation that is not corrected. (Ord. 2022-21 § 2.)

48-16.812 Collection. If the fine is not paid within 30 days after the imposition of the fine becomes a final administrative order, the county may collect the fine, the county's collection costs, and interest. An administrative fine accrues interest at the same annual rate as any civil judgment, beginning on the twentieth day after the fine becomes a final administrative order. The county may collect by using any available legal means, including but not limited to the following:

- (a) The county may file a civil action. If a civil action is commenced, the county is entitled to recover all costs associated with the collection of the fine, including those costs set forth in Code of Civil Procedure Section 1033.5.
- (b) The county may take such other actions as are allowed for enforcement of a civil judgment as provided for pursuant to the Enforcement of Judgments Law, California Code of Civil Procedure Section 680.010 et seq. (Ord. 2022-21 § 2.)

Article 48-16.10 Hearing Procedure

48-16.1002 Appeal- filing.

- (a) The suspension or revocation of a certificate of operation, or the imposition of an administrative fine, may be appealed pursuant to the procedures set forth in this article.
- (b) The appellant must pay an appeal fee in an amount established by the board of supervisors and submit a written appeal to the LEMSA within 15 days after the notice was served. The written appeal must contain:
 - (1) A brief statement explaining who the appealing party is and what interest the appealing party has in challenging the imposition of the fine; and
 - (2) A brief statement of the material facts that the appellant claims support his or her contention that no administrative fine should be imposed or that an administrative fine of a lesser amount is warranted. (Ord. 2022-21 § 2.)

48-16.1004 Hearing. The LEMSA director or designee hears appeals of the permit officer's

decision to suspend or revoke a certificate of operation or ambulance permit, to impose an administrative fine, or to deny an application for a special event medical standby services permit. At his or her sole discretion, the LEMSA director may refer an appeal to the Office of Administrative Hearings.

- (a) The LEMSA director or administrative law judge shall control the conduct of the hearing, including but not limited to making evidentiary determinations.
- (b) The appellant will be given the opportunity to testify and present written or oral evidence. The permit officer may present evidence as to why the ambulance service provider's certificate of operation or ambulance permit should be suspended or revoked or why an administrative fine should be imposed, and to answer any evidence presented by the ambulance service provider.
- (c) Hearings need not be conducted in accordance with the California Evidence Code. Evidence must be relevant, non-cumulative, and of such a nature as responsible persons are accustomed to rely on in the conduct of serious affairs.
- (d) Hearings may be electronically recorded. (Ord. 2022-21 § 2.)

48-16.1006 Decision. After considering the testimony and evidence submitted at a hearing, or after the appellant has failed to appear at a hearing, the LEMSA director will issue a written decision. The decision is final and not subject to appeal under Chapter 14-4 of this code. (Ord. 2022-21 § 2.)

Article 48-16.12 Service of Notice or Decision

48-16.1202 Service. All notices or decisions required to be served by this division will be served by either of the methods specified in subsections (a) and (b).

- (a) By deposit in the United States mail in a sealed envelope, first class, postage prepaid, addressed to the person to be notified at his last known business or residence address appearing in the public records or in other records of the matter for which notice is given, and mailed notice shall be deemed served when duly mailed.
- (b) Personal service. Personal service is deemed complete on the date the notice or decision is personally served. (Ord. 2022-21 § 2.)

Article 48-16.14 Judicial Review

48-16.1402 Judicial review. A final administrative order may be appealed to the superior court of the county in accordance with the applicable provisions of the California Government Code and California Code of Civil Procedure. (Ord. 2022-21 § 2.)

Chapter 48-18
SPECIAL EVENT MEDICAL STANDBY SERVICES

48-18.002 Purpose. The purpose of this chapter is to ensure emergency medical services system preparedness and minimum personnel standards by establishing procedures for permitting special events when special events are conducted on public or private property within Contra Costa County. These permitting procedures authorize the permit officer to approve permits for medical standby services at special events and to require permit conditions or deny permits when necessary to protect and promote the health, safety, and welfare of the public by ensuring adequate availability of ambulances and other emergency medical service resources to the county, and by ensuring that personnel meet minimum training, certification and license requirements. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.004 Medical standby services at special events - Required. No person, firm, partnership, corporation or other organization, either as owner, agent or otherwise, shall operate, conduct, maintain or otherwise engage in a special event where the attendance is expected or designed to exceed 2500 people, without providing a medical standby service for the special event. Events operated, conducted or maintained by a government agency are exempt from this requirement. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.006 Special event medical standby services permit - Required. No person, firm, partnership, corporation or other organization, either as owner, agent or otherwise, shall furnish, operate, conduct, maintain or otherwise engage in special event medical standby services within Contra Costa County, unless the person, firm, partnership, corporation or other organization holds a current special event medical standby services permit. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.008 Application form. An application for a special event medical standby services permit must be made upon forms prescribed by the permit officer no less than 30 days before the event. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.010 Application for special event medical standby services permit – Required.

- (a) An application for a special event medical standby services permit must be signed by the applicant and submitted to the LEMSA together with the required fee.
- (b) An application must include all of the following information:
 - (1) The name and address of the applicant, including the names, business addresses and residence addresses of record of the applicant and registered owner(s).
 - (2) The trade, firm, or fictitious business name recorded with the county clerk, under which the applicant has engaged, currently engages, or proposes to engage in special event medical standby services.
 - (3) The applicant's training and experience in the provision of medical standby services and patient care.

- (4) Verification that the applicant has obtained all licenses and permits required by state and local law for the type of service proposed.
 - (5) Evidence of insurance coverage in an amount as may be required by the permit officer.
 - (6) The applicant's legal history, including any criminal convictions or civil judgments. If the applicant is a sole proprietorship operating under a fictitious business name, or if the applicant is a partnership, the legal history of the proprietor or partners must be provided. Corporations and limited liability companies shall disclose all civil judgments or enforcement actions taken against them, as well as the legal history of the principals of the corporation or the limited liability company.
 - (7) A statement specifying whether the applicant has previously operated a medical standby service company outside of Contra Costa County, and if so, under what name, type, where operated, and duration of operation.
 - (8) Verification that the applicant's staff have received training in LEMSA's treatment guidelines and policies and meet the minimum required training and certification(s) required by LEMSA policy.
 - (9) Written acknowledgment that the applicant understands and will comply with the LEMSA's policies, treatment guidelines and other rules established for medical standby services.
- (c) An application must include the following information about the special event:
- (1) A description of the special event, including the title, type of event, date, time, anticipated attendance, and participants.
 - (2) A description of the physical location of the special event, including street names that are part of the venue and its surrounding area. If the event involves a moving route, the direction of the travel and street or lane closures must be described.
 - (3) The resources the applicant will have at the special event and the manner in which they will be managed and deployed.
 - (4) A description of the services that the applicant will provide at the special event.
 - (5) A description of the standby service provider's medical plan for the special event, including a communications plan, the names and certification levels of staff or volunteers (physician, registered nurse, paramedic, or EMT) and certification or license numbers. The plan must include hours of set-up and dismantling of medical aid areas.
 - (6) A description of the uniform to be worn by certified or licensed staff or volunteers at the special event.

- (7) A description of the process used to determine the need to contact 9-1-1 for patient transport from the special event.
- (8) An incident action plan for the special event.
- (d) The applicant may be required to submit additional information if requested by the permit officer. (Ords. 2022-21 §2, 83-28 § 1.)

48-18.012 Permit fee. A nonrefundable application fee must accompany every application for a special event medical services standby permit in an amount established by board resolution. (Ords. 2022-21 §2, 83-28 § 1.)

48-18.014 Approval or denial of application for special event medical standby services permit.

- (a) If the applicant meets all the requirements to furnish, operate, conduct, maintain, or otherwise engage in medical standby services, the application will be approved and the permit issued.
- (b) An application for a special event medical standby services permit may be denied for any of the following reasons:
 - (1) Failure to have certified, licensed and trained staff or volunteers.
 - (2) Failure to have adequate resources, including an adequate number of staff relative to the size of the special event.
 - (3) Failure to comply with LEMSA policies or treatment guidelines.
 - (4) Failure to have proper equipment, including communications equipment.
 - (5) Failure to comply with medical standby services permit conditions or requirements in the past.
 - (6) Any material omission or misrepresentation made by the applicant on its application.
 - (7) A plan or condition that creates or reasonably could create a risk to the health and safety of the attendees or staff of the special event.
- (c) If an application for a special event medical standby services permit is denied, the applicant will be notified in writing of the basis for the denial. This notice will be sent to the address provided on the application. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.016 Appeal from denial of application for a special event medical standby services permit.

- (a) Whenever the permit officer denies an application for special event medical standby services permit, the applicant may make a written request for hearing. The written request for hearing must be made within 10 days after the denial. A hearing will be conducted pursuant to Section 48-16.1004 within 20 days after the denial.
- (b) If an application is incomplete, the application will be rejected and the applicant notified at the address provided on the application. An incomplete application will be returned to the applicant together with the fee paid. Notwithstanding subsection (a) of this section, if the permit officer rejects an application for special event medical standby services permit because the applicant failed to provide all required information or payment of the required fee, the applicant has no right to a hearing. The applicant may resubmit a complete application together with the application fee at any time. (Ords. 2022-§ 2, 83-28 § 1.)

48-18.018 Transport of patients. No person affiliated with special event standby services may use a vehicle to transport patients at or from a special event held on public or private property unless authorized by the LEMSA as part of the special event medical services standby permit. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.020 Color scheme, logo, and uniform design. The color scheme, logo and uniform design used to designate a special event medical service vehicle and personnel of the special event medical services provider shall not be the same or similar to the color scheme or design of a public safety agency, or other ambulance service provider. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.022 Exemption from special event permit requirement. A person or entity holding a valid and current certificate of operation and public safety agencies are exempt from the requirements of this chapter, except that the person or entity shall notify the LEMSA 10 days before providing special event medical standby services. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.024 Compliance. Compliance with this chapter does not excuse the special event medical standby services permit holder from the requirement to comply with all other applicable laws and regulations where the event will be held. (Ords. 2022-21 § 2, 83-28 § 1.)

48-18.026 Mutual aid. Upon the request of the permit officer, a special event medical standby service provider shall make its staff and equipment available to aid and assist the LEMSA or public safety agency in the event of a wide-scale emergency or disaster occurring at a special event, and if requested, shall participate in emergency planning with the LEMSA. (Ords. 2022-21 § 2, 83-28 § I.)

Chapter 48-20
MISCELLANEOUS PROVISIONS

48-20.002 General performance standards. An ambulance service provider shall adhere to the general performance standards established by LEMSA regulation and policy. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.004 Quality management program - Required.

- (a) An ambulance service holding a non-emergency ambulance service certificate of operation must establish and maintain a quality management program. The program must include all of the following:
- (1) Utilize a physician, registered nurse or paramedic with experience in quality management to direct and coordinate quality improvement activities that meet the requirements of the State Emergency Medical Services Authority's Quality Improvement Program contained in the California Code of Regulations, Title 22, Division 9, except that a non-emergency ambulance service that employs registered nurses for critical care nurse transport operations shall utilize an individual who possesses no less than a registered nurse license.
 - (2) Meet the requirements of the LEMSA Emergency Medical Services Quality Improvement Plan program (EMSQIP).
 - (3) Identify problems or issues regarding patient care, propose solutions for corrective action, and facilitate implementation of those solutions.
 - (4) Provide for the systematic and comprehensive review of clinical care provided to patients.
 - (5) Maintain a radio recording of all calls for ambulance services requested, all dispatch instructions given, and all communications between the dispatch center and the ambulance unit until the ambulance run is completed. All radio recordings must be kept at least 180 days after being recorded. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.006 Critical care transport nurse unit. Ambulance service providers that provide medical transportation with critical care transport nurses shall comply with all of the requirements for non-emergency ambulances as set forth in this division and by LEMSA regulation and policy, including the requirement that registered nurses attend an EMS system orientation. Failure to do so may result in the suspension or revocation of the provider's certificate of operation, the imposition of administrative fines, or other enforcement action allowed by this code. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.008 Physician medical director for CCT transport nurse units- Required.

- (a) An ambulance service provider that provides medical transportation with critical care transport nurses shall have a physician medical director who oversees the

critical care nurse transport program and establishes clinical standards, policies and standing orders for registered nurses who provide critical care transport.

- (b) Nothing in this division shall be construed as regulating the clinical care provided by critical care transport nurses. (Ords. 2022-21 §2,83-28 § 1.)

48-20.010 Critical care transport nurse training - Required. Critical care transport nurses shall be trained to the same standard as emergency medical technicians and paramedics, as required by the LEMSA's policies and as required by this Division, including training in LEMSA's quality assurance and quality improvement processes. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.012 Unauthorized response. No ambulance service provider shall cause or allow any ambulance to respond to a location without first receiving a specific request for the service at that location. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.014 Personal protective equipment. An ambulance service provider shall supply and maintain standardized and properly fitted personal protective equipment and supplies to ensure safety and readiness according to Cal/OSHA regulations. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.016 Responsible advertising.

- (a) No ambulance service provider shall display on any ambulance or emergency response vehicle, or otherwise announce, advertise, offer, publish or claim, that it provides either emergency or non-emergency ambulance service unless it possesses a current, valid certificate of operation for the service.
- (b) No ambulance service provider under this division shall display on any ambulance or emergency response vehicle, or otherwise advertise, offer, publish or claim, that it provides paramedic service or ALS service, unless it provides the service twenty-four hours per day. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.018 Enforcement of judgment - Reporting required.

- (a) An ambulance service provider shall provide LEMSA with information regarding any unpaid judgments or liens against the ambulance service provider, and notice of the transactions or acts giving rise to the judgment(s) or lien(s).
- (b) The ambulance service provider shall notify the LEMSA in writing within 48 hours after the notice of any levy or other action taken by a creditor to enforce a judgment or lien so that the permit officer may make a determination regarding the effect the enforcement action may have on the ambulance service provider's ability to provide continuous service in accordance with this division. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.020 Non-emergency ambulance EMS system support.

- (a) A non-emergency ambulance service provider holding a valid certificate of operation shall, at the request and direction of the permit officer, provide mutual aid ambulance services or assist with disaster, multi-patient, or mass casualty incidents within the county.
- (b) If a non-emergency ambulance service provider holding a valid certificate of operation is requested to provide mutual aid ambulance services or assist with disaster, multi-patient, or mass casualty incidents, the non-emergency ambulance service provider shall make available, and place into service, all available permitted ambulances without delay.
- (c) A non-emergency ambulance service provider shall file its disaster response plan annually with the LEMSA for approval. This plan must comply with LEMSA's disaster response plan policy, including a personnel call-back plan to facilitate staffing of ambulance vehicles in the event the ambulance service provider is requested to provide mutual aid ambulance services or assist with a disaster or a mass casualty incident within the county.
- (d) A non-emergency ambulance service provider shall participate in at least one in-county LEMSA-approved multi-agency disaster exercise each year by sending at least one fully-staffed ambulance to each organized event. All costs associated with participating in the disaster exercise are the sole responsibility of the ambulance service provider. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.022 Compliance with multi-casualty incident (MCI) plan. All management, attendants and drivers of an ambulance service provider shall follow the county's multi-casualty incident plan and the LEMSA policies concerning multi-patient events. (Ords. 2022-21 § 2, 83-28 § 1.)

48-20.024 Transport of cadavers - Prohibited. No person shall transport a cadaver by ambulance or privately owned emergency response vehicle. (Ords. 2022-21 §2, 83-28 § 1.)

48-20.026 Security of ambulance vehicles. No person shall leave an ambulance unlocked or otherwise unsecured when it is not occupied, or actively involved or participating in an emergency response. (Ords. 2022-21 § 2, 83-28 § 1.)

SECTION III. Ordinance No. 83-28, Regulation 1, adopted June 2, 1989 is hereby repealed.

SECTION IV. This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published in the East Bay Times, a newspaper published in this county. This ordinance shall be published in a manner satisfying the requirements of Government Code section 25124, with the names of supervisors voting for and against it.

PASSED on June 21, 2022 by the following vote: AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO
 Clerk of the Board of
 Supervisors and County
 Administrator

Board Chair

By: _____
Deputy

[SEAL]



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Economic Opportunity Council Resignation

RECOMMENDATION(S):

ACCEPT the resignation of Cloudell Douglas, DECLARE a vacancy in Public Sector Seat Number 1 on the Economic Opportunity Council, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

Accept the resignation of Cloudell Douglas. He was originally appointed to the Economic Opportunity Council on November 6, 2018 with a term ending on June 30, 2022. Mr. Douglas has submitted his resignation from this seat. The duties and responsibilities of the Economic Opportunity Council (EOC) include: reviewing fiscal and programmatic reports submitted by Community Services Bureau (CSB) staff; reviewing performance of Community Services Block Grant contractors and the Weatherization program services; selecting EOC officers and appointing members to committees; making recommendations to the County Board of Supervisors on all proposals and budgets related to Community Services

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Elaine Burres 608-4960

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Block Grant and Weatherization programs; and requiring and receiving budget and other reports prepared by CSB staff every other month along with an Annual Report in September.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the EOC may be unable to fill the vacancy and conduct routine business.



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: June 21, 2022

Subject: ACCEPT resignation of Hannah Brown from the District IV Seat on the Contra Costa Commission for Women and Girls

RECOMMENDATION(S):

ACCEPT resignation of Hannah Brown from the District IV Seat on the Contra Costa Commission for Women with a term expiring on February 28, 2025, and Girls DECLARE the District IV seat on the Contra Costa Commission for Women and Girls vacant, and DIRECT the Clerk of the Board to post the vacancy.

Ms. Brown submitted her resignation letter on May 31, 2022.

FISCAL IMPACT:

none

BACKGROUND:

The Contra Costa Commission for Women (the CCCW) was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The CCCW's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain filled

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Colleen Awad, 925-655-2350

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Family and Children's Trust Committee Resignation

RECOMMENDATION(S):

ACCEPT the resignation of Jenny Tsang, DECLARE a vacancy in the At-Large Seat 3 on the Family and Children’s Trust (FACT) Committee for a term ending September 30, 2023, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

Jenny Tsang was appointed to the Family and Children's Trust Committee, At Large Seat 3, on June 8, 2021 with a term expiration date of September 30, 2023. Ms. Tsang has submitted her resignation, effective immediately.

The Family and Children’s Trust Committee (FACT) was established in 1985 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Elaine Burres, 925-606-4960

By: , Deputy

cc:

BACKGROUND: (CONT'D)

services for families. Funding for FACT supported projects derive from Federal and State program legislation and donations to the County FACT fund.

CONSEQUENCE OF NEGATIVE ACTION:

The FACT Committee will not be able to establish a quorum and conduct routine business.



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: June 21, 2022

Subject: APPOINTMENT TO THE CONTRA COSTA COUNTY MENTAL HEALTH COMMISSION

RECOMMENDATION(S):

REAPPOINT the following person to the District II Seat #2 of the Contra Costa County Mental Health Commission for a three-year term with an expiration date of June 30, 2025, as recommended by Supervisor Candace Andersen:

Ms. Barbara Serwin
Lafayette, CA 94549

FISCAL IMPACT:

NONE

BACKGROUND:

The Contra Contra Costa Mental Health Commission was established to review

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jill Ray, 925-957-8860

By: , Deputy

cc: District 2 Supervisor, Maddy Book, MHC, Appointee

BACKGROUND: (CONT'D)

and evaluate the community's mental health needs, services, facilities, and special problems; to review any County agreements entered into pursuant to Section 5650 of the Welfare and Institutions Code; to advise the governing body and local mental health director as to any aspect of the local mental health program; to submit an annual report to the Board of Supervisors; review and make recommendations regarding the appointment of a local director of mental health services; review the County's performance outcome data and communicate its findings to the State Mental Health Commission; and assess the impact of the realignment of services from the State to the County on services delivered to clients and the local community.

Supervisor Andersen has advertised the expiring seats, has received applications, and would like to reappoint Ms. Serwin to the MHC to continue her service.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will be vacant and the Mental Health Commission will lose their current Chair.

CHILDREN'S IMPACT STATEMENT:

NONE



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Appropriation and Revenue Adjustment for EHSD/CSB -CAFP- Head Start

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5056 authorizing new revenue from the California Child and Adult Care Food Program (CACFP) in the amount of \$135,534 to the Employment and Human Services Department, Community Services Bureau for the Child Nutrition Program of Head Start.

FISCAL IMPACT:

This action is to adjust estimated revenue and appropriated expenditures based on additional one-time funds approved by the State of California’s Child and Adult Care Food Program during FY 21-22. The funding is 100% state revenue, and no County match is required.

BACKGROUND:

This Board Order is to appropriate and adjust revenue and expenditures based on additional one-time funds approved by the State of California’s Child and Adult Care Food Program during FY 21-22. This funding was received due to the County’s eligibility to receive one-time funding from the CACFP’s Emergency Operational Costs Reimbursement Program to alleviate the COVID-19 public health emergency. The amount of \$135,534 was awarded as additional reimbursement funds to the County, for the period of March to June 2020, for the CACFP emergency operational costs due to COVID-19.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Nancy Benavides, 925-681-4268

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Appropriations and estimated revenues will not be properly reflected in the FY 21/22 budget.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three (3) 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 children throughout Contra Costa County.

ATTACHMENTS

AIR49561FUNDING

TC24/27_AP005056



THE BACK OF THIS DOCUMENT CONTAINS AN ORIGINAL WATERMARK - VIEW AT AN ANGLE

STATE OF CALIFORNIA

WARRANT NUMBER

60-491097

H THE TREASURER OF THE STATE WILL PAY OUT OF THE
IDENTIFICATION NO. 0000009047

FUND NO. 8087 FUND NAME FISCAL CONSOLIDATED PMT
MO. DAY YR. 12 17 2021
90-1842/1211 60491097

TO: 491097
--- CONTRA COSTA COUNTY
COMMUNITY SVCS DEPT
1470 CIVIC CT STE 200
CONCORD CA 94520-5242

\$135534.59

Betty T. Yee
BETTY T. YEE
CALIFORNIA STATE CONTROLLER

FORM CONTROLLER'S WARRANT

⑆121113423⑆ 604910979⑆

DETACH ON DOTTED LINE
KEEP THIS PORTION FOR YOUR RECORDS

60-491097

ISSUE DATE: 12/17/2021
DEPARTMENT OF EDUCATION
CALIFORNIA DEPARTMENT OF EDUCATION/FASD STATEOPS@CDE.CA.GOV 14
SACRAMENTO CA 95814
FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/445-3497

VENDOR NAME VENDOR ID

CONTRA COSTA COUNTY 0000009047

VOUCHER ID INVOICE ID PO ID

00287470 CN 2160235 CACF 10/20 22070

AMOUNT PAID

⑆135534.59

PAYMENT MESSAGE

CACFP EMERGENCY OPERATIONAL COSTS REIMBURSEMENT DUE TO COVID-19
ADDITIONAL PAYMENT MESSAGE

12/22/21, 1:28 PM

Child Nutrition Information and Payment System | Payment Summary

Payment Summary

04323

CONTRA COSTA COMMUNITY SERVICES DEPARTMENT

No address on file for this year
payment address

Schedule Number	Schedule Process Date	State Year	Work Phase	Fund Authority
2160235	11/23/2021	2020-2021	20	USDA - Federal Funds

Account Description	Month	Transaction Description	Amount
15577 - CACFP ECR			
	Oct 2020	Original Claim	\$ 135,534.59
	Oct 2020	Distribution for Claim #601729	\$ 135,534.59

Payment Schedule Summary

	Oct 2020	15577 - CACFP ECR	\$ 135,534.59
		Total Payments	\$ 135,534.59

ECR@cse.ca.gov

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0589-EHSD		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1825	9431	ST Aid Food/Milk Subvent-Nutrition CCTR-EHS	22,488.00	
1805	9431	ST Aid Food/Milk Subvent-Nutrition CSPP-HS	73,024.00	
1802	9431	ST Aid Food/Milk Subvent-Nutrition CSPP-FP.FPL	609.00	
1804	9431	ST Aid Food/Milk Subvent-Nutrition CSPP-PP/PPL/HS	3,303.00	
1818	9431	ST Aid Food/Milk Subvent-Nutrition CSPP-PP/PPL	787.00	
TOTALS			100,211.00	0.00

APPROVED

AUDITOR – CONTROLLER
By: [Signature] Date 5/24/21

COUNTY ADMINISTRATOR
By: _____ Date _____

BOARD OF SUPERVISORS

YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriated Revenue based on new funding for EHSD-CSB CACFP for Child Nutrition in CCTR and CSPP Programs. The balances are for COVID-19 for periods of March to June 2020.

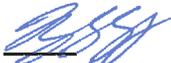
PREPARED BY: Ali Vahidzadeh
TITLE: Signed by DFO: Nancy Benavides [Signature]
DATE: _____

REVENUE ADJ. JOURNAL NO. RAOO 5056

**CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT/
 ALLOCATION ADJUSTMENT
 T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0589-EHSD CSB		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1825	5011	Reimbursement-Gov/Gov-Nutrition-CCTR-EHS		22,488.00
1805	5011	Reimbursement-Gov/Gov-Nutrition-CSPP-HS		73,024.00
1802	5011	Reimbursement-Gov/Gov-Nutrition-CSPP-FP-FPL		609.00
1804	5011	Reimbursement-Gov/Gov-Nutrition-CSPP-PP/PPL/HS		3,303.00
1818	5011	Reimbursement-Gov/Gov-Nutrition-CSPP-PP/PPL		787.00
			0.00	100,211.00

<p align="center">APPROVED</p> <p>AUDITOR – CONTROLLER By: <u></u> Date <u>5-24-22</u></p> <p>COUNTY ADMINISTRATOR By: _____ Date _____</p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p>EXPLANATION OF REQUEST</p> <p>To adjust appropriated Expenditure based on new funding for EHSD-CSB CACFP for Child Nutrition. The balances are for COVID-19 for periods of March to June 2020.</p> <p>PREPARED BY: Ali Vahidzadeh TITLE: Signed by DFO-Nancy Benavides DATE:</p> <p align="right">APPROPRIATION APOO <u>5056</u> ADJ. JOURNAL NO.</p>
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**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1432	9431	ST Aid Food/Milk Subvent-Nutrition Head Start	35,323.00	
TOTALS			35,323.00	0.00

APPROVED

AUDITOR – CONTROLLER
By:  Date 5-24-22

COUNTY ADMINISTRATOR
By: _____ Date _____

BOARD OF SUPERVISORS

YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriated Revenues based on new funding for EHSD-CSB CACFP for Child Nutrition in Head Start Program. The balances are for COVID-19 for periods of March to June 2020.

PREPARED BY: Ali Vahidzadeh
TITLE: Signed by DFO-Nancy Benavides 
DATE: _____

REVENUE ADJ. JOURNAL NO. RAOO 5056

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1482	9951	Nutrition-Reimbursement Gov/Gov	100,211.00	
TOTALS			100,211.00	0.00

APPROVED

AUDITOR – CONTROLLER
By: ASJ Date 5-24-22

COUNTY ADMINISTRATOR
By: _____ Date _____

BOARD OF SUPERVISORS

YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriated Revenue based on new funding for EHSD-CSB CACFP for Child Nutrition Reimbursed by CCTR and CSPP Programs. The balances are for COVID-19 for periods of March to June 2020.

PREPARED BY: Ali Vahidzadeh
TITLE: Signed by DFO-Nancy Benavides AB
DATE: _____

REVENUE ADJ. JOURNAL NO. RAOO 5056

**CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT/
 ALLOCATION ADJUSTMENT
 T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD CSB		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1482	5022	Intrafund-Trans-Services-Nutrition-Federal		35,323.00
1482	2130	Small Tools & Instruments-Nutrition-State		100,211.00
			0.00	135,534.00

APPROVED

AUDITOR – CONTROLLER
 By:  Date 5-24-20

COUNTY ADMINISTRATOR
 By: _____ Date _____

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriated Expenditure based on new funding for EHSD-CSB CACFP for Child Nutrition. The balances are for COVID-19 for periods of March to June 2020.

PREPARED BY: Ali Vahidizadeh
 TITLE: Signed by DFO-Nancy Benavides
 DATE: 

APPROPRIATION APOO 5056
 ADJ. JOURNAL NO.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Appropriation Adjustment for Veterans' Services lobby remodel at 10 Douglas, Martinez, CA

RECOMMENDATION(S):

Approve Appropriation Adjustment No. 5062 for Veterans' Services lobby remodel project at 10 Douglas, Martinez and AUTHORIZE the transfer of \$316,660 from Veterans' Services for approved project. (100% General Fund)

FISCAL IMPACT:

100% General Fund.

BACKGROUND:

Appropriate funding from the Veterans' Services Department (0579) to Plant Acquisition Department (0111) for the lobby remodel project at 10 Douglas, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

Appropriations will not be sufficient to cover expenditures.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Dan Lesnick, 925-313-2376

By: , Deputy

cc:

ATTACHMENTS

Appropriation Adjustment No.
5062

**CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT/
 ALLOCATION ADJUSTMENT
 T/C-27**

AUDITOR-CONTROLLER USE ONLY:

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Plant Acquisitions (0111)		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
0579	2479	OTHER SPECIAL DPMTAL EXP	315,660.00	
4431	4383	275-LOBBY REMODEL		315,660.00
			315,660.00	315,660.00

<p align="center">APPROVED</p> <p>AUDITOR – CONTROLLER By:  Date <u>6/13/22</u></p> <p>COUNTY ADMINISTRATOR By: <u>Timothy M. Ewell</u> Date <u>6/16/2022</u></p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p>EXPLANATION OF REQUEST</p> <p>To transfer funding for 10 Douglas lobby remodel project from: Org 0579, SA 2479 (General Fund Dept 0579) to:: Org 4431, SA 4383 (General Fund Dept 0111)</p> <p>PREPARED BY: Daniel A. Lesnick TITLE: Accountant III DATE: 06/07/2022</p> <p align="right">APPROPRIATION APOO <u>5062</u> ADJ. JOURNAL NO.</p>
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Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: Appropriation Adjustment - California Arts Council Arts & Cultural Organizations General Operating Relief Grant

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 005060 authorizing new revenue from the California Arts Council (CAC) Arts & Cultural Organizations General Operating Relief Grant in the amount of \$28,500 and expenditure adjustments for Non County Professional/Specialized Services (2310), in the Arts and Culture Commission (1151).

FISCAL IMPACT:

This action will establish the revenue and expenditure budgets related to the CAC Arts & Cultural Organizations General Operating Relief Grant in the amount of \$28,500 funded with 100% State revenue. This grant requires a 1:1 match from the County which was already budgeted in FY 21-22.

BACKGROUND:

In FY 21-22, the Contra Costa County Arts and Culture Commission received additional \$28,500 in revenue from the California Arts Council (CAC) for the Arts & Cultural Organizations General Operating Relief Grant program, for grant activity period November 1, 2021 through October 31, 2022. With support from the CAC General Operating Relief Grant, the Arts and Culture Commission of Contra Costa County secured contracted services to support signature community programs

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Lara DeLaney, (925) 655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and cultural planning efforts to promote equity. In FY 21-22, the CAC General Operating Relief Grant supported contracted services for signature community programs including the ABOUTFACE veterans painting program, Art Passages art exhibitions at the County Administration Building, Poetry Out Loud poem recitation contest for high school students, Commission-approved Youth Advisor service project, and the maintenance of the County's online Arts Directory and Arts Calendar. In addition, the General Operating Relief Grant funded the Arts and Culture Prospectus Project for the County and supported the development of the Arts and Culture Commission's Equity Statement.

CONSEQUENCE OF NEGATIVE ACTION:

Appropriations will not be properly allocated and the budget will not be balanced.

ATTACHMENTS

TC24/27_AP005060

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:
<input checked="" type="checkbox"/> BOARD OF SUPERVISORS
<input checked="" type="checkbox"/> COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/> AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Arts and Culture Commission		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1151	9435	Miscellaneous State Aid	28,500.00	
TOTALS			28,500.00	0.00

APPROVED

AUDITOR – CONTROLLER
 By:  Date 6/10/22

COUNTY ADMINISTRATOR
 By: _____ Date _____

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

State budget allocation for FY 2021-22 is increased by \$28,500 due to the County's acceptance of California Arts Council Arts & Cultural Organizations General Operating Relief Grant.

PREPARED BY: Monica Carlisle 
 TITLE: Senior Management Analyst
 DATE: 6/8/2022

REVENUE ADJ. JOURNAL NO. RAOO 5060

**CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT/
ALLOCATION ADJUSTMENT
T/C-27**

AUDITOR-CONTROLLER USE ONLY:

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Arts and Culture Commission		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1151	2310	Non County Professional/Specialised Services		28,500.00
			0.00	28,500.00

APPROVED

AUDITOR – CONTROLLER
 By:  Date 6/10/22

COUNTY ADMINISTRATOR
 By: _____ Date _____

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

The FY 21-22 state funding allocation increased by \$28,500 due to the County's acceptance of the California Arts Council Arts & Cultural Organizations General Operating Relief Grant. The above is the account we have budgeted the increase in.

PREPARED BY: Monica Carlisle 
 TITLE: Senior Management Analyst
 DATE: 6/8/2022

APPROPRIATION APOO 5060
 ADJ. JOURNAL NO.



Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: June 21, 2022

Subject: Appropriation and Revenue Adjustment - Fire Station Generator Upgrades

RECOMMENDATION(S):

Acting as the Contra Costa County Fire Protection District Board of Directors, APPROVE Appropriation and Revenue Adjustment No. 5061 authorizing new revenue in the amount of \$110,000 from a Hazard Mitigation Grant Program award and fund balance and appropriating it in the CCCFPD General Operating Fund for generator upgrades at Fire Station 2 in Pleasant Hill and Fire Station 81 in Antioch.

FISCAL IMPACT:

Authorizes \$110,000 in new revenue and use of fund balance and appropriates it for capital project costs.

BACKGROUND:

At the June 12, 2018, meeting of the Contra Costa County Fire Protection District (District) Board of Directors, the Board authorized and approved the Fire Chief, or designee, to apply for and accept grant funding from the U.S. Department of Homeland Security, Federal Emergency Management Agency and the California Governor's Office of Emergency Services, Hazard Mitigation Grant Program for an amount not to exceed \$1,500,000 for the purchase and installation of emergency

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jackie Lorrekovich, Chief of Admin Services
925-941-3300

By: , Deputy

cc:

BACKGROUND: (CONT'D)

generators. On March 2, 2020, the District was awarded grant funding in the amount of \$461,220 for the installation of emergency generators at Fire Station 2 in Pleasant Hill and Fire Station 81 in Antioch. The projects were delayed due to COVID. The District returned to the Board in March 2022 to award the construction contract. The projects are currently underway. This action authorizes federal reimbursements totaling approximately \$70,500 received in fiscal year 2021-22 and appropriates them to the designated capital project expenditure codes for the projects.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not have adequate budget appropriations to cover FY 2021-22 capital project expenditures.

ATTACHMENTS

TC24/27 AP005061

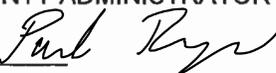
**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input type="checkbox"/>	COUNTY ADMINISTRATOR
<input type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
7300	9569	OTHER FEDERAL AID	70,500.00	
7300	8981	FUND BALANCE	39,500.00	
TOTALS			110,000.00	0.00

APPROVED

AUDITOR – CONTROLLER
By:  Date 6/13/22

COUNTY ADMINISTRATOR
By:  Date 6/16/22

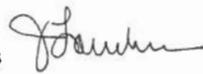
BOARD OF SUPERVISORS

YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To recognize and authorize federal grant revenue in addition to fund balance and appropriate it to generator upgrade projects at Fire Station 2 in Pleasant Hill and Fire Station 81 in Antioch.

PREPARED BY: Jackie Lorrekovich 
TITLE: Chief of Administrative Services
DATE: 6/9/2022

REVENUE ADJ. JOURNAL NO. RAOO 5061

**CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT/
ALLOCATION ADJUSTMENT
T/C-27**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input type="checkbox"/>	COUNTY ADMINISTRATOR
<input type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: Contra Costa County Fire Protection District		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
7300	4715	FS 2-UPGRADE GENERATOR		55,000.00
7300	4716	FS 81-UPGRADE GENERATOR		55,000.00
			0.00	110,000.00

APPROVED

AUDITOR – CONTROLLER
By:  Date 6/13/22

COUNTY ADMINISTRATOR
By:  Date 6/16/22

BOARD OF SUPERVISORS
YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To appropriate federal grant award revenue and fund balance to generator upgrade projects at Fire Station 2 in Pleasant Hill and Fire Station 81 in Antioch.

PREPARED BY: Jackie Lorrekovich
TITLE: Chief of Administrative Services
DATE: 6/9/2022



APPROPRIATION APOO 5061
ADJ. JOURNAL NO.



Contra
Costa
County

To: Board of Supervisors
From: Diana Becton, District Attorney
Date: June 21, 2022

Subject: Appropriation Adjustment for FY21-22 for the AB 145 Resentencing Pilot Program

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5063 authorizing new revenue from the California Board of State and Community Corrections in the amount of \$1,300,000 to the District Attorney's Office for the Resentencing Pilot Program.

FISCAL IMPACT:

This action will provide revenue to fund the Resentencing Pilot Program in Contra Costa County. This program is 100% funded by the State, through the California Board of State and Community Corrections. \$1.3 million in one-time funds has been provided to the Contra Costa District Attorney's Office for the Resentencing Pilot Program and was received in February 2022. \$250,000 is restricted to use by a community based organization. Any unspent funds will need to be carried forward to FY 22/23.

BACKGROUND:

In accordance with Assembly Bill 128, The Contra Costa County District Attorney and Public Defender's Offices will cumulatively receive \$2,050,000 for its participation in the 3-year California County Resentencing Pilot Program (CCRPP). The CCRPP is a collaborative approach to further prosecutor initiated resentencing efforts for those incarcerated in California's state prisons. The County Resentencing Program requirements are set forth in Penal Code section 1170.01, which was added by Assembly Bill 145. \$750,000 was provided to the Contra Costa County Public Defender and \$1.3 million was provided to the District Attorney.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jason Chan, (925) 957-2234

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Funding appropriated through the State of California Board of State and Community Corrections will ensure that public defenders, district attorneys, and community-based organizations are able to work together to safely release people serving unjust and excessive prison sentences, and to assist them with reentering the community. The District Attorney will exercise its discretion under PC 1170(d)(1), and evaluate the collaborative approach to conducting Prosecutor-Initiated Resentencing. They will add one (1) Deputy District Attorney-Basic and one (1) Legal Assistant to perform these new functions. The Public Defender's Office will ensure the representation and support of incarcerated persons under consideration for resentencing, and provide input to reentry and release plans to the District Attorney's Office. The community-based organizations will help individuals re-enter the community with support services.

The District Attorney's Office will receive a majority of the funding, \$1,050,000 in total to fund the office's participation in the pilot. A local community-based organization will receive \$250,000 over the course of the program.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the program would not be implemented and the associated funds will be required to be returned to the state.

ATTACHMENTS

TC24/27 AP005063

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:
<input checked="" type="checkbox"/> BOARD OF SUPERVISORS
<input type="checkbox"/> COUNTY ADMINISTRATOR
<input type="checkbox"/> AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0242 DISTRICT ATTORNEY		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
2805	9435	Miscellaneous State Aid BSCC Resentencing Program	1,300,000.00	
TOTALS			1,300,000.00	0.00

APPROVED

AUDITOR – CONTROLLER
 By:  Date 6/14/22

COUNTY ADMINISTRATOR
 By:  Date 6/16/22

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

State funds administered by BSCC for implementation of a new Resentencing Pilot Program over a 3-year period.

PREPARED BY: Jason Chan
 TITLE: DA Chief of Administrative Services
 DATE: 6/13/2022

REVENUE ADJ. JOURNAL NO. RAOO 5063

**CONTRA COSTA COUNTY
 APPROPRIATION ADJUSTMENT/
 ALLOCATION ADJUSTMENT
 T/C-27**

AUDITOR-CONTROLLER USE ONLY: FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input type="checkbox"/>	COUNTY ADMINISTRATOR
<input type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0242 DISTRICT ATTORNEY		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE >	INCREASE
2805	1011	Permanent Salaries- (1)DDA and (1) Legal Assistant		1,050,000.00
2805	2310	Non CNTY Prof Spclzd Svcs- Contract W/local Community based organization		250,000.00
			0.00	1,300,000.00

<p align="center">APPROVED</p> <p>AUDITOR – CONTROLLER By: <u></u> Date <u>6/14/22</u></p> <p>COUNTY ADMINISTRATOR By: <u></u> Date <u>6/16/22</u></p> <p>BOARD OF SUPERVISORS YES: NO:</p> <p>By: _____ Date _____</p>	<p align="center">EXPLANATION OF REQUEST</p> <p>State funds administered by BSCC for implementation of a new Resentencing Pilot Program over a 3-year period.</p> <p align="right">PREPARED BY: Jason Chan TITLE: DA Chief of Administrative Services DATE: 6/13/2022</p> <p align="right">APPROPRIATION <u>APOO 5063</u> ADJ. JOURNAL NO.</p>
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Contra
Costa
County

To: Contra Costa County Fire Protection District Board of Directors
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District
Date: June 21, 2022

Subject: Add Positions Due to Annexation and Dissolution of East Contra Costa Fire Protection District

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25971 to add 38 positions as listed in Attachment A due to the annexation and dissolution of East Contra Costa Fire Protection District.

FISCAL IMPACT:

The positions are currently budgeted at approximately \$10 million for fiscal year 2022-23. Upon the annexation and dissolution of East Contra Costa Fire Protection District (ECCFPD), Contra Costa County Fire Protection District will assume the revenue and budget appropriations for the attached positions.

BACKGROUND:

On March 9, 2022, LAFCO approved the annexation and dissolution of ECCFPD. On July 1, 2022, the Contra Costa County Fire Protection District (the "District") will assume the duties and obligations of ECCFPD as its successor agency, including absorbing existing staff. This action adds 38 positions, as listed in Attachment A, within the District to be filled by currently employed ECCFPD personnel.

CONSEQUENCE OF NEGATIVE ACTION:

The positions necessary to absorb existing ECCFPD employees would not be created. This would result in the District not being in compliance with the terms of the annexation.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jackie Lorrekovich, Chief of Admin Services
925-941-3300

By: , Deputy

cc:

ATTACHMENTS

P300 25971

P300 Attachment

A

POSITION ADJUSTMENT REQUEST

NO. 25971
DATE 6/8/2022

Department CCC Fire Protection District

Department No./
Budget Unit No. 7300 Org No. 7300 Agency No. 70

Action Requested: ADD 38 positions as listed in Attachment A due to the annexation and dissolution of East Contra Costa Fire Protection District effective July 1, 2022.

Proposed Effective Date: 7/1/2022

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 \$10,000,000.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted FY 2022-23; 100% Special District Revenue

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

Jackie Lorrekovich

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

6/9/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/10/2022

ADD 38 positions as listed in Attachment A

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

Effective: Day following Board Action.

7/1/2022(Date)

Gladys Scott Reid

6/10/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/15/2022

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: _____

Paul Reyes

(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
POSITION TO BE **ADDED**

DEPARTMENT: Contra Costa County Fire Protection District (7300)

EFFECTIVE: July 1, 2022 **ADD POSITIONS**

Position #	Class	Class Code	Org #	From FT/PT	To FT/PT	Vacant/Filled	Notes
NEW	Administrative Aide-Deep Class	AP7A	7300	0	40/40	Filled	1
NEW	Battalion Chief 40 Hour	RPHE	7300	0	40/40	Filled	1
NEW	Battalion Chief 56 Hour	RPHA	7300	0	56/56	Filled	1
NEW	Battalion Chief 56 Hour	RPHA	7300	0	56/56	Filled	1
NEW	Battalion Chief 56 Hour	RPHA	7300	0	56/56	Filled	1
NEW	Deputy Fire Chief-Exempt	RPB2	7300	0	40/40	Filled	1
NEW	Fire District Chief of Administrative Services	APDE	7300	0	40/40	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Captain 56 Hour	RPTA	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Fire Engineer 56 Hour	RPVC	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Firefighter 56 Hour	RPWA	7300	0	56/56	Filled	1
NEW	Fire Inspector II	RJVB	7300	0	40/40	Filled	1
NEW	Fire Inspector II	RJVB	7300	0	40/40	Filled	1
NEW	Fire Prevention Captain	RPTD	7300	0	40/40	Filled	1
NEW	Building Plan Checker II	FRVA	7300	0	40/40	Filled	1
NEW	Departmental Fiscal Officer	APSA	7300	0	40/40	Filled	1

Explanation: 1) Add 38 positions in Contra Costa County Fire Protection District (the "Distirct") for employees currently employed by East Contra Costa Fire Protection District (ECCFPD). ECCFPD will be annexed and dissolved effective July 1, 2022. The District is the successor agency.



Contra
Costa
County

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: June 21, 2022

Subject: Reallocate the salary of Chief of Shelter Medicine (BKD1) and Registered Veterinary Technician (BKVA)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25864 to reallocate the salary of Chief of Shelter Medicine – Exempt (BKD1) (unrepresented) classification on the salary schedule from salary plan and grade level B85 1957 (\$9,413-\$11,441) to salary plan and grade level B85 1958 (\$11,023-\$13,399), and reallocate the salary of Registered Veterinary Technician (BKVA) (represented) classification on the salary schedule from salary plan and grade level QA5 1116 (\$4,090-\$5,755) to salary plan and grade level QA5 1117 (\$4,734,-\$5,755) in the Animal Services Department.

FISCAL IMPACT:

The fiscal impact of this action is approximately \$35,000 annually, which includes \$5,500 in pension costs. This increase is due to the increase in salary for the Chief of Shelter Medicine-Exempt position. Minimizing the salary steps for the Registered Veterinary Technician classification has no fiscal impact at this time since no one employee is in a step being eliminated. This will be 100% funded by the General Fund.

BACKGROUND:

The Animal Services Department has experienced difficulty attracting and retaining quality candidates for the Chief of Shelter Medicine-Exempt and Registered Veterinary Technician classifications. One main factor of this issue is the salary range. An external study demonstrated that the salary for both classifications is below market data.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Arturo Castillo, (925) 608-8408

By: , Deputy

cc: Delaina Gillaspay, Sylvia WongTam

BACKGROUND: (CONT'D)

The Chief of Shelter Medicine-Exempt currently has a salary range that is equivalent to the Animal Shelter Veterinarian classification. Structurally, the latter reports to the former. Increasing the salary for Chief of Shelter Medicine-Exempt will address the compaction issue and make the Animal Services Department more complete with other agencies in the Bay Area.

The Animal Services Department's Center Operations division has consistently had one (1) to two (2) Registered Veterinary Technician vacancies of the 5.0 FTE allocated positions over the past few years. The Registered Veterinary Technician classification has been difficult to fill due to the salary. The entry step of the salary range was found to be lower than the average for comparable classifications in similar agencies. The Registered Veterinary Technician classification currently has eight steps on the salary scale. Reducing the salary steps will provide a more competitive starting salary, and assist in attracting quality staff.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reallocate salary will impact the Animal Services Department's ability to recruit and retain quality candidates.

ATTACHMENTS

P300 No. 25864

POSITION ADJUSTMENT REQUEST

NO. 25864
DATE 12/15/2021

Department Animal Services Department No./
Budget Unit No. 0366 Org No. 3336 Agency No. 36

Action Requested: ADOPT Position Adjustment Resolution No. 25864 to reallocate the classification of Chief of Shelter Medicine – Exempt (BKD1) from salary plan and grade level B85-1957 (\$9,413-11,441) to B85-1958 (\$11,023-13,399) and the classification of Registered Veterinary Technician (BKVA) from salary plan and grade level QA5-1116 (\$4,090-5,755) to QA5-1117 (\$4,734-5,755) on the salary schedule.

Proposed Effective Date: _____

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 \$230,932.00 Net County Cost \$62,122.00
Total this FY \$230,032.00 N.C.C. this FY \$62,122.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 33% User Fees, 33% City Revenues, 33% County General

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

Beth Ward

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

12/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/14/2022

Reallocate the salary of Chief of Shelter Medicine – Exempt (BKD1) (represented) from salary plan and grade level B85 1957 (\$9,413-11,441) to B85 1958 (\$11,023-13,399) and the classification of Registered Veterinary Technician (BKVA) from salary plan and grade level QA5 1116 (\$4,090-5,755) to QA5 1117 (\$4,734-5,755) on the salary schedule.

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

Effective: Day following Board Action.

_____(Date)

Nancy Phetdaravanh

6/14/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/16/2022

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: _____

Paul Reyes

(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: June 21, 2022

Subject: Add One PPT (26/40) Registered Nurse (VWXG) Position to Contra Costa Health Plan (CCHP) within the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25975 to add one (1) permanent part-time (26/40) Registered Nurse (VWXG) position at salary plan and grade L32-1880 (\$10,398 - \$12,986) in the Contra Costa Health Plan (CCHP) Division of the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an approximate annual increase of salary and benefit costs of \$171,924 with a pension cost of \$66,672 already included. The position will be fully funded by CCHP member premium payments.

BACKGROUND:

Contra Costa Health Plan's (CCHP) Utilization and Review/Authorizations Unit has significantly increased its membership by over 40,000 members in just over a year and will inevitably continue to rise. With memberships rapidly increasing, the prior authorization requests that current Registered Nurses receive and review from multiple provider offices and in-patient prior authorization requests from the hospital must be processed in a timely manner to determine the appropriate treatment plan, prescription drug, or durable medical equipment is medically deemed as necessary. Adding one permanent part-time (26/40) Registered Nurse (VWXG) position will support utilization and review authorization efficiencies and support the unit's ability to meet request turnaround time goals.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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 request is not approved, the division will not have sufficient staffing to respond time to important patient services.

ATTACHMENTS

P300 No. 25975 HSD

POSITION ADJUSTMENT REQUEST

NO. 25975
DATE 6/6/2022

Department Health Services Department No./
Budget Unit No. 0860 Org No. 6109 Agency No. 18
Action Requested: Add one (1) PPT 26/40 Registered Nurse (VWXG) position in the Health Services Department.

Proposed Effective Date: 7/1/2022

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 \$171,924.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: CCHP Member Premium Payments (100%)

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

Laurén Jimenez

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus

6/14/22

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

6/15/2022

- 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. 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: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Add one (1) Administrative Services Assistant III (APTA) full-time position in Community Services Bureau, EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment No. 25978 to add one (1) Administrative Services Assistant III (APTA) (represented) full-time position at salary plan and grade ZB5 1631 (\$6,812 - \$8,280) in the Community Services Bureau (CSB) of the Employment and Human Services Department (EHSD).

FISCAL IMPACT:

Upon approval, this action will result in an increase of \$172,851 to the CSB baseline budget and no net county cost impact. The added Administrative Services Analyst III position will be funded 80% by Federal funds and 20% by State revenue. This position will be allocated 80% to Org. # 1432 and 20% to Org. # 1802.

BACKGROUND:

In the last four (4) years, CSB has consistently increased the total amount of funding by over 30 million dollars: FY18-19 (\$73,284,859); FY19-20 (\$79,509,806); FY20-21(\$92,556,661); and FY 21-22 (\$105,643,166). These funding increases also brought a great deal of fiscal activity to monitor from payables/receivables to an increase in the number of contracts, budget tracking, and reporting. The augmentation of COVID Relief Funding also requires complex tracking and

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Reni Radeva DHRA II
/925.608.5036

By: , Deputy

cc: Reni Radeva DHRA II, Sylvia WongTam

BACKGROUND: (CONT'D)

fiscal monitoring. Additionally, the recent unexpected Head Start Desk Review created a need for a deeper level of fiscal sub-recipient monitoring that calls for more administrative support. This level of support cannot be provided by the current CSB fiscal unit staff which consists mostly of Accountants and Account Clerks.

CSB's main funding comes from Head Start and Early Head Start Grants, which have their own additional set of fiscal guidelines. To comply with the sub-recipient monitoring that CSB's main grantor requires, we need to have a person trained and knowledgeable of Head Start guidelines. While other programs from EHSD have the support of an entire team of Accountants, Fiscal Analysts, Clerks, and other ancillary fiscal staff, CSB is not set up to receive much support from that team because the CSB fiscal team is structured to cover its own operation. The current CSB fiscal team manages most fiscal projects from beginning to the end. Hence the need to add an Administrative Services Assistant III (ASA III) position to address the fiscal needs of CSB.

The ASA III assigned to CSB fiscal unit will provide support with oversight of sub-recipient monitoring, which includes, but is not limited to, fiscal review of sub-recipient files, bimonthly transactional testing of the sub-recipient ledger, on-site visits, training, and technical assistance to subcontractors. In addition, this position will aid the fiscal unit with administrative projects such as budget narrative and contract reviews and approvals, proposal development, and support main fiscal activities for the unit such as the closing of the fiscal year, yearly audits, and the development of the annual CSB budget. This position is justifiable to the grantor because they have preliminarily indicated that the current number of staff members versus the assets under management is disproportionate for the deeper level of sub-recipient monitoring and fiscal oversight of the awarded funds to CSB. This position will report to CSB Department Fiscal Officer and will be located at 1470 Civic Court, Suite 370, Concord, CA 94520.

CONSEQUENCE OF NEGATIVE ACTION:

At the request of our Federal Grantor for additional fiscal oversight, the requested ASA III position is of critical importance for the deeper level of sub-recipient monitoring for all funds awarded to CSB. Therefore, the approval of this position is time-sensitive and of vital importance to meet fiscal compliance and deliverables to our main grantor. If this position is not approved, CSB will not be able to meet fiscal compliance, nor complete the many different deliverables to our main grantor which requires CSB to onboard and monitor a new delegate agency contractor.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes established by the Children's Report Card: 1) Children Ready for and Succeeding in School; 2) Children and Youth Healthy and Preparing for Productive Adulthood; 3) Families that are Economically Self-Sufficient; 4) Families that are Safe, Stable, and Nurturing; and, 5) Communities that are Safe and Provide a Healthy Quality of Life for Children and Families. Thus, it is imperative to add an ASA III position dedicated specifically to meeting CSB's yearlong Head Start and Early Head Start Grant needs and providing services that are geared toward supporting all of these outcomes. Failure to add an ASA III position to CSB fiscal unit may negatively impact the Bureau's ability to timely and effectively support the outcomes listed above.

ATTACHMENTS

AIR 49310 P300 25978 Add an ASA III Board Date 6.21.22

POSITION ADJUSTMENT REQUEST

NO. 25978
DATE 4/21/2022

Department EHSD-CSB

Department No./
Budget Unit No. 0588 Org No. 1432 Agency No. 019

Action Requested: to add one (1) Administrative Services Assistant III (APTA) full-time position in Community Services Bureau, EHSD

Proposed Effective Date: 5/01/2022

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 \$172,851.00 Net County Cost \$0.00

Total this FY \$28,808 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 80% by Federal funds and 20% by State revenue funds - CSB

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

Eva Gaipa DHRA II

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lara DeLaney

6/14/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/15/2022

Add one Administrative Services Assistant III (APTA) (represented) full-time position at salary plan and grade ZB5 1631 (\$6,812 - \$8,280)

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

Effective: Day following Board Action.
 _____(Date)

Gladys Scott Reid

6/15/2022

(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 6/15/2022

No. xxxxxx

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: Ellen McDonnell, Public Defender
Date: June 21, 2022

Subject: Add one (1) Client Services Specialist to the Public Defender's Office

RECOMMENDATION(S):

ADOPT Position Adjustment No. 25968 to add one (1) Public Defender Client Services Specialist (26SC) (represented) position at Salary Plan and Grade QV5 1521 (\$6,110.63 - \$7,427.51) in the Public Defender's Office for the Youth Early Intervention Partnership (YIEP).

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$141,612. This cost will be 100% funded by the Juvenile Justice Crime Prevention Act/Youthful Offender Block Grant (JJCPA/YOBSG) state funding, which is administered by the Contra Costa Probation Department.

BACKGROUND:

The Juvenile Justice Crime Prevention Act (JJCPA) provides state funding for counties to implement programs that have proven effective in reducing crime and delinquency among at-risk youth. The Youthful Offender Block Grant (YOBSG) provides state funding for counties to deliver custody and care for youth who were no longer eligible to be committed to the state's Department of Juvenile Justice. Allocations from this funding are used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youthful offenders.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Erica Ellis Zielinski,
925-335-8093

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In FY 2021-22, with the support of the Juvenile Justice Coordinating Council, the county launched a new, innovative program called the Youth Early Intervention Partnership (YEIP) funded by the JJCPA/YOBG. YEIP is a public-private partnership between the Office of the Public Defender, multiple county agencies, and community-based partners. The objective of this Partnership is to provide community-based case management, legal advocacy and support, and service connection to youth who have had contact with law enforcement but who have not yet been formally charged with a crime. The program is designed to prevent or minimize system involvement for youth whose contact with law enforcement has not yet resulted in formal processing in the youth justice system.

The Client Services Specialist will assist the YEIP attorney in identifying the strengths and needs of the youth and facilitating connection to services and supports. This position will be funded by the JJCP/YOBG, which is administered through the Contra Costa Probation Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the project could not launch and juvenile clients of the Office of the Public Defender will not receive necessary legal advocacy services.

ATTACHMENTS

P300 No. 25968

POSITION ADJUSTMENT REQUEST

NO. 25968
DATE 5/16/2022

Department Public Defender
Department No./ Budget Unit No. 0243 Org No. 2917 Agency No. 43
Action Requested: Add one (1) Client Services Specialist (26SC) (represented) position at Salary Plan and Grade QV5 1521 (\$6,110.63 - \$7,427.51) to the Public Defender's Office.

Proposed Effective Date: 07/01/2022

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost \$141,612.00 Net County Cost _____
Total this FY _____ N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

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

Erica Ellis Zielinski

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

5/31/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/3/2022

Add one (1) Public Defender Client Services Specialist (26SC) (represented) position at Salary Plan and Grade QV5 1521 (\$6,110.63 - \$7,427.51) in the Public Defender's Office for the Youth Early Intervention Partnership (YIEP).

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

Effective: [] Day following Board Action.

[x] 7/1/2022(Date)

Amanda Monson

6/3/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/15/2022

[x] Approve Recommendation of Director of Human Resources

[] Disapprove Recommendation of Director of Human Resources

[] Other: _____

Paul Reyes

(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: Marc Shorr, Chief Information Officer
Date: June 21, 2022

Subject: Add two (2) Information Systems Manager II (LTNB) and Cancel two (2) Systems Software Analyst II (LWVA) positions

RECOMMENDATION(S):

ADOPT Position Resolution No. 25958 to add two (2) Information Systems Manager II (LTNB) (represented) at Salary Plan and Grade ZA5 2031 (\$10,122 - \$12,304) and cancel two (2) System Software Analyst II (LWVA) (represented) position no. 0057 and 0070 at Salary Plan and Grade ZB5 1884 (\$8,751 - \$11,727) in the Department of Information Technology.

FISCAL IMPACT:

The annual cost of this action is \$55,668 of which \$5,462 is due to pension costs (100% User Departments).

BACKGROUND:

The Systems Software Analyst II classification worked on the county mainframe.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sarah Bunnell, (925) 608-4023

By: , Deputy

BACKGROUND: (CONT'D)

The mainframe is a legacy system and many of the functions are migrating to the cloud. With many county departments moving off the mainframe, it is appropriate to delete the two vacant Systems Software Analyst II positions. To manage critical county systems and the migration to the cloud, the department is requesting two Information System Manager II classifications. These positions are needed to manage the development and maintenance of the county's human resource, timekeeping, payroll, Land Information System, Property Tax System and many others critical systems used by all county employees. The Information Systems Manager II would also oversee several modules coming off the mainframe and migrating them to the cloud. The positions are needed to manage over 20 employees performing critical maintenance to multiple county systems.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department would have positions that do not align with the current duties.

ATTACHMENTS

P300 No. 25958

POSITION ADJUSTMENT REQUEST

NO. 25958
DATE 5/17/2022

Department Department of Information Technology Department No./
Budget Unit No. 0147 Org No. 1060 Agency No. 03

Action Requested: Cancel two (2) Systems Software Analyst II (LWVA), pos. 57 and 70 and add two (2) Information Systems Manager II (LTNB).

Proposed Effective Date: 6/1/2022

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 \$55,668.00 Net County Cost \$0.00
Total this FY \$4,639.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Charges to Departments

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

Sarah Bunnell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

5/25/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/26/2022

Add two (2) Information Systems Manager II (LTNB) (represented) at Salary Plan and Grade ZA55 2031 (\$10,122 - \$12,304) and cancel two (2) System Software Analyst II (LWVA) (represented) position no. 0057 and 0070 at Salary Plan and Grade ZB5 1884 (\$8,751 - \$11,727) in the Department of Information Technology.

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

Effective: Day following Board Action.
 _____(Date)

Amanda Monson

5/26/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/13/2022

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

Timothy M. Ewell

(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 6/13/2022

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: Anna Roth, Health Services
Date: June 21, 2022

Subject: Add eight and cancel four positions in varied classifications in the Public Health Division within Health Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25962 to add one (1) Volunteer Program Coordinator (X4HD) position at salary plan and grade ZB5-1582 (\$6,490 - \$7,888), and one (1) Public Health Nurse Program Manager (VWHL) position at salary plan and grade ZZX-1006 (\$11,779 - \$14,317) (Org 6521); one (1) Mental Health Clinical Specialist (VQSB) position at salary plan and grade TC2-1384 (\$5,496 - \$8,158), and one (1) Medical Social Worker II (X4VH) position at salary plan and grade 255-1590 (\$6,765 - \$8,223) (Org 5804), and cancel four (4) Health Education Specialist-Project (VWM4) positions #14293, 14294, 14296, and 16352 at salary plan and grade TC5-1207 (\$4,477 - \$5,442), and add four (4) Health Education Specialist (VMWD) positions at salary plan and grade TC5-1207 (\$4,477 - \$5,442) (Org 5797) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an approximate annual increase of \$775,715 with \$179,565 pension cost included. The salary and benefit cost increase will be funded by 43% Housing Opportunities for Persons with HIV/AIDS (HOPWA) grant funds and 57% Public Health Emergency Preparedness (PHEP) funds.

BACKGROUND:

Contra Costa Health Services (CCHS) receives funding from the State's California Department of Public Health (CDPH) program every year to support Public Health Emergency Preparedness operations. This funding supports a variety of emergency planning positions and is being allocated to support the addition of a Volunteer Program Coordinator for the emergency response volunteer and Medical Reserve Corps (MRC) within the Health Emergency Response Unit (HERU) division of CCHS. This position will be responsible for planning and overseeing the volunteer staff that supports their covid and emergency response activities. The funding will also support adding a Public Health Nurse Program Manager position that will have clinical oversight to its operations and participate in emergency planning for the current and any future Public Health emergencies.

The requested Mental Health Clinical Specialist and Medical Social Worker II positions will support the HIV/AIDS and STD Program to provide

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Dora Regalado, (925) 608-5311

By: , Deputy

cc: Larita Clow, dora regalado, Jo-Anne Linares, Viviana Garcia

BACKGROUND: (CONT'D)

Medical Case Management and Psychosocial Support Services to over 800 clients living with HIV or AIDS in Contra Costa County. HOPWA funds are provided through the U.S. Department of Housing and Urban Development (HUD) to the City of Oakland as administering agent. The Department of Conservation and Development (DCD) designated CCHS Public Health to administer the grant through the HIV/AIDS and STD Program. CCHS was awarded \$952,988 in HOPWA funds to be spent from July 1st, 2021 to June 30th, 2024. The HIV/AIDS and STD Program will administer this grant to provide emergency financial assistance to support low-income people living with HIV/AIDS with transportation, food, permanent housing, short-term rent, mortgage, and utility payments. Medical Case Management and Psychosocial Support Services will also be provided.

Over 15 years ago, the School Based program was developed under Public Health Clinic Services. Currently, the program is implemented in four (4) school districts in Contra Costa County, with over ten (10) high and middle schools. In the past two years, the program has lost over half of its personnel to other agencies, and has had trouble attracting and hiring project and/or temporary employees. Because this is a well-established program with no funding concerns, Public Health would like to request that these four (4) Health Education Specialist - Project positions be canceled and replaced with merit system positions with the goal of long-term sustainability and retention.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, these positions will not be properly allocated to Public Health and will negatively affect program activities.

ATTACHMENTS

P300 No. 25962 HSD

POSITION ADJUSTMENT REQUEST

NO. 25962
DATE 5/20/2022

Department Health Services Department No./
Budget Unit No. 0450 Org No. Various Agency No. 18

Action Requested: ADD one (1) Volunteer Program Coordinator (X4HD) and one (1) Public Health Nurse Program Manager (VWHL) in Org 6521, one (1) Mental Health Clinical Specialist (VQSB) and one (1) Medical Social Worker II (X4VH) in Org 5804, and four (4) Health Education Specialist (VMWD) in Org 5797; and CANCEL four (4) Health Education Specialist-Project (VMW4) positions #14293, 14294, 14296, and 16352, in the Health Services Department

Proposed Effective Date: 7/1/2022

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 \$775,715.00 Net County Cost \$0
Total this FY \$64,643.00 N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Housing Opportunities for Persons with HIV/Aids (HOPWA) grant funds and Public Health Emergency Preparedness (PHEP) 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

Sarah Kennard for

5/26/2022

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

6/16/2022

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Enid Mendoza

Other: Approve as recommended by the department.

(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: June 21, 2022

Subject: Add Four (4) Mental Health Clinical Specialist Positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25963 to add four (4) Mental Health Clinical Specialist (VQSB) positions at salary plan and grade TC2-1384 (\$5,496 -\$8,158) in the Psychiatric Emergency Services Unit of the Health Services department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$667,072, with \$151,861 in pension cost already included. The increased salary and benefit cost will be funded 100% by Hospital Enterprise Fund I revenues.

BACKGROUND:

The need for psychiatric services has increased significantly since the beginning of the pandemic and mental health professionals have been in high demand. The Psychiatric Emergency Services (PES) unit in the Contra Costa Regional Medical Center is in dire need of additional staff to perform a variety of complex mental health services.

[On January 18, 2022, the Board adopted Position Adjustment No. 25879](#), which established the permanent positions needed to staff 24-hour Inpatient Psychiatric Services. After a review of the staffing structure and most critical service needs within the community, it was determined that adding four new Mental Health Clinical Specialist positions would allow PES to hire sufficient staff to provide these essential services.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Psychiatric Emergency Services unit will not have the necessary mental health specialist positions to keep up with service needs within the community.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sergio Urcuyo, (925) 370-5866

By: , Deputy

ATTACHMENTS

P300 No. 25963 HSD

POSITION ADJUSTMENT REQUEST

NO. 25963
DATE 5/24/2022

Department Health Services

Department No./
Budget Unit No. 0540 Org No. 6381 Agency No. A18

Action Requested: Add four (4) Mental Health Clinical Specialist (VQSB) positions in the Health Services department.
(Represented)

Proposed Effective Date: 6/22/2022

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 \$667,072.35 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No offset - 100% 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

Sarah Kennard for

6/14/2022

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

6/16/2022

- 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: June 21, 2022

Subject: Add two Quality Management Program Coordinator positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25965 to add two (2) Quality Management Program Coordinator (VRHA) positions at salary plan and grade ZA5-1961 (\$9,445 - \$11,480) in the Public Health Division of the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual increase of \$454,783 with a pension cost of \$106,848 included. The increased salary and benefit cost will be fully by 94% Workforce Development funding (\$429,817) and 6% CalAIM revenues (\$24,966), and will be at no cost to the County general fund.

BACKGROUND:

Contra Costa Health Services' Public Health Quality Improvement team provides support to 13 programs within the Division that represent approximately 900 staff. These two Quality Management Program Coordinator positions will work with the Public Health Department's Quality Improvement team, supporting the public health accreditation process, CalAIM initiatives, workforce development and clinical operations.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the division will not have appropriate staffing to implement the accreditation requirements.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Larita Clow, (925) 957-5244

By: , Deputy

ATTACHMENTS

P300 No. 25965 HSD

POSITION ADJUSTMENT REQUEST

NO. 25965
DATE 5/25/2022

Department Health Services

Department No./
Budget Unit No. 0450 Org No. 5754 Agency No. 18

Action Requested: Add two (2) Quality Management Program Coordinator (VRHA) positions in the Health Services Department.

Proposed Effective Date: 7/1/2022

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): \$0.00

Total annual cost \$454,783.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: Workforce Development Funding and Cal AIM revenues (100%)

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

5/27/2022

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

6/16/2022

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Enid Mendoza

Other: Approve as recommended by the department.

(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: Ann Elliott, Human Resources Director
Date: June 21, 2022

Subject: Reallocate the salaries for various unrepresented classifications in the Department of Human Resources

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25973 to reallocate the salaries of the following unrepresented classifications: Principal Human Resources Analyst (AGNA) from the seven step salary plan and grade B85 1080 (\$8,195.09 - \$10,982.21) to a revised five step plan and grade (\$9661.82-\$11,744.00), place EE#'s 88256, 88327, and 82358 at the new step 4, reset anniversary date for EE#82358 to July 1, 2023, place EE#87786 at new step 1; Human Resources Supervisor (AGDE) from the seven step salary plan and grade B85 1821 (\$8504.48-\$11,396.82) to a revised five step plan and grade (\$10,386.17-\$12,624.45), place EE#'s 71979 and 72237 at the new step 4; Human Resources Manager-Exempt (AGD4) from the seven step plan and grade B85 1006 (\$10,344.87-\$13,863.12) to a revised five step plan and grade (\$12,671.26-\$15,402.00) and place EE#86303 at new step 4, and place EE#90956 at the new step 1 and reset the anniversary date to July 1, 2023; Assistant Director of Human Resources-Exempt (ADB1) from the seven step salary plan and grade B85 2091 (\$10,746.28-\$14,401.03) to a revised five step salary plan and grade (\$13,521.16-\$16,435.00).

FISCAL IMPACT:

The action will result in an annual cost of estimated cost of \$57,165, including increased pension costs of \$10,234. Costs will be funded 69% by the General Fund and 31% by Benefits Administration Fee.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Tina Pruetz, 655-2179

By: , Deputy

cc:

BACKGROUND:

The Principal Human Resources Analyst class is a working supervisor with responsibility for a team of professional analytical and technical Human Resources staff. Human Resources has four Principal Human Resources Analysts, three of which are responsible for leading teams focused primarily on Countywide merit-system recruitment, the development of pre-employment examinations and assessments, classification and organizational design analysis and recommendations, researching and recommending compensation rates, while the fourth is responsible for leading the County's Professional and Organizational Development team. The Principal Human Resources Analysts are critical to the selection, training, and supervision of HR staff for their respective teams. The work that these teams perform is complex in nature with a significant Countywide impact. Recruitment and retention are areas of particular concern with regards to these roles. The County filled one vacancy through an internal promotion in 2021, and that employee was the only qualified and viable candidate of the two that made it to the eligible list. An additional vacancy in early 2022 resulted in a failed recruitment, however the County was fortunate enough to rehire the employee who resigned. A comprehensive market salary study was conducted and it was found that the salary for this classification is 6.94% below the market average of the County's standard comparable agencies.

The reallocation of the Principal Human Resources Analyst further compounds an existing salary compaction with the Human Resources Supervisor. The Human Resources Supervisor was not reallocated in 2019 when the Principal Human Resources Analyst class was established due to budgetary constraints and a lack of retention concerns at that time. However, the current salaries are only 4% different. A comprehensive market salary study was conducted for the Human Resources Supervisor, and found that the salary for that classification is 10.77% below the market average of the County's comparable agencies. Bringing this salary to market will correct the existing compaction issue and ensure that the County remains in line with the salary market.

The reallocation of the Human Resources Manager is necessary to maintain the current salary difference between the Human Resources Supervisor and the Human Resources Manager. The latter of which are responsible for the independent management of a major division of the Human Resources Department. The Assistant Director of Human Resources classification has been vacant since 2017 when the position was exchanged for a Human Resources Manager position for the Personnel Services Division. Although not currently in use, keeping the salary range in line with other HR management classes avoids a situation where the Human Resources Manager classification is compensated at a rate higher than the Assistant Director salary, and benchmarks the salary to the comparable roles in other Counties should the Department and County decide to reinstate the Assistant Director of Human Resources classification at a later date.

CONSEQUENCE OF NEGATIVE ACTION:

Salaries will not be competitive in the market and the compaction between classifications will remain.

ATTACHMENTS

P300 No. 25973

P300 No. 25973 Attachment

POSITION ADJUSTMENT REQUEST

NO. 25973
DATE 5/27/2022

Department Human Resources Department No./
Budget Unit No. 35 Org No. 1351 Agency No. 05

Action Requested: Reallocate the salaries for the following unrepresented classification from 7-step salary plan and grades to 5 steps: (AGNA) B85 1080 from ((\$8,195.09 - \$10,982.21) to (\$9661.82-\$11,744.00), (AGDE) B85 1821 from (\$8504.48-\$11,396.82) to \$10,386.17-\$12,624.45), (AGD4) B85 1006 (\$10,344.87-\$13,863.12), and ADB1 B85 2091 (\$10,746.28-\$14,401.03). Place employees and adjust anniversary dates per the attached list.

Proposed Effective Date: 7/1/2022

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 \$57,165.00 Net County Cost \$57,165.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 69% General Fund, 31% Benefits Admin Fee

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

Tina Pruett

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Timothy Ewell 6/13/2022

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE 5/27/2022
Reallocate the salaries for the following unrepresented classification from 7-step salary plan and grades to 5 steps: (AGNA) B85 1080 from ((\$8,195.09 - \$10,982.21) to (\$9661.82-\$11,744.00), (AGDE) B85 1821 from (\$8504.48-\$11,396.82) to \$10,386.17-\$12,624.45), (AGD4) B85 1006 (\$10,344.87-\$13,863.12), and ADB1 B85 2091 (\$10,746.28-\$14,401.03). Place employees and adjust anniversary dates per the attached list.

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

Effective: Day following Board Action.
 7/1/2022(Date) Tina Pruett 5/27/22

(for) Director of Human Resources Date

COUNTY ADMINISTRATOR RECOMMENDATION: DATE 6/13/2022
 Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____ Timothy Ewell

(for) County Administrator

BOARD OF SUPERVISORS ACTION: Monica Nino, Clerk of the Board of Supervisors
Adjustment is APPROVED DISAPPROVED 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

Employee Number	Job Code	Step in New Range	Anniversary Date
88256	AGNA	4	no change
88327	AGNA	4	no change
82358	AGNA	4	reset to 7/1/23
87786	AGNA	1	no change
71979	AGDE	4	no change
72237	AGDE	4	no change
86303	AGD4	4	no change
90956	AGD4	1	reset to 7/1/23



Contra
Costa
County

To: Board of Supervisors
From: Ellen McDonnell, Public Defender
Date: June 21, 2022

Subject: Transition Deputy Public Defender III-Project and ASAIII- Project Positions and Incumbents into the Merit System

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25974 to transition one (1) Deputy Public Defender III - Project (25T1) position #17741 and one (1) Administrative Services Assistant III- Project (APT1) position #17617 and incumbents into the Merit system class, Deputy Public Defender III (25TB) at salary level JD5 2146 (\$12,079-14,682) and Administrative Services Assistant III (APTA) at salary level ZB5 1631 (\$6,812. - 8,280) in the Public Defender's Office.

FISCAL IMPACT:

This is a cost neutral adjustment with no increase to the net County cost or change in the budgeted positions.

BACKGROUND:

The Public Defender's Office is requesting the transition of Deputy Public Defender III - Project position #17741 and ASAIII - Project position #17617, and their incumbents into the merit system. The incumbents have met the provisions for transition from project to the merit system in accordance with Personnel Management Regulations (PMR) Section 1603.1 - Transfer of Project Positions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Erica Ellis Zielinski
925-335-8093

By: , Deputy

cc: Erica Ellis, Sylvia WongTam

BACKGROUND: (CONT'D)

These positions have reached the end of the initial project phase and were recommended for transition to the merit system by the County Administrator's Office in the FY 2021-22 Recommended Budget. The Deputy Public Defender III-Project employee is now on an eligible list. The ASIII-Project employee was originally appointed to the project position from an eligible list on an open competitive basis.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will negatively effect the Public Defenders Office's ability to retain quality employees.

ATTACHMENTS

P300 No. 25974

POSITION ADJUSTMENT REQUEST

NO. 25974
DATE 6/1/2022

Department Public Defender
Department No./ Budget Unit No. 0243 Org No. 2919 Agency No. 043

Action Requested: ADOPT Position Adjustment Resolution No. XXXXX to transition one (1) Deputy Public Defender III - Project (25T1) position #17741 and one (1) ASAIII - Project (APT1) position #17617 and incumbents into the Merit system class, Deputy Public Defender III (25TB) at salary level JD5 2146 (\$12,078.99-14,682.09) and ASAIII (APTA) at salary level ZB5 1631 (\$6,812.18 - 8,280.25) in the Public Defender's Office.

Proposed Effective Date: 7/1/2022

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

Total One-Time Costs (non-salary) associated with request: _____

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

Total annual cost _____ Net County Cost _____
Total this FY _____ N.C.C. this FY _____

SOURCE OF FUNDING TO OFFSET ADJUSTMENT _____

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

Erica Ellis Zielinski

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

6/13/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/13/2022

Transition one (1) Deputy Public Defender III - Project (25T1) position #17741 and one (1) Administrative Services Assistant III- Project (APT1) position #17617 and incumbents into the Merit system class, Deputy Public Defender III (25TB) at salary level JD5 2146 (\$12,078.99-14,682.09) and Administrative Services Assistant III (APTA) at salary level ZB5 1631 (\$6,812.18 - 8,280.25) in the Public Defender's Office.

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

Effective: [] Day following Board Action.
[x] 7/1/2022(Date)

Amanda Monson

6/13/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/15/2022

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other: _____

Paul Reyes

(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: Alison McKee, County Librarian
Date: June 21, 2022

Subject: Cancel one part-time Clerk-Experienced Level position and Increase the hours of one part-time Clerk-Experienced Level

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25969 to cancel one (1) part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18486 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25-) and increase the hours of one (1) part-time 20/40 Clerk-Experienced Level (JWXB) (unrepresented) position number 18487 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25) to full-time 40/40 in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$21,278. No fiscal impact to the County general fund.

BACKGROUND:

The Library has been working on a reallocation of resources to create more efficient staffing at its branch locations. As part of that plan, the Library has increased or modified hours at various locations, including at the Ygnacio Valley Library. As a result of this change, the Library has determined that the Ygnacio Valley community would be better served with a full-time clerk at that location.

Following the beginning of the COVID-19 pandemic, the Library worked on evaluating its staffing and scheduling plans to best meet the needs of patrons. Following this evaluation, the Library determined that its community libraries should each have at least a Tuesday through Saturday schedule. As part of that determination, the Library has been working to adjust schedules of its vacant positions to align with this new scheduling plan.

The Library has determined that the part-time Clerk-Experienced Level positions located in Ygnacio Valley would better serve the needs of the public if they were combined into a single full-time position. This will allow for more time for the clerical services to be available in the branch and to provide needed flexibility in service to the community. Additionally, recruitment and retention for a full-time position will be easier than for two part-time positions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samuel Treanor 925 608-7702

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulties with recruitment and retention, as well as providing services to the public.

ATTACHMENTS

P300 25969 AIR 49856 Cancel PT Inc Hours to FT

POSITION ADJUSTMENT REQUEST

NO. 25969
DATE 6/2/2022

Department Library Department No./ Budget Unit No. 621 Org No. 3784 Agency No. 85
Action Requested: Cancel 20/40 Clerk-Experienced Level position number 18486 and increase 20/40 Clerk-Experienced level position number 18487 to 40/40.

Proposed Effective Date: 7/1/2022

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 (\$21,278.00) Net County Cost \$0.00
Total this FY (\$21,278.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 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 Enea

6/3/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/8/2022

Cancel one part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18486 and increase the hours of one part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18487 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25) to full-time 40/40

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

Effective: Day following Board Action.
 _____(Date)

Amanda Monson

6/8/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/15/2022

Approve Recommendation of Director of Human Resources
 Disapprove Recommendation of Director of Human Resources
 Other: _____

/s/ Julie 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: Alison McKee, County Librarian
Date: June 21, 2022

Subject: Add one full-time Clerk-Senior Level position to the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25970 to add one (1) full-time 40/40 Clerk-Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$3,758.50 - \$4,799.76) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$82,771, which will be offset by reimbursement by the City of Pittsburg resulting in no net cost to any County funds.

BACKGROUND:

The Library has been working with the City of Pittsburg to provide more open hours to the public. The City of Pittsburg has agreed to additional funding to allow the Pittsburg Library to be open 52 hours; and increase of 12 hours per week. As a result of this increase, additional staffing is necessary at the Pittsburg branch. The Library has determined that a Clerk-Senior Level would best serve the public's needs for these additional hours.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will not have adequate staffing to serve the public at Pittsburg.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samuel Treanor 925 608-7702

By: , Deputy

ATTACHMENTS

P300 25970 Add one Clerk-Senior Level in
Library

POSITION ADJUSTMENT REQUEST

NO. 25970
DATE 6/2/2022

Department Library Department No./
Budget Unit No. 621 Org No. 3765 Agency No. 85

Action Requested: Add one full-time (40/40) Clerk-Senior Level (JWXC) position to the Library
Proposed Effective Date: 7/1/2022

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 \$82,771.00 Net County Cost \$0.00
Total this FY \$82,771.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library fund after funding provided from City of Pittsburg

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 Enea

6/8/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 6/8/2022

Add one (1) full-time 40/40 Clerk-Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$3,758.50 - \$4,799.76) at the Library.

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

Effective: Day following Board Action.
 _____(Date)

Carol Berger

6/8/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 6/14/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

/s/ Julie 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: Anna Roth, Health Services
Date: June 21, 2022

Subject: Add one Substance Abuse Program Supervisor and three Mental Health Community Support Worker - I Project positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25972 to add one (1) full-time Substance Abuse Program Supervisor (VHHB) position at salary plan and grade ZA5-1682 (\$7,165- \$8,709) (Department 0466, Org 5920) and add three (3) full-time Mental Health Community Support Worker – I Project (VQW7) positions at salary plan and grade TC5-0875 (\$3,222-\$3,917) (Department 0466, Org 5938) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this request has an annual cost of approximately \$444,922 with pension costs of \$95,213 already included. The cost will be funded by 40% (\$176,821) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and 60% (\$268,101) American Rescue Plan Act (ARPA) revenues.

BACKGROUND:

The Alcohol and Other Drugs Services (AODS) received funding from the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act (available through the fiscal year 2024-2025) to implement the Contingency Management Program, an evidence-based program for individuals with stimulant use disorders. The Health Services Department is requesting to add one Substance Abuse Program Supervisor position to collect and monitor data to evaluate program equity and efficiency, participate in monthly status calls, and conduct annual audits required by the Department of Health Care Services. In addition, AODS would like to add three Mental Health Community Support Worker – I Project positions to provide peer support to Contingency Management Program participants. The addition of these positions is necessary to implement and carry out the program requirements and provide timely treatment services to the client population.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Alcohol and Other Drugs Services will not have adequate staffing to implement this new program, which will hinder the department from providing critical services. In addition, this will prevent the department from meeting the requirements of program funding, which may forfeit current funding and negatively impact its ability to receive future grants from any federal or state funds.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact:

By: , Deputy

cc: Jenny Nguyen, Jo-Anne Linares, Kathi Caudel, Cheryl Shipley, Fatima Mata Sol, Mary McLain, Alicia Pormento

ATTACHMENTS

P300 No. 25972 HSD

POSITION ADJUSTMENT REQUEST

NO. 25972
DATE 6/7/2022

Department Health Services Department No./
Budget Unit No. 0466 Org No. Vary Agency No. A18

Action Requested: Add one (1) full-time Substance Abuse Program Supervisor (VHHB) position (Org 5920) and add three (3) Mental Health Community Support Worker – I Project (VQW7) positions (Org 5938) to the Alcohol and Other Drugs Services.

Proposed Effective Date: 6/22/2022

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 \$444,922.01 Net County Cost \$0.00
Total this FY \$37,076.83 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CRRSA Act & American Rescue Plan Act

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

Jenny Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

6/13/2022

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

6/16/2022

- 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 A-18

Date 6/13/2022

No. _____

1. Project Positions Requested:
3 Mental Health Community Support Worker I - Project
2. Explain Specific Duties of Position(s)
To provide peer support to Contingency Management Program participants. The addition of these positions is necessary to implement and carry out the program requirements and provide timely treatment services to the client population.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Alcohol and Other Drugs Services (AODS) received funding from the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act (available through the fiscal year 2024-2025) to implement the Contingency Management Program, an evidence-based program for individuals with stimulant use disorder
4. Duration of the Project: Start Date 6/1/2022 End Date 6/30/2025
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
2022 - 2025 period
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$268,101.00
 - 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 implicationsAODS will not have adequate staff to implement the program; which hinders client treatments services, which may forfeit current funding and negatively impact its ability to receive future grants from any federal or state funds.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
N/A
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
December 2022, 2023, 2024
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: June 21, 2022

Subject: Add one full-time Clinical Psychologist position and cancel one Mental Health Community Support Worker II position in the Health Services Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25976 to add one (1) full-time Clinical Psychologist (VQTB) position at salary plan and grade TC2-1483 (\$6,061-\$8,564) and cancel one (1) vacant Mental Health Community Support Worker II (VQVB) position #18451 at salary plan and grade TC5-0968 (\$3,533-\$4,294) in the Health Services department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$174,188 with \$39,857 in pension cost included. The Mental Health Community Support Worker II position will be canceled to partially offset the cost. The remaining cost of \$77,926 will be fully funded by Medi-Cal Administrative Activities revenues (Department 0451).

BACKGROUND:

The Conservatorship/Guardianship program in the Behavioral Health Division provides conservatorship services to individuals who are not able to manage their personal needs or finances. Due to an increase in court referrals, the program is requesting to add a Clinical Psychologist to provide expert testimony in conservatorship and guardianship cases. Expert court testimony is required to be provided by a licensed psychiatrist or psychologist. Historically, this duty has been performed by contracted positions.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: (925) 957-5267

By: , Deputy

BACKGROUND: (CONT'D)

The addition of this position is necessary to provide continued expert testimony and will allow the Behavioral Health Division to hire permanent staff to fulfill the duties. The Behavioral Health Division has also determined that the Mental Health Community Support Worker II position, initially established to support conservatorship/guardianship requests and fee collections, has never been filled and has determined the position no longer meets their operational needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Conservatorship/Guardianship program will not have appropriate staff to provide expert testimony which will cause severe delays in conservatorship and guardianship court cases.

ATTACHMENTS

P300 No. 25976 HSD

POSITION ADJUSTMENT REQUEST

NO. 25976
DATE 6/8/2022

Department Health Services Department No./
Budget Unit No. 0451 Org No. 0451 Agency No. A18

Action Requested: Add one (1) full-time Clinical Psychologist (VQTB) position and cancel one (1) vacant Mental Health Community Support Worker II (VQVB) position #18451 in the Health Services Department.

Proposed Effective Date: 6/22/2022

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 \$174,188.55 Net County Cost \$0.00
Total this FY \$14,515.71 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Medi-Cal Administrative Activities

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

Jenny Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

6/14/2022

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

6/16/2022

- 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: June 21, 2022

Subject: Cancel one Occupational Therapist II position and add one Supervising Pediatric Therapist position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25977 to cancel one (1) full-time Occupational Therapist II (V5VH) position #8320 at salary plan and grade TC5-1746 (\$7,633 - \$9,278), and add one (1) full-time Supervising Pediatric Therapist (V5HJ) position at salary plan and grade ZA5-1789 (\$7,965 - \$9,682) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an overall annual cost increase of \$7,365, with pension costs of \$1,878 already included. The increased salary and benefit cost will be fully funded by 50% State and 50% County allocations.

BACKGROUND:

The Health Services Department is requesting to cancel one vacant Occupational Therapist II position, and add one (1) Supervising Pediatric Therapist to supervise the Turner Medical Therapy Unit

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Larita Clow, (925) 957-5244

By: , Deputy

BACKGROUND: (CONT'D)

and the O'Hara Satellite site of the California Children's Services (CCS) Program. Currently, the Chief Pediatric Therapist is covering the duties of both the Chief and Supervisor position of the largest Medical Therapy Unit (MTU). CCS is a state mandated program that provides physical and occupational therapy services to children under the age of 21. The Supervising Pediatric Therapist (SPT) is an integral part of providing these rehabilitation services. The SPT is responsible for supervising/managing a team of therapists, scheduling and running various physician clinics, facilitating new client intake appointments, and interacting with community partners (physicians, school personnel and vendors) for Durable Medical Equipment.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the department will continue to lack the proper staff to meet the current service needs of the Medical Therapy Unit within CCS and Health Services.

ATTACHMENTS

P300 No. 25977 HSD

POSITION ADJUSTMENT REQUEST

NO. 25977
DATE 6/8/2022

Department Health Services

Department No./
Budget Unit No. 0460 Org No. 5890 Agency No. 18

Action Requested: Cancel one (1) Occupational Therapist II (V5VH) position #8320 and add one (1) Supervising Pediatric Therapist (V5HJ) position in the Health Services Department. (Represented)

Proposed Effective Date: 6/22/2022

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 \$7,365.00 Net County Cost \$0.00
Total this FY \$613.75 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: (50% State; 50% County)

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

6/14/22

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

6/16/2022

- 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: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Approve a revenue lease for County property at 55 Castlewood Dr. in Pittsburg, for the Young Men's Christian Association of the East Bay.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director or designee to execute, on behalf of the Community Services Bureau, a revenue lease with Young Men's Christian Association of the East Bay (YMCA) for use of County-owned property located at 55 Castlewood Drive in Pittsburg as a Head Start facility for the period July 1, 2022 through December 31, 2023 at an annual rate of \$9,000, subject to approval by the County Administrator and approval as to form by County Counsel.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stacey Sinclair, 925. 957-2464

By: , Deputy

cc: Auditor Controller

FISCAL IMPACT:

YMCA will pay rent to the County at an annual rate of \$9,000. Lease revenue will be deposited to the General Fund. (Budget Unit 0588, Community Services)

BACKGROUND:

First Baptist Church Head Start has operated the Head Start program at this location since 1996. The service contract with First Baptist Church Head Start terminates on June 30, 2022. The YMCA was selected to now operate the Head Start program beginning on July 1, 2022. The lease is tied to the term of the service contract under which the YMCA operates the Head Start program at the site for the County. If the service contract between the County and YMCA is not renewed or is terminated for any reason, the lease will terminate, and the County will replace YMCA as the operator of the program and the lessee of the space.

Head Start programs promote the school readiness for infants, toddlers, and preschool-aged children from low-income families. The lease provides the County and YMCA with continued occupancy for childcare and Head Start programs throughout the Pittsburg community.

CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the lease for the continued operation of the Head Start facility at this location could interrupt Head Start services at this location. It could also require finding another suitable location at increased rent, together with the associated expenses of moving and constructing new tenant improvements.

ATTACHMENTS

Lease Agreement

LEASE

**55 CASTLEWOOD DRIVE
PITTSBURG, CALIFORNIA**

This lease is dated as of July 1, 2022, and is between the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“**County**”) and YOUNG MEN’S CHRISTIAN ASSOCIATION OF THE EAST BAY, a California nonprofit, public benefit corporation (“**Lessee**”).

Recitals

- A. County is the owner of the property located at 55 Castlewood Drive, Pittsburg, California, including the parking lot and improvements thereon (the “**Premises**”).
- B. County and Lessee are parties to a separate contract dated July 1, 2022, under which the Lessee is operating a Head Start program for the County at the Premises (such contract, as it may be amended from time to time, the “**Service Contract**”). Lessee desires to lease premises for the purpose of satisfying its obligations under the Service Contract.
- C. The County and Lessee desire to enter into this lease in order to allow the Lessee to perform its obligations under the Service Contract at the Premises. If the Service Contract is terminated for any reason, or no reason, this lease will terminate on the same date the Service Contract terminates.

The parties therefore agree as follows:

Agreement

- 1. Lease of Premises. In consideration of the rents and subject to the terms herein set forth, the County hereby leases to the Lessee and the Lessee hereby leases from the County, the Premises, subject to all easements and encumbrances of record.
- 2. Term. The “**Term**” of this lease is eighteen (18) months, commencing July 1, 2022, and continuing through December 31, 2023.
- 3. Rent. Each month during the Term, Lessee shall pay rent to the County in the amount of \$750.00, without offset or demand on or before the first day of each month. Rent for any partial month will be prorated at the rate of 1/30 of the applicable monthly rent per day.
- 4. Additional Payment Terms.
 - a. Late Rental Payments: In the event Lessee fails to pay County any amount due under this lease within five (5) days after such amount is due, Lessee shall pay to County a

late charge of Two Hundred Dollars (\$200.00) per occurrence (the “**Late Charge**”), plus interest on the unpaid balance at a rate of one and one-half percent (1.5%) per month, from the date the payment was due and payable until paid in full. Lessee shall pay all Late Charges as additional rent on or before the date the next installment of rent is due. County and Lessee hereby agree that it is and will be impracticable and extremely difficult to ascertain and fix County’s actual damage from any late payments and, thus, that Lessee shall pay as liquidated damages to County the Late Charge specified in this Section, which is the result of the parties’ reasonable endeavor to estimate fair average compensation for the late payment (other than attorneys’ fees and costs). County’s acceptance of the Late Charge as liquidated damages does not constitute a waiver of Lessee’s default with respect to the overdue amount or prevent County from exercising any of the rights and remedies available to County under this lease.

- b. Form and Place of Payment: Lessee shall pay all rents and fees in cash or by personal check, certified check, or money order, payable to the County of Contra Costa, by delivering same on or before due date to Contra Costa County, Public Works Department – Real Estate Division, 255 Glacier Drive, Martinez, California 94553, or at such other place as County may designate from time to time.
 - c. Returned Checks: If a check written by Lessee is returned for insufficient funds, County may impose a reasonable service charge in addition to any Late Charge and in addition to any charges imposed by the bank. County may require Lessee to pay rent by certified check or money order if Lessee’s bank or banks have returned one or more personal checks within the preceding twelve (12) month period.
 - d. Definition of Rent: “**Rent**” means all amounts due from Lessee to County under this lease.
5. Use. Except as otherwise provided herein, the Premises may be used by the Lessee only for the operation and maintenance of a childcare program.

Lessee may not use the Premises for any other purpose without the prior written consent of the County. Any use of the Premises other than as described herein without the County’s prior written consent is a default of this lease.

- 6. Utility Obligations. The Lessee shall pay utility providers directly for all utilities used or consumed on the Premises by Lessee or its subtenants, including, but not limited to gas, water, electricity, garbage disposal, storm and sanitary sewer services, janitorial services, landscaping, and telephone services.
- 7. Condition of Premises.
 - a. Commencement Date. Lessee is leasing the Premises in an “as is” physical condition with no warranty, express or implied, on the part of the County as to the condition of

the improvements, the condition of the soil or the geology of the soil. The Premises has not been inspected by a Certified Access Specialist.

- b. During Term. The Lessee shall maintain the Premises in accordance with Section 8, Maintenance and Repairs.

8. Maintenance and Repairs.

- a. Structures and Grounds. Lessee shall, at its sole cost and expense throughout the Term of this lease, maintain the roof, the exterior of the building and parking lot. Lessee shall maintain the doors and their fixtures, closers and hinges, glass and glazing, and all locks and key systems used in the Premises. County shall maintain and repair the security system, the fire alarm system, and the fire suppression system. Lessee shall maintain the exterior walls of the Premises in a clean and presentable condition and shall immediately remove any graffiti. Any change to the exterior paint colors is subject to prior written approval for the Director of Public Works.
- b. Appliances. Lessee shall maintain, repair, and if necessary, replace all household appliances, including kitchen appliances and the washing and drying machines, if they become damaged or inoperable during the Term.
- c. Trash Enclosure. Lessee shall maintain any trash enclosures, screened areas and/or suitable covered metal receptacles on the Premises for the short-term accumulation and storage of solid waste, such as rubbish, trash, and garbage. The enclosures and/or screened areas must be designated to prevent, to the extent possible, odors, fumes, the attraction of pests and dispersal of wastes due to wind or water runoff. Lessee shall cause the Premises to receive regular waste removal and disposal services.
- d. Building Systems. Lessee shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition, and repair, and shall be responsible for clearing routine plumbing stoppages and replacing light bulbs. County shall be responsible for all major repairs to electrical, exterior lighting and plumbing systems. For the purpose of the Lease, major repairs shall be defined as an expense which exceeds \$1,500.00 per occurrence.
- e. Security Systems. Lessee shall be responsible for the maintenance and repair of the security system, fire alarm system, the fire suppression system, the fire exit signage, and the emergency lighting system. Lessee shall comply with all regulatory monitoring and testing requirements for the fire alarm and fire suppression systems and shall provide County with written verification of such compliance. County shall be responsible for the compliance with the National Fire Protection Association five-year sprinkler certification.
- f. HVAC. County shall pay for the maintenance and repair of the heating, ventilating, and air-conditioning (HVAC) systems.

- g. Landscaping; Exterior Lighting. Lessee shall maintain the landscaping and exterior lighting system in good order, condition, and repair.
 - h. Fire Extinguishers. County is providing fire extinguishers for the Premises in accordance with the direction received from the Fire Marshal, and shall maintain, repair, and replace the fire extinguishers as needed.
 - i. Code Violations. Lessee is responsible for correcting any building code violations that may exist in the Premises or that arise out of a change in Lessee's use or occupancy of the Premises.
9. Covenant against Liens. Lessee may not permit any mechanic's, materialmen, or other lien against the Premises, or the property of which the Premises forms a part, in connection with any labor, materials, or services furnished or claimed to have been furnished. If any such lien is filed against the Premises, or property of which the Premises forms a part, the party charged with causing the lien will cause the same to be discharged, provided however, that either party may contest any such lien, so long as the enforcement thereof is stayed.
10. Taxes. Lessee agrees to pay before delinquency all taxes (including, but not limited to, possessory interest tax), assessments, license fees, and other charges that are levied and assessed upon Lessee's interest in the Premises, or upon Lessee's personal property installed or located in or on the Premises, by Contra Costa County or other legally authorized government authority. Lessee may pay any taxes and assessments under protest, without liability, cost, or expense to the Lessor, to contest the amount in good faith.
- Payment of taxes, assessments, license fees, or other charges levied and assessed upon Lessee's interest, (i) does not reduce the Rent due to the County under this lease, and (ii) is the liability of the Lessee.
11. Quiet Enjoyment. Provided the Lessee is in compliance with the terms of this lease, the County covenants that the Lessee will peaceably and quietly have, hold, and enjoy the Premises during the Term.
12. Assignment and Sublease. The Lessee may not assign this lease or sublease the Premises or any part thereof at any time during the Term.
13. Alterations and Additions. Lessee may not make any alterations, erect any additional structures, or make any improvements on the Premises without the prior written consent of the Director of Public Works or his or her designee. In the event Lessee makes alterations or constructs additions that violate the conditions contained in this lease (an "**Unauthorized Addition**"), at the County's sole discretion, Lessee shall remove any Unauthorized Addition at Lessee's sole cost and expense. If Lessee is required to remove any Unauthorized Addition, Lessee, at its sole cost and expense, shall restore the Premises to the conditions existing immediately prior to the existence of the

Unauthorized Addition, or such other condition designated by the County in its election. If Lessee is not required to remove any Unauthorized Addition, such Unauthorized Additions shall remain on and be surrendered with the Premises on expiration or termination of this lease.

If Lessee wishes to make any alterations, erect any additional structures, or make any additional improvements to the Premises as provided in this Section, Lessee may not commence construction until Lessee has the prior written consent of the County. In addition, a Notice of Lessor Non-Responsibility must be posted and recorded by Lessee during construction in accordance with Civil Code Section 3094. Lessee shall mail a copy of such Notice of Lessor Non-Responsibility to Lessor upon filing it with the County Recorder.

14. Insurance.

- a. Liability Insurance. Throughout the Term, the Lessee shall maintain in full force and effect, at its sole expense, a comprehensive general liability or commercial general liability insurance program covering bodily injury (including death), personal injury, and property damage. The limits must be not less than one million dollars per occurrence and two million dollars aggregate. The policy must name the County, its officers, agents and employees, individually and collectively, as additional insureds. The liability insurance maintained by the Lessee must be primary.
- b. Property Insurance. The County will maintain property insurance coverage on its real property. The Lessee has no interest in the proceeds of insurance on the County's real property, improvements, equipment, or fixtures. The Lessee shall sign all documents necessary or proper in connection with the settlement of any claim or loss by the County. The Lessee shall maintain in full force and effect, at its sole expense, a standard All Risk policy, which may exclude earthquake and flood, to insure its own personal property, contents, improvements and betterments within or on the Premises. The coverage must be for not less than 90% of the actual cash value of the personal property. The Lessee shall name the County as an additional insured and loss payee with respect to the improvements and betterments.
- c. Worker's Compensation and Employer's Liability Insurance. The Lessee shall maintain in full force and effect, at its sole expense, (i) statutory California Workers' Compensation coverage including a broad form all-states endorsement, and (ii) employer's liability coverage for not less than one million dollars per occurrence for all employees engaged in services or operations at the Premises.
- d. Evidence of Insurance. Within thirty days of execution of this lease, the Lessee shall provide to the County, on a form approved by the County, an original copy of a Certificate of Insurance. The Certificate of Insurance must certify that the coverage required by this lease has been obtained and remains in force for the period required by this lease.

- e. Notice of Cancellation or Reduction of Coverage. The Lessee shall cause all policies it is required to obtain under the terms of this lease to contain a provision that the County is to receive written notification of any cancellation or reduction in coverage at least thirty days prior to the effective date of such cancellation or reduction. Any such notification is to be sent to the County in accordance with Section ___ - Notices.
- f. Waiver of Subrogation. Except as may be specifically provided elsewhere in this lease, the County and the Lessee hereby each mutually waive any and all rights of recovery from the other in the event of damage to the Premises or any personal property that is caused by acts of God, perils of fire, lightning, and the extended coverage perils, as defined in insurance policies and forms approved for use in the State of California. Each party shall obtain any special endorsements, if required by their insurer, to evidence compliance with this waiver.
15. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, the Lessee shall peaceably and quietly leave and surrender to the County the Premises, along with their appurtenances and fixtures, all in good condition, ordinary wear and tear, damage by casualty, acts of God and circumstances over which the Lessee has no control excepted.
16. Abandonment. The Lessee may not vacate or abandon the Premises at any time during the Term. If the Lessee abandons, vacates, or surrenders the Premises, or is dispossessed by process of law, or otherwise, the County may deem any personal property belonging to the Lessee that remains on the Premises to be abandoned.
17. Waste, Nuisance. The Lessee may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the neighborhood in which the Premises is located.
18. Inspection. The County may enter the Premises at any time in an emergency and with 24-hours notice in a non-emergency to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner best calculated to preserve the Premises, and (iii) the Lessee is in compliance with the terms and conditions of this lease.
19. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause, the County may, at its option, make repairs within a reasonable time. Partial destruction does not void this lease, except that the Lessee is entitled to a proportionate reduction in Rent while such repairs are being made. The proportionate reduction in Rent is to be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by the Lessee and the denominator of which is the total number of square feet in the Premises.

If the County does not elect to make repairs, this lease may be terminated by either party, without cost, obligation, or liability to the other party, except as described herein.

This lease will terminate in the event of a total destruction of the Premises.

20. Indemnification. The Lessee shall indemnify, defend and hold County, its officers, agents and employees harmless from any and all claims, costs and liability, for any damage, injury or death, including without limitation, all consequential damages from any cause whatsoever, to any person or the property of any person arising directly or indirectly from or connected with this lease, the Lessee's operations, or the Lessee's use or possession of the Premises, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County, its officers or employees, and shall make good to and reimburse County for any expenditures, including reasonable attorneys fees, County may make by reason of such matters.

21. Default.

The occurrence of any of the following events is a default under this lease:

a. The Lessee.

i. The Lessee's failure to pay Rent within five business days after the due date.

ii. The Lessee's failure to comply with any other material term or provision of this lease if such failure is not remedied within thirty days after receipt of a written notice from the County to the Lessee specifying the nature of the breach in reasonably sufficient detail (a "**Notice of Default**"). If the required cure of the noticed failure cannot be completed within thirty days, the failure to cure will not be deemed to be a default of this lease if the Lessee has attempted to cure the failure within the thirty-day period and has diligently and continuously attempted to complete the cure as soon as reasonably possible. In no event will the cure period extend beyond the sixty-day period after Lessee's receipt of the Notice of Default.

b. The County. The County's failure to perform any obligation under this lease if the failure is not remedied within thirty days after receipt of a written notice from the Lessee to the County specifying the nature of the breach in reasonably sufficient detail. If the required cure of the noticed failure cannot reasonably be completed within thirty days, a default will not be deemed to occur if the County has attempted to cure the failure within the thirty-day period and has diligently and continuously attempted to complete the cure as soon as reasonably possible.

22. Remedies.

a. The County. Upon the occurrence of a default by the Lessee, the County may reenter and repossess the Premises and remove all persons and property from the Premises, after giving the Lessee written Notice of Default and in accordance with due process of law.

b. The Lessee. Upon the occurrence of a default by the County, the Lessee may (i) terminate this lease by giving written notice to the County and quit the Premises without further cost or obligation to the County.

23. Notices. Any notice required or permitted under this lease shall be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor: Young Men's Christian Association of the East Bay
4300 Lakeside Drive
Richmond, CA 94806
Attn: President and CEO

To County: Contra Costa County
Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: Principal Real Property Agent

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 notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system.

24. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.

25. Holding Over. In the event Lessee remains in possession of the Premises after the expiration of the Term, such holding over does not constitute a renewal or extension of this lease but will be construed to be a tenancy from month to month on the same terms and conditions set forth in this lease, except that the monthly Rent due and payable hereunder will be 125% of the Rent payable as of the last month of the Term.

26. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.

27. Governing Law. The laws of the State of California govern all matters arising out of this lease.

28. 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.

29. Termination. If the County terminates the Service Contract for any reason, or for no reason, the Term of this Lease will end on the same date that the Service Contract

terminates. Upon such termination, Lessee shall surrender the Premises in accordance with Section – 15 Surrender of Premises.

30. 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 had 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 on the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a
political subdivision of the State of
California

YOUNG MEN’S CHRISTIAN
ASSOCIATION OF THE EAST BAY

By: _____
Brian M. Balbas
Director of Public Works

By: _____
Fran Gallati
President and CEO

RECOMMENDED FOR APPROVAL:

By: _____
Jessica L. Dillingham
Principal Real Property Agent

By: _____
Stacey Sinclair
Senior Real Property Agent

APPROVED AS TO FORM
MARY ANN McNETT MASON, COUNTY COUNSEL

By: _____
Kathleen M. Andrus
Deputy County Counsel



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Approve a sublease with Young Men's Christian Association of the East Bay for the Head Start Program at 1203 W. 10th Street in Antioch.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a sublease with Young Men’s Christian Association of the East Bay (YMCA), under which the YMCA will sublease from the County the real property located at 1203 W. 10th Street in Antioch through December 31, 2023 for the operation of a Head Start program on behalf of the County, at an initial rent of \$49,837 per year with annual increases thereafter, subject to approval by the County Administrator and approval as to form by County Counsel.

FISCAL IMPACT:

The amount of rent the County is receiving under the sublease is equal to the amount of rent it is paying under the ground lease. (100% General Fund)

BACKGROUND:

The County has leased the grounds at 1203 W. 10th Street in Antioch from the State of California since 1999. The County constructed four modular buildings on the site and initially subleased them to First Baptist Church for the operation of a Head Start program. The service

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stacey Sinclair, 925. 957-2464

By: , Deputy

cc: Auditor Controller

BACKGROUND: (CONT'D)

contract with First Baptist Church Head Start terminates on June 30, 2022. The YMCA was selected to now operate the Head Start program beginning July 1, 2022. The sublease is tied to the term of the service contract under which the YMCA operates the Head Start program at the site for the County. If the service contract between the County and YMCA is not renewed or is terminated for any reason, the sublease will terminate, and the County will replace YMCA as the operator of the program and the sublessee of the space.

Head Start programs promote the school readiness for infants, toddlers, and preschool-aged children from low-income families. The ground lease and sublease provide the County and YMCA with continued occupancy for childcare and Head Start programs throughout the Antioch community.

CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the sublease for the continued operation of the Head Start facility at this location could interrupt Head Start services at this location. It could also require finding another suitable location at increased rent, together with the associated expenses of moving and constructing new tenant improvements.

ATTACHMENTS

Lease Agreement

SUBLEASE

1203 W. 10th Street
Antioch, California

This lease is dated as of July 1, 2022, and is between the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“**County**”) and YOUNG MEN’S CHRISTIAN ASSOCIATION OF THE EAST BAY, a non-profit, public benefit corporation (“**Sublessee**”).

Recitals

- A. The County and the 23rd District Agricultural Association (the “**Master Lessor**”) are parties to a ground lease dated March 1, 2020, under which the County is leasing from the Master Lessor the real property located at 1203 W. 10th Street in Antioch, California (the “**Property**”).
- B. County and Sublessee are parties to a separate service contract under which the Sublessee is operating a Head Start program for the County in three County-owned buildings on the Property, known as Building A, Building B, and Building C (together, the “**Premises**”). The July 1, 2022 service contract, as it may be amended or extended from time to time, is (the “**Service Contract**”).
- C. The County and Sublessee desire to enter into this sublease in order to allow the Sublessee to perform its obligations under the Service Contract at the Premises. If the Service Contract is terminated for any reason, or no reason, this Sublease will terminate on the same date the Service Contract terminates.

The parties therefore agree as follows:

Agreement

- 1. Lease of Premises. In consideration of the rents and subject to the terms herein set forth, the County hereby subleases to the Sublessee and the Sublessee hereby leases from the County, the Premises, subject to all easements and encumbrances of record.
- 2. Term. The “**Term**” of this lease is eighteen (18) months, commencing July 1, 2022 and continuing through December 31, 2023.
- 3. Rent. Each month during the Term, Sublessee shall pay rent to the County beginning on the commencement date without offset or demand on or before the first day of each month in the amounts set forth below:

<u>Term</u>	<u>Amount</u>
July 1, 2022 – June 30, 2023	\$4,153.12
July 1, 2023 – December 31, 2023	\$4,360.78

Rent for any partial month will be prorated at the rate of 1/30 of the applicable monthly rent per day.

4. Additional Payment Terms.

a. Late Rental Payments: In the event Sublessee fails to pay County any amount due under this lease within five (5) days after such amount is due, Sublessee shall pay to County a late charge of Two Hundred and No/100 Dollars (\$200) per occurrence (the “**Late Charge**”), plus interest on the unpaid balance at a rate of one and one-half percent (1.5%) per month, from the date the payment was due and payable until paid in full. Sublessee shall pay all Late Charges as additional rent on or before the date the next installment of rent is due. County and Sublessee hereby agree that it is and will be impracticable and extremely difficult to ascertain and fix County’s actual damage from any late payments and, thus, that Sublessee shall pay as liquidated damages to County the Late Charge specified in this Section, which is the result of the parties’ reasonable endeavor to estimate fair average compensation for the late payment (other than attorneys’ fees and costs). County’s acceptance of the Late Charge as liquidated damages does not constitute a waiver of Sublessee’s default with respect to the overdue amount or prevent County from exercising any of the rights and remedies available to County under this lease.

b. Form and Place of Payment: Sublessee shall pay all rents and fees in cash or by personal check, certified check, or money order, payable to the County of Contra Costa, by delivering same on or before due date to Contra Costa County, Public Works Department – Real Estate Division, 255 Glacier Drive, Martinez, California 94553, or at such other place as County may designate from time to time.

c. Returned Checks: If a check written by Sublessee is returned for insufficient funds, County may impose a reasonable service charge in addition to any Late Charge and in addition to any charges imposed by the bank. County may require Sublessee to pay rent by certified check or money order if Sublessee’s bank or banks have returned one or more personal checks within the preceding twelve (12) month period.

d. Definition of Rent: “**Rent**” means all amounts due from Sublessee to County under this lease.

5. Use. Except as otherwise provided herein, the Premises may be used by the Sublessee only for the operation and maintenance of a childcare program.

Sublessee may not use the Premises for any other purpose without the prior written consent of the County. Any use of the Premises other than as described herein without the County's prior written consent is a default of this lease.

6. Utility Obligations. The Sublessee shall pay utility providers directly for all utilities used or consumed on the Premises by Sublessee or its subtenants, including, but not limited to gas, water, electricity, garbage disposal, storm and sanitary sewer services, janitorial services, landscaping, and telephone services.
7. Condition of Premises.
 - a. Commencement Date. Sublessee is leasing the Premises in an "as is" physical condition with no warranty, express or implied, on the part of the County as to the condition of the improvements, the condition of the soil or the geology of the soil.
 - b. During Term. The Sublessee shall maintain the Premises in accordance with Section 8, Maintenance and Repairs.
8. Maintenance and Repairs.
 - a. Structures and Grounds. Sublessee shall, at its sole cost and expense throughout the Term of this lease, maintain the roof, the exterior of the building and parking lot. Sublessee shall maintain the doors and their fixtures, closers and hinges, glass and glazing, and all locks and key systems used in the Premises. County shall maintain and repair the security system, the fire alarm system, and the fire suppression system. Sublessee shall maintain the exterior walls of the Premises in a clean and presentable condition and shall immediately remove any graffiti. Any change to the exterior paint colors is subject to prior written approval for the Director of Public Works.
 - b. Appliances. Sublessee shall maintain, repair, and if necessary, replace all household appliances, including kitchen appliances and the washing and drying machines, if they become damaged or inoperable during the Term.
 - c. Trash Enclosure. Sublessee shall provide or cause to be provided adequate enclosures, screened areas and/or suitable covered metal receptacles within the Premises for the short-term accumulation and storage of solid waste, such as rubbish, trash, and garbage. Such enclosures and/or screened areas must be designed in such a way as to prevent, to the extent possible, odors, fumes, attraction of pests and dispersal of wastes due to wind or water runoff and must be serviced regularly by qualified waste removal and disposal services.
 - d. Utilities. The Sublessee shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition, and repair. The County is responsible for maintaining the plumbing system beyond the perimeter of the Premises.

- e. Building Systems. Sublessee shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition, and repair, and shall be responsible for clearing routine plumbing stoppages and replacing light bulbs. County shall be responsible for all major repairs to electrical, exterior lighting and plumbing systems. For the purpose of the Lease, major repairs shall be defined as an expense which exceeds \$1,500.00 per occurrence.
 - f. Security Systems. Sublessee shall be responsible for the maintenance and repair of the security system, fire alarm system, the fire suppression system, the fire exit signage, and the emergency lighting system. Sublessee shall comply with all regulatory monitoring and testing requirements for the fire alarm and fire suppression systems and shall provide County with written verification of such compliance. County shall be responsible for the compliance with the National Fire Protection Association five-year sprinkler certification.
 - g. HVAC. County shall pay for the maintenance and repair of the heating, ventilating, and air-conditioning (HVAC) systems.
 - h. Landscaping; Exterior Lighting. Sublessee shall maintain the landscaping and exterior lighting system in good order, condition, and repair.
 - i. Fire Extinguishers. County is providing fire extinguishers for the Premises in accordance with the direction received from the Fire Marshal, and shall maintain, repair, and replace the fire extinguishers as needed.
 - j. Code Violations. Sublessee is responsible for correcting any building code violations that may exist in the Premises or that arise out of a change in Sublessee's use or occupancy of the Premises.
9. Covenant against Liens. Neither Sublessee nor Lessor may permit any mechanic's, materialman's, or other lien against the Premises, or the property of which the Premises forms a part, in connection with any labor, materials, or services furnished or claimed to have been furnished. If any such lien is filed against the Premises, or property of which the Premises forms a part, the party charged with causing the lien will cause the same to be discharged, provided however, that either party may contest any such lien, so long as the enforcement thereof is stayed.
10. Taxes. Sublessee agrees to pay before delinquency all taxes (including, but not limited to, possessory interest tax), assessments, license fees, and other charges that are levied and assessed upon Sublessee's interest in the Premises, or upon Sublessee's personal property installed or located in or on the Premises, by Contra Costa County or other legally authorized government authority. Sublessee may pay any taxes and assessments under protest, without liability, cost or expense to the Lessor, to contest the amount in good faith.

Payment of taxes, assessments, license fees, or other charges levied and assessed upon Sublessee's interest, (i) does not reduce the Rent due to the County under this lease, and (ii) is the liability of the Sublessee.

11. Quiet Enjoyment. Provided the Sublessee is in compliance with the terms of this lease, the County covenants that the Sublessee will peaceably and quietly have, hold, and enjoy the Premises during the Term.
12. Assignment and Sublease. The Sublessee may not assign this lease or sublease the Premises or any part thereof at any time during the Term.
13. Alterations and Additions. Sublessee may not make any alterations, erect any additional structures, or make any improvements on the Premises without the prior written consent of the Director of Public Works or his or her designee. In the event Sublessee makes alterations or constructs additions that violate the conditions contained in this lease (an "**Unauthorized Addition**"), at the County's sole discretion, Sublessee shall remove any Unauthorized Addition at Sublessee's sole cost and expense. If Sublessee is required to remove any Unauthorized Addition, Sublessee, at its sole cost and expense, shall restore the Premises to the conditions existing immediately prior to the existence of the Unauthorized Addition, or such other condition designated by the County in its election. If Sublessee is not required to remove any Unauthorized Addition, such Unauthorized Additions shall remain on and be surrendered with the Premises on expiration or termination of this lease.

If Sublessee wishes to make any alterations, erect any additional structures, or make any additional improvements to the Premises as provided in this Section, Sublessee may not commence construction until Sublessee has the prior written consent of the County. In addition, a Notice of Lessor Non-Responsibility must be posted and recorded by Sublessee during construction in accordance with Civil Code Section 3094. Sublessee shall mail a copy of such Notice of Lessor Non-Responsibility to Lessor upon filing it with the County Recorder.

14. Insurance.
 - a. Liability Insurance. Throughout the Term, the Sublessee shall maintain in full force and effect, at its sole expense, a comprehensive general liability or commercial general liability insurance program covering bodily injury (including death), personal injury, and property damage. The limits must be not less than one million dollars per occurrence and two million dollars aggregate. The policy must name the County, its officers, agents and employees, individually and collectively, as additional insureds. The liability insurance maintained by the Sublessee must be primary.
 - b. Property Insurance. The County will maintain property insurance coverage on its real property. The Sublessee has no interest in the proceeds of insurance on the County's real property, improvements, equipment, or fixtures. The Sublessee shall sign all documents necessary or proper in connection with the settlement of any claim or loss

- by the County. The Sublessee shall maintain in full force and effect, at its sole expense, a standard All Risk policy, which may exclude earthquake and flood, to insure its own personal property, contents, improvements, and betterments within or on the Premises. The coverage must be for not less than 90% of the actual cash value of the personal property. The Sublessee shall name the County as an additional insured and loss payee with respect to the improvements and betterments.
- c. Worker's Compensation and Employer's Liability Insurance. The Sublessee shall maintain in full force and effect, at its sole expense, (i) statutory California Workers' Compensation coverage including a broad form all-states endorsement, and (ii) employer's liability coverage for not less than one million dollars per occurrence for all employees engaged in services or operations at the Premises.
 - d. Evidence of Insurance. Within thirty days of execution of this lease, the Sublessee shall provide to the County, on a form approved by the County, an original copy of a Certificate of Insurance. The Certificate of Insurance must certify that the coverage required by this lease has been obtained and remains in force for the period required by this lease.
 - e. Notice of Cancellation or Reduction of Coverage. The Sublessee shall cause all policies it is required to obtain under the terms of this lease to contain a provision that the County is to receive written notification of any cancellation or reduction in coverage at least thirty days prior to the effective date of such cancellation or reduction. Any such notification is to be sent to the County in accordance with Section __ - Notices.
 - f. Waiver of Subrogation. Except as may be specifically provided elsewhere in this lease, the County and the Sublessee hereby each mutually waive any and all rights of recovery from the other in the event of damage to the Premises or any personal property that is caused by acts of God, perils of fire, lightning, and the extended coverage perils, as defined in insurance policies and forms approved for use in the State of California. Each party shall obtain any special endorsements, if required by their insurer, to evidence compliance with this waiver.
15. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, the Sublessee shall peaceably and quietly leave and surrender to the County the Premises, along with their appurtenances and fixtures, all in good condition, ordinary wear and tear, damage by casualty, acts of God and circumstances over which the Sublessee has no control excepted.
 16. Abandonment. The Sublessee may not vacate or abandon the Premises at any time during the Term. If the Sublessee abandons, vacates, or surrenders the Premises, or is dispossessed by process of law, or otherwise, the County may deem any personal property belonging to the Sublessee that remains on the Premises to be abandoned.

17. Waste, Nuisance. The Sublessee may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the neighborhood in which the Premises is located.
18. Inspection. The County may enter the Premises at any time in an emergency and with 24-hours notice in a non-emergency to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner best calculated to preserve the Premises, and (iii) the Sublessee is in compliance with the terms and conditions of this lease.
19. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause, the County may, at its option, make repairs within a reasonable time. Partial destruction does not void this lease, except that the Sublessee is entitled to a proportionate reduction in Rent while such repairs are being made. The proportionate reduction in Rent is to be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by the Sublessee and the denominator of which is the total number of square feet in the Premises.

If the County does not elect to make repairs, this lease may be terminated by either party, without cost, obligation or liability to the other party, except as described herein.

This lease will terminate in the event of a total destruction of the Premises.

20. Indemnification. The Sublessee shall indemnify, defend and hold County, its officers, agents and employees harmless from any and all claims, costs and liability, for any damage, injury or death, including without limitation, all consequential damages from any cause whatsoever, to any person or the property of any person arising directly or indirectly from or connected with this lease, the Sublessee's operations, or the Sublessee's use or possession of the Premises, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County, its officers or employees, and shall make good to and reimburse County for any expenditures, including reasonable attorneys fees, County may make by reason of such matters.
21. Default.

The occurrence of any of the following events is a default under this lease:

a. The Sublessee.

- i. The Sublessee's failure to pay Rent within five business days after the due date.
- ii. The Sublessee's failure to comply with any other material term or provision of this lease if such failure is not remedied within thirty days after receipt of a written notice from the County to the Sublessee specifying the nature of the breach in reasonably sufficient detail (a "**Notice of Default**"). If the required

cure of the noticed failure cannot be completed within thirty days, the failure to cure will not be deemed to be a default of this lease if the Sublessee has attempted to cure the failure within the thirty-day period and has diligently and continuously attempted to complete the cure as soon as reasonably possible. In no event will the cure period extend beyond the sixty-day period after Sublessee's receipt of the Notice of Default.

- b. The County. The County's failure to perform any obligation under this lease if the failure is not remedied within thirty days after receipt of a written notice from the Sublessee to the County specifying the nature of the breach in reasonably sufficient detail. If the required cure of the noticed failure cannot reasonably be completed within thirty days, a default will not be deemed to occur if the County has attempted to cure the failure within the thirty-day period and has diligently and continuously attempted to complete the cure as soon as reasonably possible.

22. Remedies.

- a. The County. Upon the occurrence of a default by the Sublessee, the County may reenter and repossess the Premises and remove all persons and property from the Premises, after giving the Sublessee written Notice of Default and in accordance with due process of law.
- b. The Sublessee. Upon the occurrence of a default by the County, the Sublessee may (i) terminate this lease by giving written notice to the County and quit the Premises without further cost or obligation to the County.

23. Notices. Any notice required or permitted under this lease shall be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor: Young Men's Christian Association of the East Bay
4300 Lakeside Drive
Richmond, CA 94806
Attn: President and CEO

To County: Contra Costa County
Public Works Department
Attn: Principal Real Property Agent
255 Glacier Drive
Martinez, CA 94553

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 notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system.

24. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.
25. Holding Over. In the event Sublessee remains in possession of the Premises after the expiration of the Term, such holding over does not constitute a renewal or extension of this lease but will be construed to be a tenancy from month to month on the same terms and conditions set forth in this lease, except that the monthly Rent due and payable hereunder will be 125% of the Rent payable as of the last month of the Term.
26. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.
27. Governing Law. The laws of the State of California govern all matters arising out of this lease.
28. 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.
29. Termination. If the County terminates the Service Contract for any reason, or for no reason, the Term of this Lease will end on the same date that the Service Contract terminates. Upon such termination, Lessee shall surrender the Premises in accordance with Section – 15 Surrender of Premises.

[Remainder of Page Intentionally Left Blank]

30. 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 had 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 on the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a
political subdivision of the State of
California

YOUNG MEN'S CHRISTIAN
ASSOCIATION OF THE EAST BAY

By: _____
Brian M. Balbas
Director of Public Works

By: _____
Fran Gallati
President and CEO

RECOMMENDED FOR APPROVAL:

By: _____
Jessica L. Dillingham
Principal Real Property Agent

By: _____
Stacey Sinclair
Senior Real Property Agent

APPROVED AS TO FORM
MARY ANN McNETT MASON, COUNTY COUNSEL

By: _____
Kathleen M. Andrus
Deputy County Counsel

SS:dw
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Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Agreement #29-391-19 with the California Department of Public Health Office of AIDS

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Agreement #29-391-19 (State #21-10682) with the California Department of Public Health, Office of AIDS, to pay County an amount not to exceed \$25,727 per client, per calendar year, for the AIDS Medi-Cal Waiver Program for the period January 1, 2022 through December 31, 2025.

FISCAL IMPACT:

The maximum amount payable per eligible client per year served under this agreement shall not exceed \$25,727. Payment is provided for specific services at established Medi-Cal rates. The total funded amount will be determined by the number of "slots" awarded and services provided. (No County match required)

BACKGROUND:

The Department's Public Health Division, AIDS Program staff is experienced in providing case management services for people with HIV Disease. The AIDS Medi-Cal Waiver Program goals are to lessen the financial cost of care which, for people with AIDS and AIDS Related Complex (ARC), are historically driven by hospital-izations and other institution-based care, and to provide the most humane and appropriate levels of care in the most appropriate setting for the client. The County has participated in the program allows the Department's AIDS Program to offer case managed home and community-based care to a greater number of clients in the County since 1990.

On March 27, 2018, the Board of Supervisors approved Agreement #29-391-16 with the State that will allow County's Public Health Division to continue to provide direct home health care services to AIDS Medi-Cal Waiver Program clients, for the period from January 1, 2018 through December 31, 2020.

On September 22, 2020, the Board of Supervisors approved Amendment Agreement #29-391-18 to extend the termination date from December 31, 2020 to December 31, 2021 for continuation of the AIDS Medi-Cal Waiver Program.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of this Agreement #29-391-19 with the State will allow County's Public Health Division to continue to provide direct home health care services to AIDS Medi-Cal Waiver Program clients including mutual indemnification to hold harmless both parties for any claims arising out of the performance of this Contract, through December 31, 2025.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Grant Agreement #28-998 with the State of California Department of Public Health

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Grant Agreement #28-998 (State #21-10550) with the State of California Health and Human Services Agency, California Department of Public Health (CDPH), to pay the county an amount not to exceed \$1,216,765, for the Disease Intervention Specialist (DIS) Workforce Development Project, for the period from July 1, 2021 through December 31, 2025.

FISCAL IMPACT:

Acceptance of the Grant Award will result in payment to the county up to \$1,216,765 in funding for the four-year grant from the CDPH. No County match required.

BACKGROUND:

The goal of the DIS Workforce Development Project is to develop, expand, train and substance disease intervention specialist workforce. Funding is intended to hire personnel to address projected sexually transmitted disease (STD), HIV, COVID-19 and other infectious disease prevention responses needs. The County's Public Health Division HIV/AIDS and STD Program staff will be trained to conduct rapid HIV, Hepatitis C and syphilis and COVID-19 testing in the field.

This agreement is being processed late due to CDPH's delay in sending the Grant Agreement to Contra Costa County.

Approval of this Grant Agreement #28-998 will allow Contra Costa County's Health Services Department to implement the DIS Workforce Development Project, through December 31, 2025. This agreement includes the County's agreement to indemnify and hold harmless the Grantor for claims arising out of County's performance under this contract.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

cc: Marcy Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: California Workforce Development Board Accelerator Fund 10.0

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board (WDB), to accept grant funding from the California Workforce Development Board (CWDB) and the Employment Development Department (EDD) Workforce Accelerator Fund 10.0 (WAF10.0) in an amount not to exceed \$250,000 to provide education and training that support equitable recovery with quality jobs in Contra Costa County, for the period July 1, 2022 through December 31, 2023.

FISCAL IMPACT:

County to receive grant funding from the California Workforce Development Board and the Employment Development Department in the amount of \$250,000 funded 100% by Federal WIOA funds (no County cost).

BACKGROUND:

In April 2014, the CWDB and the California Employment Development Department (EDD) established the Workforce Accelerator Fund (Accelerator) as a new model of funding innovation in California’s workforce system. Since April 2014, just over \$32 million has been invested, resulting in over 170 projects across the state. To learn more about the Workforce Accelerator Fund, view “Accelerator at a Glance” and the Accelerator materials library on the

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- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: M. Wagoner, 9256084864

By: , Deputy

cc:

BACKGROUND: (CONT'D)

CWDB website. The WAF 10.0 program goal is to impact economic and racial equity by creating pathways to good quality jobs for workers from disadvantaged or low-income communities. Traditional workforce and education strategies have had an inadequate impact for disadvantaged or low-income communities, and historical workforce funding streams do not always adapt with an acknowledgement of gaps in service.

The WAF10.0 program will provide gap funding to cover critical wrap-around services and supportive services, including but not limited to background and drug tests, physical exams, licensing and accreditation fees and stipends, for individuals enrolled in WDB's Employment Training Panel (ETP) funded Emergency Medical Training (EMT) program. The EMT workforce in California experiences a lack of equity and inclusion for people of color, immigrants, English language learners, and justice-involved individuals. Any single funding source struggles to provide enhanced services and supports required to impact economic and racial equity in health services careers.

The Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128 mandates the provision of training services to eligible adults, dislocated workers, and youths. An Individual Training Account (ITA) for job training is a training service for participants enrolled in the Adult, Dislocated Worker and Youth programs, and for participants in other special extraneous grants. Eligible participants are enrolled into WIOA and/or special extraneous grants, assessed for training needs, and placed in occupational training with approved schools and vendors. On-the-Job Training (OJT) is an allowable and fundable activity under Federal WIOA guidelines. Program participants are eligible for, and enrolled in, the WIOA program, hired as regular full-time employees by local employers, and trained for the positions in which they are placed. Employers are responsible for payroll, associated taxes, and worker's compensation for each OJT program participant, as outlined in a Master Worksite Agreement. Reimbursement invoices/demands are submitted for each client employed through the OJT Program. Invoices are reviewed by Workforce Development Board staff for accuracy and submitted to the Employment and Human Services Fiscal Unit for payment.

CONSEQUENCE OF NEGATIVE ACTION:

Participants in WIOA and/or special extraneous grant programs will not have access to classroom instruction and job trainings that lead to self-sufficiency, which would adversely impact these participants. Local businesses will have fewer qualified candidates for positions, and the local Workforce Development Board will be out of compliance with WIOA Section 134, by not meeting expenditure requirements.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Revenue Contract - California Volunteers – Office of the Governor-Californians for All Youth Job Corps

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board, to accept grant funds from California Volunteers-Office of the Governor, in an amount not to exceed \$2,423,457, to increase employment opportunities for youth ages 16-30, develop career pathways and strengthen local capacity to address key areas of food insecurity, climate, and COVID-19 recovery for the period March 28, 2022 through June 30, 2024.

FISCAL IMPACT:

100% State revenue of \$2,423,457 for a 2-year period ending June 30, 2024. No required County match.

BACKGROUND:

Contra Costa County Workforce Development Board was a successful respondent to California Volunteers-Office of the Governor Request for Application Solicitation No. RFA# JP21-002 Californians For All Youth Jobs Corps, and received a Notice of Intent to Award effective March 28, 2022. This was followed by a confirmation letter of grant award dated April 15, 2022.

Funds

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

will be used to support and enhance the Foster Youth Garden Apprenticeship operated by John Muir Land Trust Family Harvest Farm and the Contra Costa County Health Ambassador Program (a partnership program among the County Health Services Department, County Employment and Human Services Department, and the County Workforce Development Board).

CONSEQUENCE OF NEGATIVE ACTION:

Without this additional revenue, vulnerable populations may not have access to service-oriented job training projects and employment support.

CHILDREN'S IMPACT STATEMENT:

The revenue and services funded under this agreement supports all five of Contra Costa County's community outcomes: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (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.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Community Service Bureau Interagency Agreement with First 5 Contra Costa

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an interagency service agreement, subject to County Counsel approval as to form, between Community Services Bureau and First 5 Contra Costa (F5CC) and accept a payment limit of \$610,000 to coordinate and administer a family support program for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Federal funds from First 5 Contra Costa Children and Families Commission. There is no County match. CFDA #93.600

BACKGROUND:

The purpose of this agreement is to provide support to our local programs and services designed to assist children through development and comprehensive services. CSB has a long standing partnership with First 5 in which both CSB and F5CC have been sustaining home-based support services for Contra Costa parents and their children.

CSB will utilize F5CC resources to oversee the implementation of the F5CC home visiting program model and to increase the number of children served by the Early Head Start home-based support services.

The Board of Supervisors last approved an Interagency Service Agreement between the Community Services Bureau (CSB) and First 5 Contra Costa (F5CC) in the amount of \$610,000 to coordinate and administer a Family Support program for the period July 1, 2021 through June 30, 2022 on Sept. 7, 2021 (

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: CSB (925) 681-6389

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 62).

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to more widely distribute childcare availability through partnership with community based agencies.

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 children throughout Contra Costa County.



Contra Costa County

To: Board of Supervisors
 From: Alison McKee, County Librarian
 Date: June 21, 2022

Subject: California State Library Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept a grant in the amount of \$657,001 from the California State Library to purchase equipment and professional services to implement high-speed broadband networking for all library locations, for the period May 1, 2022 through June 30, 2023.

FISCAL IMPACT:

No Library fund match.

BACKGROUND:

The Library completed transition to the CENIC network in February 2022. Working with DOIT and General Datatech (GDT), the project required upgrading wide area network equipment between Library Administration and CENIC. If funded, this grant will continue work with DOIT and General Datatech to replace obsolete equipment with a secure high-speed network between Library Administration and 26 branches.

The library began Internet services in the late 1990s. Using scarce dollars and homegrown experience, the library was able to offer Internet access to the public across all locations. Some of the equipment to be replaced in this project dates back to the original network installation. The library will work with DOIT and GDT to remove obsolete equipment and procure state-of-the-art networking equipment that will be installed in designated locations. The library and DOIT will be trained on operation and upkeep of all equipment installed. The grant will also fund additional Cat 6 cabling at 15 library branches and Project Second Chance. Additional cabling will close gaps between network services and equipment within these locations, thereby increasing library services such as public printing.

This project meets the library strategic goal, "The library ensures easy, equitable access to library services for all Contra Costa County residents."

CONSEQUENCE OF NEGATIVE ACTION:

If the grant is not funded then the library will not upgrade obsolete equipment at branch libraries.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment Agreement #29-812-6 with the City of Concord

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #29-812-6 with the City of Concord, to amend Agreement #29-812-5, effective July 1, 2022, to increase the amount payable to the County by \$10,400, from \$10,400 to a new amount of \$20,800, and to extend the termination date from June 30, 2022 to June 30, 2023.

FISCAL IMPACT:

Approval of this amendment agreement will allow the County to receive an additional amount not to exceed \$10,400 for Fiscal Year 2022/2023 from the City of Concord. No County match is required.

BACKGROUND:

The Coordinated Outreach, Referral and Engagement (CORE) Program provides homeless outreach services to residents in Concord and Pleasant Hill. CORE Program services locate and engage homeless clients throughout Contra Costa County. CORE teams serve as an entry point into the County's coordinated entry system for unsheltered persons and work to locate, engage, stabilize and house chronically homeless individuals and families.

On September 14, 2021, the Board of Supervisors approved Agreement #29-812-5 to receive funds in an amount not to exceed \$10,400 from the City of Concord for the provision of the CORE Program, for the period from July 1, 2021 through June 30, 2022. This agreement included agreeing to indemnify and hold harmless the contractor for claims arising out of County's performance under this contract.

Approval of Agreement #29-812-6 will allow the County to receive additional funds for homeless outreach services in Concord and Pleasant Hill through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the County will not receive funding and without such funding the CORE program may have to operate at a reduced capacity.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Christy Saxton, 925-608-6700

By: , Deputy



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: National Dislocated Worker Grant Employment Recovery

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board (WDB), to accept additional grant funding from the California Department of Labor, National Dislocated Worker Grant Employment Recovery (NDWG) in the amount of \$234,587.17 for a new total up to \$774,587.17, and to extend the term through March 31, 2023 to provide employment and training to workers impacted by job loss and layoffs from the Coronavirus Pandemic.

FISCAL IMPACT:

\$234,587.17, which will be included in the Fiscal Year 2022-2023 budget upon receipt of funds. This will authorize continued support for Coronavirus Pandemic impacted individuals for Fiscal Year 2022-2023. Funded by 100% Federal U.S. Department of Labor funds and will increase Workforce Development Board revenue by \$234,587.17. There is no County cost, and no additional match required.

BACKGROUND:

Due to the Coronavirus Pandemic which started in 2020, employment levels dropped dramatically in Contra Costa County, resulting in many County residents being unemployed.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres 925-608-4960

By: , Deputy

cc:

BACKGROUND: (CONT'D)

A number of residents faced tremendous economic hardships, such as business closures and the shelter-in-place ordinance enforced beginning on March 13, 2020. The State, in partnership with local workforce development areas, applied for California's share of the U. S. Department of Labor (DOL) funds offered through the Coronavirus Aid, Relief and Economic Security (CARES) Act. In FY 19/20, the WDB of Contra Costa County received \$540,000 in NDWG funding to assist dislocated workers with employment services, training, work-based learning and supportive services intended to prepare them for new employment opportunities as rapidly as possible. This funding allowed WDB to assist with closing some of the service gaps surrounding employment recovery during this unprecedented Coronavirus Pandemic.

On April 21, 2022, the WDB of Contra Costa County received a notification from the state that additional grant funding in the amount of \$234,587.17 is available from the California Department of Labor NDWG program to the County, increasing the award from \$540,000 to a new total of \$774,587.17. The additional grant funding will support the administrative cost at WDB and the continued provision of employment and training to workers impacted by job loss and layoffs from the Coronavirus Pandemic.

The Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128 mandates the provision of training services to eligible adults, dislocated workers, and youth. An Individual Training Account (ITA) for job training is a training service for participants enrolled in the Adult, Dislocated Worker and Youth programs, as well as for participants in other special extraneous grants. Eligible participants are enrolled into WIOA and/or special extraneous grants, assessed for training needs, and placed in occupational training with approved schools and vendors.

On-the-Job Training (OJT) is an allowable and fundable activity under Federal WIOA guidelines. Program participants are eligible for, and enrolled in, the WIOA program and are hired as regular full-time employees by local employers, and trained for the positions in which they are placed. Employers are responsible for payroll, associated taxes, and worker's compensation for each OJT program participant, as outlined in a Master Worksite Agreement. Reimbursement invoices/demands are submitted for each client employed through the OJT Program. Invoices are reviewed by Workforce Development Board staff for accuracy and submitted to the Employment and Human Services Fiscal Unit for payment.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, participants in WIOA and/or special extraneous grant programs will not have access to classroom instruction and job training that lead to self-sufficiency, which would adversely impact these participants. Local businesses will have fewer qualified candidates for positions, and the local Workforce Development Board will be out of compliance with WIOA Section 134, by not meeting expenditure requirements.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Housing Opportunities for Persons with AIDS First Amendment to Grant Agreement between the City of Oakland and County of Contra Costa

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to enter into a First Amendment to Grant Agreement between the City of Oakland and Contra Costa County for the 2020 Housing Opportunities for Persons with AIDS (HOPWA) Program to extend the term from June 30, 2022 through June 30, 2023.

FISCAL IMPACT:

No General Fund Impact. HOPWA funds are provided through the U.S. Department of Housing and Urban Development (HUD) to the City of Oakland, as administering agent.
HOPWA CFDA No. 14.241

BACKGROUND:

The National Affordable Housing Act (Public Law 101-625, approved November 28, 1990) authorizes the HOPWA Program to provide states and localities with resources to devise long-term comprehensive strategies for meeting the housing needs of persons living with HIV/AIDS and related diseases.

The City of Oakland (City) is the HOPWA grant recipient for Alameda and Contra Costa counties. The City allocates HOPWA funds between the counties based on the number of households with someone with HIV/AIDS. These funds may be used for site acquisition, rehabilitation and new construction of affordable housing, as well as supportive services, housing information services, rent, mortgage and utility subsidies, and certain other housing related activities for low-income persons living with HIV/AIDS Countywide.

The Department of Conservation and Development requests that the Board of Supervisors approve the attached First Amendment to the HOPWA Grant Agreement (Amendment) in substantially final form, subject to final approval as to form by County Counsel. The only change is to amend the term beginning July 1, 2020 through June 30, 2023. The City had requested the amendment to reflect a procedural change to the term of the Grant Agreement. The typical term of these HOPWA Grant Agreements are for three years. The 2020 HOPWA Grant Agreement was executed with only a two-year term. The First Amendment to the HOPWA Grant Agreement amends the term to the normally approved three-year term from July 1, 2020 through June 30, 2023.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Kristin Sherk 925-655-2889

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not approve the First Amendment to the HOPWA Grant Agreement with the City, the existing Agreement between the County and the City would expire June 30, 2022, and low-income persons living with HIV/AIDS in the County would lose access to vital housing and supportive services.

ATTACHMENTS

FY 2020 HOPWA First Amendment to Grant Agreement

**FIRST AMENDMENT TO GRANT AGREEMENT BETWEEN
THE CITY OF OAKLAND AND CONTRA COSTA COUNTY
FOR THE 2020 HOPWA PROGRAM**

This FIRST AMENDMENT TO GRANT AGREEMENT ("First Amendment") is entered into by and between the City of Oakland, a municipal corporation ("City"), and CONTRA COSTA COUNTY, a political subdivision of the State of California ("County" or "Project Sponsor"), The City and the County are hereinafter collectively referred to as the "Parties").

RECITALS

This First Amendment is entered into upon the basis of the following facts, understandings and intentions of the City and County:

- A. The City received Housing Opportunities for Persons with AIDS ("HOPWA") Program funds from the United States Department of Housing and Urban Development ("HUD"), identified as #14.241 in the Catalog of Federal Domestic Assistance, pursuant to the HOPWA Program (the "HOPWA Funds"). The HOPWA Funds must be used in accordance with 24 C.F.R. Section 574 et seq.
- B. The County is a project sponsor under the HOPWA Program. The City and the County awarded the County **\$904,875** of the HOPWA Funds on the City's behalf (the "HOPWA Allocation").
- C. On July 3, 2020, the Oakland City Council passed Resolution No. 88202 C.M.S., which authorized an agreement with Project Sponsor for the HOPWA Program for Fiscal Years 2020-2022 as set forth in the City's Five Year Consolidated Plan for Fiscal Years 2020/21-2024/25.
- D. On June 29, 2021, the Parties entered into an Original Agreement for a term of July 1, 2020 through June 30, 2022.
- E. On June 18, 2021, the Oakland City Council passed Resolution No. 88707, which authorized the City to submit the City's First Substantial Amendment to its annual action plan for Fiscal Year 2020-21, which is part of the Five Year Consolidated Plan.
- F. On December 9, 2021, the City of Oakland submitted its First Substantial Amendment to the Five Year Consolidated Plan for Fiscal Years 2020/21-2024/25, which amended the "Target Date" for HOPWA to reflect a 2023 end date.
- F. The Parties now desire to amend the Original Agreement to extend the term of the agreement in accordance with the City's Five Year Consolidated Plan for Fiscal Years 2020/21-2024/25.

NOW THEREFORE, it is mutually understood and agreed by and between the undersigned Parties that the Original Agreement is amended as follows:

1. **Amended Section 1, Performance Period.** Section 1 of the Original Agreement is amended to read:

The term of this Agreement begins July 1, 2020 and ends June 30, 2023.

2. **Exhibits.** The following Exhibits to the Original Agreement are hereby replaced as set forth below:
 - A. **Combined Grant Schedules (Schedule C-1, Schedule K, Schedule N, Schedule N-1, Schedule P, Schedule V, Oakland's Minimum Wage Law, Affirmative Action).** The Combined Grant Schedules attached to the Original Agreement are replaced by the Combined Grant Schedules attached hereto.
 - B. **Schedule Q, Insurance.** Schedule Q attached to the Original Agreement is replaced by **Schedule Q**, Insurance Requirements (Revised 9/12/2019) attached hereto.
 - C. **Schedule Z, Certification of Debarment & Suspension.** Schedule Z attached to the Original Agreement is replaced by Schedule Z attached hereto.

3. **Effective Date.**

This First Amendment shall become effective on the date it is executed by all Parties. If the First Amendment is not executed by all Parties on the same date, it shall be effective on the date it is last executed by a Party.

4. **Counterparts.**

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Contract. The parties shall be entitled to electronically sign and transmit this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the signing party or the party on whose behalf the document has been signed. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Contract upon request.

5. **Ratification of Agreement.**

All provision in the Original Agreement that have not been modified by this First Amendment remain in full force and effect, and the parties hereby ratify the same.

6. Authority.

The persons signing below represent and warrant that they have authority to bind their respective party, and all necessary approvals to sign on behalf of their respective party have been obtained.

[SIGNATURES ON NEXT PAGE]

CITY

CITY OF OAKLAND, a municipal corporation

By: _____
City Administrator (date)

ADMINISTERING AGENCY APPROVAL FOR FORWARDING
Human Services Department

By: _____
Department Head (date)

88707 C.M.S
Resolution Number

Approved as to form and legality:

By: _____
Deputy City Attorney (date)

COUNTY OF CONTRA COSTA, a Political Subdivision of the State of California

By: _____ Date: _____
John Kopchik, Director
Department of Conservation and Development

Approved as to form:
Mary Ann McNett Mason
County Counsel

By: _____ Date: _____



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: California Arts Council General Operating Relief Grant to the Arts and Culture Commission of Contra Costa County

RECOMMENDATION(S):

RATIFY the Contra Costa County Arts and Culture Commission's grant application; and APPROVE and AUTHORIZE the County Administrator, or designee, on behalf of the Arts and Culture Commission, to accept grant funding from the California Arts Council (CAC), in an amount not to exceed \$28,500, for the Arts & Cultural Organizations General Operating Relief Grant program.

FISCAL IMPACT:

The Contra Costa County Arts and Culture Commission received \$28,500 in state funds from the California Arts Council for the Arts & Cultural Organizations General Operating Relief Grant . This grant requires a 1:1 match from the County which was already budgeted in FY 21-22.

BACKGROUND:

The California Arts Council Arts & Cultural Organizations General Operating Relief grant program provides relief funding to arts and cultural organizations that have experienced economic hardships due to the COVID-19 pandemic. This grant supports the well-being of California's cultural vitality by helping sustain a robust and diverse arts workforce and infrastructure.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Lara DeLaney, (925) 655-2057

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Funds may be used to support any eligible expenses associated with the general operations of an arts or cultural organization, including but not limited to rent, utilities, and staff salaries.

In order to meet the CAC grant application deadline, the Contra Costa County Arts and Culture Commission applied for the CAC Arts & Cultural Organizations General Operating Relief Grant in 2021 and is requesting the Board of Supervisors to ratify the application of this grant. The Arts and Culture Commission received \$28,500 in revenue from the CAC for grant activity period November 1, 2021 through October 31, 2022. With support from the CAC General Operating Relief Grant, the Arts and Culture Commission of Contra Costa County secured contracted services to support signature community programs and cultural planning efforts to promote equity.

In FY 21-22, the CAC General Operating Relief Grant supported contracted services for signature community programs including the ABOUTFACE veterans painting program, Art Passages art exhibitions at the County Administration Building, Poetry Out Loud poem recitation contest for high school students, Commission-approved Youth Advisor service project, and the maintenance of the County's online Arts Directory and Arts Calendar. In addition, the General Operating Relief Grant funded the Arts and Culture Prospectus Project for the County and supported the development of the Arts and Culture Commission's Equity Statement.

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa County Arts and Culture Commission would not be able to accept this grant.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Empowered Aging (formerly Ombudsman Services of Contra Costa, Inc.) for Long-Term Care Ombudsman Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract renewal with Empowered Aging (formerly Ombudsman Services of Contra Costa, Inc.) in an amount not to exceed \$519,180 to continue to provide long term care ombudsman services to seniors for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This will increase department expenditure by \$519,180, funded by 19% Federal revenues from the Federal Older Americans Act Title III-B and Title VII-A revenue, and 81% by the State Ombudsman Program, State Public Health Licensing and Certification Program, Health Facilities Citation Penalties Account, and Skilled Nursing Facility Quality and Accountability Funds, all of which is budgeted in FY 2022-23. (CFDA# 93.044, 93.042)

BACKGROUND:

Since at least 2010, Empowered Aging (formerly Ombudsman Services of Contra Costa, Inc.) has been providing Long-Term Care Ombudsman Services in Contra Costa County and responding to reports of abuse of residents of long-term care facilities. In recent years, on August 6, 2019, the Board of Supervisors approved a contract with Ombudsman Services of Contra Costa, Inc. in an amount not to exceed \$309,488, to provide countywide ombudsman services to seniors, for the period July 1, 2019 through June 30, 2020 (

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 62). On January 14, 2020, the Board approved a contract amendment with the Contractor to increase the payment limit to \$491,457 with no change to the term ([C.9](#)). This Amendment allocates a portion of the California Department on Aging's annual redistribution of unused funds from all California counties in relation to long-term care ombudsman services. On June 23, 2020, the Board approved a second contract amendment to increase the payment limit to \$502,187 for additional needed program supplies and COVID-19 safety supplies for volunteers with no change to the term ([C.43](#)).

On September 22, 2020, the Board approved a contract renewal with Ombudsman Services of Contra Costa, Inc. in an amount not to exceed \$511,262 to provide countywide ombudsman services to seniors, for the period July 1, 2020 through June 30, 2021 ([C.63](#)). On March 30, 2021, the Board approved a contract amendment to increase the payment limit to \$561,668 with no change to the term ([C.41](#)). This amendment allocates a portion of the California Department of Aging Area Plan Amendment provided to the Employment and Human Services Department, Area Agency on Aging.

On June 8, 2021, the Board approved a contract with Ombudsman Services of Contra Costa, Inc., in an amount not to exceed \$505,120 to provide countywide ombudsman services to seniors, for the period July 1, 2021 through June 30, 2022 ([C.88](#)). On September 7, 2021, the Board approved clarification of Board action of June 8, 2021 (C.88) to change the name of the Contractor to read Empowered Aging, a corporation, with no change in the payment limit and term. On May 17, 2022, the Board approved a contract amendment to increase the payment limit to \$547,865 with no change in the term ([C.32](#)). This amendment provides enhanced long-term care Ombudsman services through the allocation of a portion of the California Department of Aging Area Plan Amendment funding provided to the Employment and Human Services Department, Area Agency on Aging.

This new Board Order would authorize the execute of a contract renewal with Empowered Aging in an amount not to exceed \$519,180 to continue to provide long term care ombudsman services to seniors for the period July 1, 2022 through June 30, 2023. Ombudsman Services include representing residents with issues related to day-to-day care, health, safety and personal preferences. Funding for this contract comes from the California Department of Aging Area Plan contract provided to the Employment and Human Services Department, Area Agency on Aging.

CONSEQUENCE OF NEGATIVE ACTION:

Seniors in Contra Costa County will not receive Long Term Care Ombudsman Services.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: California Department of Aging, Older Americans Act Funding

RECOMMENDATION(S):

ACCEPT Resolution No. 2022/230 to approve and authorize the Employment and Human Services Director, or designee, to execute Agreement Number AP-2223-07 to accept funding in an amount not to exceed \$6,484,925 from the California Department of Aging for Older Americans Act Title III and Title VII programs for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

County to receive \$6,484,925 from the California Department of Aging for Agreement Number AP-2223-07. Funding is 69% Federal and 31% State funds. A total match of \$647,434 is required; \$217,374 is met by the County and \$430,060 is met by subcontractors, all of which is budgeted in FY 2022-23.

BACKGROUND:

The Employment and Human Services Department, Area Agency on Aging (AAA), provides services to residents 60 years and older, adults with disabilities, and family caregivers in Contra Costa County as defined in the Older Americans Act (OAA) Title IIIB, Title IIID, Title IIIE, and Title VII programs. As mandated in the OAA, the AAA submits an Area Plan Update (APU) to

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco (925) 608-4963

By: , Deputy

BACKGROUND: (CONT'D)

the California Department of Aging (CDA) that delineates the service levels and goals and objectives for the fiscal year to serve its client populations. Services include, but are not limited to, supportive services, ombudsman services, congregate meal sites, home delivered meals, disease prevention, family caregiver services, legal services, and elder abuse prevention services.

Agreement Number AP-2223-07 with CDA provides funding to enable the AAA to deliver the services and fulfill the goals and objectives set forth in its APU for fiscal year 2022-23.

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, services for older adults, family caregivers, and persons with disabilities in Contra Costa County will not be provided.

ATTACHMENTS

Resolution 2022/230

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/230

In The Matter Of: Agreement Number AP-2223-07 between the California Department of Aging and Contra Costa County

WHEREAS, the Employment and Human Services Department’s Area Agency on Aging (AAA) is mandated by the Older Americans Act to develop an Area Plan every four years that identifies the needs of residents age 60 years and over, persons with disabilities, and family caregivers and set priorities, goals, and objectives to respond to these concerns; and **WHEREAS**, the AAA submits an Area Plan Update to the California Department of Aging annually, which delineates the levels of service and areas of focus the AAA intends to undertake during the year to serve its client population, especially those from communities of color and individuals with the greatest economic and social needs; and **WHEREAS**, the AAA receives an allocation of Older Americans Act funding through an agreement with the California Department of Aging to implement the planned services and fulfill the objectives established in its Area Plan Update; and **WHEREAS**, in its Area Plan Update for Fiscal Year 2022-23, the AAA proposes to use Older Americans Act funding to provide adult day care/adult day health, assisted transportation, case management, congregate and home-delivered meals, evidenced-based health promotion and disease prevention program, homemaker services, family caregiver support, health insurance counseling and advocacy, information and assistance, legal assistance, Ombudsman services, telephone reassurance, and visiting services; and **WHEREAS**, through Agreement Number AP-2223-07, the County enters into a contract with the California Department of Aging to receive Older Americans Act and other State funding in an amount not to exceed \$6,484,925 to support the implementation of the services, goals, and objectives outlined in the AAA’s Area Plan Update for Fiscal Year 2022-23.

Now, Therefore, Be It Resolved: the Contra Costa County Board of Supervisors approves and authorizes the Employment and Human Services Director, or designee, to accept funding in an amount not to exceed \$6,484,925 from the California Department of Aging for Agreement Number AP-2223-07 for the period July 1, 2022 through June 30, 2023.

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: L. Pacheco (925) 608-4963

ATTESTED: June 21, 2022

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

By: , Deputy

cc: Ana Bagtas



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Grant Amendment #28-971-1 with Public Health Foundation Enterprises, Inc., dba Heluna Health

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Agreement Amendment #28-971-1, with Public Health Foundation Enterprises, Inc., dba Heluna Health, a corporation, to increase the amount payable to the County by \$149,930 to a new total of \$298,625 and extend the termination date from December 31, 2021 through December 31, 2022 to allow County to continue to perform genomic analysis on hospitalized patients as part of the California Emerging Infection Programs (CEIP) SARS-CoV-2 Surveillance Program.

FISCAL IMPACT:

Approval of this agreement will result in an additional amount payable to the County of \$149,930 for the 2022 calendar year to be funded by the Centers for Disease Control and Prevention for the California Emerging Infections Program through the Public Health Foundation Enterprises, Inc. No County match is required.

BACKGROUND:

Since the emergence of COVID-19 in California in January 2020, the California Department of Public Health (CHPH) and local public health partners have been tracking and monitoring COVID-19 cases in California and have implemented containment and mitigation efforts. COVID-19 surveillance is essential to estimate disease prevalence over time, throughout the state, and amount key groups at high risk for infection in order to improve containment, mitigation and prevention measures, which may vary depending on regional COVID-19 epidemiology.

Therefore, CDPH and several California local health jurisdictions, including Contra Costa County, are working with the United States Centers for Disease Control and Prevention to initiate sentinel community surveillance for COVID-19. Public Health Foundation Enterprises, Inc. has been designated by the CHDP to administer this funding and to provide consulting and technical assistance that will be needed to perform the required activities.

The CEIP SARS-CoV-2 Surveillance Program will be performing outreach to in-county hospitals and their affiliated laboratories on positive SARS-CoV-2 specimens for hospitalized cases. This effort is being performed to better understand the viral genetic distribution and diversity in hospitalized COVID-19 cases in Contra Costa County. The Contra Costa County Public Health laboratory will perform whole genome sequencing to help evaluate of these cases.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022**
 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: June 21, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

On August 12, 2021, the Board of Supervisors approved Grant Agreement #28-971 in an amount not to exceed \$148,695 to allow Contra Costa County to participate in the CEIP SARS-CoV-2 Surveillance Program, through December 31, 2021. This agreement included the County's agreement to indemnify and hold harmless the Grantor for claims arising out of County's performance under this Contract.

Approval of Grant Amendment #28-971-1 will allow the County to continue to provide services through December 31, 2022. The delay in processing this amendment was due to County receiving the amendment on May 5, 2022.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Standard Agreement Amendment #28-300-9 with the California Department of Health Care Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Standard Agreement Amendment #28-300-9 (State #21-10010, A01) with the California Department of Health Care Services (DHCS), to amend Standard Agreement #28-300-7, effective upon approval of the State, to update contract language and exhibits for the Medi-Cal Administrative Activities (MAA) Program, with no change in the amount payable to County of \$27,000,000 or term of July 1, 2021 through June 30, 2024.

FISCAL IMPACT:

This amendment will result in no change to the original amount payable to the County of \$27,000,000 from the California Department of Health Care Services to fund the MAA Program. No County match required.

BACKGROUND:

The DHCS is responsible for administering the California MAA Program which is authorized by Title 42, United States Code Section 1396 and Welfare and Institutions Code Division 9, Part 3, Chapter 7 (commencing with Section 14000) and Chapter 8 (commencing with Section 14200). The Federal Social Security Act mandates cooperative arrangements between the single state agency and participating local government agencies (LGA's) responsible for providing health related administrative activities. The goal of this agreement is to ensure that Contra Costa County Medi-Cal potentially eligible individuals and their families are appropriately informed of the Medi-Cal Program, how to access it and assisted in accessing the Medi-Cal Program.

On March 9, 2021, the Board of Supervisors approved Standard Agreement #28-300-7 with the DHCS in an amount no to exceed \$27,000,000 for the Medi-Cal Administrative Activities Program, for the period July 1, 2021 through June 30, 2024. This Agreement included agreeing to indemnify the State for any claims arising out of the County's performance under the agreement.

Approval of Standard Agreement Amendment #28-300-9 will clarify contract language, update existing exhibits and add a new exhibit for continuation of the County's MAA Program, through June 30, 2024.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022**
 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: June 21, 2022

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

Contact: Patrick Godley, 925-957-5410

By: , Deputy

cc: Marcy Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 San Ramon Valley Unified School District Childcare Services Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with San Ramon Valley Unified School District, subject to County Counsel approval as to form, in an amount not to exceed \$367,805 to provide State Preschool services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$367,805: This contract is 100% State funded through the California Department of Education (CDE). No County match required. Funds are already budgeted in FY 2022-23.

BACKGROUND:

Contra Costa County receives funds from the California Department of Education to administer State Preschool services to program eligible children and families in Contra Costa County. The Employment and Human Services Department, in turn, contracts with a number of community-based organizations to provide services. This agreement with San Ramon Valley Unified School District is to fund 48 program slots for program eligible children who receive school district services.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Since FY 2017-18, San Ramon Valley Unified School District has been providing State Preschool services for the County. On July 23, 2019 ([C. 77](#)), the Board of Supervisors approved a contract with San Ramon Valley Unified School District in an amount not to exceed \$237,687 to provide State Preschool services for the period July 1, 2019 through June 30, 2020. On June 23, 2020 ([C. 42](#)), the Board approved a contract amendment with San Ramon Valley Unified School District to increase payment limit to \$245,376 with no change to the term. On October 20, 2020 ([C. 75](#)), the Board approved a contract renewal with San Ramon Valley Unified School District in an amount not to exceed \$246,739 to provide State Preschool services for the period July 1, 2020 through June 30, 2021. On May 18, 2021 ([C. 49](#)), the Board approved a contract renewal with San Ramon Valley Unified School District in an amount not to exceed \$245,376 to provide State Preschool services for the period July 1, 2021 through June 30, 2022.

This Board Order will approve another contract renewal, subject to County Counsel approval as to form, with San Ramon Valley Unified School District in an amount not to exceed \$367,805 to provide State Preschool services for the period July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to fund childcare program slots for its community-based agency partner.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's five 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 Aspiranet Early Head Start Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract renewal with Aspiranet, a nonprofit corporation, in an amount not to exceed \$2,109,760, to provide Early Head Start program enhancement and CalWORKs initiative services for the term July 1, 2022 through June 30, 2023, subject to County Counsel approval as to form.

FISCAL IMPACT:

\$949,760: The contract is 45% federally funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start. County match is not required. CFDA No. 93.600 (45% Federal).

\$550,000: The contract is 26% funded by the State of California Department of Social Services via the County's Employment and Human Services Department (EHSD), Workforce Services Bureau. County match is not required. (26% State)

\$610,000: The contract is 29% funded by First Five Contra Costa Children and Families Commission via the First Five Interagency Service Agreement with EHSD Community Services Bureau. County match is not required. (29% State)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4691

By: , Deputy

cc:

FISCAL IMPACT: (CONT'D)

Funds are already budgeted in FY 2022-23.

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration services to program eligible County residents. EHSD contracts with a number of community-based organizations to provide services.

Approval of this Board Order would renew a contract with Aspiranet to provide coordination services of Home-based Early Head Start programs throughout the County. Aspiranet will provide services to 149 pregnant women and/or children ages birth to three years old enrolled in the Early Head Start program. The contract also funds the CalWORKs Home Visiting Initiative and the First Five Home visiting program to provide weekly home visits and regular group socialization activities for families enrolled in the program.

Since FY 2014-15, Aspiranet has been providing Early Head Start Program Enhancement services to program eligible County residents. In recent years, on December 10, 2019 ([C. 85](#)), the Board of Supervisors approved a contract with Aspiranet in an amount not to exceed \$1,306,120 to provide Early Head Start Program Enhancement and CalWORKS Initiative services for the period July 1, 2019 through June 30, 2020. On June 2, 2020 ([C. 18](#)), the Board approved a contract amendment to increase the payment limit to \$1,397,020 to add fifteen (15) Early Head Start Partnership slots and additional health and safety reporting requirements pertaining to Head Start Program Enhancement Services with no change to the term. On July 14, 2020 ([C. 61](#)), the Board approved a contract renewal with Aspiranet in an amount not to exceed \$1,362,128 to provide Early Head Start Program Enhancement and CalWORKS Initiative services for the period July 1, 2020 through June 30, 2021. On July 13, 2021 ([C. 57](#)), the Board approved another contract renewal with the contractor in an amount not to exceed \$1,499,760 to provide the same services for the period July 1, 2021 through June 30, 2022.

This Board Order will approve another contract renewal with Aspiranet in an amount not to exceed \$2,109,760, to provide Early Head Start program enhancement and CalWORKs initiative services for the term July 1, 2022 through June 30, 2023, subject to County Counsel approval as to form.

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 and CalWORKs Initiative.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 Little Angels Country School LLC State Preschool Childcare Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract, including modified indemnification language and subject to County Counsel approval as to form, with Little Angels Country School, LLC, in an amount not to exceed \$321,829 to provide State Preschool services, for the term July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$321,829 is 100% funded by State funds from the California Department of Education. There is no County match. Funds are already budgeted in FY 22-23.

BACKGROUND:

Contra Costa County receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

In order to provide a wider distribution of services to County residents, the Department subcontracts with a number of community-based organizations. Approval of this contract will allow the provision of vital preschool and childcare services to 36 program eligible children in Contra Costa County.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Since at least 2015, Little Angels Country School, LLC, has been providing State Preschool services for the County. In recent years, on September 10, 2019 ([C. 120](#)), the Board of Supervisors approved a contract with Little Angels Country School, LLC, in an amount not to exceed \$217,880, to provide State Preschool services, for the term July 1, 2019 through June 30, 2020. Subsequently, a contract amendment was approved on September 8, 2020 ([C. 96](#)) to increase the payment limit to \$240,128 with no change to the term. On October 20, 2020 ([C. 74](#)), the Board of Supervisors approved a contract with Little Angels Country School, LLC, in an amount not to exceed \$224,928, to provide State Preschool services, for the term July 1, 2020 through June 30, 2021. On June 22, 2021 ([C. 72](#)), the Board approved a contract renewal with Little Angels Country School, LLC, in an amount not to exceed \$214,704, to provide State Preschool Services, for the period July 1, 2021 through June 30, 2022.

This Board Order will approve another contract renewal, subject to County Counsel approval as to form, with Little Angels Country School, LLC, in an amount not to exceed \$321,829 to provide State Preschool services, for the term July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment & 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: June 21, 2022

Subject: HireVue, Inc. Web-based Structured Interviewing Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with HireVue, Inc. in the amount not-to-exceed \$121,180.62 including indemnification language to provide web-based structured interviewing from July 1, 2022, through June 30, 2025.

FISCAL IMPACT:

The cost of these contracts will be funded through charges to the operating departments that utilize the web-based structured interviewing services. The departments with the highest utilization have agreed to a percentage of the total contract amount: Health Services Department at 40%, Employment and Human Services Department at 20% and the remainder billed to other departments based on usage.

The annual budget for this 3-year contract:

- 1.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Margaret Tolbert,
1-925-655-2163

By: , Deputy

cc:

FISCAL IMPACT: (CONT'D)

Fiscal Year 2022-2023: \$40,393.54 invoiced on July 1, 2022

- Fiscal Year 2023-2024: \$40,393.54 invoiced on May 2, 2023
- Fiscal Year 2024-2025: \$40,393.54 invoiced on May 2, 2024

BACKGROUND:

The County originally contracted with HireVue during the Pandemic to continue with the structured interview process to meet social distancing requirements. Our initial experience has shown that HireVue helps the County provide fair, structured interviewing capabilities via a subscription web-based platform that allows candidates the flexibility to participate in the interview process at a time that's best for them. This software allows for consistency which in turn equals fairness when it comes to the structured interview process. In addition, HireVue's Builder functionality has mapped every Contra Costa County job via the ONet database to ensure the right competencies are evaluated during an interview. HireVue has the highest rated candidate experience scores in the industry and is also the only vendor that is FedRAMP authorized, allowing them to provide the highest level of security available in the industry.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, we will not be able to continue modernizing our processes and provide fair and consistent interviewing practices.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 COCOKIDS, Inc. Head Start and Early Head Start Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract, subject to County Counsel approval as to form, with COCOKIDS, Inc. in an amount not to exceed \$382,588 to provide Head Start and Early Head Start Child Care Partnership Program Enhancement services for the period July 1, 2022 through June 30, 2023, subject to county counsel approval as to form.

FISCAL IMPACT:

\$382,588 is 100% Federal funded by a grant from the Administration for Children and Families (ACF) (Head Start and Early Head Start Child Care Partnership Programs), all of which is already budgeted in FY 2022-23. County match is not required. CFDA/AL #93.600.

BACKGROUND:

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start and Early Head Start Child Care Partnership Program services to program eligible County residents. The Department, in turn, contracts with a number of community-based organizations to provide a wider distribution of services. This board order renews a contract with COCOKIDS, formerly Contra Costa Child Care Council, to provide Early Head Start Child Care Program services to 52 pregnant women and/or children ages birth to three years old; and also to provide Head Start services to 6 children ages three to five years old. Services are to be administered through the contractor's licensed family child care providers to enhance the services provided in the contractor's existing full-day programs.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Since at least 2015, COCOKIDS, formerly Contra Costa Child Care Council, has been providing Head Start and Early Head Start Child Care Partnership Program services for the County. In recent years, on August 6, 2019 ([C. 90](#)), the Board of Supervisors approved a contract with COCOKIDS, Inc. in an amount not to exceed \$353,380 to provide Early Head Start Program Enhancement services for the period July 1, 2019 through June 30, 2020. Subsequently, on January 14, 2020 ([C. 31](#)), the Board approved a contract amendment to provide additional Early Head Start Program Enhancement services with no change to the payment limit and term. On July 13, 2021 ([C. 59](#)), the Board approved a contract renewal with COCOKIDS, Inc. in an amount not to exceed \$365,740 to provide Early Head Start Child Care Partnership Program Enhancement services for the period July 1, 2021 through June 30, 2022.

This Board Order will approve another contract renewal, subject to County Counsel approval as to form, with COCOKIDS, Inc. in an amount not to exceed \$382,588 to provide Head Start and Early Head Start Child Care Partnership Program Enhancement services for the period July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to more widely distribute childcare availability through partnership with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three (3) 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: June 21, 2022

Subject: Live Scan Fingerprinting Contract with Biometrics4All

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Biometrics4ALL, Inc. from July 1, 2022, through June 30, 2025, in an amount not to exceed \$495,000, to provide technology services to facilitate fingerprinting.

FISCAL IMPACT:

The fiscal impact of this contract is borne by the hiring departments that utilize the services.

BACKGROUND:

In 2020, the County approved a contract with Biometrics4ALL, Inc. to provide a technology service platform via ApplicantServices.com that facilitates and streamlines social distancing fingerprinting services to new hire candidates. The platform allows candidates to directly schedule appointments at various locations throughout the State of California. Biometrics4All,

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Margaret Tolbert,
1-925-655-2163

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Inc. collects and retains all completed live scan applications on behalf of the County per the Department of Justice (DOJ) legal requirements for a period of one (1) year. The pandemic is not over and there is currently an increase in COVID-19 cases. The service provided by Biometrics4All not only takes the health and safety of the public and County staff into consideration, but it also brings efficiency and convenience to applicants requiring fingerprinting services.

CONSEQUENCE OF NEGATIVE ACTION:

If this extension is not approved, the County will be unable to offer the fingerprinting and related services offered by Biometrics4All, Inc. for new hires candidates.



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: June 21, 2022

Subject: Criminal Conflict Program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to execute an agreement with Independent Counsel, Inc., subject to County Counsel review and approval, in an amount not to exceed \$18,000,000 to provide mandated criminal conflict defense and other non-criminal legal services for the period July 1, 2022, through June 30, 2025.

FISCAL IMPACT:

Costs are budgeted for fiscal year 2022/23 in General Fund Budget Unit 0248 – Conflict Defense Services, administered by the County Administrator's Office. The proposed contract will cover a 3-year term from July 1, 2022, through June 30, 2025. FY 2022/23 rates are being increased by approximately 5% from the current FY 21/22 rates; rates will be increased 5% annually for FY 2023/24 and FY 2024/25. The estimated FY 22/23 costs is approximately \$5.6 million. The FY 2022/23 budget includes \$6 million for criminal conflict program services which will provide a small contingency if there are additional mandated criminal legal defense costs. For example, legal defense cost for a single capital case could cost up to \$200,000. The County will continue to be billed for actual expenditures incurred.

BACKGROUND:

For over 30 years, the County has contracted the administration of a criminal conflict program for the provision of indigent defense services for clients that cannot be represented by the Public Defender's Office or the Alternate Defender's Office. This has involved several tasks: maintaining a list of qualified, independent attorneys willing to take cases that are referred from the County or the Contra Costa County Superior Court, assigning the cases to each attorney, verifying 'billable hours' and seeing that the individual attorneys are paid pursuant to contracted rates. The County, in turn, reimburses the contractor for its services and those of the independent attorneys.

In early 2019, the County had issued a request for proposals for the administration of the County's conflicts program ("Program"). The County received two bids and the selection committee performed a review of the proposals and recommended awarding the contract to Independent Counsel, Inc. On July 1, 2019, the administration of the Program transitioned to Independent Counsel, from the Contra Costa County Bar Association. Independent Counsel continued the work of the existing conflict program without interruption. Independent Counsel's administration of the Program has been consistent and reliable.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022**
 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: June 21, 2022

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

Contact: Paul Reyes, 925-655-2049

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The County Administrator's Office has been in negotiations with Independent Counsel to administer the Program for a new three-year term, July 1, 2022, through June 30, 2025. Independent Counsel will continue to administer a panel of independent attorneys to provide indigent criminal defense for criminal cases (adult and juvenile) where the Public Defender has a legal conflict of interest. Independent Counsel will also continue to administer a panel of independent attorneys for other legal services, such as representation in conservatorship and probate guardianship cases. Under the new agreement, Independent Counsel will be incorporating an attorney support function that will provide panel attorneys access to additional professional support, such as legal research, paralegal services, and attorney mentoring.

The proposed agreement will not include indigent criminal legal defense for new "overload" (or "overflow") cases; cases that cannot be represented by the Public Defender or Alternate Defender due to a lack of attorney case capacity. Overload cases that were previously referred to the Program under the prior agreement will continue to be represented by the assigned panel attorney and will be paid under the new agreement until the case is closed. The Public Defender's Office has not "overloaded" any cases due to lack of capacity since October 2021. The County Administrator's Office is continuing to work with the Public Defender's Office in evaluating staffing needs and anticipates returning to the Board of Supervisors at its July 26, 2022, meeting with an update on Public Defender staffing needs.

CONSEQUENCE OF NEGATIVE ACTION:

Payment of criminal conflict attorney services is a mandated County cost. If the recommended action is not approved, the contract with the Independent Counsel will terminate as of June 30, 2022, and the County will continue to be obligated to pay Independent Counsel for cases previously assigned to the contractor and still in progress. The appointment and payment of private attorneys for new cases in which the Public Defender and Alternate Defender have a legal conflict of interest will revert to the court-appointed method used prior to the criminal conflict program contract -- a less efficient and more costly alternative. All new criminal and delinquency conflict cases would be referred to the courts for appointment of defense counsel.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2021-22 Little Angels Country School Limited Liability Company State Preschool Childcare Services Contract Amendment

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Little Angels Country School, Limited Liability Company (LLC), to increase the payment limit by \$63,859 to a new payment limit of \$278,563, due to increase in the daily childcare rate with no change to term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

This contract in the amount of \$278,563 is entirely funded by State funds from the California Department of Education, all of which is already budgeted in FY 2021-22. No County match is required.

BACKGROUND:

Contra Costa County receives funds from the California Department of Education (CDE) to provide State Preschool services to program eligible County residents. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

On June 22, 2021 (

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C.72), the Board of Supervisors approved the agreement with Little Angels Country School, LCC to allow the provision of vital preschool and childcare services to thirty-six (36) program eligible children enrolled in the Contractor's preschool programs for the period July 1, 2021 through June 30, 2022.

Subsequently, the Employment and Human Services Department (EHSD) received notification from CDE about increases to the Child Day of Enrollment rate for program year 2021-2022. The notices were received on October 5, 2021 and January 12, 2022, and the Board of Supervisors approved the revenue amendment from CDE on February 1, 2022 (C.43).

This Board Order is to approve an amendment to the contract with Little Angels Country School, LLC in order to update and pass through the current increased daily reimbursement rate established by the California Department of Education for providing State Preschool services. The amendment will increase the daily rate from \$28.40 to \$30.18 for the period July 1, 2021 through December 31, 2021 and then a second increase to \$42.57 for the period January 1, 2022 through June 30, 2022. The Community Services Bureau (CSB) administers a 7.5% administrative cost per child daily equivalent (cde) rate based on Little Angels program model of part time, part year. Therefore, the rates that were used to calculate the payment limit of \$278,563 were increased to a rate of \$30.18 for the period 7/1/21-12/31/21 and a rate of \$42.57 for the period 1/1/22-6/30/22, which included the 7.5% administrative cost.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to pass through the change of reimbursement rate to the Contractor.

CHILDREN'S IMPACT STATEMENT:

The Employment & 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2021-22 San Ramon Valley Unified School District State Preschool Childcare Services Agreement Amendment

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an inter-agency agreement amendment with San Ramon Valley Unified School District to increase the payment limit by \$71,283 to a new payment limit of \$316,659, in order to update and pass through the increased daily reimbursement rate established by the California Department of Education for providing State Preschool services, with no change to the term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

This contract in the amount of \$316,659 is 100% funded by State funding from the California Department of Education, all of which is already budgeted in FY 2021-22. No County match is required.

BACKGROUND:

Contra Costa County receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On May 18, 2021 (C.49), the Board of Supervisors approved the agreement with San Ramon Valley Unified School District in an amount not to exceed \$245,376 to allow the provision of vital preschool and childcare services to forty-eight (48) program eligible children enrolled in the Contractor's preschool programs.

The Employment and Human Services Department (EHSD) received notification from CDE about increases to the Child Day of Enrollment rate for program year 2021-2022. The notices were received on October 5, 2021 and January 12, 2022, and the Board approved the revenue amendment from CDE on February 1, 2022 (C.43).

This Board Order is to approve an amendment to the interagency agreement with San Ramon Valley Unified School District in order to update and pass through the current increased daily reimbursement rate established by the California Department of Education for providing State Preschool services. The amendment will increase the daily rate from \$28.40 to \$30.18 for the period July 1, 2021 through December 31, 2021 and then a second increase to \$42.57 for the period January 1, 2022 through June 30, 2022. The Community Services Bureau (CSB) administers a 7.5% administration cost per child daily equivalent (CDE) rate based on San Ramon Valley Unified School District program model of part time, part year. Therefore, the rates that were used to calculate the payment limit of \$316,659 were increased to a rate of \$30.18 for the period 7/1/2021-12/31/21 and a rate of \$42.57 for the period 1/1/22-6/30/22, which included the 7.5% administrative cost.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to pass through the change of reimbursement rate to the Contractor.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's five 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Contract Change Order for the Ygnacio Valley Parking Lot & ADA Improvements Project, Walnut Creek.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Change Order No. 1 with GradeTech, Inc., effective June 21, 2022, to increase the contract limit by \$57,466.08, to a new payment limit of \$169,454.08, for the Ygnacio Valley Parking Lot & ADA Improvements Project (WONX40608), Walnut Creek area.

FISCAL IMPACT:

The total estimated construction cost will be funded by 85% Community Development Block Grant (CDBG) and 15% Library Department.

BACKGROUND:

Contract Change Order No. 1, is necessary to pay the contractor, GradeTech, Inc., for the following items: Labor, materials, equipment, and supervision for additional 158 SF of concrete curb and sidewalk removal plus 315 LF of new minor concrete work in the amount of \$32,917.50 and to raise storm drain inlet approximately 9" at added curb replacement to allow for ADA parking grades in the amount of \$6,596.88. In addition, due to rise in cost of oil from time of bid, Contractor is allowed compensation for additional cost of Hot Mix Asphalt in the amount of \$17,951.70.

Change Order No. 1 will increase the original contract limit from \$111,988 to a new payment limit of \$169,454.08 and is well below the engineer's construction cost estimate of \$260,000.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Scott Bowen, (925) 335-3667

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, the contractor will not be able to successfully complete this contract and receive payment for the additional work performed.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Rubicon Programs Incorporated to Operate WIOA’s America’s Job Center of California & Adult/Dislocated Workers Career Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Rubicon Programs Incorporated, a non-profit corporation, in an amount not to exceed \$1,400,000, to operate and manage America’s Job Center of California locations and provide Adult and Dislocated Worker Career Services under the Workforce Innovation and Opportunity Act (WIOA) to County residents, for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$1,400,000: Funded with 100% Federal Workforce Innovation and Opportunity Act (WIOA) revenues from Adult funding stream grant numbers 201/202 (CFDA 17.258) and Dislocated Worker funding stream grant numbers 501/502 (CFDA 17.278), all of which is already budgeted in FY 2022-23. Category source: WIOA Title 1 formula funds.

BACKGROUND:

Rubicon Programs Incorporated (Contractor) was selected via Request for Proposals (RFP) #1180 for the provision of Workforce Innovation and Opportunity Act (WIOA) America’s Job Center of California (AJCC) and Adult and Dislocated Worker (A/DW) Career Services. On

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

September 15, 2021, the Workforce Development Board (WDB) Executive Committee approved the development and release of an RFP to procure AJCC operations and management and delivery of A/DW Career Services under WIOA. Since 2000, the WDB has provided these services under the administrative entity of Contra Costa County Employment and Human Services Department (EHSD).

This contract will meet the intent of WIOA legislation to equip workers with the skills necessary to meet business needs and provide businesses with access to the talent pool needed to compete in their local, regional, and global economies. Contractor will operate AJCC primary and access locations throughout the County, provide A/DW career services, and coordinate communications and services of ten (10) community-based organizations and education entities in the County.

Contractor will be providing job seekers with education, job-driven training, and support services, improving services to business, enhancing program coordination, streamlining service delivery, utilizing new technology (virtual engagement), and increasing the flexibility of governance, by aligning programs and services with common goals.

WIOA Title I formula funds will be allocated for FY/PY 22/23. The new RFP#1180 for FY/PY 22/23 was awarded to Rubicon Programs to operate and deliver WIOA AJCC career services in Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be unable to provide adequate career services to adult and dislocated workers.

CHILDREN'S IMPACT STATEMENT:

The services provided under this contract support 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 career support services for families of adult and dislocated workers.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Catholic Charities of the East Bay for Differential Response Program Case Management Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Catholic Charities of the East Bay, a non-profit corporation, in an amount not to exceed \$270,000, to provide Child Welfare Redesign Differential Response Path 2 Case Management services in Central Contra Costa County for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract will increase expenditures by \$270,000, funded 100% by State 2011 Realignment funds which is already budgeted in FY 22/23.

BACKGROUND:

This Contractor was selected as a result of a competitive bid process to continue implementation of the Differential Response Path 2 Case Management Program which provides early intervention in the lives of families who have had a report of abuse or neglect. The Differential Response Program works with community-based and/or faith-based organizations to provide case management and home visiting services to high-risk families to address the issues that brought the families to the attention of Children and Family Services (CFS). Selected contractors provide services to impact the family's ability to safely care for their children and avoid the further need for interaction with and further investigation by CFS.

This is the second year renewal of the contract. The earlier contract was approved by the Board of Supervisors at their June 22, 2021 meeting as item

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: M. Wagoner, 925-608-4864

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 78.

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services will be unable to provide early intervention services in the lives of families who have had a report of abuse or neglect.

CHILDREN'S IMPACT STATEMENT:

The services provided under this contract support all five of Contra Costa County's community outcomes: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (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 community-based services to families to deter continued Children and Family Services intervention.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #76-658-7 with Executive Consulting Group, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-658-7 with Executive Consulting Group, LLC, a limited liability company, (formerly ECG Management Consultants, LLC) in an amount not to exceed \$860,000, to provide consultation and technical assistance with regard to the Appointment Unit regarding productivity at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from June 15, 2022 through June 14, 2023.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$860,000 and is funded 50% by Hospital Enterprise Fund I and 50% American Rescue Plan Act (ARPA) funds. (No rate increase)

BACKGROUND:

This 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 CCRMC and Health Centers, since June 15, 2019.

On July 13, 2021, the Board of Supervisors approved Contract #76-658-5 with ECG Management Consultants, LLC, in an amount not to exceed \$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 Health Centers, through June 14, 2022.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 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 February 8, 2022, the Board of Supervisors approved Amendment Agreement #76-658-6 to increase the payment limit by \$380,000 from \$380,000 to a new payment limit of \$760,000, to provide additional consultation and technical assistance to the appointment unit with no change in the term.

Approval of Contract #76-658-7 will allow the contractor to continue to provide appointment unit consultation and technical assistance through June 14, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC will not have access to this contractor's consultation and technical assistance services at CCRMC and Contra Costa Health Centers.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2021-22 Contract Amendment with First Baptist Church of Pittsburg, California for Childcare Services at Fairgrounds and Lone Tree Center

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg, to increase the payment limit by \$430,001 to a new payment limit of \$2,705,736.36 to implement daily childcare reimbursement rate increases from the California Department of Social Services and the California Department of Education.

FISCAL IMPACT:

\$2,705,736.36: This contract is funded by federal grant funds (23%) and by state funds (77%) . No County match.

BACKGROUND:

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start/Early Head Start and Early Head Start-Childcare Partnership Program services to program eligible County residents. The County contracts with a number of community-based organizations to provide program services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco, (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Employment and Human Services Department (EHSD) received notice of the daily childcare reimbursement rate increases for 2021-2022 on October 5, 2021 and January 12, 2022 from the California Department of Education (CDE) and California Department of Social Services (CDSS). The General Child Care and Development (CCTR) rate increase was approved by the Board on 6/7/22 ([C. 37](#)). The California State Preschool Program (CSPP) rate increase was approved by the Board on 2/1/22 ([C. 43](#)).

In order to reimburse the contractor for the increased rates, the contract must be amended to increase the CCTR rate to \$51.55 for the period 7/1/21 to 12/31/21 and to \$74.97 for the period 1/1/22 to 6/30/22. The contract must be amended to increase the CSSP rate for Full Day preschool to \$52.69 for the period 7/1/21 to 12/31/21 and \$74.97 for the period 1/1/22 to 6/30/22. The contract must be amended to change the reimbursement rate for the Part Day preschool program to \$32.63 for the period of 7/1/21 to 12/31/21 and to \$46.03 for the period 1/1/22 to 6/30/22.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to reimburse the Contractor at the increased daily rates.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Contra Costa Youth Service Bureau for Differential Response Program Case Management Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Contra Costa Youth Service Bureau, a non-profit corporation, in an amount not to exceed \$312,735, to provide Child Welfare Redesign Differential Response Path 2 Case Management services in West Contra Costa County for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract will increase expenditures by \$312,735 funded 100% by State 2011 Realignment funds all of which is already budgeted in FY 22/23.

BACKGROUND:

This Contractor was selected as a result of a competitive bid process to continue implementation of the Differential Response Path 2 Case Management Program which provides early intervention in the lives of families who have had a report of abuse or neglect. The Differential Response Program works with community-based and/or faith-based organizations to provide case management and home visiting services to high-risk families to address the issues that brought the families to the attention of Children and Family Services (CFS). Selected contractors provide services to impact the families' ability to safely care for their children and avoid the further need for interaction with and further investigation by CFS.

This is the second year renewal of the contract. The first contract was authorized by the Board of Supervisors at their June 22, 2021 meeting as item

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: A. Bailey-Nesbitt, 925-608-4930

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 80.

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services will be unable to provide early intervention services in the lives of families who have had a report of abuse or neglect.

CHILDREN'S IMPACT STATEMENT:

The services provided under this contract support all five of Contra Costa County's community outcomes: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (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 community-based services to families to deter continued Children and Family Services intervention.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Purchase Order with Medline Industries, Inc

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a Purchase Order with Medline Industries, Inc., in an amount not to exceed \$632,000 for end-to-end distribution services for the period from March 1, 2022 through February 28, 2023.

FISCAL IMPACT:

Approval of this action will result in expenditures of up to \$632,000 and will be funded 100% by Hospital Enterprise Fund I revenues.

BACKGROUND:

Previously, the Contra Costa Regional Medical Center (CCRMC) went through bid process for the selection of their Prime Medical/Surgical distributor. One of the bid requirements was for the selected vendor to provide a product distribution channel from their distribution center to the point of use at the hospital and clinics. Professional Hospital Supply (PHS) was the only distributor that provided their customers with end-to-end distribution. In 2014, Medline Industries purchased PHS. Both PHS and Medline were awarded Medical/Surgical distribution agreements through Vizient (formerly VHA/UHC/Med Assets). Included with the End-to-End Distribution Services is the Medline on-site team. They are responsible for providing supply inventory management and maintenance on the PAR carts seven (7) days per week, three-hundred sixty-five (365) days per year.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, The Medline on-site team will no longer be available to distribute medical supplies to units within CCRMC and Health Centers.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ronny Leffel, 925-550-2299

By: , Deputy

cc:

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Uplift Family Services (dba Pacific Clinics) for Differential Response Program Case Management Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), a non-profit corporation, in an amount not to exceed \$339,200, to provide Child Welfare Redesign Differential Response Path 2 Case Management services in East Contra Costa County for the period July 1, 2022 through June 30, 2023. This Contract is subject to approval by the County Administrator and approval as to form by the County Counsel.

FISCAL IMPACT:

This contract will increase expenditures by \$339,200 funded 100% by State 2011 Realignment funds, all of which is budgeted in FY 2022-23.

BACKGROUND:

This Contractor was selected as a result of the competitive bid process to continue implementation of the Differential Response Path 2 Case Management Program which provides early intervention in the lives of families who have had a report of abuse or neglect. This is the second year renewal of the contract. The Differential Response Program works with community-based and/or faith-based organizations to provide case management and home visiting services to high-risk

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: M. Wagoner 925-608-4864

By: , Deputy

cc:

BACKGROUND: (CONT'D)

families to address the issues that brought the families to the attention of Children and Family Services (CFS). Selected contractors provide services to impact the families' ability to safely care for their children and avoid the further need for interaction with and further investigation by CFS.

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services will be unable to provide early intervention services in the lives of families who have had a report of abuse or neglect.

CHILDREN'S IMPACT STATEMENT:

The services provided under this contract support all five of Contra Costa County's community outcomes: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (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 community-based services to families to deter continued Children and Family Services intervention.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Child Abuse Prevention Council

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Child Abuse Prevention Council, a non-profit corporation, in an amount not to exceed \$1,371,173 to provide child abuse prevention services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

70% State 2011 Realignment (\$959,821) and 30% County General Fund (\$411,352), all of which is budgeted in FY 2022-23.

BACKGROUND:

Since at least 2009, the Child Abuse Prevention Council has been providing child abuse prevention services in Contra Costa County. The Child Abuse Prevention Council directs and coordinates ongoing activities aimed at mobilizing community resources and educating professionals and citizens to reduce the incidents of child abuse. These services include providing the Nurturing Parenting Program (NPP), Baby Bag Program, Community Education/Mandated Reporter Training (MRT), Parent Partners-Youth Partners-Caregiver Support Advocate-Early Intervention Outreach Specialist (EIOS), producing and distributing the Child Abuse and Prevention Resource Directory, and serving as the coordinating agency for its current interagency multi-disciplinary committees throughout the County to share resources, promote advocacy, sponsor professional trainings and support child abuse prevention and awareness activities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: L. Pacheco, (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In recent years, on May 21, 2019 ([C. 73](#)), the Board of Supervisors approved a contract with Child Abuse Prevention Council in an amount not to exceed \$1,308,694 to provide child abuse prevention services for the period July 1, 2019 through June 30, 2020. On June 23, 2020 ([C. 56](#)), the Board approved a contract renewal with Child Abuse Prevention Council in an amount not to exceed \$1,358,693 to provide child abuse prevention services for the period July 1, 2020 through June 30, 2021. On June 22, 2021 ([C. 87](#)), the Board approved another contract renewal with Child Abuse Prevention Council in an amount not to exceed \$1,358,693 to provide child abuse prevention services for the period July 1, 2021 through June 30, 2022.

This new Board Order will authorize a contract renewal with Child Abuse Prevention Council in an amount not to exceed \$1,371,173 to provide child abuse prevention services for the period July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

Valuable services to prevent child abuse will not be provided.

CHILDREN'S IMPACT STATEMENT:

This contract supports all of the community outcomes established in the Children's Report Card: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (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 services to prevent child abuse and thus maintain the family.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Wayfinder Family Services for Kinship Support Services in East County

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Wayfinder Family Services, a non-profit corporation, in an amount not to exceed \$381,051 to provide Kinship Support Services to relative caregivers of relative's children in East County for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract is funded 100% by State 2011 Realignment Funds, all of which is budgeted in FY 2022-23.

BACKGROUND:

Wayfinder Family Services will provide the Kinship Support Services Program for East Contra Costa County. The Kinship Program provides community-based family support services to relative caregivers and the dependent children placed in their homes by the juvenile court as well as for those who are at risk of dependency or delinquency. Additionally, these programs will provide post-permanency services to relative caregivers who have become the legal guardian or adoptive parent of formerly dependent children. Wayfinder Family Services will provide multiple support services for relative and non-relative caregivers including site based mentoring, case management, support groups, recreational/group activities, respite, emergency assistance and educational forums.

Previous contracts for these services with the contractor have been authorized by the Board of Supervisors on June 22, 2021 (

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 76) for FY 21/22 and on July 14, 2020 ([C. 64](#)).

CONSEQUENCE OF NEGATIVE ACTION:

Services will not be provided to support relative caregivers in successfully raising their kin and preventing the removal of children from an extended family when the biological parents are unable to provide care.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 family support, stability, and safety of children, thereby preventing out-of-home placement.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Aspiranet for Services at Receiving Centers

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Aspiranet, a non-profit corporation, in an amount not to exceed \$2,133,081 to provide emergency shelter receiving center services for children taken into protective custody or transitioning through foster placements for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$2,133,081: 70% State 2011 Realignment and 30% County General Fund, all of which is budgeted in FY 2022-23.

BACKGROUND:

The Receiving Centers serve as the hub of the Employment and Human Services Department (EHSD) Children and Family Services (CFS) emergency shelter system. Aspiranet provides temporary care at the Receiving Centers to children who have been taken into protective custody and children and youth who are transitioning into resource family (foster) placements. The Receiving Centers offer a homelike setting and are designed to promote stability in placement, focus on the needs of the individual child, minimize move, and support permanence at the early stages of EHSD intervention.

This is a renewal contract; the previous contract with this Contractor for these services was authorized by the Board at their June 22, 2021 meeting as item

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 96.

CONSEQUENCE OF NEGATIVE ACTION:

Emergency shelter will not be available to temporarily care for children taken into protective custody.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 homelike environment for children entering the Child Welfare System.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2021-2022 We Care Services for Children State Preschool Services Contract Amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with We Care Services for Children to increase the payment limit by \$78,419.52 to a new payment limit of \$323,795.52 due to increased daily childcare rates from the state with no change to term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$323,795.52: 100% State funds from the California Department of Education, all of which is budgeted in FY 2021-22. No County match.

BACKGROUND:

Contra Costa County receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

On June 22, 2021 (

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: M. Wagoner, 925-608-4864

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C.124), the Board of Supervisors approved the agreement with We Care Services for Children in an amount not to exceed \$245,376 to allow the provision of State Preschool services to forty-eight (48) program-eligible children and families enrolled in the Contractor’s preschool programs for the term of July 1, 2021 through June 30, 2022.

The Employment and Human Services Department (EHSD) received notifications of amendments from CDE for 2021-2022 on October 5, 2021 and January 12, 2022 due to the increase in the Child Day of Enrollment rate. This amendment is to pass through the State daily reimbursement rate increase from \$28.40 to \$32.63 for the period July 1, 2021 through December 31, 2021 and change reimbursement rate from \$32.63 to \$46.03 for the period January 1, 2022 through June 30, 2022.

On February 1, 2022 (C.43), the Board of Supervisors approved the state increase from CDE. The Community Services Bureau (CSB) administers a 7.5% administration cost per CDE rate based on We Care program model of part time, part year. Therefore, the rates that were used to calculate the payment limit of \$323,795.52 for the contract amendment were increased to a rate of \$30.18 for the period July 1, 2021 through December 31, 2021 and \$42.57 for the period January 1, 2022 through June 30, 2022, which included the 7.5% CSB administrative cost.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to pass through the changes of reimbursement rates to the Contractor.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #27-169-19 with Lifelong Medical Care

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-169-19 with Lifelong Medical Care, a corporation, in an amount not to exceed \$4,000,000, to provide primary care physician (PCP) services, urgent care, acupuncture and specialty medical services for Contra Costa Health Plan (CCHP) members and County recipients for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$4,000,000 and will be funded as budgeted by the department in FY 2022-23, 100% by CCHP Enterprise Fund II revenues. (No Rate Increase)

BACKGROUND:

CCHP has an obligation to provide certain PCP services including, but not limited to: urgent care and specialty medical 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 as a Federally Qualified Health Center (FQHC) facility providing these services since February 1997.

On June 22, 2021, the Board of Supervisors approved Contract #27-169-18 with Lifelong Medical Care, in an amount not to exceed \$4,000,000, for the provision of PCP services, urgent care, acupuncture and specialty medical services for CCHP members and County recipients for the period July 1, 2021 through June 30, 2022.

Approval of Contract #27-169-19 will allow the contractor to continue providing these PCP services for CCHP members and County recipients through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain PCP services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 Richmond Elementary School, Inc. State Preschool Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Richmond Elementary School, Inc., including modified indemnification language, in an amount not to exceed \$408,672, to provide State Preschool services for the term July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$408,672: 100% funded by State of California Department of Education (CDE) funds, all of which is budgeted in FY 2022-23. No County match.

BACKGROUND:

Contra Costa County receives funds from CDE to provide State Preschool services to program eligible County residents. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses. Approval of this contract will allow the provision of childcare services for 48 children enrolled in Richmond College Preparatory preschool programs.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community based agencies.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: M. Wagoner (925) 608-4864

By: , Deputy

cc:

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Fiscal Experts, Inc. for Time Study Buddy Software Application Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Fiscal Experts, Inc. (dba Time Study Buddy) in an amount not to exceed \$276,000 for maintenance of the online time study application software for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

\$276,000 funded by 60% Federal, 34% State, and 6% County funds. Approximately \$138,000 is budgeted in FY 2022-23 and the remaining amount will be included in the FY 2023-24 Recommended Budget.

BACKGROUND:

The Employment and Human Services Department (EHSD) has an automated time study system to improve the process of reporting time studies to the State of California. On August 8, 2017 the Board of Supervisors approved a contract with Fiscal Experts, Inc., dba Time Study Buddy, in an amount not to exceed \$374,850 to provide EHSD with professional services to maintain Contractor's online Time Study Buddy application for the period July 1, 2017 through June 30, 2020 ([C.38](#)).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: M. Wagoner, 925-608-4864

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On May 26, 2020 (C. 35), the Board of Supervisors approved a contract amendment with the Contractor to increase the payment limit by \$260,000 to a new payment limit of \$634,850 for continued maintenance of the Department's online time study application and extend the term through June 30, 2022.

This Board Order would authorize Fiscal Experts, Inc., dba Time Study Buddy, to continue to provide professional services to maintain the online time study software for the term July 1, 2022 through June 30, 2024. The online Time Study Buddy software allows EHSD staff to input information into a timekeeping database. This database provides an automated process to report time studies to the State of California. This automation improves the speed and accuracy of the time studies provided to the State.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be at risk for not meeting the State's mandated reporting. EHSD will be unable to accurately and efficiently report time studies to the State.



Contra
Costa
County

To: Board of Supervisors
From: Matt Slattengren, Ag Commissioner/Weights & Measures Director
Date: June 21, 2022

Subject: Weighmaster Program Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with the California Department of Food and Agriculture in an amount not to exceed \$3,120 to reimburse the County for inspection of recycling establishments licensed as weighmasters for the period of July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This agreement reimburses the Department of Agriculture in an amount not to exceed \$3,120. There is no County match of funds or cost share requirements. This revenue has been accounted for in the Departments FY 2022/2023 budget.

BACKGROUND:

This agreement will reimburse the Department for conducting inspections to verify compliance with the California Department of Food and Agriculture requirements for licensed weighmasters to document violations and take appropriate enforcement action, as needed.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to accept this agreement will cause a loss of revenue to the Department to enforce a mandated regulation.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stephanna, 8-6600

By: , Deputy

cc:

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Matt Slattengren, Ag Commissioner/Weights & Measures Director
Date: June 21, 2022

Subject: CDFA Petroleum Program Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with the California Department of Food and Agriculture in an amount not to exceed \$14,550 to reimburse the County for inspection of service stations, quick lube, auto service, and oil change shops for the period of July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of the agreement will provide revenue to the Department in an amount not to exceed \$14,550. There is no County match of funds. This amount has been accounted for in the FY 2022/2023 budget.

BACKGROUND:

Gasoline service stations and others selling petroleum products are required by state law to meet advertising and signage requirements. Service stations are also required to provide water and air "free of charge" to customers and to provide handicap service to customers with some exceptions. The Department will conduct inspections to determine compliance with these laws. This agreement will reimburse the Department for services enforcing these laws.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action would cause a loss of budgeted revenue and the Department would still need to enforce the state regulated laws.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stephanna, 8-6600

By: , Deputy

cc:

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Lutheran Social Services of Northern California for Transitional Housing Assistance for Emancipated Youth

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Lutheran Social Services of Northern California in an amount not to exceed \$242,088 to provide transitional housing assistance for emancipated youth for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract will increase department expenditures by \$242,088 to be funded 100% by 2011 State Realignment, all of which is included in the Department's Fiscal Year 2022-23 recommended budget.

BACKGROUND:

Since at least 2009, Lutheran Social Services has been providing transitional housing assistance for emancipated youth in Contra Costa County. Lutheran Social Services provides Transitional Housing Program (THP) – Plus housing and supportive services to emancipated foster youth up to and including age 23 who have been referred by Employment and Human Services Department Children and Family Services Independent Living Skills Program staff. AB 427 authorized THP-Plus funds to reimburse counties that provide transitional housing services to emancipating foster youth. Contra Costa County elected to participate in the program.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: L. Pacheco, (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In recent years, on May 7, 2019 (C. 78), the Board of Supervisors approved a contract with Lutheran Social Services of Northern California, in an amount not to exceed \$264,600 to provide transitional housing assistance for emancipated youth for the period of July 1, 2019 through June 30, 2020. On May 12, 2020 (C. 42), the Board approved a contract renewal with Lutheran Social Services of Northern California, in an amount not to exceed \$295,596 to provide transitional housing assistance for emancipated youth for the period July 1, 2020 through June 30, 2021. On June 8, 2021 (C. 125), the Board approved another contract renewal with Lutheran Social Services of Northern California, in an amount not to exceed \$295,596 to provide transitional housing assistance for emancipated youth for the period July 1, 2021 through June 30, 2022. On May 17, 2022 (C. 38), the Board approved a contract amendment with Lutheran Social Services of Northern California to increase the monthly per emancipated youth rate, pursuant to state law, with no change to the payment limit and the term.

This new Board Order will authorize the execution of another contract renewal with Lutheran Social Services of Northern California, in an amount not to exceed \$242,088 to provide transitional housing assistance for emancipated youth for the period July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

Housing and support services for youth transitioning from foster care to independent living will be hindered.

CHILDREN'S IMPACT STATEMENT:

This contract supports all of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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". This is accomplished by providing safe housing and support to assist youth transitioning from foster care to independent living.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment to Purchase Order with POLYMEDCO, Inc. (PO #16899)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order amendment (PO #16899) with POLYMEDCO, Inc. to increase the payment limit by \$150,000 to a new payment limit of \$750,000 to procure additional reagents and supplies to perform immunochemical fecal occult blood testing for the Clinical Laboratory at Contra Costa Regional Medical Center (CCRMC), with no change to the original term of October 1, 2019 to September 30, 2022.

FISCAL IMPACT:

This action will result in additional expenditures of up to \$150,000 and will be funded 100% by the Hospital Enterprise Fund I.

BACKGROUND:

Polymedco Inc.'s OC-Auto Micro 80 Analyzer with FOBT-CHECK is an automated immunochemical fecal occult blood testing system that detects human red cells only with no interferences from red meat, turnips, melons, aspirin, anti-inflammatory drugs, and vitamin C. This improvement directs many more of the "right" patients to colonoscopy leading to the earlier detection of polyps and colorectal cancer. The increased sensitivity and specifics of this test over the current method is expected to improve detection of early-stage colon cancer, which currently is the third most common cancer and the second leading cause of cancer deaths in the U.S. at 30%. The increased specificity results in fewer false positives, allowing the correct identification of

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sam Ferrell, (925) 357-7483

By: , Deputy

cc:

BACKGROUND: (CONT'D)

those patients who need expensive colonoscopy procedures. Replacing the sigmoidoscopy and colonoscopy with this lab test for cancer screening will significantly reduce the overall cost to the organization.

Since the department has relied heavily on the utilization of the OC-Auto Micro 80 Analyzer, it is necessary to procure additional reagents and supplies to continue performing immunochemical fecal occult blood testing at the CCRMC Clinical Laboratory.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, then the CCRMC Clinical Laboratory will not be able to perform necessary patient testing for colorectal cancer.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Laboratory Corporation of America Holdings for Genetic Parentage Testing Services for Clients

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Laboratory Corporation of America Holdings, a Corporation of Delaware, in an amount not to exceed \$18,900 to provide genetic parentage testing services for clients of the Children and Family Services Bureau for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This Contract will increase the department budget expenditures by \$18,900 to be funded by 30% County Funds and 70% State 2011 Realignment funds, all of which is already budgeted in FY 2022-23 and FY 2023-24.

BACKGROUND:

Since July 1, 2019, the Employment and Human Services Department (EHSD) Children and Family Services Bureau (CFS) has been required to take on genetic testing contracting responsibilities as a result of a California Department of Social Services (CDSS) mandate. The Contractor provides genetic parentage testing for CFS clients to evaluate paternity in court ordered cases. The services provided under the Contract are court ordered and require an active provider to handle service delivery for clients. This Contract includes modified indemnification and insurance language, which were approved by Risk Management.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: L. Pacheco, (925) 608-4963

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The contractor has been providing the services to the County since July 1, 2019 with the initial contract for FY 19-20 approved by the Board of Supervisors on September 10, 2019 ([C. 81](#)). The Board of Supervisors approved the first renewal contract for FY 20-21 on June 23, 2020 ([C. 41](#)), and the second renewal contract for FY 21-22 on June 22, 2021 ([C. 95](#)). This new Board Order is for the third renewal contract for FY 22-24.

CONSEQUENCE OF NEGATIVE ACTION:

County will not be able to comply with court-ordered genetic testing of CFS clients.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Amend 2021-22 YMCA of the East Bay Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Young Men’s Christian Association of the East Bay (dba YMCA of the East Bay), to increase the payment limit by \$1,111,008 to a new payment limit of \$2,516,490, and to extend the term through June 30, 2023, to provide additional Head Start and Early Head Start Program services and operations at specified childcare centers.

FISCAL IMPACT:

\$2,516,490: Amendment increase of \$1,111,008 funded entirely by the Administration for Children and Families (ACF) through the Office of Head Start (OHS), all of which is budgeted in FY 2022-23. No County match is required. CFDA/AL No. 93.600.

BACKGROUND:

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start and Early Head Start services to program eligible County residents. The Department contracts with a number of community-based organizations to provide program services.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The original contract with YMCA of the East Bay in the amount of \$1,117,872 was approved by the Board of Supervisors on June 22, 2021 ([C. 99](#)). Contract Amendment #1 was approved on February 22, 2022 ([C. 30](#)) which increased the payment limit by \$287,610 to a new payment limit of \$1,405,482 to provide funding for expenses related to COVID-19 and enhancements to support staff, families, and children returning to Head Start and Early Head Start programs.

This second amendment is to increase the contract by \$1,111,008 for a new total of \$2,516,490 for the continuation of HS and EHS childcare program services in FY 2022-23. Approval of this amendment #2 will allow provision of 191 program slots for Head Start (HS) and Early Head Start (EHS) services to program eligible children and families in Contra Costa County in FY 2022-23.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare program availability through partnership with community-based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #76-624-8 with Sharjo, Inc. (dba Servicemaster Restoration Services)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-624-8 with Sharjo, Inc. (dba Servicemaster Restoration Services), a corporation, in an amount not to exceed \$9,300,000, to provide emergency restoration services at Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period May 1, 2022 through October 31, 2023.

FISCAL IMPACT:

Approval of this contract will result in service expenditures of up to \$9,300,000 over the next two-years and will be funded by 53% Hospital Enterprise Fund I and 47% American Rescue Plan Act. (Rate increase)

BACKGROUND:

CCRMC and Contra Costa Health Centers have an obligation to provide facility restoration services at Contra Costa Regional Medical Center (CCRMC) and Health Centers during emergency events requiring immediate assistance during COVID-19 pandemic and other adverse events by providing deep cleaning services at potential or affected facilities. Contractor has provided emergency restoration services with the County since December 1, 2018.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jaspreet Benepal, 925-370-5100

By: , Deputy

BACKGROUND: (CONT'D)

On November 3, 2020 the Board of Supervisors approved Contract #76-624-5 with Sharjo, Inc. (dba Servicemaster Restoration Services), in an amount not to exceed \$4,000,000 for the provision of restoration services during emergency events requiring immediate assistance during COVID-19 pandemic and other adverse events by providing deep cleaning services at CCRMC and Health Centers for the period December 1, 2020 through November 30, 2021.

On April 27, 2021 Board of Supervisors approved Contract Amendment Agreement #76-624-7 with Sharjo, Inc. (dba Servicemaster Restoration Services), effective March 23, 2021, to increase the payment limit by \$3,500,000 to a new payment limit of \$7,500,000. The Division requested additional services as a result of the increase of COVID-19 pandemic circumstances and because of that, deep cleaning services increased from weekly to a daily schedule to keep pace with increasing demand for restoration services during the emergency events requiring immediate assistance including additional deep cleaning services at CCRMC and Health Centers for the period December 1, 2020 through November 30, 2021.

On May 17, 2022, the Board of Supervisors approved a request from the Department to pay this contractor for services rendered in good faith during the period of December 1, 2021 through April 30, 2022, in the amount of \$3,134,879. Additionally, the Department received approval to renew this contract effective May 1, 2022, following completion of a meet and confer process.

Approval of Contract #76-624-8 will allow this contractor to continue providing emergency restoration services to resolve emergency events requiring immediate assistance during the continuing COVID-19 pandemic and other emergency events through October 31, 2023. The delay in processing this request to the Board was due to the Meet and Confer agreement not being finalized until May 17, 2022, but has received expedited contract review by Counsel to prevent further delays.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC and Health Centers will not have access to this contractor's emergency restoration services.

ATTACHMENTS



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #26-642-15 and Contract #26-642-16 with Chiu-Hung Tung, M.D., Inc.

RECOMMENDATION(S):

RATIFY the prior decision of the Health Services Director's designee, to execute on behalf of the County Cancellation Agreement #26-642-15 with Chiu-Hung Tung, MD, Inc., a professional corporation, effective at the end of business on May 31, 2022; and APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #26-642-16 with Chui-Hung Tung, MD, Inc., a professional corporation, in an amount not to exceed \$450,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$450,000 over a three-year period and is funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers rely on contracts to provide necessary specialty health services to its patients. Contractor's anesthesiology services will include clinic coverage, consultation, training, medical procedures, and on-call coverage. This contractor has been providing anesthesiology services since April 2009.

On October 8, 2019, the Board of Supervisors approved Contract #26-642-14 with Chiu-Hung Tung, M.D., Inc., in an amount not to exceed \$450,000, for the provision of anesthesiology services at CCRMC and Contra Costa Health Centers, for the period October 1, 2019 through September 30, 2022.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and the contractor have agreed to: (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #26-642-15) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samir Shah, M.D., 925-370-5525

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Under Contract #26-642-16 contractor will continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients with a new contract term of June 1, 2022 through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If the cancellation and new contract are not approved, CCRMC and Health Centers will be short anesthesiology providers and patients will not have access to this contractor's services.



Contra
Costa
County

To: Board of Supervisors
From: Matt Slattengren, Ag Commissioner/Weights & Measures Director
Date: June 21, 2022

Subject: Amendment to Agreement #20-0152 - Pest Detection Trapping

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement amendment with the California Department of Food and Agriculture to increase the amount payable to the County by \$38,841 to a new payment limit not to exceed \$1,719,797 for continued Cal-Traps services, with no change to the term July 1, 2020 through June 30, 2022.

FISCAL IMPACT:

This amendment will increase the original amount of the agreement by \$38,841 for a new total not to exceed \$1,719,797 for the continuation of Cal-Trap services by the Department on behalf of the California Department of Food and Agriculture. 100% State revenue. There is no County match of funds.

BACKGROUND:

Under the original agreement the County shall provide for the placement and servicing of traps for the detection of exotic insect pests, which are considered hazardous to agriculture and the economy of California. The insects may include, but are not limited to: the Mediterranean Fruit Fly, Mexican Fruit Fly, Oriental Fruit Fly, Melon Fly, Gypsy Moth and Japanese Beetle.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Matt Slattengren, 925-608-6600

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This agreement includes delimitation work associated with the detection of one or more life stages of target pests in the County, which involves placement of additional traps around the detected pest(s) to determine the severity of the infestation. The services shall be performed between July 1, 2020 through June 30, 2022. This agreement includes an indemnification provision, which obligates the County to indemnify and defend the State for claims or losses arising out of the performance of this agreement.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action would result in the loss of revenue to the County and possible threat to our local agriculture and residents of Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #76-703-2 and Contract #76-703-3 with Vladimir Krespostin, M.D.

RECOMMENDATION(S):

RATIFY the prior decision of the Health Services Director's designee, to execute on behalf of County Cancellation Agreement #76-703-2 with Vladimir Krespostin, M.D., an individual, effective at the end of business on May 31, 2022; and APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-703-3 with Vladimir Krespostin, M.D., a individual, in an amount not to exceed \$1,692,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,692,000 over a three-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers rely on contracts to provide necessary specialty health services to its patients. Contractor's anesthesiology services will include clinic coverage, consultation, training, medical procedures, and on-call coverage. This contractor has been providing anesthesiology services since April 2020.

On June 22, 2021, the Board of Supervisors approved Contract #76-703-1 with Vladimir Krespostin, M.D, in an amount not to exceed \$1,692,000, for the provision of anesthesiology services at CCRMC and Contra Costa Health Centers, for the period September 1, 2021 through August 31, 2024.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #76-703-2) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samir Shah, M.D., 925-370-5525

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Under Contract #76-703-3 contractor will continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients with a new contract term of June 1, 2022 through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If the cancellation and new contract are not approved, the contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Amend FY 2021-22 KinderCare Learning Center Limited Liability Company (LLC) Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with KinderCare Learning Centers LLC, to increase the payment limit by \$84,552 to a new payment limit of \$710,360 for an increase in the daily childcare rate requested by the California Department of Social Services, with no change to term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$710,360: This contract is 45% funded by federal grant and 55% from state funds. CFDA 93.600. There is no County match requirement. Funds are already budgeted in FY 2021- 22.

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Early Head Start and Early Head Start Child Care Partnership services to program eligible County residents. The Employment and Human Services Department (EHSD), in turn, contracts with a number of community-based organizations to provide a wider distribution of services. On May 18, 2022, the Board of Supervisors authorized a contract with KinderCare Learning Centers LLC in an amount not to exceed \$625,808 to provide Early Head Start and Early Head Start Child Care Partnership services as well as State General Childcare program services for the period July 1, 2021 through June 30, 2022. ()

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes (925) 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 53)

Subsequently, EHSD received notification of amendments for FY 2021-2022 from the California Department of Social Service due to the increase in the Child Day of Enrollment rate (CDE). The General Child Care and Development Program (CCTR) rate increase was approved by the Board of Supervisors on June 7, 2022 ([C.37](#)). There was a change in reimbursement rate for Full day General Child Care and Development Program (CCTR): \$51.55 for the time period of July 2, 2021--December 31, 2021 and \$74.97 for the time period of January 1, 2022--June 30, 2022.

EHSD Community Services Bureau (CSB) receives a 15% administration cost per CDE rate based on KinderCare program model of full time full year. Therefore, the rates that were used to calculate the payment limit of this contract amendment of \$710,360 were increased to reflect a rate of \$43.82 for the period 7/1/2021 -- 12/31/2021 and a rate of \$63.72 for the period 1/1/2022 - 6/30/2022.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to fund childcare slots for it's community based agency partner, KinderCare Learning Centers LLC.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #23-074-44 with Foley & Lardner, LLP

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-074-44 containing mutual indemnification with Foley & Lardner, LLP, a limited liability partnership, in an amount not to exceed \$450,000, for the provision of legal services related to Medi-Cal audit appeals and other Contra Costa Health Plan appeals, report issues, and authorized litigation issues, for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$450,000 and will be funded as budgeted by the department in FY 2022-2023 by 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

Since 1985, this contractor has been providing legal services to the Health Services department in the form of consultation, research, opinion, and advice with regard to Medi-Cal appeals and other fiscal matters.

On June 8, 2021, the Board of Supervisors approved Contract #23-074-43 with Foley & Lardner, LLP, in an amount of \$450,000, for the period from July 1, 2021 through June 30, 2022 for the provision of temporary legal services with regard to Medi-Cal audit appeals and other authorized litigation issues.

Approval of Contract #23-074-44 will allow the Contractor to continue to provide specialized legal services, as requested by the Health Services Director, through June 30, 2023. This contract includes mutual indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not be able to receive specialized services with regard to Medi-Cal audit appeals and other Departmental Health Plan appeals, report issues, and authorized litigation issues.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Patrick Godley, 925-957-5140

By: , Deputy

cc: Marcy Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: June 21, 2022

Subject: APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, to execute a contract amendment with Graviton Consulting Sv

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute a contract amendment with Graviton Consulting Services, Inc., to extend the term from June 30, 2022 to June 30, 2023 and to increase the payment limit by \$220,000 to a new payment limit of \$440,000 to provide PeopleSoft technical support services.

FISCAL IMPACT:

The cost for this contract is within the Department of Information Technology's budget (100% General Fund)

BACKGROUND:

Over this last fiscal year, the department worked with the Human Resources Department to recruit and fill for a vacancy in the PeopleSoft/Kronos Unit. Unfortunately, out of the ten candidates that met the minimum qualifications for the County-wide classification of Information Systems Programmer and Analyst IV, none of them possessed the knowledge, skills or abilities to successfully perform the tasks of an Information Systems Programmer and Analyst in this unit. We are again working with the Human Resources Department

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Marc Shorr, 925-608-4071

By: , Deputy

cc: Nancy Zandonella

BACKGROUND: (CONT'D)

to initiate another recruitment and will include supplemental questions that may target those individuals that have specific knowledge in the PeopleSoft/Kronos area. Until we are successful in recruiting a permanent employee, the department is requesting to extend the contract with Graviton Consulting Services, Inc. who is currently providing the day-to-day technical services to support the Payroll, Human Resources and Benefits Administration modules.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the unit will continue to function understaffed and will not have the advanced PeopleSoft technical expertise that is needed at this time.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Purchase Order with Medline Industries, Inc

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order in the amount of \$36,000,000 with Medline Industries, Inc., for medical and cleaning supplies, low unit of measure (LUM) fees and miscellaneous minor equipment for the Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from July 1, 2022, through June 30, 2025.

FISCAL IMPACT:

Approval of this purchase order will result in expenditures of up to \$36,000,000 and will be funded through 97% Hospital Enterprise Fund I revenue and 3% American Rescue Plan Act funding.

BACKGROUND:

Medline Industries, Inc. is the primary distributor for medical and non-medical supplies and products for the CCRMC and Health Centers. They have been awarded a Vizient Group Purchasing (GPO) agreement for the distribution of contracted and non-contracted supplies. As a Vizient member, the CCRMC and Health Centers receive enhanced value from their participation in the Medline Vizient Group Purchasing Organization (GPO) contract.

Based on Vizient's budget impact projections for June 2022 to June 2023, market prices for supplies are expected to rise by 3.4% due to the persisting challenges in supply chain. The Consumer price Index-urban is projecting a three-year increase of 11.7%. This is due to the unique market variables created by the COVID-19 pandemic. Volatility in the markets and the large number of unknowns has presented a challenge forecasting economic projections for the healthcare market. To compensate for the market increases we are recommending an increase of \$3,000,000 over three years to our customary three-year budget request of \$33,000,000.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCRMC and the Contra Costa Health Centers will not be able to purchase supplies, which in turn will impact our ability to treat patients in need of medical services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ronny Leffel, 925-550-2299

By: , Deputy

cc:

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-341-84(10) with Carolina Castillo, MFT

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-341-84(10) with Carolina Castillo, LMFT, an individual, in an amount not to exceed \$238,000, to provide Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up \$238,000 over a 2-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment. (Rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services.

On July 14, 2020, the Board of Supervisors approved Contract #74-341-84(8) with Carolina Castillo, MFT in an amount not to exceed \$225,000 for the provision of Medi-Cal specialty mental health services, for the period from July 1, 2020 through June 30, 2022.

On December 8, 2020, the Board of Supervisors approved Amendment Agreement #74-341-84(9) with Carolina Castillo, MFT, effective December 1, 2020, to modify the Rate Schedule with no change in the payment limit of \$225,000 or term of July 1, 2020 through June 30, 2022.

Approval of Contract #74-341-84(10) will allow this contractor to continue providing mental health services through June 30, 2024.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-475-54(7) with Ana De Jesus, LCSW (dba A New Day Psychotherapy)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee to execute on behalf of the County Contract #74-475-54(7) with Ana De Jesus, LCSW (dba A New Day Psychotherapy), a corporation, in an amount not to exceed \$204,000, to provide Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$204,000 over a 2-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment. (Rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. Contractor has been providing Medi-Cal specialty mental health services to the county since November 2016.

In July 2020, the County Administrator approved and the Purchasing Services Manager executed Contract #74-475-54(5) with Ana De Jesus, LCSW (formerly Anna Hernandez, LCSW) in an amount not to exceed \$190,000, for the provision of Medi-Cal specialty mental health services, for the period from July 1, 2020 through June 30, 2022.

In June 2021, the County Administrator approved and the Purchasing Services Manager executed Amendment Agreement #74-475-54(6), effective May 6, 2021, to change the contractor's name from Anna Hernandez, LCSW to Ana De Jesus, LCSW with no change in the payment limit or term.

Approval of Contract #74-475-54(7) will allow this contractor to continue providing Medi-Cal specialty mental health services through June 30, 2024.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-271-19(16) with Ena Rios Corp

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-271-19(16) with Ena Rios Corp, a corporation, in an amount not to exceed \$284,000, to provide Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$284,000 over a two-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment. (Rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. This contractor has been providing Medi-Cal specialty mental health services to the county since July 2006.

On June 16, 2020, the Board of Supervisors approved Contract #74-271-19(14) with Ena Rios, LCSW in an amount not to exceed \$252,000 for the provision of Medi-Cal specialty mental health services for the period from July 1, 2020 through June 30, 2022.

On December 8, 2020 the Board of Supervisors approved Amendment Agreement #74-271-19(15) with Ena Rios, LCSW, effective December 1, 2020, to increase the rates with no change in the payment limit or term.

Approval of Contract #74-271-19(16) will allow this contractor to continue providing Medi-Cal specialty mental health services through June 30, 2024.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-475-86(7) with Allied Medical and Consultation Services, P.C.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-475-86(7) with Allied Medical and Consultation Services, P.C., a professional corporation, in an amount not to exceed \$1,000,000, to provide Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in contractual service expenditures of up to \$1,000,000 for FY 2022-2023 and will be funded 50% by Federal Medi-Cal (\$500,000) and 50% by State Mental Health Realignment Funds (\$500,000).

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. The county has contracted with Allied Medical and Consultation Services, P.C., for Medi-Cal services since 2018.

On July 14, 2020, the Board of Supervisors approved Contract #74-475-86(3) with Allied Medical and Consultation Services, P.C., in an amount not to exceed \$850,000, for the provision of Medi-Cal specialty mental health services for the period from July 1, 2020 through June 30, 2022.

On March 30, 2021, the Board of Supervisors approved Contract Amendment Agreement #74-475-86(4) with Allied Medical and Consultation Services, P.C., effective March 1, 2021, to provide additional Medi-Cal mental health services with no change in the payment limit of \$850,000 or term of July 1, 2020 through June 30, 2022.

On January 11, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-475-86(5) with Allied Medical and Consultation Services, P.C., effective January 1, 2022, to increase the payment limit by \$711,000 to a new total of \$1,561,000 with no change in the term of July 1, 2020 through June 30, 2022.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

On May 24, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-475-86(6) with Allied Medical and Consultation Services, P.C., effective May 15, 2022, to increase the payment limit by \$500,000 to a new total of \$2,061,000 with no change in the term of July 1, 2020 through June 30, 2022.

Approval of Contract #74-475-86(7), the Contractor will provide Medi-Cal specialty mental health services through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Rescind Prior Board Action Pertaining to Contracted Services with Behavioral Health Works, Inc.

RECOMMENDATION(S):

RESCIND Board action of March 29, 2022 (C.37), which pertained to a contract with Behavioral Health Works, Inc; and APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #77-123-2, with Behavioral Health Works, Inc., a corporation, in an amount not to exceed \$375,000 to provide applied behavioral analysis (ABA) services for Contra Costa Health Plan (CCHP) members for the period March 1, 2022 through February 28, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$375,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (Rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized home health care and hospice services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are provided with applicable services when authorized by CCHP, including, but not limited to: physical and speech therapy, home health aides, medical social services and social worker services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

On February 25, 2020, the Board of Supervisors Contract #77-123-1 with Behavioral Health Works, Inc. in an amount not to exceed \$550,000 for the provision of ABA services for CCHP members for the period March 1, 2020 through February 28, 2022.

Approval of Contract #77-123-2 will allow contractor to continue to provide applied behavioral analysis (ABA) services for Contra Costa Health Plan (CCHP) members through February 28, 2025.

This Board Order will rescind the prior Board Order stating that the contractor provided home health care and hospice services when the services provided by the contractor are ABA services. Approval of this action will allow the Board Order and contract to show the correct services as provided by the contractor.

CONSEQUENCE OF NEGATIVE ACTION:

If this recommendation is not approved, the prior Board action will not be corrected and will not show the correct services provided by the contractor.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Rescind Prior Board Action Pertaining to Contracted Services with John Muir Health

RECOMMENDATION(S):

RESCIND Board action of April 12, 2022 (C.84) which pertained to a contract with John Muir Health; and APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #26-361-2, containing mutual indemnification, with John Muir Health, (dba John Muir Medical Center-Walnut Creek), a corporation, in an amount not to exceed \$50,000 to provide back-up laboratory services for Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period January 1, 2022 through December 31, 2024.

FISCAL IMPACT:

Approval of this contract will result in expenditures of up to \$50,000 over a three-year period and will be funded as budgeted by the Department in FY 2021-2022, 2022-2023 and projected in 2023-2024 by 100% Hospital Enterprise Fund I allocations. (No rate increase)

BACKGROUND:

CCRMC has an obligation to provide outside laboratory testing services to its patients in the event testing services are unavailable due to planned down time or unscheduled down time affecting patient care, the County contracts with other outside laboratory service contractors should the need arise, in order to avoid any delay in patient care. The County has been contracting with this provider since January 1, 2016.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jaspreet Benepal, 925-370-5100

By: , Deputy

BACKGROUND: (CONT'D)

On February 12, 2019, the Board of Supervisors approved Contract #26-361-1 with John Muir Health, in an amount not to exceed \$50,000 to provide outside laboratory testing services for scheduled and non-scheduled down time at CCRMC for the period from January 1, 2019 through December 31, 2021.

Approval of Contract #26-361-2 will allow the contractor to continue to provide outside laboratory testing services through December 31, 2024. This contract includes mutual indemnification.

This Board Order will rescind the incorrect board order with the incorrect name of the contractor. Approval of this item will allow the department to fully execute a contract with John Muir Health with the appropriate legal name.

CONSEQUENCE OF NEGATIVE ACTION:

If the recommendation is not approved, the prior incorrect Board action will not be corrected and the contract will not be fully executed.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment #72-028-19 with Contra Costa Interfaith Transitional Housing, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #72-028-19 with Contra Costa Interfaith Transitional Housing, Inc., a corporation, effective June 1, 2022, to amend Contract #72-028-18, to increase the payment limit by \$17,492 from \$218,000 to a new payment limit of \$235,492, with no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$17,492 and will be funded as budgeted by the department in FY 2021-22, by 100% Federal Housing Opportunities for Persons with AIDS (HOPWA) Funds.

BACKGROUND:

This contractor was selected to provide housing advocacy and navigation services for County residents diagnosed with HIV. This contract meets the social needs of the County’s population. This contractor has been providing these services since March 1, 2012.

On October 5, 2021, the Board of Supervisors approved Novation Contract #72-028-18 with Contra Costa Interfaith Transitional Housing, Inc., in an amount of \$218,000 for the provision of housing advocacy and navigation services for county residents diagnosed with HIV, for the period from July 1, 2021 through June 30, 2022.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ori Tzvieli, M.D. 925-608-5267

By: , Deputy

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #72-028-19 will allow the contractor to provide additional services through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County residents diagnosed with HIV will not receive housing advocacy and navigational services from this contractor.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-475-78(6) with Remarkable Marriage and Family Institute

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-475-78(6) with Remarkable Marriage and Family Institute, a nonprofit corporation, in an amount not to exceed \$827,000, to provide Medi-Cal mental health services for beneficiaries in East and Central Contra Costa County, for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$827,000 for FY 2022-2023 and will be funded by 50% Federal Medi-Cal (\$413,500) and 50% State Mental Health Realignment (\$413,500).

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. This Contractor has provided Medi-Cal mental health services to Contra Costa County beneficiaries since February 2018.

On July 23, 2019, the Board of Supervisors approved Contract #74-475-78(5) with Remarkable Marriage and Family Institute, in an amount not to exceed \$1,500,000, to provide Medi-Cal specialty mental health services for beneficiaries in East and Central Contra Costa County, for the period from July 1, 2021 through June 30, 2022.

Approval of Contract #74-475-78(6) will allow contractor to continue providing Medi-Cal mental health services through June 30, 2023.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: Marcy Wilhelm

CHILDREN'S IMPACT STATEMENT:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment Agreement #74-355-15 with Lisa Wang, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #74-355-15 with Lisa Wang, M.D., an individual, effective June 1, 2022, to amend Contract #74-355-13, to increase the payment limit by \$22,176 from \$209,664 to a new payment limit of \$231,840, with no change in the original term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$22,176 for FY 2021-2022 and will be funded 100% by Mental Health Realignment. (Rate increase)

BACKGROUND:

This contract meets the social needs of the County’s population by providing psychiatric services for mentally ill adults in West Contra Costa County. Dr. Wang has been providing psychiatric services for mentally ill patients, since July 1, 2009.

On March 2, 2021 the Board of Supervisors approved Contract #74-355-13 with Lisa Wang, M.D., in an amount not to exceed \$209,664 for the provision of psychiatric services for mentally ill adults in West Contra Costa County.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

BACKGROUND: (CONT'D)

Approval of Amendment Agreement #74-355-15 will allow the contractor to provide additional mental health services through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients in West County requiring outpatient psychiatric services will not have access to this contractor's services, which may result in a reduction in levels of service to the community.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-341-70(10) with Bay Area Doctors, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-341-70(10) with Bay Area Doctors, Inc., a corporation, in an amount not to exceed \$1,300,000, to provide Medi-Cal specialty mental health services, for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in contractual service expenditures of up to \$1,300,000 over a 2-year period and will be funded 50% by Federal Medi-Cal (\$650,000) and 50% by State Mental Health Realignment Funds (\$650,000).

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

with individual, group and organizational providers to deliver these services since January 2011.

On June 2, 2020, the Board of Supervisors approved Contract #74-341-70(9), with Bay Area Doctors, Inc., for the provision of Medi-Cal specialty mental health services for the period from July 1, 2020 through June 30, 2022.

Approval of Contract #74-341-70(10) will allow the Contractor to continue providing mental health services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #23-756 with Luma Health, Inc. (dba Luma Health Technologies)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-756 and Order Form with Luma Health, Inc. (dba Luma Health Technologies), a corporation, in an amount not to exceed \$1,680,000, to provide a software subscription for Contra Costa Health Services to the Luma Health Platform Solution, a web-based communications tool regarding patient messaging requirements for the period from June 21, 2022, through June 20, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,680,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate increase)

BACKGROUND:

This contract meets the needs of Contra Costa Health Services (CCHS) by providing a web-based communications tool connecting CCHS to its patients. CCHS must maintain the ability to communicate effectively with its patients under various scenarios. Messaging requirements related to the COVID-19 pandemic, population health, preventative care, digital health, and workflow documentation are examples of the need to connect directly and efficiently. Under contract #23-756, Luma Health will provide its Luma Health Platform subscription-based software solutions and maintenance and support. This solution will provide essential features such as broadcast messaging, reporting, and analytics and includes capabilities integrate with Epic, CCHS' cloud-based electronic health record system. This solution will affect CCHS initiatives related to patient impact, ease of use, and data hygiene. CCHS chose Luma Health as the sole source provider of this solution.

Approval of contract #23-756 allows the contractor to provide services through June 20, 2025. This contract obligates the County to indemnify Luma against third-party claims that arise out of the County's use of the software and services, any communication sent by County via the services, County's alleged violation of any law, or County's infringement, violation or misappropriation of any

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Patrick Wilson 925-335-8777

By: , Deputy

BACKGROUND: (CONT'D)

third party intellectual property right.

The contract includes a provision limiting Luma's liability for damages under the contract to \$2,000,000.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Services will not have a messaging solution to replace the existing Televox platform what is reached its end of life and is no longer under contract which could result in negative effects on patient care and satisfaction.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: June 21, 2022

Subject: Contract with John Meyers for helicopter pilot services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with John Meyers in an amount not to exceed \$600,000 for helicopter pilot services for the period July 1, 2022 through June 30, 2025.

FISCAL IMPACT:

Approximately \$200,000 annually, \$600,000 total; budgeted. No General Fund impact. These expenditures are covered by a combination of agency user fees, annual SLESF (Supplemental Law Enforcement Services Fund) allocation, P-6 Central Administrative Base (Zone) revenue, and indirectly offset by State of California Department of Boating and Waterways grant funding.

BACKGROUND:

Under this contract, John Meyers will provide pilot services for the Sheriff's helicopters. The helicopter program is an integral element of effective law enforcement operations, providing enhanced patrol, surveillance, and search and rescue capabilities. Continuation of the helicopter program hinges on the services provided under this contract.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sandra Brown 925-335-1553

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this contract would ground the helicopter and deprive the citizens of Contra Costa County of a vital law enforcement tool. This would limit the Office of the Sheriff to adequately respond to law enforcement emergencies in any terrain, throughout the County.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #24-628-23 with Nancy E. Ebbert, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-628-23 with Nancy E. Ebbert, M.D., an individual, in an amount not to exceed \$351,438, to provide psychiatric services for the intensive early psychosis intervention and clinical high-risk programs through the First Hope Program, for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$351,438 and will be funded by 34% Federal Medi-Cal (\$117,146), 33% Mental Health Realignment Funds (\$117,146) and 33% Mental Health Services Act (\$117,146).

BACKGROUND:

This contract meets the social needs of the County’s population by providing mental health services to children and adolescents with emotional and behavioral problems to improve school performance and reduce unsafe behavioral practices. The County has been contracting with Nancy E. Ebbert, M.D. since January 2, 1992 for her expertise in providing outpatient psychiatric care to patients.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

BACKGROUND: (CONT'D)

On May 11, 2021, the Board of Supervisors approved Contract #24-628-22 with Nancy E. Ebbert, M.D, in an amount of \$319,488 to provide outpatient psychiatric services to children and adolescents, for the period from July 1, 2021 through June 30, 2022.

Approval of Contract #24-628-23 will allow the contractor to continue providing psychiatric services for intensive early psychosis intervention and clinical high-risk programs through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to this contractor's psychiatric care services.

CHILDREN'S IMPACT STATEMENT:

This contract supports the following Board of Supervisors' community outcomes: "Children Ready for and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #27-939-6 with AXIS Community Health, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-939-6 with Axis Community Health, Inc., a non-corporation, in an amount not to exceed \$600,000, to provide primary care physician (PCP) services, specialty medical services, acupuncture, chiropractic, psychological and neuropsychological testing, and behavioral health services for Contra Costa Health Plan (CCHP) members and County recipients for the period July 1, 2022 through June 30, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$600,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain PCP services including, but not limited to: specialty medical services, acupuncture, chiropractic, psychological and neuropsychological testing, and behavioral health 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 as a Federally Qualified Health Center (FQHC) facility providing these services since July 2014.

On June 16, 2020, the Board of Supervisors approved Contract #27-939-5 with Axis Community Health, Inc., in an amount not to exceed \$300,000, for the provision of PCP services for CCHP members and county recipients for the period July 1, 2020 through June 30, 2022.

Approval of Contract #27-939-6 will allow the contractor to continue providing PCP services for CCHP members and County recipients through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain PCP services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #27-805-6 with Genevieve S. Yandell, MFT

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-805-6 with Genevieve S. Yandell, MFT, an individual, in an amount not to exceed \$225,000, to provide behavioral health services for Contra Costa Health Plan (CCHP) members for the period July 1, 2022 through June 30, 2025.

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 III revenues. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain behavioral health services including, but not limited to: individual and family/group psychotherapy sessions and Eye Movement Desensitization and Reprocessing (EDMR) 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 providing these services since July 2010.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

In July, 2019, the County Administrator approved and the Purchasing Services Manager executed Contract #27-805-5 with Genevieve Yandell, MFT, in an amount not to exceed \$45,000, for the provisions of behavioral health services, formally known as outpatient psychotherapy services, to CCHP members for the period July 1, 2019 through June 30, 2022.

Approval of Contract #27-805-6 will allow the contractor to continue providing behavioral health services for CCHP members through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain 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: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-341-99(6) with Hugo Gonzalez Therapy Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-341-99(6) with Hugo Gonzales Therapy Inc., a corporation, in an amount not to exceed \$333,000, to provide Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up \$333,000 over a 2-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment. (Rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. Contractor has been providing these services since July 2014.

On July 28, 2020, the Board of Supervisors approved Contract #74-341-99(5) with Hugo Gonzales Therapy Inc., in an amount not to exceed \$324,000 for the provision of Medi-Cal specialty mental health services, for the period July 1, 2020 through June 30, 2022.

Approval of Contract #74-341-99(6) will allow the contractor to continue providing Medi-Cal mental health services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Allocation of Livable Communities Trust funds to the Orinda Updated Park Master Plan Project (District II)

RECOMMENDATION(S):

1. ALLOCATE \$25,000 from the Livable Communities Trust (District II portion) to the City of Orinda for the Orinda Updated Park Master Plan Project, as recommended by Supervisor Andersen; and
2. AUTHORIZE the Conservation and Development Director, or designee, to enter into a contract, subject to approval by the County Administrator and approval as to form by County Counsel, with the City of Orinda in an amount not to exceed \$25,000 for the renovation of the Orinda Community Park.

FISCAL IMPACT:

No General Fund impact. The \$25,000 required for the contract will come from the District II allocation of the deposits into the Livable Communities Trust. The current available balance in the District II portion of the fund is \$1,552,767.14.

BACKGROUND:

The Livable Communities Trust (Trust) is a Special Revenue Mitigation Fund that was established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects, and was required as a condition of approval. The Trust was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding the affordable housing portions of the projects) into the Trust. The Department of Conservation and Development administers the Trust.

On December 3, 2013, the Board of Supervisors determined that revenue from the Trust should be spent equally among supervisorial districts. At complete build-out, deposits to the Trust will total \$8,448,000. As of June 1, 2022, the account has collected \$8,376,000 in revenue fees, and \$880,125.68 accrued interest with \$5,425,932.04 remaining in uncommitted funds. The approved expenditures to date are attached.

City of Orinda's Capital Improvement Plan project 4112 (Orinda Community Park Master Plan Project) was proposed and approved on April 16, 2013. Initially, the project included improvements to the restrooms and the existing park gazebo at Orinda Community Park. However, the

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: 925-655-2870

By: , Deputy

cc:

BACKGROUND: (CONT'D)

scope of the project grew to include several other amenities in the park that were at, or nearing, the end of their useful life, including the children's play structures, the pathways, and picnic areas.

In mid-2016, the City of Orinda retained a landscape architecture firm for the purpose of design and development of an overall master plan for Orinda Community Park. A draft master plan was approved by the Park and Recreation Commission on December 14, 2016 and on March 6, 2018, the City Council received a presentation from the architect regarding Orinda Community Park Master Plan conceptual design. Based on public testimony received during the meeting, the City Council directed staff to work with the design consultants on revisions. The revised Plan was presented at the June 12, 2018 meeting, and the City Council approved the revised Community Park Master Plan conceptual design. Next steps include directing the architect to complete the design for a phased improvement project.

The use of funds towards the Updated Orinda Park Master Plan Project supports Smart Growth Action Plan number 4: To promote economic revitalization in urban infill communities. The Orinda Community Park plays a big role in hosting events and activities that help keep Downtown Orinda active and vital.

CONSEQUENCE OF NEGATIVE ACTION:

Without the allocation of funds, the upcoming renovation of the Orinda Community Park may be delayed due to lack of funding.

CHILDREN'S IMPACT STATEMENT:

The upcoming renovation of the Orinda Community Park includes improvements to the children's play structures, pathways, and picnic areas. Therefore, the Updated Orinda Park Master Plan Project supports the following children's outcomes: (2) Children and Youth Healthy and Preparing for Productive Adulthood and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

LCT Project List

Livable Communities Trust Funds Project Expenditure List												
Project No.	Board Date	Grant Recipient	Project	Smart Growth Action Plan Goal	District I	District II	District III	District IV	District V	Total Expenditures*	Remaining Balance	Rate of Expenditure
2013-01	10/22/2013	DCD	Northern Waterfront	Promote economic revitalization in urban infill communities	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000.00	\$ -	100%
2016-01	6/14/2016	CHDC	Heritage Point Apartments	Enable communities to meet affordable and regional "fair share"	\$ 927,494	\$ -	\$ -	\$ -	\$ -	\$ 927,493.66	\$ -	100%
2016-02	12/20/2016	DCD	Marsh Creek Trail	Fund transit and other transportation improvements	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 221,001.35	\$ 28,998.65	88%
2016-03	12/20/2016	DCD	Agriculture Policy Study	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 111,681.84	\$ 38,318.16	74%
2017-01	3/7/2017	Aglantis	Agra Tech Solar Light Greenhouse	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000.00	\$ -	100%
2017-02	3/14/2017	Mobility Matters	Rides for Veterans	Fund transit and other transportation improvements	\$ -	\$ 33,458	\$ -	\$ 50,187	\$ -	\$ 83,645.00	\$ -	100%
2017-03	9/19/2017	Garden Park Apartments Community	Garden Park Apartments	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000.00	\$ -	100%
2018-01	1/16/2018	PWD	SRV Street Smarts - 2017/18	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2018-02	2/27/2018	H3	Contra Costa Housing Security Fund	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-03	3/27/2018	PWD	Newell Avenue Pathway	Fund transit and other transportation improvements	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	100%
2018-04	3/27/2018	Innovation Tri Valley	Tri Valley Rising Report	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-05	6/12/2018	PWD	RYSE Acq. - Phase 1	Promote economic revitalization in urban infill communities	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	100%
2018-06	12/4/2018	PWD	SRV Street Smarts - 2018/19	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%

Liveable Communities Trust Fund

List of Projects

2018-07	12/18/2018	Choice in Aging	Infrastructure Workforce Development	Clean up land for redevelopment or enhance the tax base and create jobs near existing housing.	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 13,200.00	\$ 26,800.00	33%
2019-01	1/15/2019	PWD	Friends of the El Sobrante Library	Promote economic revitalization in urban infill communities	\$ 15,045	\$ -	\$ -	\$ -	\$ -	\$ 15,044.98	\$ -	100%
2019-02	3/26/2019	PWD	RYSE Acq. - Phase 2	Promote economic revitalization in urban infill communities	\$ 42,500		\$ -	\$ -	\$ -	\$ 42,500.00	\$ -	100%
2019-03	3/26/2019	RYSE Center	RYSE Center Capital Expansion	Promote economic revitalization in urban infill communities	\$ 51,174	\$ -	\$ -	\$ -	\$ -	\$ 51,174.00	\$ -	100%
2019-04	6/18/2019	Innovation Tri Valley	2040 Tri Valley Vision Plan Investment	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2019-05	7/30/2019	Sheriff's Office	Bay Point Resident Deputy Program	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000.00	\$ -	100%
2019-06	7/30/2019	PWD	PWD - Beautification Bay Point	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000.00	\$ -	100%
2019-07	7/30/2019	DCD	District V Code Enforcement	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000.00	\$ -	100%
2019-08	10/22/2019	PWD	SRV Street Smarts - 2019/20	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2020-01	9/22/2020	Community Housing Development Corp. NR	Heritage Point Commercial	Promote economic revitalization in urban infill communities	\$ 505,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505,336.00	0%
2020-02	12/15/2020	PWD	SRV Street Smarts - 2020/21	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2022-01	5/10/2022	Pleasant Hill Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-02	5/10/2022	Walnut Creek Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%

Liveable Communities Trust Fund

List of Projects

2022-03	5/10/2022	Clayton Community Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-04	5/10/2022	PWD	SRV Street Smarts - 2021/22	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-05	5/10/2022	PWD	SRV Street Smarts - 2022/23	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-06	6/21/2022	Moraga Community Foundation	Moraga Commons Enhancement	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-07	6/21/2022		Lafayette Theater Project	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-08	6/21/2022	City of Orinda	Orinda Community Park Master Plan - Conceptual Design	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
					\$ 1,616,549	\$ 373,458	\$ 450,000	\$ 1,040,187	\$ 425,000	\$ 2,440,740.83	\$ 1,464,452.81	62%

* Reflects expenditures made by DCD, including payments to other County departments or non-profit organizations.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Allocation of Livable Communities Trust funds to the Moraga Commons Enhancement Project (District II)

RECOMMENDATION(S):

1. ALLOCATE \$25,000 from the Livable Communities Trust (District II portion) to the Moraga Community Foundation (MCF) for the Moraga Commons Enhancement Program, as recommended by Supervisor Andersen; and
2. AUTHORIZE the Conservation and Development Director, or designee, to enter into a contract, subject to approval by the County Administrator and approval as to form by County Counsel, with MCF in an amount not to exceed \$25,000 for the Moraga Commons Enhancement Program.

FISCAL IMPACT:

No General Fund impact. The \$25,000 required for the contract will come from the District II allocation of the deposits into the Livable Community Trust. The current available balance in the District II portion of the fund is \$1,552,767.14.

BACKGROUND:

The Livable Communities Trust (Trust) is a Special Revenue Mitigation Fund that was established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects, and was required as a condition of approval. The Trust was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding the affordable housing portions of the projects) into the Trust. The Department of Conservation and Development administers the Trust.

On December 3, 2013, the Board of Supervisors determined that revenue from the Trust should be spent equally among supervisorial districts. At complete build-out, deposits to the Trust will total \$8,448,000. As of June 1, 2022, the account has collected \$8,376,000 in revenue fees, and \$880,125.68 accrued interest with \$5,425,932.04 remaining in uncommitted funds. The approved expenditures to date are attached.

The Moraga Community Foundation (MCF) launched the Moraga Commons Enhancement Program in 2021, which is a fundraising program that will ensure the Moraga Commons Park continues to be a vital gathering place for the community. Specifically, the MCF gifts the money

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: 925-655-2870

By: , Deputy

cc:

BACKGROUND: (CONT'D)

raised to the Town of Moraga to complete the projects that will enhance the All-Abilities Playground. Therefore, the use of the funds towards the Moraga Commons Enhancement Program supports Smart Growth Action Plan number 4: To promote economic revitalization in urban infill communities. The allocated funding will go towards Phase II of the Moraga Commons Enhancement Project, which includes:

1. Replacing aging restrooms to ensure ADA accessibility.
2. Improving picnic areas near the All-Access Playground.
3. Planting trees throughout the Commons and West Commons parks.
4. Making irrigation improvements in the Commons and West Commons parks.

CONSEQUENCE OF NEGATIVE ACTION:

Without the allocation of funds, the Moraga Commons Enhancement Project may not meet their fundraising goal by June 30, 2022, delaying the proposed improvements to the project site.

CHILDREN'S IMPACT STATEMENT:

The All-Abilities Playground has enriched the community as well as drawn children from all over the East Bay by offering a safe place for all sensitivities, abilities, and developmental stages. The Moraga Commons Enhancement Program supports the following children's outcomes: (2) Children and Youth Healthy and Preparing for Productive Adulthood and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

LCT Project List

Livable Communities Trust Funds Project Expenditure List												
Project No.	Board Date	Grant Recipient	Project	Smart Growth Action Plan Goal	District I	District II	District III	District IV	District V	Total Expenditures*	Remaining Balance	Rate of Expenditure
2013-01	10/22/2013	DCD	Northern Waterfront	Promote economic revitalization in urban infill communities	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000.00	\$ -	100%
2016-01	6/14/2016	CHDC	Heritage Point Apartments	Enable communities to meet affordable and regional "fair share"	\$ 927,494	\$ -	\$ -	\$ -	\$ -	\$ 927,493.66	\$ -	100%
2016-02	12/20/2016	DCD	Marsh Creek Trail	Fund transit and other transportation improvements	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 221,001.35	\$ 28,998.65	88%
2016-03	12/20/2016	DCD	Agriculture Policy Study	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 111,681.84	\$ 38,318.16	74%
2017-01	3/7/2017	Aglantis	Agra Tech Solar Light Greenhouse	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000.00	\$ -	100%
2017-02	3/14/2017	Mobility Matters	Rides for Veterans	Fund transit and other transportation improvements	\$ -	\$ 33,458	\$ -	\$ 50,187	\$ -	\$ 83,645.00	\$ -	100%
2017-03	9/19/2017	Garden Park Apartments Community	Garden Park Apartments	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000.00	\$ -	100%
2018-01	1/16/2018	PWD	SRV Street Smarts - 2017/18	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2018-02	2/27/2018	H3	Contra Costa Housing Security Fund	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-03	3/27/2018	PWD	Newell Avenue Pathway	Fund transit and other transportation improvements	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	100%
2018-04	3/27/2018	Innovation Tri Valley	Tri Valley Rising Report	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-05	6/12/2018	PWD	RYSE Acq. - Phase 1	Promote economic revitalization in urban infill communities	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	100%
2018-06	12/4/2018	PWD	SRV Street Smarts - 2018/19	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%

Liveable Communities Trust Fund

List of Projects

2018-07	12/18/2018	Choice in Aging	Infrastructure Workforce Development	Clean up land for redevelopment or enhance the tax base and create jobs near existing housing.	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 13,200.00	\$ 26,800.00	33%
2019-01	1/15/2019	PWD	Friends of the El Sobrante Library	Promote economic revitalization in urban infill communities	\$ 15,045	\$ -	\$ -	\$ -	\$ -	\$ 15,044.98	\$ -	100%
2019-02	3/26/2019	PWD	RYSE Acq. - Phase 2	Promote economic revitalization in urban infill communities	\$ 42,500		\$ -	\$ -	\$ -	\$ 42,500.00	\$ -	100%
2019-03	3/26/2019	RYSE Center	RYSE Center Capital Expansion	Promote economic revitalization in urban infill communities	\$ 51,174	\$ -	\$ -	\$ -	\$ -	\$ 51,174.00	\$ -	100%
2019-04	6/18/2019	Innovation Tri Valley	2040 Tri Valley Vision Plan Investment	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2019-05	7/30/2019	Sheriff's Office	Bay Point Resident Deputy Program	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000.00	\$ -	100%
2019-06	7/30/2019	PWD	PWD - Beautification Bay Point	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000.00	\$ -	100%
2019-07	7/30/2019	DCD	District V Code Enforcement	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000.00	\$ -	100%
2019-08	10/22/2019	PWD	SRV Street Smarts - 2019/20	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2020-01	9/22/2020	Community Housing Development Corp. NR	Heritage Point Commercial	Promote economic revitalization in urban infill communities	\$ 505,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505,336.00	0%
2020-02	12/15/2020	PWD	SRV Street Smarts - 2020/21	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2022-01	5/10/2022	Pleasant Hill Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-02	5/10/2022	Walnut Creek Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%

Liveable Communities Trust Fund

List of Projects

2022-03	5/10/2022	Clayton Community Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-04	5/10/2022	PWD	SRV Street Smarts - 2021/22	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-05	5/10/2022	PWD	SRV Street Smarts - 2022/23	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-06	6/21/2022	Moraga Community Foundation	Moraga Commons Enhancement	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-07	6/21/2022		Lafayette Theater Project	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-08	6/21/2022	City of Orinda	Orinda Community Park Master Plan - Conceptual Design	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
					\$ 1,616,549	\$ 373,458	\$ 450,000	\$ 1,040,187	\$ 425,000	\$ 2,440,740.83	\$ 1,464,452.81	62%

* Reflects expenditures made by DCD, including payments to other County departments or non-profit organizations.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Allocation of Livable Communities Trust funds to the Lafayette Park Theater Project (District II)

RECOMMENDATION(S):

1. ALLOCATE \$25,000 from the Livable Communities Trust (District II portion) to the Lafayette Park Theater Project, as recommended by Supervisor Andersen; and
2. AUTHORIZE the Conservation and Development Director, or designee, to enter into a contract, subject to approval by the County Administrator and approval as to form by County Counsel, with The Park Theater Trust in an amount not to exceed \$25,000 for the renovation of the Park Theater in Lafayette.

FISCAL IMPACT:

No General Fund impacts. The \$25,000 required for the contract will come from the District II allocation of the deposits into the Livable Community Trust. The current available balance in the District II portion of the fund is \$1,552,767.14.

BACKGROUND:

The Livable Communities Trust (Trust) is a Special Revenue Mitigation Fund that was established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects, and was required as a condition of approval. The Trust was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding the affordable housing portions of the projects) into the Trust. The Department of Conservation and Development administers the Trust.

On December 3, 2013, the Board of Supervisors determined that revenue from the Trust should be spent equally among supervisorial districts. At complete build-out, deposits to the Trust will total \$8,448,000. As of June 1, 2022, the account has collected \$8,376,000 in revenue fees, and \$880,125.68 accrued interest with \$5,425,932.04 remaining in uncommitted funds. The approved expenditures to date are attached.

The use of the funds towards renovation of the Lafayette Park Theater Project supports Smart Growth Action Plan number 4: To promote economic revitalization in urban infill communities. The allocated funding will go towards renovating the cinema into an accessible, inclusive, community-centered cultural hub for patrons of all ages. In addition to expanding regional cultural opportunities and making local businesses

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: 925-655-2870

By: , Deputy

cc:

BACKGROUND: (CONT'D)

thrive, small, hometown cinemas function as meeting places and social centers, with films, special events, educational screenings, and fundraising activities that engage community groups, families, and senior citizens, and serve as a safe, secure venue for youth. A reopened Park Theater will have an immediate, materially beneficial effect on all downtown businesses and the community at large.

CONSEQUENCE OF NEGATIVE ACTION:

Without the allocation of funds, the Lafayette Park Theater Project will have insufficient funds to complete renovation by the time of the planned reopening in late 2023, the Park Theater's 82nd birthday.

CHILDREN'S IMPACT STATEMENT:

The Lafayette Park Theater Project supports the following children's outcome: (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

LCT Project List

Livable Communities Trust Funds Project Expenditure List												
Project No.	Board Date	Grant Recipient	Project	Smart Growth Action Plan Goal	District I	District II	District III	District IV	District V	Total Expenditures*	Remaining Balance	Rate of Expenditure
2013-01	10/22/2013	DCD	Northern Waterfront	Promote economic revitalization in urban infill communities	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000.00	\$ -	100%
2016-01	6/14/2016	CHDC	Heritage Point Apartments	Enable communities to meet affordable and regional "fair share"	\$ 927,494	\$ -	\$ -	\$ -	\$ -	\$ 927,493.66	\$ -	100%
2016-02	12/20/2016	DCD	Marsh Creek Trail	Fund transit and other transportation improvements	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 221,001.35	\$ 28,998.65	88%
2016-03	12/20/2016	DCD	Agriculture Policy Study	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 111,681.84	\$ 38,318.16	74%
2017-01	3/7/2017	Aglantis	Agra Tech Solar Light Greenhouse	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000.00	\$ -	100%
2017-02	3/14/2017	Mobility Matters	Rides for Veterans	Fund transit and other transportation improvements	\$ -	\$ 33,458	\$ -	\$ 50,187	\$ -	\$ 83,645.00	\$ -	100%
2017-03	9/19/2017	Garden Park Apartments Community	Garden Park Apartments	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000.00	\$ -	100%
2018-01	1/16/2018	PWD	SRV Street Smarts - 2017/18	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2018-02	2/27/2018	H3	Contra Costa Housing Security Fund	Enable communities to meet affordable and regional "fair share" housing goals...	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-03	3/27/2018	PWD	Newell Avenue Pathway	Fund transit and other transportation improvements	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	100%
2018-04	3/27/2018	Innovation Tri Valley	Tri Valley Rising Report	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2018-05	6/12/2018	PWD	RYSE Acq. - Phase 1	Promote economic revitalization in urban infill communities	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	100%
2018-06	12/4/2018	PWD	SRV Street Smarts - 2018/19	Fund transit and other transportation improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%

Liveable Communities Trust Fund

List of Projects

2018-07	12/18/2018	Choice in Aging	Infrastructure Workforce Development	Clean up land for redevelopment or enhance the tax base and create jobs near existing housing.	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 13,200.00	\$ 26,800.00	33%
2019-01	1/15/2019	PWD	Friends of the El Sobrante Library	Promote economic revitalization in urban infill communities	\$ 15,045	\$ -	\$ -	\$ -	\$ -	\$ 15,044.98	\$ -	100%
2019-02	3/26/2019	PWD	RYSE Acq. - Phase 2	Promote economic revitalization in urban infill communities	\$ 42,500		\$ -	\$ -	\$ -	\$ 42,500.00	\$ -	100%
2019-03	3/26/2019	RYSE Center	RYSE Center Capital Expansion	Promote economic revitalization in urban infill communities	\$ 51,174	\$ -	\$ -	\$ -	\$ -	\$ 51,174.00	\$ -	100%
2019-04	6/18/2019	Innovation Tri Valley	2040 Tri Valley Vision Plan Investment	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2019-05	7/30/2019	Sheriff's Office	Bay Point Resident Deputy Program	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000.00	\$ -	100%
2019-06	7/30/2019	PWD	PWD - Beautification Bay Point	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000.00	\$ -	100%
2019-07	7/30/2019	DCD	District V Code Enforcement	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000.00	\$ -	100%
2019-08	10/22/2019	PWD	SRV Street Smarts - 2019/20	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	100%
2020-01	9/22/2020	Community Housing Development Corp. NR	Heritage Point Commercial	Promote economic revitalization in urban infill communities	\$ 505,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505,336.00	0%
2020-02	12/15/2020	PWD	SRV Street Smarts - 2020/21	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	100%
2022-01	5/10/2022	Pleasant Hill Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-02	5/10/2022	Walnut Creek Library Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%

Liveable Communities Trust Fund

List of Projects

2022-03	5/10/2022	Clayton Community Foundation	Educational Programs / Transportation	Promote economic revitalization in urban infill communities	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000.00	0%
2022-04	5/10/2022	PWD	SRV Street Smarts - 2021/22	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-05	5/10/2022	PWD	SRV Street Smarts - 2022/23	Fund transit and other transportation improvements which foster smart growth	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
2022-06	6/21/2022	Moraga Community Foundation	Moraga Commons Enhancement	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-07	6/21/2022		Lafayette Theater Project	Promote economic revitalization in urban infill communities	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
2022-08	6/21/2022	City of Orinda	Orinda Community Park Master Plan - Conceptual Design	Promote innovative land use planning to encourage mixed use and infill development	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	0%
					\$ 1,616,549	\$ 373,458	\$ 450,000	\$ 1,040,187	\$ 425,000	\$ 2,440,740.83	\$ 1,464,452.81	62%

* Reflects expenditures made by DCD, including payments to other County departments or non-profit organizations.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Seneca Family of Agencies for Wraparound Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Seneca Family of Agencies, a non-profit corporation, in an amount not to exceed \$579,600, to provide wraparound services to youth for increased placement stability, for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract will increase expenditures by \$579,600, funded 30% with County General Fund revenue and 70% with State Realignment revenue, all of which has been budgeted in FY 2022-23.

BACKGROUND:

Seneca Family of Agencies (Contractor) was selected through a competitive bid process, Request For Proposal (RFP) 1179 for FY21-22 contract. FY22-23 contract is a renewal contract. Contractor will operate a community-based intervention program that provides children with service alternatives to group home care through expanded family-based services. These wraparound services will be provided to children living with their birth parent, relative, adoptive parent, foster parent or guardian. These services build on the strengths of each child and family and are tailored to address their unique and changing needs.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

At-risk youth in restrictive group home settings will have fewer opportunities to transition into family-based services.

CHILDREN'S IMPACT STATEMENT:

This contract supports four of the five community outcomes established in the Children's Report Card: (1) "Children Ready for and Succeeding in School"; (2) "Children and Youth Healthy and Preparing for Productive Adulthood"; (3) "Families that are Economically Self-Sufficient"; and (4)"Communities that are Safe and Provide a High Quality of Life for Children and Families" by placing at risk youth into family-based or less restrictive service settings.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-2023 We Care Services for Children State Preschool Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with We Care Services for Children in an amount not to exceed \$367,805 to provide State Preschool services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This contract is entirely funded with State funds from the California Department of Education. No County match is required.

BACKGROUND:

Contra Costa County receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. Approval of this contract will allow the continued provision of State Preschool services to 48 program-eligible children and families in the Central Contra Costa County area for the period July 1, 2022 through June 30, 2023.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: CSB (925) 681-6389

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Since at least 2009, We Care Services for Children has been providing the State Preschool services to program-eligible children and families in Central County. In recent years, on September 10, 2019 ([C. 123](#)), the Board of Supervisors approved a contract with We Care Services for Children in an amount not to exceed \$237,687 to provide State Preschool services for the period July 1, 2019 through June 30, 2020. On June 23, 2020 ([C. 54](#)), the Board approved a contract amendment with the contractor to increase the payment limit to \$245,376 to increase the daily reimbursement rate during the program year with no change to the term. On October 20, 2020 ([C. 70](#)), the Board approved a contract renewal with We Care Services for Children in an amount not to exceed \$245,376 to provide State Preschool services for the period July 1, 2020 through June 30, 2021. On June 22, 2021 ([C. 124](#)), the Board execute a contract with We Care Services for Children, including modified indemnification language, in an amount not to exceed \$245,376, to provide State Preschool Services for the term July 1, 2021 through June 30, 2022. On today's agenda, the Board is expected to approve a contract amendment with the contractor to increase the payment limit to \$323,795 due to increased daily childcare rates from the state with no change to the term July 1, 2021 through June 30, 2022.

This Board Order will authorize the execution of another contract renewal with We Care Services for Children in an amount not to exceed \$367,805 to provide State Preschool services for the period July 1, 2022 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to more widely distribute childcare availability through partnership with community-based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022 YMCA of the East Bay Head Start/Early Head Start and Early Head Start-Childcare Program Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Young Men’s Christian Association of the East Bay (dba YMCA of the East Bay), in an amount not to exceed \$3,203,750 to provide Head Start/Early Head Start and Early Head Start-Childcare Program services for the term July 1, 2022 through December 31, 2022.

FISCAL IMPACT:

\$3,203,750, all of which is budgeted in FY 2022-23. 15% is federally funded by U.S. Department of Health and Human Services, Administration for Children and Families (ACF). 85% is State funded by California Department of Education (CDE) and California Department of Social Services (CDSS). There is no County match. CFDA No. 93.600.

BACKGROUND:

On January 21, 2022, the Contra Costa County Employment and Human Services Department (EHSD), Community Services Bureau (CSB), issued Request for Proposals (RFP) #1184, making available up to \$1,160,876 for a qualified organization to deliver Head Start (HS) services as a delegate agency serving 257 eligible children and their families in east Contra Costa County for the period July 1, 2022 through December 31, 2022.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: CSB (925) 681-6389

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Additionally, up to \$2,425,499 in State Childcare Partnership funds from California Department of Education (CDE) and California Department of Social Services (CDSS) is available through an initial six-month partnership to provide infant, toddler, and preschool child development services to 341 eligible children. The amount for the State Childcare Partnerships has increased from \$2,425,499 to \$3,203,750 due to rate increases. The CDE issued two rate increases for which the Board of Supervisors (BOS) approved revenue contract amendments on February 1, 2022 (C. 43) and March 1, 2022 (C. 26). The CDSS issued a Cost-of-Living Adjustment (COLA) for which the Board of Supervisors approved the revenue contract amendment on February 1, 2022 (C. 48).

The proposal submitted by the YMCA of the East Bay to serve as the delegate agency and to operate a Head Start program in the eastern portion of Contra Costa County was reviewed by six experts in the field. The consensus was that the proposal was comprehensive and concordant with the needs of the population in that geographical area of Contra Costa County.

During a special meeting on April 6, 2022, the Policy Council recommended approving the award of the delegate agency contract to YMCA of the East Bay. On April 12, 2022 (C. 93), the Board of Supervisors approved negotiations with YMCA of the East Bay to develop a delegate contract in an amount not to exceed \$1,160,876 to serve the eastern portion of Contra Costa County.

A separate Board Order to approve an initial six-month contract with YMCA of the East Bay in an amount not to exceed \$1,160,876 to serve as the delegate agency and operate a Head Start program in east Contra Costa County for the period July 1, 2022 through December 31, 2022 is also on the June 21, 2022 Board agenda.

This Board Order will authorize a contract with YMCA of the East Bay in an amount not to exceed \$3,203,750 to provide Head Start/Early Head Start and Early Head Start-Childcare Program services for the term July 1, 2022 through December 31, 2022. The combination of all these funds will allow the YMCA of the East Bay to serve 498 families. Both contracts were awarded from RFP #1184.

Services will be delivered through 6-month contracts as stipulated in RFP #1184. Over the next 6-months, EHSD will begin negotiating with the YMCA of the East Bay for a 12-month contract to provide continuity of services.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community-based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022-23 KinderCare Learning Centers LLC Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with KinderCare Learning Centers LLC in an amount not to exceed \$886,662.56 to provide Head Start and Early Head Start childcare program services as well as State General Childcare program services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$886,662.56: This contract is 39% funded by federal grant funds from the Administration for Children and Families (ACF) (Head Start and Early Head Start programs) and the remaining 61% of the contract is State funded through the California Department of Education, all of which is already budgeted in FY 2022-23. There is no County match requirement. CFDA/AL No. 93.600.

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Head Start and Early Head Start Child Care Partnership services to program eligible County residents. The Employment and Human Services Department, in turn, contracts with a number of community-based organizations to provide a wider distribution of services.

This contract provides funding for 48 childcare program slot for children ages 0 to 3 years in the Early Head Start program and 16 childcare program slots for children ages 0 to 3 years in the State General Childcare and Development program. This contract also provides funding for 8 childcare program slot for children ages 3 to 5 years in the Head Start enhancement services program.

Previous contracts with this contractor for these services include: FY 2021-22, authorized by the Board of Supervisors on May 18, 2021 (

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 53); FY 2020-21, authorized by the Board of Supervisors on October 20, 2020 ([C. 46](#)); FY 2019-20, authorized by the Board of Supervisors on July 30, 2019 ([C. 46](#)); FY 2018-19, authorized by the Board on Sept. 11, 2018 ([C. 115](#)); FY 2017-18, authorized by the Board on March 20, 2018 ([C. 32](#)).

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to fund childcare slots for its community-based agency partner, KinderCare Learning Centers LLC.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three (3) 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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Amend FY2021-22 First Baptist State General Childcare Program Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg to increase the payment limit by \$108,263 to a new payment limit of \$508,530 due to an increase in the daily childcare rate by the California Department of Social Services, with no change to the term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

This contract in the amount of \$508,530 is 100% funded by State funding from the California Department of Social Services, all of which is already budgeted in FY2021-22. No County match is required. (100% State) CFDA #93.600.

BACKGROUND:

Contra Costa County receives funds from the California Department of Social Services to provide state general childcare and development services to program eligible County residents. The County, in turn, contracts with a number of community-based organizations to provide a wider distribution of services. On October 20, 2020, the Board of Supervisors authorized a contract with First Baptist Church of Pittsburg in an amount not to exceed \$400,267 to provide State General Childcare Development services for the term July 1, 2020 through June 30, 2021 (

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

C. 69).

The Employment and Human Services Department (EHSD) received notifications of amendments from the California Department of Education and California Department of Social Services on October 5, 2021 and January 12, 2022 for 2021-2022 due to the increase in the Child Day of Enrollment rate (CDE). The General Child Care and Development Program (CCTR) rate increase was approved by the Board of Supervisors on 6/7/22 (C.37). The California State Preschool Program (CSPP) rate increase was approved by the Board of Supervisors on 2/1/22 (C.43).

There was a change in reimbursement rate for Full Day General Child Care and Development (CCTR): \$51.55 for the time period: 7/1/21--12/31/21 and \$74.97 for the time period: 1/1/22--6/30/22. The Community Services Bureau (CSB) administers a 15% administration cost per CDE rate based on First Baptist Church of Pittsburg program model of full-time full-year. Therefore, the rates that were used to calculate the payment limit of \$508,529.92 for the contract amendment were increased to reflect a rate of \$43.82 for the period of 7/1/21--12/31/21 and change reimbursement rate to \$63.72 for the period of 1/1/22--6/30/22.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three (3) 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 children throughout Contra Costa County.



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: June 21, 2022

Subject: Contract with Strategic Threat Management, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Strategic Threat Management, Inc., in an amount not to exceed \$303,400 to provide security services for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

100% Library Fund – No impact to the General Fund.

BACKGROUND:

The Contra Costa County Library is requesting approval for a contract with Strategic Threat Management, Inc., to provide security services at the Antioch Library, the Prewett Library and Library Administration.

Strategic Threat Management, Inc., will provide onsite security at the Antioch Library, and on-call as needed security services at the Prewett Library and Library Administration

The Antioch Library is a single story 11,000 square foot facility. It is a very well-used library that is open to the public 5 days each week and is visited approximately 79,500 times each year. Antioch High School, Antioch Middle School and Fremont Elementary School are within a one-half mile of the Antioch Library. The library holds 41,000 volumes and offers free internet computer and free wireless access. The Antioch Library provides free story times and events for adults, teens, children, and adults with developmental disabilities. Programs range from book clubs, financial planning seminars and computer docent sessions. The library is also home to an office of Project Second Chance – Contra Costa County’s Adult Literacy Program that teaches adults struggling to read and write.

The security services provided will ensure the safety of library patrons and employees at library locations and safeguard equipment and property. The contractor will conduct visual checks of areas in and around Library locations and monitor and respond to staff requests.

These services will assist in creating a safe and welcoming environment for library patrons and a safe environment for library staff.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: 925.608.7700

By: , Deputy

cc:

BACKGROUND: (CONT'D)

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County Library building sites, property and staff will not have security and safety mechanisms in place.



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: June 21, 2022

Subject: Contract with Delta Personnel Services, Inc. (dba Guardian Security Agency)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Delta Personnel Services, Inc. (dba Guardian Security Agency), in an amount not to exceed \$424,000 to provide security services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Library Fund – No impact to the General Fund.

BACKGROUND:

The Contra Costa County Library is requesting approval for a contract with Delta Personnel Services, Inc. (dba Guardian Security Agency), to provide security services as needed at library locations and Library Administration.

Guardian Security Agency will provide onsite security at the Martinez Library, Concord Library, San Pablo Library and Walnut Creek Library, and on-call as needed security services at all other library locations and Library Administration.

The security services provided will ensure the safety of library patrons and employees at library locations and safeguard equipment and property. The contractor will conduct visual checks of areas in and around Library locations and monitor and respond to staff requests.

These services will assist in creating a safe and welcoming environment for library patrons and a safe environment for library staff.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County Library building sites, property and staff will not have security and safety mechanisms in place.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: 925.608.7700

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2021-22 Richmond Elementary School, Inc. State Preschool Childcare Services Contract Amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Richmond Elementary School, Inc., including modified indemnification language, to decrease the payment limit by \$28,950.36 to a new payment limit of \$356,336.64, to include a 7.5% administration cost reduction not reflected on the previously approved Board Order ([C.40](#)) on May 10, 2022, with no change to the term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$356,336.64: This contract is 100% funded by State funding from the California Department of Education, all of which is already budgeted in FY 2021-22. No County match is required. (100% State)

BACKGROUND:

Contra Costa County receives funds from California Department of Education (CDE) to provide State Preschool services to program eligible County residents. In order to provide a wider distribution of services to County residents, the Department contracts with a number of community-based organizations. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses. On July 13, 2021 ([C.53](#)), the Board of Supervisors approved a contract with Richmond Elementary School, Inc., in an amount not to exceed \$272,640 to provide a wider distribution of services to County residents. Approval of this contract allows the provision of childcare services for forty-eight (48) children enrolled in Richmond College Prep preschool programs.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: V. Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On October 5, 2021 and January 12, 2022, the Employment and Human Services Department (EHSD) received notifications of amendments for 2021-2022 from the CDE due to the increase in the Child Day of Enrollment rate. This amendment is to pass through the State daily reimbursement rate increase from \$28.40 to \$32.63 for the period July 1, 2021 through December 31, 2021 and change reimbursement rate from \$32.63 to \$46.03 for the period January 1, 2022 through June 30, 2022. On February 1, 2022, the Board of Supervisors approved the state increase ([C.43](#)) from CDE.

On May 10, 2022 ([C.40](#)), the Board of Supervisors approved a contract amendment with Richmond Elementary School to increase the total payment limit to \$385,287. However, the payment limit of \$385,287 is incorrect due to a clerical error of not withholding a 7.5% CSB administration cost. Therefore, this Board Order requests to reduce the total contract amount from \$385,287 to \$356,336.64 to include the 7.5% administrative cost.

The Community Services Bureau (CSB) administers a 7.5% administration cost per CDE rate based on Richmond Elementary School Program Model of part time, part year. Therefore, the rates that were used to calculate the payment limit of \$356,336.64 were increased to a rate of \$30.18 for the period July 1, 2021 through December 31, 2021 and a rate of \$42.57 for the period January 1, 2022 through June 30, 2022, which included the 7.5% administrative cost.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Purchase Order with McKesson Medical Surgical, Inc

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with McKesson Medical Surgical Inc., in an amount not to exceed \$615,000 to purchase reagents and supplies including small equipment for the Clinical Laboratory at Contra Costa Regional Medical Center (CCRMC), for the period from July 1, 2022, through June 30, 2025.

FISCAL IMPACT:

This action will result in expenditures of up to \$615,000 and will be funded by 40% Hospital Enterprise Fund I revenues, 30% Enhancing Lab Capacity (ELC) grant, and 30% American Rescue Plan Act Funding.

BACKGROUND:

The CCRMC Clinical Laboratory has used McKesson Medical Surgical Inc. since 2015 and will continue to use as a backup to the laboratory's main distributor (Fisher Scientific). The laboratory has been using more supplies due to back orders, holds, and allocations since the COVID pandemic. McKesson has local warehouses which eliminates drop ship orders and can assure products for the lab in a timely manner without extra charges.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sam Ferrell, (925) 357-7483

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Clinical Lab will not have the ability to procure the necessary supplies, reagents, and small equipment from McKesson and will be unable to perform the specific patient testing that utilizes these supplies in the laboratory for patient testing, thus impacting patient safety and health.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-475-62(5) with Richard Hanzy, MFT (dba MyFaith Community & Counseling Services)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-475-62(5) with Richard Hanzy, MFT, (dba MyFaith Community & Counseling Services), an individual, in an amount not to exceed \$280,000, to provide Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract would result in contractual expenditures of up to \$280,000 over a two-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment. (No rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services.

On July 14, 2020, the Board of Supervisors approved Contract #74-475-62(4) with Richard Hanzy, MFT (dba MyFaith Community & Counseling Services) in the amount of \$280,000 for the provision of Medi-Cal specialty mental health services for the period from July 1, 2020 through June 30, 2022.

Approval of Contract #74-475-62(5) will allow this contractor to continue providing Medi-Cal specialty mental health services for the period from July 1, 2022 through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, 925-957-5169

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports the following children's outcomes: (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.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #23-391-21 with Laura Swafford

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-391-21 with Laura Swafford, an individual, in an amount not to exceed \$280,000, to provide technical support and training services for the Health Services Department for the ccLink System, for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$280,000 and will be funded as budgeted by the department in FY 2022-23, by 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

This contractor has been providing technical support and training services for the Health Services Department for the ccLink System to enhance utilization of the EPIC Billing System since 2006. Approval of this contract will allow the contractor to continue to work on data and financial analysis, partner with department leaders to understand current workflows and develop future workflows that will result in operations improvements, investigate complex billing issues and recommend both operational and technical solutions that align with the department's business strategy.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Patrick Godley, 925-957-5410

By: , Deputy

BACKGROUND: (CONT'D)

On April 27, 2021, the Board of Supervisors approved Contract #23-391-18 with Laura Swafford, in an amount not to exceed \$250,000 to provide technical support and training services to the Health Services Department's billing office work processes and creating work queues in ccLink for the period from July 1, 2021 through June 30, 2022.

On May 24, 2022 the Board of Supervisors approved Amendment Agreement #23-391-20 with Laura Swafford, to increase the payment limit by \$20,000 to a new payment limit of \$270,000, with no change in the term July 1, 2021 through June 30, 2022.

Approval of Contract #23-391-21 will allow the contractor to continue to provide technical support and training services through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will not provide services to the Department for work queues and billing in the ccLink System.



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: June 21, 2022

Subject: Interagency Agreement with the Contra Costa County Office of Education

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$615,500 to provide one-on-one academic support services for justice-involved youth or at risk of justice involvement for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Juvenile Justice Crime Prevention Act(JJCPA) Revenue.

BACKGROUND:

Under this agreement, Contra Costa Office of Education (CCCOE) will provide 3.0 Full time Equivalent (FTE) Case Managers, and 0.50 FTE Case Manager Supervisor, to provide one-on-one academic support services for justice-involved youth or at risk of involvement in the juvenile justice system, ages 14-17 years old that are attending schools in Contra Costa County. CCCOE recognizes the need for intensive education case management for justice-involved youth to help them successfully complete high school, encourage college and career pathway involvement and providing pro-social supports that help youth become thriving members of their community. Case managers will help prevent youth from engaging in delinquent behaviors and work with parents/guardians to ensure educational goals are met.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Danielle Fokkema, 925-313-4195

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, the one-on-one academic support service will not be available to the justice-involved youth attending schools in Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This action supports four of the five community outcomes set forth in the Children's Report Card. They are: Children Ready for and Succeeding in School; Children and Youth Healthy and Preparing for a Productive Adulthood; Families that are Safe, Stable and Nurturing; and Communities that are Safe and Provide a High Quality of Life.



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: June 21, 2022

Subject: Interagency Agreement with the Contra Costa County Office of Education

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$615,500 to provide One-on-One academic support services for justice-involved youth or at risk of involvement, ages 18-24 years old for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Community Corrections Performance Incentive funds (SB 678)

BACKGROUND:

Under this agreement, Contra Costa Office of Education (CCCOE) will provide 3.0 Full time Equivalent (FTE) Case Managers, and 0.50 FTE Case Manager Supervisor, to provide one-on-one academic support services for transition aged youth, justice-involved or at risk of involvement in the juvenile justice system, ages 18-24 years old that are attending schools in Contra Costa County. CCCOE recognizes the need for intensive education case management for justice-involved youth to help them successfully complete high school, encourage college and career pathway involvement and providing pro-social supports that help youth become thriving members of their community. Case managers will help prevent youth from engaging in delinquent behaviors and work with parents/guardians to ensure educational goals are met.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Danielle Fokkema, 925-313-4195

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, the one-on-one academic support service will not be available to the transition aged youth attending schools in Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #76-727-2 and Contract #76-727-3 with Benjamin Rayikanti, MD, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County as follows: (1) Cancellation Agreement #76-727-2 with Benjamin Rayikanti, MD, Inc., a professional corporation, effective at the end of business on May 31, 2022; and (2) Contract #76-727-3 with Benjamin Rayikanti, MD, Inc., a professional corporation, in an amount not to exceed \$400,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$400,000 over a two-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers rely on contracts to provide necessary specialty health services to its patients. The contractor’s anesthesiology services will include clinic coverage, consultation, training, medical procedures, and on-call coverage. This contractor has been providing anesthesiology services since April 2021.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samir Shah, MD, 925-370-5525

By: , Deputy

BACKGROUND: (CONT'D)

On May 17, 2022, the Board of Supervisors approved Contract #76-727-1 with Benjamin Rayikanti, MD, Inc., in an amount not to exceed \$380,000, for the provision of anesthesiology services at CCRMC and Contra Costa Health Centers, for the period April 1, 2022 through March 31, 2024.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #76-727-2) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next two years.

Under Contract #76-727-3 contractor will continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients with a new contract term of June 1, 2022 through May 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this cancellation and new contract is not approved contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #27-456-21 with La Clinica De La Raza, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-456-21 with La Clinica De La Raza, Inc., a corporation, in an amount not to exceed \$4,000,000, to provide primary care physician (PCP) and optometry services for Contra Costa Health Plan (CCHP) members and County recipients for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$4,000,000 and will be funded as budgeted by the department in FY 2022-23, by 100% CCHP Enterprise Fund II revenues. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain PCP services including but not limited; to optometry services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor is a Federally Qualified Health Center (FQHC) part of the CCHP Provider Network providing these services since December 1999.

On June 8, 2021, the Board of Supervisors approved Contract #27-456-18 with La Clinica De La Raza, Inc., in an amount not to exceed \$3,000,000, for the provision of PCP and optometry services for CCHP members and County recipients, for the period July 1, 2021 through June 30, 2022.

On October 19, 2021, the Board of Supervisors approved Contract Amendment Agreement #27-456-19, effective September 1, 2021, to amend Contract #27-456-18, to modify the physician recruitment incentive language, with no change in the payment limit of \$3,000,000 and with no change in the original term through June 30, 2022.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

On November 2, 2021, the Board of Supervisors approved Contract Amendment Agreement #27-456-20, effective November 1, 2021, to amend Contract #27-456-18, to increase the payment limit by \$100,000 from \$3,000,000 to a new total payment limit of \$3,100,000 and with no change in the original term through June 30, 2022.

Approval of Contract #27-456-21 will allow the contractor to continue providing PCP and optometry services for CCHP members and county recipients through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain PCP 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: Esa Ehmen-Krause, County Probation Officer
Date: June 21, 2022

Subject: Interagency Agreement with Contra Costa County Office of Education

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Probation Officer, or designee, to execute an Interagency Agreement with Contra Costa County Office of Education (CCCOE) in an amount not to exceed \$234,613 for the Contra Costa County Office of Education to continue to provide assistance to individuals as they transition from the County’s adult detention facilities for the period of July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Community Corrections Performance Incentive funds (SB 678)

BACKGROUND:

Under this agreement, CCCOE provides a 1.0 full time equivalent (FTE) Reentry Transition Specialist, supported by a 0.75 FTE office assistant, to assist individuals as they transition from the County’s adult detention facilities back into Contra Costa County communities. They support incarcerated individuals by identifying and addressing barriers to employment, education and community reintegration; providing incarcerated individuals personalized case management services. They link individuals with appropriate support resources, including reentry centers, social services, housing authorities, drug/alcohol rehabilitations services, the DMV, health services and other applicable community based resources and providers.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Danielle Fokkema, 925-313-4195

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this agreement, key linkages will be unavailable for Contra Costa's adult reentry population.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Novation Contract #74-369-13 with Native American Health Center, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-369-13 with Native American Health Center, Inc., a non-profit corporation, in an amount not to exceed \$265,486, to provide Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) services for the period July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$132,743.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$265,486 for FY 2022-2023 and will be funded 100% by Mental Health Services Act - PEI revenues. (Rate increase)

BACKGROUND:

This contract meets the social needs of the County's population by providing MHSA PEI services to the County since July 1, 2009.

On January 18, 2022, the Board of Supervisors approved Novation Contract #74-369-12 with Native American Health Center, Inc., an amount not to exceed \$257,753, to provide MHSA PEI services for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022.

Approval of Novation Contract #74-369-13 replaces the automatic extension under the prior contract and allows the contractor to continue providing services through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's mental health clients will not have access to this contractor's PEI program.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 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

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Orantes, LLC dba Tiny Toes Preschool for childcare services, 2022-2023

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Orantes, LLC (dba Tiny Toes Preschool), in an amount not to exceed \$380,276 to provide childcare services for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

\$380,276.36: This contract is 36% funded by federal grant funds from the Administration for Children and Families (Head Start and Early Head Start child programs), and the remaining 64% of the contract is State funded through the California Department of Education (CDE). There is no County match requirement. CFDA 93.600. The funds have been budgeted in FY 2022-23.

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Head Start and Early Head Start Child Care Partnership services to program eligible County residents. The Employment and Human Services Department, in turn, contracts with a number of community-based organizations to provide

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

a wider distribution of services.

This contract is to provide 24 Head Start and 8 Early Head Start Child Care Partnership services as well as 14 state slots for children age birth to 3 years.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to fund additional childcare slots in east Contra Costa County via the department's community based agency partner.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Amend FY 2021-2022 First Baptist Church of Pittsburg childcare services contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg to increase the payment limit by \$465,493 to a new payment limit of \$2,640,479 to implement the California Department of Social Services and California Department of Education's daily childcare reimbursement rate increases, with no change to the term July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$2,640,479: This contract is 15% funded by federal grant funds and 85% by state funds. No County match.

BACKGROUND:

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start/Early Head Start and Early Head Start-Childcare Partnership Program services to program eligible County residents. The County contracts with a number of community-based organizations to provide services.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Employment and Human Services Department (EHSD) received notice from the California Department of Education (CDE) and California Department of Social Services (CDSS) of the daily childcare reimbursement rate increases for program year 2021-2022 on October 5, 2021 and January 12, 2022. The General Child Care and Development (CCTR) rate increase was approved by the Board on 6/7/22 [\(C. 37\)](#). The California State Preschool Program (CSPP) rate increase was approved by the Board 2/1/22 [\(C. 43\)](#).

CCTR:

In order to reimburse the contractor using the increased rates, the contract must be amended to increase the CCTR rate of \$43.82 for the period 7/1/21-12/31/21 and to change reimbursement rate to \$63.72 for the period 1/1/22-6/30/22.

CSPP:

The contract must be amended to change the reimbursement rate for the full time CSPP to a rate of \$44.79 for the period 7/1/21-12/31/21 and to change the reimbursement rate to \$63.72 for the period 1/1/22-6/30/22. The part-time rate was increased to \$30.18 for the period 7/1/21-12/31/21 and \$42.57 for the period 1/1/22-6/30/22.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to reimburse Contractor for expenses incurred.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: June 21, 2022

Subject: Interagency Agreement with the Contra Costa County Office of Education

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute an Interagency Agreement with the Contra Costa County Office of Education, in an amount not to exceed \$372,758 to provide student educational programs for youth enrolled in the Briones Youth Academy that graduated from Mt. McKinley High School for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

100% Juvenile Justice Realignment Block Grant.

BACKGROUND:

Under this agreement, Contra Costa Office of Education (CCCOE) will provide 1.0 Full time Equivalent (FTE) General Education Teacher, 1.0 FTE Special Education Instructional Assistant, 0.3 FTE Computer Science Teacher, 0.25 FTE Building and Construction Teacher, and 0.5 FTE Social Emotional Learning Education Liaison, to provide student educational programs for youth enrolled in the Briones Youth Academy that graduated from Mt. McKinley High School during the 2022-2023 academic year. CCCOE recognizes the need for educational services by providing access to robust college courses and vocational programming for students up to age 25 that are enrolled in the Briones Youth Academy.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Danielle Fokkema, 925-313-4195

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, the educational programs will not be available to the youth enrolled in the Briones Youth Academy.

CHILDREN'S IMPACT STATEMENT:

This action supports four of the five community outcomes set forth in the Children's Report Card. They are: Children Ready for and Succeeding in School; Children and Youth Healthy and Preparing for a Productive Adulthood; Families that are Safe, Stable and Nurturing; and Communities that are Safe and Provide a High Quality of Life.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with C.O.P.E. Support Center for family services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Counseling Options & Parent Education Support Center, Inc. (C.O.P.E.), a non-profit corporation, in an amount not to exceed \$256,408, to provide parenting classes and case management throughout Contra Costa County as part of the community-based family support services component of the Promoting Safe and Stable Families (PSSF) Program for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This contract will increase department expenditures by \$128,204 in Fiscal Year 2022-2023 and \$128,204 in Fiscal Year 2023-2024 to be funded by 100% Federal funds (CFDA 93.556), all of which is budgeted in FY22-23 and will be included in the FY23-24 department budget.

BACKGROUND:

C.O.P.E. (Contractor) was selected through the competitive bid process as a result of Contra Costa County Request For Proposal (RFP) #1182 to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

in Contra Costa County. PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Contractor was selected to provide parenting classes and case management throughout Contra Costa County as part of the community-based family support services component of PSSF.

CONSEQUENCE OF NEGATIVE ACTION:

At-risk youth and families will have less access to community-based prevention support services.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 promoting sustainable and successful family reunification to build and support strong family relationships.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #76-782 with Jeff Weichieh Chiu, D.O., Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-782 with Jeff Weichieh Chiu, D.O., Inc., a professional corporation, in an amount not to exceed \$210,000, to provide emergency medicine services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period June 1, 2022 through May 31, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual budgeted expenditures of up to \$210,000 and will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The contractor’s emergency medicine services will include clinic coverage, consultation, training, medical and surgical procedures.

Under Contract #76-782, the contractor will provide emergency medicine services at CCRMC and Contra Costa Health Centers for the period June 1, 2022 through May 31, 2023.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Samir Shah, M.D., 925-370-5525

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring emergency medicine services at CCRMC and Contra Costa Health Centers will not have access to this contractor's services.



Contra
Costa
County

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: June 21, 2022

Subject: APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with Robert Half International, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment with Robert Half International, Inc., to extend the termination date from June 30, 2022 to June 30, 2023 and increase the payment limit by \$2,000,000 from \$6,822,000 to a new payment limit of \$8,822,000 to provide temporary support staff.

FISCAL IMPACT:

The cost will be charged to County departments that utilize services from the Department of Information Technology. (100% General Fund)

BACKGROUND:

The Department of Information Technology (DoIT) has successfully hired six permanent employees over the last year, however, due to attrition and delays in hiring, the department still has an unacceptably high vacancy rate which requires additional temporary technical and support professionals. While the Human Resources Department has actively been recruiting to fill current vacancies, the labor market has been inundated with job openings coupled with a shortage of active job seekers, leaves the department with a continued staffing shortage. Over the past several years the technology requests to support County business has increased significantly which has required

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Marc Shorr, 608-4071

By: , Deputy

cc: Nancy Zandonella

BACKGROUND: (CONT'D)

more staff or different skills sets to both maintain systems and implement new technologies. This need has been amplified since many of our business processes have been altered since the arrival of COVID in March 2020. DoIT as well as other County departments that leverage this contract are utilizing this service to achieve their business needs and to support their existing staff where there are vacancies.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Department of Information Technology will continue to function understaffed which will impact project delivery for current and future County wide projects, service delivery for daily operations and may impede critical monitoring activity to guard against cyber-attacks.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Uplift Family Services dba Pacific Clinics for family preservation services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), a non-profit corporation, in an amount not to exceed \$612,401, to provide family preservation and support services to families referred from existing child welfare cases and/or County Probation Department for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

This will increase department expenditures by \$612,401 funded by 30% County and 70% State 2011 Realignment funds, all of which has been budgeted in FY 2022-23.

BACKGROUND:

The Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau selected this Contractor from a competitive procurement Request for Proposal (RFP) #1169 in FY 2019-2020. Contractor will provide family preservation and support services, including ongoing case management that engage and establish a positive rapport with families who have been referred from existing child welfare cases and/or County Probation Department and who are experiencing multiple stressors impacting their ability to parent effectively and consequently are at risk of having their children placed in out-of-home care.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Absence of these critical services will result in an increased number of children being removed from their families and placed in foster care.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 family support, stability, and safety of children, thereby preventing out-of-home placement.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendments to Outpatient Psychiatrist contracts

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreements with Neil Sachs, M.D., Kimberly Loda, M.D., Indra Singh, M.D., Arianne Ferguson, M.D., Richard D. Baldwin, M.D., Vasanta Venkat Giri, M.D., Robin Wendy Asher, M.D., Bettina K. Mutter, M.D., Ronald L. Leon M.D., Jee Hyun Guss, M.D., Jennifer Lee Miles, and Margaret L. Miller, M.D., effective June 1, 2022, to increase the total payment limits and hourly rates to provide additional outpatient psychiatric services with no change in the contract terms.

FISCAL IMPACT:

The total annual cost is approximately \$306,042 and will be funded by 50% Mental Health Realignment and 50% Federal Medi-Cal funding.

BACKGROUND:

The Board of Supervisors previously approved contracts with 12 psychiatrists as specified below, with payment limits and terms also detailed below. The proposed amendment agreements would increase the total payment limits and hourly rates of each contract, and require the psychiatrists to provide additional outpatient psychiatric services in the Behavioral Health Division’s outpatient clinics. The need for these amendments are due to nationwide shortage of psychiatrists resulting in a competitive market for these providers and current contracted psychiatrists unwilling to fully staff shifts in the Behavioral Health Division’s outpatient clinics.

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- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5212

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

The requested amendment agreements would increase the payment limits of each contract as stated below, and would allow the Behavioral Health Division to maintain adequate staff to provide increased services in its outpatient psychiatric clinics.

Contract Amendment Number	Contractor	Increase	Original Payment Limit	New Payment Limit	Term Ending Date
74-446-11	Neil Sachs, M.D.	\$25,000	\$269,568	\$294,568	September 30, 2022
24-704-10	Kimberly Loda, M.D.	\$25,000	\$262,080	\$287,080	September 30, 2022
74-462-11	Indra Singh, M.D.	\$31,949	\$319,488	\$351,437	April 30, 2023
74-470-9	Arienne Ferguson, M.D.	\$25,000	\$209,664	\$234,664	August 31, 2022
74-343-15	Richard D. Baldwin M.D.	\$25,000	\$264,960	\$289,960	December 31, 2022
74-438-198	Vasanta Venkat Giri, M.D.	\$25,000	\$376,320	\$401,320	December 31, 2022
74-514-9	Robin Wendy Asher, M.D.	\$23,962	\$239,616	\$263,578	March 31, 2023
74-619-2	Bettina K. Mutter, M.D.	\$25,000	\$319,488	\$344,488	October 31, 2022
74-394-16	Ronald L. Leon, M.D.	\$222,215	\$222,144	\$244,359	March 31, 2023
74-365-15	Jee Hyun Guss, M.D.	\$25,000	\$329,280	\$354,280	August 31, 2022
74-592-5	Jennifer Lee Miles	\$31,950	\$319,488	\$351,438	March 31, 2023
74-489-9	Margaret L. Miller, M.D.	\$20,966	\$209,664	\$230,630	April 30, 2023

CONSEQUENCE OF NEGATIVE ACTION:

If these contract amendment are not approved, the Behavioral Health Division will not be able to adequately staff its outpatient psychiatric clinics.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Wayfinder Family Services for adoption support services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Wayfinder Family Services, a non-profit corporation, in an amount not to exceed \$330,000, to provide pre- and post-adoption support services under the Adoption Promotion and Support Services component of the Promoting Safe and Stable Families Program for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This contract will increase department expenditures by \$165,000 in Fiscal Year 2022-2023 and \$165,000 in Fiscal Year 2023-2024 to be funded by 100% Federal Funds (CFDA 93.556), all of which is budgeted in FY22-23 and will be included in the FY23-24 department budget.

BACKGROUND:

Wayfinder Family Services (Contractor) was selected to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program in Contra Costa County through the competitive bid process Request For Proposal (RFP) #1182. PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

including (1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Contractor was selected to provide a variety of adoptions support services including community outreach, information and referral linkages, welcome packages, consultation and case management, support groups and training for youth and parents, and family and youth activities under the Adoption Promotion and Support Services component of the PSSF.

CONSEQUENCE OF NEGATIVE ACTION:

At-risk youth and families will have less access to community-based prevention support services.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 promoting sustainable and successful family reunification to build and support strong family relationships.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Contra Costa Interfaith Transitional Housing for youth services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Contra Costa Interfaith Transitional Housing (dba Hope Solutions), in an amount not to exceed \$281,576, to provide intensive case management, clinical, and academic support services to families who are formerly homeless, at risk to become homeless, and living in poverty under the Family Preservation component of the Promoting Safe and Stable Families (PSSF) Program for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This contract will increase department expenditures by \$140,788 in Fiscal Year 2022-2023 and \$140,788 in Fiscal Year 2023-2024 to be funded by 100% Federal Funds (CFDA 93.556), all of which is budgeted in FY22-23 and will be included in the FY23-24 department budget.

BACKGROUND:

Contra Costa Interfaith Transitional Housing, dba Hope Solutions (Contractor) was selected to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program in Contra Costa County through the competitive bid process Request For Proposal (RFP) #1182.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Contractor was selected to provide evidence-based mental health, case management, parenting education, early intervention, afterschool programming, and other youth enrichment services to families who are formerly homeless, at risk to become homeless, and living in poverty. Contractor will embed these supportive programs within affordable housing sites located in Concord (Lakeside Apartments), Pleasant Hill (Garden Park Apartments), Pittsburg (Los Medanos Village), and Bay Point (Bella Monte Apartments) and offer to residents to promote healing, self-sufficiency and resilience as part of the Family Preservation component of PSSF.

CONSEQUENCE OF NEGATIVE ACTION:

At-risk youth and families will have less access to community-based prevention support services.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 promoting sustainable and successful family reunification to build and support strong family relationships.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Amend FY 2021-2022 Orantes, LLC dba Tiny Toes Preschool Childcare Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract amendment with Orantes, LLC (dba Tiny Toes Preschool and Childcare Center) to increase the payment limit by \$42,552 to a new payment limit of \$344,780 with no change to term July 1, 2021 through June 30, 2022, due to an increase in the daily childcare rate by the California Department of Education and the California Department of Social Services.

FISCAL IMPACT:

\$344,780: This contract is 40% funded by Federal grant funds and 60% from State funds, all of which is budgeted in FY 2021-22. There is no County match requirement. CFDA 93.600

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Head Start and Early Head Start Child Care Partnership services to program eligible County residents. The Employment and Human Services Department (EHSD), in turn, contracts with a number of community-based organizations to provide a wider distribution of services. On July 13, 2021, the Board of Supervisors authorized the execution of a contract with Orantes, LLC (dba Tiny Toes Preschool) in an amount not to exceed \$302,227.60, to provide childcare services, for the period July 1, 2021 through June 30, 2022 ([C. 55](#)).

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Subsequently, EHSD received notifications from the California Department of Education and California Department of Social Services of amendments for 2021-2022 on October 5, 2021 and January 12, 2022 due to an increase in the Child Day of Enrollment rate (CDE). The General Child Care and Development Program (CCTR) rate increase was approved by the Board of Supervisors on June 7, 2022 (C. 37). The California State Preschool Program (CSPP) rate increase was approved by the Board of Supervisors on February 1, 2022 (C. 43).

General Child Care and Development Program (CCTR):

The amendments included a change in reimbursement rate for Full Day General Child Care and Development (CCTR) to \$51.55 for the period of July 1, 2021--December 31, 2021 and \$74.97 for the period of January 1, 2022--June 30, 2022. The Community Services Bureau (CSB) administers a 15% administration cost per CDE rate based on Contractor's program model of full-time full-year. Therefore, the rates that were used to calculate the payment limit of \$344,780 for the contract amendment were increased to a rate of \$43.82 for the period of July 1, 2021--December 31, 2021 and \$63.72 for the period of January 1, 2022--June 30, 2022.

California State Preschool Program (CSPP):

There was a change in reimbursement rate for Full Day California State Preschool Program (CSPP) to \$52.69 for the period of July 1, 2021--December 31, 2021 and a change in reimbursement rate to \$74.97 for the period of January 1, 2022--June 30, 2022. CSB administers a 15% administration cost per CDE rate based on Contractor's program model of full-time full-year. Therefore, the full time CSPP rates that were used to calculate the payment limit of \$344,780 for the contract amendment were increased to a rate of \$44.79 for the period of July 1, 2021--December 31, 2021 and \$63.72 for the period of January 1, 2022--June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to fund additional support to community based agency partner Orantes, LLC.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: FY 2021-2022 First Baptist Church of Pittsburg Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment & Human Services Director, or designee, to execute a contract with First Baptist Church of Pittsburg in an amount not to exceed \$468,115 to reimburse the contractor for expenses related to the COVID-19 pandemic and enhancement to support staff, families and children returning to Head Start and Early Head Start programs as set forth by the Administration for Children and Families (ACF), for the term June 22, 2022 through June 30, 2022. This contract has been approved as to form by County Counsel.

FISCAL IMPACT:

\$468,115: This contract is 100% funded by federal grant funds. The \$468,115 supplemental childcare funds, all of which are already budgeted in FY 21-22, are part of the American Rescue Plan (ARP) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. CFDA/AL 93.600.

BACKGROUND:

These supplemental childcare funds are part of the American Rescue Plan (ARP) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act one-time funding.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: A. Bailey-Nesbitt, (925)
608-4930

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This contract is to reimburse First Baptist Church of Pittsburg for costs incurred between July 1, 2021 through June 30, 2022 related to the COVID-19 pandemic and enhancements to support staff, families, and children returning to Head Start and Early Head Start programs. Since this Board Order will be submitted to the Board of Supervisors on June 21, 2022, the term of this contract will be for a period of nine days from June 22, 2022 through June 30, 2022, which has been approved by County Counsel. However, the Contractor is allowed to submit reimbursement requests related to eligible expenses dating back to July 1, 2021. The COVID-19 pandemic funding for this new contract supplements existing contracts awarded to First Baptist Church of Pittsburg on July 13, 2021 through Board Orders [C. 61](#), [C. 63](#), and [C. 65](#).

Both the ARP and CRRSA Acts expand flexibility to provide childcare assistance to families and children, support childcare providers, and provide lead agencies with additional funds to prevent, prepare for, and respond to COVID-19. Use of funds are to continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. Expenditures to be reimbursed must be related to COVID-19.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community-based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: FY 2021-2022 Aspiranet Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Aspiranet in an amount not to exceed \$223,198 to reimburse the contractor for expenses related to the COVID-19 pandemic and enhancement to support staff, families and children returning to Head Start and Early Head Start programs as set forth by the Administration for Children and Families (ACF), for the term June 22, 2022 through March 31, 2023.

FISCAL IMPACT:

\$223,198: This contract is 100% funded by federal grant funds. The \$223,198 supplemental childcare funds, all of which is budgeted in FY 21-22, are part of the American Rescue Plan (ARP) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. CFDA/AL 93.600.

BACKGROUND:

These supplemental childcare funds are part of the American Rescue Plan (ARP) Act and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act one-time funding.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: A. Bailey-Nesbitt, (925)
608-4930

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This contract is to reimburse Aspiranet for costs incurred between July 1, 2021 through March 31, 2023 that are related to the COVID-19 pandemic and enhancements to support staff, families, and children returning to Head Start and Early Head Start programs. Since this Board Order will be submitted to the Board of Supervisors on June 21, 2022, the term of this contract will be for the period June 22, 2022 through March 31, 2023, which has been approved by County Counsel. However, the Contractor is allowed to submit reimbursement requests related to eligible expenses dating back to July 1, 2021. The COVID-19 pandemic funding for this new contract supplements existing contracts awarded to Aspiranet on July 13, 2021 through Board Order [C. 57](#).

Both the ARP and CRRSA Acts expand flexibility to provide childcare assistance to families and children, support child care providers, and provide lead agencies with additional funds to prevent, prepare for, and respond to COVID-19. Use of funds are to continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. Expenditures to be reimbursed must be related to COVID-19.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be able to more widely distribute childcare availability through partnership with community-based agencies.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Purchase Order with Reliance Wholesale, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Department, a Blanket Purchase Order with Reliance Wholesale, Inc. in the amount of \$325,000 for Intravenous (IV) and Pharmaceutical drugs and supplies to be used at Contra Costa Regional Medical Center and Health Centers for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this purchase order will result in \$325,000 in expenditures for IV and Pharmaceutical drugs and supplies will be funded by 90% Hospital Enterprise Fund I revenues and 10% American Rescue Plan Act allocations.

BACKGROUND:

Reliance Wholesale, Inc., is a pharmaceutical company that provides the Contra Costa Regional Medical Center and Health Centers with medications and pharmaceutical products unavailable through the contracted wholesaler Cardinal or the direct manufacturer of these products. The U.S. has been experiencing a rapidly increasing frequency of drug shortages in the past two decades, which have caused numerous difficulties for clinicians, health care facilities, patients, and federal regulators. Drug shortages are the most burdensome obstacle in providing optimal level of care in the healthcare industry from the medication management perspective. This problem has been intensified in past two years in face of a worldwide pandemic, creating yet a new level of challenge in healthcare. This is particularly important as this shortage affects the most vulnerable patient population affected by COVID-19 in the most critical environments of the hospital being ICU and emergency care settings with a specific "types" of critical medication not being immediately available nationwide.

Drug shortages are caused by many factors, including difficulties in acquiring raw materials, manufacturing problems, regulatory issues, and business decisions, as well as many other disturbances within the supply chain. They adversely affect patient care by causing substitution of safe and effective therapies with alternative treatments; compromising or delaying medical procedures; or causing medication errors.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Irene Segovia, (925) 335-7474

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Drug shortages also significantly burden health care providers and health care facility finances and personnel.

At CCRMC, when clinically proven, the Pharmacy Dept. may substitute the shorted item with compatible alternatives. However, when this is not an option or clinically indicated, and in order to optimize the standard of care, obtaining the product via reputable resources such as Reliance are critical.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the department will not be able to take care of its patient population at the Contra Costa Regional Medical Center and Health Centers.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: 2022 Young Men’s Christian Association of the East Bay Head Start Delegate Agency Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Young Men’s Christian Association of the East Bay (dba YMCA of the East Bay), in an amount not to exceed \$1,160,876 to serve as the delegate agency and operate a Head Start program in east Contra Costa County, for the period July 1, 2022 through December 31, 2022.

FISCAL IMPACT:

\$1,160,876 is 100% federally funded by the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), all of which has been budgeted in FY 2021-2022. There is no County match requirement. CFDA 93.600.

BACKGROUND:

On January 21, 2022, the Contra Costa County Employment and Human Services Department (EHSD), Community Services Bureau (CSB), issued Request for Proposals (RFP) #1184 to select a contractor to serve as a delegate agency to operate a Head Start program in East County. The RFP made available funding up to \$1,160,876 for qualified organizations to deliver Head Start (HS) services as a delegate agency serving 257 eligible children and their families in east Contra Costa County for the period July 1, 2022 through December 31, 2022.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: CSB (925) 681-6389

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Additionally, up to \$2,425,499 in State Childcare Partnership, California Department of Education (CDE) and California Department of Social Services (CDSS) funds is available through an initial six-month partnership to provide infant, toddler, and preschool child development services to 341 eligible children. The amount of \$2,425,499 available from CED and CDSS for State Childcare Partnership has been increased to a new payment limit of \$3,203,750 due to rate increases: The CDE issued two rate increases for which the Board of Supervisors (BOS) approved revenue contract amendments on February 1, 2022 ([C. 43](#)) and March 1, 2022 ([C. 26](#)). The CDSS issued a Cost-of-Living Adjustment (COLA) for which the Board of Supervisors approved the revenue contract amendment on February 1, 2022 ([C. 48](#)).

The proposal submitted by the YMCA of the East Bay to serve as the delegate agency and to operate a Head Start program in the eastern portion of Contra Costa County was reviewed by six experts in the field. The consensus was that the proposal was comprehensive and concordant with the needs of the population in that geographical area of Contra Costa County.

On April 6, 2022, the Head Start Policy Council made a recommendation to the BOS to award the contract to the YMCA of the East Bay. On April 12, 2022 ([C. 93](#)), the BOS approved negotiations with YMCA of the East Bay to develop a delegate contract in an amount not to exceed \$1,160,876 to serve the eastern portion of Contra Costa County.

Negotiations have been completed. With the BOS approval, YMCA will serve 257 children and their families under the delegate agency contract. In addition, if approved, the County will enter into partnership agreements with YMCA to provide additional Head Start and State Preschool (State other programs) services to serve 341 children.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to execute a contract with the YMCA of East Bay, resulting in a lapse in Head Start services in the eastern portion of Contra Costa County.

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 children throughout Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #74-475-98(5) with Clifford Owens, LMFT (dba: Odyssey for Personal Wellness, Inc.)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Contract #74-475-98(5) with Clifford Owens, LMFT (dba Odyssey for Personal Wellness, Inc.), a corporation, in an amount not to exceed \$236,000, for the provision of Medi-Cal specialty mental health services for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

Approval of this contract will result in contractual service expenditures over a two-year period and will be funded by 50% Federal Medi-Cal and 50% State Mental Health Realignment revenues. (No rate increase)

BACKGROUND:

On January 14, 1997, the Board of Supervisors adopted Resolution #97/17, authorizing the Health Services Director to contract with the State Department of Mental Health, (now known as the Department of Health Care Services) to assume responsibility for Medi-Cal specialty mental health services. Responsibility for outpatient specialty mental health services involves contracts with individual, group and organizational providers to deliver these services. The county has been contracting with Clifford Owens, LMFT (dba Odyssey for Personal Wellness) since August 2019.

In June 2020, the County Administrator approved, and the Purchasing Services Manager executed Contract #74-475-98(2) with Clifford Owens, LMFT (dba: Odyssey for Personal Wellness), in an amount not to exceed \$195,000 for the provision of Medi-Cal specialty mental health services, for the period from July 1, 2020 through June 30, 2022.

On January 11, 2022, the County Administrator approved, and the Purchasing Services Manager executed Contract Amendment Agreement #74-475-98(3), effective January 1, 2022, with Clifford Owens, LMFT (dba: Odyssey for Personal Wellness), to increase the contract payment limit by \$12,000 to a new contract payment limit of \$207,000, to allow the contractor to provide additional Medi-Cal specialty mental health services through June 30, 2022.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, 925-957-5169

By: , Deputy

BACKGROUND: (CONT'D)

On May 24, 2022, the County Administrator approved, and the Purchasing Services Manager executed Contract Amendment Agreement #74-475-98(4), effective May 15, 2022, with Clifford Owens, LMFT (dba: Odyssey for Personal Wellness), to increase the contract payment limit by \$8,000 to a new contract payment limit of \$215,000, to allow the contractor to provide additional Medi-Cal specialty mental health services through June 30, 2022.

Approval of Contract #74-475-98(5) will allow the contractor to continue providing Medi-Cal specialty mental health services through June 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, services provided to Contra Costa Mental Health Plan Medi-Cal beneficiaries could be negatively impacted, including access to services, choice of providers, cultural competency, language capacity, geographical locations of service providers, and waiting lists.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #77-477 with EZ Ride, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-477 with EZ Ride LLC, a limited liability company, in an amount not to exceed \$300,000, to provide non-emergency medical transportation services for Contra Costa Health Plan (CCHP) Medi-Cal members for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$300,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized non-emergency medical health care transportation services, for its Medi-Cal members under the terms of their Individual and Group Health Plan membership contracts with the County.

Under new Contract #77-477, the contractor will provide non-emergency medical transportation services for CCHP Medi-Cal members for the period July 1, 2022 through June 30, 2024.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain non-emergency medical health care transportation services for CCHP and Medi-Cal 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: June 21, 2022

Subject: Amendment #74-054-29 with Community Health for Asian Americans

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-054-29 with Community Health for Asian Americans, a non-profit corporation, effective January 1, 2022, to amend Contract #74-054-27 (as amended by Amendment Agreement #74-054-28), to increase the payment limit by \$5,000, from \$253,848 to a new payment limit of \$258,848, with no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$5,000 and will be funded 100% by Proposition 64 funds. (No rate increase)

BACKGROUND:

The County has been contracting with Community Health for Asian Americans, since April 2000 to provide to provide youth, family and drug abusive prevention services in West Contra Costa County.

In April 2021, the County Administrator approved and the Purchasing Services Manager executed Contract #74-054-27 with Community Health for Asian Americans, in an amount not to exceed \$181,955, for the provision of youth, family and drug abuse prevention services in West Contra Costa County, for the period July 1, 2021 through June 30, 2022.

On April 12, 2022, the Board of Supervisors approved Amendment Agreement #74-054-28, to increase the contract payment limit by \$71,893 to a new payment limit of \$253,848, effective September 1, 2021, to provide additional drug abusive prevention services, with no change in the original term July 1, 2021 through June 30, 2022.

Approval of Contract Amendment Agreement #74-054-29 will allow the contractor to provide additional drug abuse prevention services through June 30, 2022.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

BACKGROUND: (CONT'D)

The delay of this amendment was due to the resurgence of COVID-19 which resulted in service interruptions, productivity declines and cash flow issues with the community based behavioral health service providers.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, clients in West Contra Costa County will not have access to this contractor's services.

CHILDREN'S IMPACT STATEMENT:

This Alcohol and Drug Abuse prevention program supports the Board of Supervisors' "Families that are Safe, Stable, and Nurturing" and "Communities that are Safe and Provide a High Quality of Life for Children and Families" community outcomes by providing individual, group, and family counseling; substance abuse education; rehabilitation support services; and substance abuse prevention services. Expected outcomes include increased knowledge about the impact of addiction; decreased use of alcohol, tobacco and other drugs; increased use of community-based resources; and increased school and community support for youth and parents in recovery.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment #74-578-4 with Oxford House, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-578-4 with Oxford House, Inc., a non-profit corporation, effective January 1, 2022, to amend Contract #74-578-3, to increase the payment limit by \$195,856, from \$165,624 to a new payment limit of \$361,480, with no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$195,856 and will be funded 100% by Coronavirus Response and Relief Supplemental Appropriations Act revenues.

BACKGROUND:

The County has been contracting with Oxford House, Inc., since October 2018 to provide access to recovery residences living facilities and services in order to assist residents maintain an alcohol-free and drug-free lifestyle and transition back into the community.

In July 2021, the County Administrator approved and the Purchasing Services Manager executed Contract #74-578-3 with Oxford House, Inc., in an amount not to exceed \$165,624, to provide access to recovery residences living facilities and services in order to assist residents maintain an alcohol-free and drug-free lifestyle and transition back into the community, for the period July 1, 2021 through June 30, 2022.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: E Suisala , M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #74-578-4 will allow the contractor to provide additional drug abuse prevention services through June 30, 2022.

The delay of this amendment was due to the resurgence of COVID-19 which resulted in service interruptions, productivity declines and cash flow issues with the community based behavioral health service providers.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County clients will not have access to this contractor's services.

CHILDREN'S IMPACT STATEMENT:

This Alcohol and Drug Abuse prevention program supports the Board of Supervisors' "Families that are Safe, Stable, and Nurturing" and "Communities that are Safe and Provide a High Quality of Life for Children and Families" community outcomes by providing individual, group, and family counseling; substance abuse education; rehabilitation support services; and substance abuse prevention services. Expected outcomes include increased knowledge about the impact of addiction; decreased use of alcohol, tobacco and other drugs; increased use of community-based resources; and increased school and community support for youth and parents in recovery.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contract with Uplift Family Services dba Pacific Clinics for family visitation and reunification services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Uplift Family Services (dba Pacific Clinics), a non-profit corporation, in an amount not to exceed \$330,000 to provide Community Based Supervised Family Visitation Services (CBSFV) as part of the Family Reunification component of the Promoting Safe and Stable Families (PSSF) Program for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

This contract will increase department expenditures by \$165,000 in FY 2022-2023 and \$165,000 in FY 2023-2024 to be funded by 100% Federal funds (CFDA 93.556), all of which is budgeted in FY22-23 and will be included in the FY23-24 department budget.

BACKGROUND:

Uplift Family Services dba Pacific Clinics (Contractor) was selected to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program in Contra Costa County through the competitive bid process Request for Proposal (RFP) #1182.

PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: C. Youngblood (925) 608-4964

By: , Deputy

cc:

BACKGROUND: (CONT'D)

family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Contractor was selected to provide supervised visitation for children in out-of-home care in order to maintain a relationship with their parents, siblings, and other family members as part of the Family Reunification component of PSSF.

CONSEQUENCE OF NEGATIVE ACTION:

Foster youth would be at risk of experiencing disruptions to receiving high-quality, regular visitation with family.

CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 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 promoting sustainable and successful family reunification to build and support strong family relationships.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #26-689-9 Contract #26-689-10 with Jeffrey J. Saadi, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County as follows: (1) Cancellation Agreement #26-689-9 with Jeffrey J. Saadi, M.D., an individual, effective at the end of business on May 31, 2022; and (2) Contract #26-689-10 with Jeffrey J. Saadi, M.D., an individual, in an amount not to exceed \$1,215,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,215,000 over a 3-year period and will funded 100% by Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The contractor's anesthesiology services will include clinic coverage, consultation, training, on-call and medical procedures. The contractor has been providing anesthesiology services to county since January 2011.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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 October 8, 2019, the Board of Supervisors approved Contract #26-689-8 with Jeffrey J. Saadi, M.D, in an amount not to exceed \$1,215,000 to provide anesthesiology services to CCRMC and Contra Costa Health Centers' patients including consultation, on-call and clinic coverage, for the period from October 1, 2019 through September 30, 2022.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #26-689-9) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

Approval of Contract #26-689-10 will allow contractor to continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #26-788-12 Contract #26-788-13 with Peyman Keyashian, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County as follows: (1) Cancellation Agreement #26-788-12 with Peyman Keyashian, M.D., an individual, effective at the end of business on May 31, 2022; and (2) Contract #26-788-13 with Peyman Keyashian, M.D., an individual, in an amount not to exceed \$2,100,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$2,100,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The contractor's anesthesiology services will include clinic coverage, consultation, training, on-call and medical procedures. The contractor has been providing anesthesiology services to the County since January 2015.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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 January 7, 2020, the Board of Supervisors approved Contract #26-689-10 with Peyman Keyashian, M.D., in an amount not to exceed \$2,040,000 to provide anesthesiology services to CCRMC and Contra Costa Health Centers' patients including consultation, on-call and clinic coverage, for the period from February 1, 2020 through January 31, 2023.

On October 29, 2020, the Board of Supervisors approved Amendment Agreement #26-788-11 with Peyman Keyashian, M.D., effective October 1, 2020, to include patient care and administrative services with no change in the original payment limit of \$2,040,000, and no change in the original term of February 1, 2020 through January 31, 2023

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #26-788-12) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

Approval of Contract #26-788-13 will allow the contractor to continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #26-875-30 Contract #26-875-31 with Paul H. Kwok, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County as follows: (1) Cancellation Agreement #26-875-30 with Paul H. Kwok, M.D., an individual, effective at the end of business on May 31, 2022; and (2) Contract #26-875-31 with Paul H. Kwok, M.D., an individual, in an amount not to exceed \$1,347,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,347,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The contractor's anesthesiology services will include clinic coverage, consultation, training, on-call and medical procedures. The contractor has been providing anesthesiology services to County since August 1986.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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 October 22, 2019, the Board of Supervisors approved Contract #26-875-29 with Paul H. Kwok, M.D., in an amount not to exceed \$1,347,000 to provide anesthesiology services to CCRMC and Contra Costa Health Centers' patients including consultation, on-call and clinic coverage, for the period from October 1, 2019 through September 30, 2022.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #26-875-30) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

Approval of Contract #26-875-31 will allow contractor to continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #76-605-3 with First Choice Anesthesia Consultants of Northern California PC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-605-3 with First Choice Anesthesia Consultants of Northern California PC, a corporation, in an amount not to exceed \$850,000, to provide anesthesia services for the period from March 1, 2022 through February 28, 2023.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$850,000 and is funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

This contract meets the social needs of the County's population by providing anesthesia services at Contra Costa Regional Medical Center (CCRMC) and Health Centers for general surgery, obstetrics, intensive care and radiology units and has been contracting with the County since November 2017.

On March 30, 2021, the Board of Supervisors approved Contract #76-605-2 with First Choice Anesthesia Consultants of Northern California, PC, in an amount not to exceed \$850,000 to provide anesthesia services at CCRMC and Health Centers for the period March 1, 2021 through February 28, 2022.

Approval of Contract #76-605-3 will allow the contractor to continue providing anesthesia services through February 28, 2023. The delay in processing this contract was due to ongoing negotiations between the department and the contractor.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not be able to provide anesthesia services to CCRMC patients.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samir Shah, M.D. 925-370-5525

By: , Deputy

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Cancellation Agreement #26-995-20 Contract #26-995-21 with George Lee, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County as follows: (1) Cancellation Agreement #26-995-20 with George Lee, M.D., an individual, effective at the end of business on May 31, 2022; and (2) Contract #26-995-21 with George Lee, M.D., an individual, in an amount not to exceed \$1,850,000, to provide anesthesiology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,850,000 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The contractor's anesthesiology services will include clinic coverage, consultation, training, on-call and medical procedures. The contractor has been providing anesthesiology services to the County since August 2002.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 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 June 8, 2021, the Board of Supervisors approved Contract #26-995-19 with George Lee, M.D., in an amount not to exceed \$1,850,000 to provide anesthesiology services to CCRMC and Contra Costa Health Centers' patients including consultation, on-call and clinic coverage, for the period from August 1, 2021 through July 31, 2024.

In consideration of the County's necessity to contract for specialized services due to recruitment and retention limitations, and the agreement to continue providing services, the department and contractor have agreed to (1) mutual cancellation of the current contract in accordance with General Conditions Paragraph 5 (Termination), of the contract (Cancellation Agreement #26-995-20) will accomplish this cancellation, and (2) establish a new contract with the correct terms and conditions for the next three years.

Approval of Contract #26-995-21 will allow contractor to continue to provide anesthesiology services to CCRMC and Contra Costa Health Center patients through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will be unable to provide anesthesiology services to CCRMC and Health Centers patients.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #77-381 with 3 Prong (dba 3 Prong Health)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of County Contract #77-381 with 3 Prong (dba 3 Prong Health), a corporation, in an amount not to exceed \$600,000, to provide behavioral telehealth services and utilization management (UM) services for outpatient behavioral health program services for Contra Costa Health Plan (CCHP) members for the period June 1, 2022 through May 31, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$600,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II allocations.

BACKGROUND:

CCHP has an obligation to provide certain specialized behavioral health services and UM services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Services for behavioral telehealth outpatient therapy, services may include, but are not limited to: electronic video and communication technologies to facilitate outpatient therapy services including diagnosis, consultation, treatment, education, and care management services for CCHP members. Contractor provides UM services for outpatient behavioral health program services for CCHP members.

Under new Contract #77-381, the contractor will provide behavioral telehealth services and UM services for outpatient behavioral health programs to CCHP members, for the period June 1, 2022 through May 31, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized behavioral telehealth services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment #24-243-76 with R.E.A.C.H. Project

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #24-243-76 with R.E.A.C.H. Project, a non-profit corporation, effective January 1, 2022, to amend Contract #24-243-73 (as amended by Amendment Agreement #24-243-75) to increase the payment limit by \$470,160, from \$1,346,995 to a new payment limit of \$1,817,155, to provide additional drug abuse prevention and treatment services, with no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$470,160 and will be funded 100% by Coronavirus Response and Relief Supplemental Appropriations Act revenues. (No rate increase)

BACKGROUND:

The County has been contracting with R.E.A.C.H. Project, since July 1981 to provide drug abuse prevention and treatment services. This contract meets the social needs of the County's population by providing specialized substance abuse treatment and prevention programs to help clients to achieve and maintain sobriety and to experience the associated benefits of self-sufficiency, family reunification, cessation of criminal activity and productive engagement in the community. On July 13, 2021, the Board of Supervisors approved Contract #24-243-73 with R.E.A.C.H. Project to provide drug abuse prevention and treatment services at the contractor's facilities throughout East County, in the amount of \$1,274,284 for the period from July 1, 2021 through June 30, 2022.

On April 12, 2022, the Board of Supervisors approved Amendment Agreement #24-243-75 to increase the payment limit from \$1,274,284 to \$1,346,995, effective January 1, 2022, to provide additional drug abuse prevention and treatment services with no change in the term July 1, 2021 through June 30, 2022.

Approval of Contract Amendment Agreement #24-243-76 will allow the contractor to provide additional drug abuse prevention and treatment

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: E Suisala , M Wilhelm

BACKGROUND: (CONT'D)

services through June 30, 2022. The delay of processing amendment was due to an unforeseen increase in services at the Oakley adult facility requiring an increase in the payment limit.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the contractor will not be properly reimbursed for all services provided during the fiscal year.

CHILDREN'S IMPACT STATEMENT:

This Alcohol and Drug Abuse prevention program supports the Board of Supervisors' "Families that are Safe, Stable, and Nurturing" and "Communities that are Safe and Provide a High Quality of Life for Children and Families" community outcomes by providing individual, group, and family counseling; substance abuse education; rehabilitation support services; and substance abuse prevention services. Expected outcomes include increased knowledge about the impact of addiction; decreased use of alcohol, tobacco and other drugs; increased use of community-based resources; and increased school and community support for youth and parents in recovery.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Contract Amendment with Fehr & Peers for the Marsh Creek Corridor Multi-Use Trail Study

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Fehr & Peers to extend the term from June 30, 2022 through December 31, 2022 with no change to the payment limit, to continue analyzing the feasibility of multi-use trail concepts for the Marsh Creek Corridor.

FISCAL IMPACT:

No impact to the County's General Fund. Staff time and proposed County funding are included in existing work plans and budgets. Previously approved or reviewed allocations fund the project: Livable Communities Trust Fund District III portion (\$250,000, Board approved 12/20/16), East Contra Costa County Habitat Conservancy Restoration Planning Funds (\$25,000, 7/20/16) and Road Fund – Advance Planning (gas tax) (\$24,735).

BACKGROUND:

In November 2018, the Department of Conservation and Development (DCD) entered into a contract with Fehr & Peers ("Contractor") in an amount not to exceed \$299,735 for the period November 15, 2018 through December 31, 2020, to assist DCD in developing and studying the feasibility of a multi-use trail in the Marsh Creek Corridor. Three contract extensions have been approved. The first contract extension was approved in November 2020 due to project delays from COVID-19 with an end date of June 30, 2021, the second through December 31, 2021 to develop the Draft Study document, and a third to continue Draft Study development and additional public outreach.

Additional project development work and public outreach are still underway and staff has determined it is necessary to extend this contract a fourth time to allow the Contractor to continue providing services. Additional public outreach and publication of the Draft Study will occur through the summer of 2022 and a Final Study will be completed by the end of 2022. There will be no change to the existing payment limit of \$299,735.

CONSEQUENCE OF NEGATIVE ACTION:

If the recommended action is not approved, Fehr & Peers would not be able to continue to provide services, which may result in delayed delivery of the Final Study.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022**
 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: June 21, 2022

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

Contact: Jamar Stamps (925) 655-2917

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Contra Costa Centre Association Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Conservation and Development, or designee, to execute a contract with the Contra Costa Centre Association in an amount not to exceed \$389,115 to provide transportation demand management services for the Contra Costa Centre (Pleasant Hill BART) area, for the period July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

No impact to the County General Fund. 100% County Service Area M-31 funds. The commercial property owners at Contra Costa Centre voted to approve the formation of County Service Area M-31 to fund County-mandated transportation demand management services in the area.

BACKGROUND:

Contra Costa County (County) has required a Transportation Demand Management (TDM) program for the Contra Costa Centre area since 1986 to encourage the use of alternative modes of transportation by BART station area employees in order to mitigate the traffic impacts resulting from the development of the area. Property owners in Contra Costa Centre area were required to establish a County Service Area with an annual assessment to fund the TDM Program. The County has entered an agreement with the Contra Costa Centre Association to manage the TDM program for the Contra Costa Centre area each year since 1990.

The TDM program offers commute alternative service to BART station area employees. While there is no mandate requiring participation by employers or any penalty for non-participation, there has been high participation in the program by both employers and employees. The TDM program goals of achieving over 30% of the area employees travel to work via alternative modes (transit, carpool, van-pools, bicycle, walk, telecommute, etc.) have consistently been met.

The project agreement covers a 12-month period from July 1, 2022 through June 30, 2023. It funds the operation of van-pools and a noon-time shuttle service to nearby commercial areas, bicycle services, on-site transit ticket sales, and marketing and management of a variety of transit subsidy and incentive programs.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Maureen Toms (925) 655-2895

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa Centre Association members who have paid an annual assessment for transportation demand management services would be unable to provide them through this contract.

ATTACHMENTS



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment #74-174-45 with Bi-Bett

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-174-45 with Bi-Bett, a non-profit corporation, effective August 5, 2021, to amend Contract #74-174-39, (as amended by Amendment Agreements #74-174-40 through #74-174-44) to modify the fee schedule, as set by the State, for outpatient substance use disorder prevention, treatment, and detoxification services, with no change in the original payment limit of \$5,232,481, and no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will not impact the payment limit of the contract; however, the fee schedule will be modified and include new rates as set by the State.

BACKGROUND:

The County has been contracting with Bi-Bett since May 2002 to provide substance use disorder treatment services for County residents referred through the Behavioral Health Access Line. This contract meets the social needs of the County's population by providing specialized substance use disorder treatment services so that men and women, including women with children, are provided an opportunity to achieve and maintain sobriety and to experience the associated benefits of self-sufficiency, family reunification, cessation of criminal activity and productive engagement in the community.

On July 27, 2021, the Board of Supervisors approved Contract #74-174-39, with Bi-Bett, in an amount not to exceed \$5,232,481 to provide substance use disorder treatment services for County residents referred through the Behavioral Health Access Line, for the period from July 1, 2021 through June 30, 2022.

On November 23, 2021, the Board of Supervisors approved Contract Amendment Agreement #74-174-40 to modify the rates, effective July 1, 2021, with no change in the original payment limit of \$5,232,481, and no change in the original term of July 1, 2021 through June 30, 2022.

On February 1, 2022, the Board of Supervisors approved Amendment Agreement #74-174-42, to modify rates, effective January 1, 2022, with no change in the original payment limit of \$5,232,481, and no change in the original term of July 1, 2021 through June 30, 2022.

On April 12, 2022, the Board of Supervisors approved Amendment Agreement #74-174-43, to modify the rates, effective January 1, 2022, with no change in the original payment limit of \$5,232,481, and no change in the original term of July 1, 2021 through June 30, 2022.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: E Suisala , M Wilhelm

On May 3, 2022, the Board of Supervisors approved Amendment Agreement #74-174-44, to modify rates, effective April 1, 2022, with no change in the original payment limit of \$5,232,481, and no change in the original term of July 1, 2021 through June 30, 2022.

BACKGROUND: (CONT'D)

Approval of Amendment #74-174-45 will modify the fee schedule, as set by the State, and allow the contractor to continue providing services through June 30, 2022. Since the contractor consolidated three residential treatment centers, the amendment to adjust the fee schedule could not be submitted by the department until the licenses and the Drug Medi-Cal certification were completed by the State, causing a delay in processing the amendment.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the contractor will not be paid accordingly for services rendered.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #77-165-2 with Guardian Home Health Care & Hospice, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-165-2 with Guardian Home Health Care & Hospice, Inc., a corporation, in an amount not to exceed \$300,000, to provide home health care and hospice services to Contra Costa Health Plan (CCHP) members, for the period from July 1, 2022 through June 30, 2025.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized home health care and hospice services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Members are provided with applicable services when authorized by CCHP, including, but not limited to: physical and speech therapy, home health aides, medical social services and social worker services. This contractor has been a CCHP Network Provider since July 1, 2018.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

On July 28, 2020, the Board of Supervisors Contract #77-165-1 with Guardian Home Health Care & Hospice, Inc., in an amount not to exceed \$300,000 for the provision of home health care and hospice services for CCHP members for the period July 1, 2020 through June 30, 2022.

Approval of Contract #77-165-2 will allow this contractor to continue providing home health care and hospice services for CCHP members through June 30, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized home health care and hospice 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: June 21, 2022

Subject: Amendment #74-639-1 with Shelter, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-639-1 with Shelter, Inc., a non-profit corporation, effective May 1, 2022, to amend Contract #74-639, to increase the payment limit by \$49,751, from \$166,861 to a new payment limit of \$216,612, with no change in the original term of October 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$49,751 and will be funded 100% by Coronavirus Response and Relief Supplemental Appropriations Act revenues.

BACKGROUND:

The County has been contracting with Shelter, Inc., since October 2021 to provide specialty housing for adults participating in substance use disorder treatment.

In December 2021, the County Administrator approved and the Purchasing Services Manager executed Contract #74-639 with Shelter, Inc., in an amount not to exceed \$166,861, to provide specialty housing for adults participating in substance use disorder treatment, for the period October 1, 2021 through June 30, 2022.

Approval of Contract Amendment Agreement #76-639-1 will allow the contractor to provide additional drug abusive prevention services through June 30, 2022. The delay of this amendment was due to the resurgence of COVID-19 which created service interruptions, productivity declines and cash flow issues with the community based behavioral health service providers.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County clients will not have access to this contractor's services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: E Suisala , M Wilhelm

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #76-778 with Paige D. Radell, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-778 with Paige D. Radell, M.D., an individual, in an amount not to exceed \$450,000, to provide dermatology services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period June 1, 2022 through May 31, 2023.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$450,000 and will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

Due to the limited number of specialty providers available within the community, CCRMC and Contra Costa Health Centers relies on contracts to provide necessary specialty health services to its patients. The department has selected this contractor to support the department with its dermatology services need.

Under new Contract #76-778, this contractor will provide dermatology, clinic coverage, consultation, training, and medical and surgical procedure services at CCRMC and Contra Costa Health Centers for the period June 1, 2022 through May 31, 2023.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Samir Shah, M.D., 925-370-5525

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring dermatology services at CCRMC and Contra Costa Health Centers will not have access to this contractor's services.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Amendment #74-439-19 with Bay Area Community Resources, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-439-19 with Bay Area Community Resources, Inc., a non-profit corporation, effective January 1, 2022, to amend Contract #74-439-17, (as amended by Amendment Agreement #74-439-18), to increase the payment limit by \$89,921, from \$384,752 to a new payment limit of \$474,673, to provide additional substance abuse treatment services with no change in the original term of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

Approval of this amendment will result in additional annual expenditures of up to \$89,921 and will be funded 100% by Substance Abuse Prevention and Treatment Block Grant (SABG) Prevention funds.

BACKGROUND:

The Behavioral Health Services Department has been contracting with Bay Area Community Resources, Inc., since March 2012 to provide Substance Abuse Prevention Treatment (SAPT) services for offenders referred through the Assembly Bill (AB) 109 criminal justice realignment program in West Contra Costa County.

This contract meets the social needs of the County's population by providing specialized substance abuse treatment services so that adults with co-occurring mental disorders are provided an opportunity to achieve sobriety and recover from the effects of alcohol and other drug use, become self-sufficient, and return to their families as productive individuals.

On July 13, 2021, the Board of Supervisors approved Contract #74-439-17 with Bay Area Community Resources, Inc., to provide SAPT services including, but not limited to, individual and group counseling services for offenders referred through the AB 109 criminal justice realignment program in West Contra Costa County, in an amount not to exceed \$299,236, for the period July 1, 2021 through June 30, 2022.

On May 17, 2022, the Board of Supervisors approved Amendment Agreement #74-439-18 to increase the contract payment limit by \$85,516 to a new payment limit of \$384,752, effective January 1, 2022, to provide additional SAPT services, with no change in the original term July 1, 2021 through June 30, 2022.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: June 21, 2022

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

Contact: Suzanne Tavano, Ph.D.,
925-957-5169

By: , Deputy

cc: E Suisala , M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #74-439-19 will allow the contractor to provide additional SAPT services through June 30, 2022. The delay of this amendment was due to the resurgence of COVID-19, which created service interruptions, productivity declines and cash flow issues with the community based behavioral health service providers.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County clients will not have access to this contractor's services.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Purchase Order with Zoom Video Communications

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Health Services Director, a purchase order with Zoom Video Communications in an amount not to exceed \$216,567 for Annual Enterprise Hosting, Zoom Phone Unlimited Calling and Audio License Unlimited for the period of March 15, 2022 to March 14, 2023.

FISCAL IMPACT:

Approval of this action will result in an expenditure of up to \$216,567 and will be funded by 50% Hospital Enterprise Fund I and 50% American Rescue Plan Act funding.

BACKGROUND:

Contra Costa Health Services (CCHS) utilizes Zoom Video Communications to provide telehealth services, patient communication and meetings with internal and external partners. CCHS uses Zoom Video Communication services to support the hospital, health clinics, and ancillary sites. All users are connected to and rely on this service to provide patient care to those unable to come into the department's physical locations for health care services.

The department has utilized Zoom Video Communication since 2020 and originally paid using the COVID-19 Emergency Blanket Purchase Order to quickly establish telehealth and video conferencing for patient care. Once the purchase order ended, which department

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

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ATTESTED: June 21, 2022

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

Contact: Patrick Wilson, (925) 335-8700

By: , Deputy

cc:

BACKGROUND: (CONT'D)

would be handling the costs with the vendor was unclear. On May, 27, 2022 the County Department of Information Technology (DoIT) indicated that Health Services Information Technology (HSIT) would be responsible for payment.

Due to the aforementioned delay in clarification, a purchase order was not established timely. The department is requesting to establish this annual purchase order to cover the current amount due to Zoom Video Communications through March 14, 2023. For future needs, the department has asked Zoom to create a quote for a three year term starting March 15, 2023 through March 14, 2026 that will prevent retroactive approvals moving forward.

CONSEQUENCE OF NEGATIVE ACTION:

If this board order is not approved, HSIT will not be able to establish a purchase order with Zoom or pay the vendor for continued telehealth and video conference services, which will affect patient care.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Tolling Agreement-Discover Builders

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to enter into a tolling agreement with Discovery Builders, Inc., and affiliated entities, effective June 21, 2022, to toll the limitations period for potential litigation related to the May 24, 2022 approval of the Master Development Agreement and the Disposition and Development Agreement between the County and Pacific West Communities for the development of Ambrose Village/Orbisonia Heights, through July 28, 2022.

FISCAL IMPACT:

None

BACKGROUND:

On May 24, 2022, the Board of Supervisors approved (i) a Master Development Agreement (MDA) between the County and Pacific West Communities, Inc., for the development of approximately seven acres of County-owned property located between State Route 4, Bailey Road, East Leland and Ambrose Park in the unincorporated area of Bay Point with 384 multi-family residential rental units, a County-owned library and approximately 11,558 sq. ft. of commercial retail space in three phases, and (ii) a Disposition Development and Loan Agreement (DDLA), between the County and Pacific West Communities, Inc. or an affiliated limited liability company (the Borrower), for the sale of approximately 3.3 acres of the Property (Site A) for the development of 150 residential rental units and an approximately 20,000 square-foot library as the first phase of the development and the loan of \$1,796,875 to the Borrower. On May 24, 2022, a California Environmental Quality Act (CEQA) notice of exemption was filed for the project.

Discovery Builders, Inc., and affiliated entities are property owners in the vicinity of the project site and have expressed concern about public safety. These parties are engaged in discussions with County staff to try to resolve their concerns without incurring the cost and expense of litigation. They requested that the County enter into a tolling agreement to toll (suspend), for 30 days, the statutory limitations period for filing a CEQA lawsuit against the County. Without the tolling agreement, the statute of limitations for filing a CEQA lawsuit would expire on June 28, 2022 (*i.e.*, 35 days after the notice of exemption was filed). When the tolling agreement expires after 30 days, Discovery Builders would have until July 28, 2022, to file a CEQA lawsuit.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Maureen Toms 925-655-2895

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The tolling agreement would not be approved, and the statute of limitations would end on June 28, 2022.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Unpaid Student Training Agreement #72-184 with San Francisco State University

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #72-184 with San Francisco State University, an educational institution, to provide supervised field instruction in the county’s Health Services Department’s Public Health Division to nursing program intern students, for the period from June 1, 2022 through May 31, 2023.

FISCAL IMPACT:

This is a nonfinancial agreement.

BACKGROUND:

The purpose of this agreement is to provide San Francisco State University nursing program intern 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, benefiting from the students’ services to patients.

Under Contract #72-184, the contractor will provide supervised fieldwork instruction experience with Health Services Public Health Division, for the period from June 1, 2022 through May 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, nursing program intern students will not receive supervised fieldwork instruction experience in the County’s Public Health Division.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Ori Tzvieli, M.D., 925-608-5267

By: , Deputy

ATTACHMENTS

SF State

UNPAID STUDENT TRAINING AGREEMENT

Number 72-184

1. Contract Identification.

Department: Health Services

Subject: Unpaid student training agreement with Department, sponsored by Contractor

2. Parties. The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

Contractor: SAN FRANCISCO STATE UNIVERSITY

Capacity: Educational Institution

Address: 1600 Holloway Avenue, San Francisco, California 94132

3. Term. The effective date of this Agreement is June 1, 2022, and it terminates May 31, 2023, unless sooner terminated as provided herein.

4. Termination. This Agreement may be terminated by either party, at its sole discretion, upon seven-day advance written notice thereof to the other, or canceled immediately by written mutual consent, subject to termination conditions (if any) set forth in the Program Plan attached hereto and incorporated herein by reference.

5. Program. By this Agreement, County agrees to permit unpaid student training of persons ("Participants") sponsored by Contractor under the following conditions:

- a. Services provided under this Agreement are volunteer services, and Participants obtain no employment rights with, or employment benefits from, the County, by virtue of this Agreement or service hereunder. Each Participant agrees to the foregoing and must execute the Unpaid Student Training Participation Agreement form attached hereto, and incorporated herein by this reference.
- b. Contract terms and conditions are expressed in the Program Plan attached hereto and incorporated herein by reference.

6. Independent Contractor Status. This Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

7. Indemnification. Contractor shall defend, indemnify, save and hold harmless County and its officers and employees from any and all claims, costs and liability for any damages, sickness, death or injury to person or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the operation or services provided hereunder by Contractor, its agents, servants, employees, subcontractors, students, or Participants as described herein, save and except claims or litigation arising through the sole negligence or sole willful misconduct of County or its officers or employees.

8. Legal Authority. This Agreement is entered into under and subject to the following legal authority: California Government Code § 26227.

9. Signatures. These signatures attest the parties' agreement hereto:

COUNTY OF CONTRA COSTA, CALIFORNIA

CONTRACTOR

By _____

By _____

Designee

Recommended by Department

(Designate official capacity)

By _____

Designee

(Form approved by County Counsel)

PROGRAM PLAN

Number 72-184

1. **Purpose of the Program.** San Francisco State University (hereinafter referred to as "Contractor") conducts a Nursing Program Intern training program for its students, in cooperation with County's Department. The Contractor desires to have its Nursing Program Intern students enrolled in this program to receive clinical field experience and instruction from the County, and the County is willing to provide such clinical experience and instruction under the terms and conditions hereinafter set forth. Therefore, the parties will undertake a program whereby such instruction and experience will be provided in accordance with this Agreement (Program), mutually agreed to by the parties.

2. **Contractor's Obligations.** Contractor shall:
 - a. Designate Nursing Program Intern students for participation in the Program conducted pursuant to this Agreement (Participants)
 - b. Suggest dates for the clinical field experience, and cooperate with County's Department in establishing assignment schedules consisting of specific dates for the placement of a specific number of Participants with the County for training;
 - c. Assign for clinical field experience, only those Participants who are considered adequate by mutual written agreement of the parties hereto;
 - d. Make all necessary arrangements so that each Participant will:
 - (1) Have completed all the necessary courses required by the Contractor as preparation for said clinical field experience;
 - (2) Execute the County's Unpaid Student Training Participant Agreement (attached as Exhibit A) upon referral to the training Program;
 - (3) Arrange for their own transportation to and from the Health Services Department, and for maintenance and housing during field instruction;
 - (4) Channel educational problems to the appropriate instructor(s) in Contractor's school;
 - (5) Promptly report any illnesses and absences from duty; *and*
 - (6) Comply with regulations and standards of conduct governing professional personnel in the County Health Services Department.
 - e. Agree to have each Participant furnish to County, upon request, such evidence as Contractor may require showing that the Participant assigned for training is physically, psychologically and/or medically fit. If Contractor needs to provide any confidential medical information regarding Participant, County will have Participant sign a release for such information and forward the release to Contractor; *and*
 - f. Provide County with evidence that the Contractor has in full force and effect, during the term of this Agreement, general liability insurance for Participants designated for participation pursuant to this Agreement with coverage of at least Five Hundred Thousand Dollars (\$500,000) for the activities of the Participants pursuant to this Agreement.

Initials: _____
Contractor County Dept.

PROGRAM PLAN

Number 72-184

g. Contractor will retain ultimate responsibility for the education of its students. The Contractor's representative for this Agreement will be a faculty member appointed and assigned by the Contractor, as liaison to the County.

3. **County's Obligations.** County shall:

- a. Comply with all State statutes and regulations applicable to the training of Participants enrolled in the Program;
- b. Accept for clinical field experience those Participants assigned by the Contractor for such a period and in such numbers as may be mutually agreed in writing;
- c. Provide the Participants with learning experiences needed to meet the objectives of the training Program, which will be mutually agreed to by the parties in accordance with this Agreement;
- d. Have the right to terminate the participation of any Participant in the clinical field experience for failure to follow the instructions of County, or for any other lawful reason. In the event of such termination, County shall give prompt written notice to the Contractor; *and*
- e. Comply with applicable state and federal workplace safety laws and regulations. In the event a Participant is exposed to an infectious or environmental hazard or other occupational injury (i.e. needle stick) while at the County, the County, upon notice of such incident from the student, will provide such emergency care as is provided to its employees or students, where applicable.

4. **Joint Obligations.** County and Contractor shall jointly:

- a. Plan the student-training Program, including course content and Participant assignment schedule, so as to provide a sound and effective educational Program;
- b. Review the Program at the end of each training period in order to evaluate progress and recommend changes for the next consecutive training period; *and*
- c. Plan for periodic review of this Agreement.

5. **Participants' Obligations.** Contractor shall ensure that its Participants:

- a. Execute the County's Unpaid Student Training Participant Agreement (attached as Exhibit A hereto) upon referral to the training Program;
- b. Abide by County policies and regulations;
- c. Conduct themselves in an appropriate professional manner consistent with responsibility;
- d. Observe and respect patient's rights, privacy, and dignity; *and*
- e. Comply with applicable County, State, and Federal regulations respecting disclosure of patients' health information and access to, and removal of, medical records and/or information contained therein.

Initials: _____
Contractor County Dept.

PROGRAM PLAN

Number 72-184

6. Contractor, County and Participant Agreement. Participants are not entitled to reimbursement by County for expenses associated with the use of personal vehicles while engaged in the training Program covered by this Agreement. Participants are not entitled to any compensation from County during their participation in Contractor's training Program. Participants may receive course credit from Contractor for their participation in the training Program covered by this Agreement.

Initials: _____
Contractor County Dept.

Contra Costa County

UNPAID STUDENT TRAINING PARTICIPANT AGREEMENT

The County of Contra Costa ("County") and the Participant named below agree as follows:

1. Participant will engage in training for a County department pursuant to a contract between the County and a contractor sponsoring the Participant, hereinafter the "Training Program."
2. Participant agrees that in connection with Training Program, Participant is a volunteer, and will obtain no employment rights or employment benefits from the County and waives any claim to any employment rights or employment benefits from the County based upon Participant's training services, whether or not authorized under such contract. Participant is not entitled to any monetary compensation or expense reimbursement from County for participation in Training Program; Participant acknowledges that his/her participation in the Training Program is for his/her personal benefit and solely for educational purposes, and that he/she may receive course credit from the educational institution at which he/she is enrolled.
3. Participant further agrees that he/she has read and understands the Unpaid Student Training Agreement (identified in paragraph 8, below) between the County and Participant's sponsoring contractor.
4. County or Participant may terminate this agreement upon three day's notice, or without prior notice by mutual consent or for cause. Otherwise this agreement terminates upon termination of the Contract between the County and Participant's sponsoring contractor.
5. The term of this agreement commences on the date that it is executed by both the County and Participant and terminates on the date that Participant completes his/her assigned placement in the Health Services Department under the contract between the County and the Contractor identified in Paragraph 8 below.
6. Neither the County nor any agent, officer, servant, or employee of the County shall undertake or incur any liability or other responsibility respecting the quantity, quality, kind, or value of the training of Participant and no warranty, express or implied, shall exist in that regard.
7. Entire Contract. This Agreement contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

8. Identification of Unpaid Student Training Agreement: Number 72-184

Contractor San Francisco State University

County Department Health Services - Public Health

CONTRA COSTA COUNTY

PARTICIPANT

By _____
(Designee)

(Printed Name)

(Signature)



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: June 21, 2022

Subject: RESOLUTION RE: CSA P-2 ZONE A CITIZENS ADVISORY COMMITTEE

RECOMMENDATION(S):

1. ADOPT Resolution No. 2022/224, setting forth duties and membership standards for the County Service Area P-2 Zone A Citizens Advisory Committee.
2. APPROVE the Bylaws of CSA P-2 Zone A Citizens Advisory Committee, attached hereto.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On July 24, 1984, the Board of Supervisors adopted Resolution No. 84/440, authorizing the formation of a citizens advisory committee for Zone A of County Service Area (CSA) P-2.

On August 20, 1985, following the approval of Tax Measure A by the residents of Blackhawk, the Board adopted an order that established the P2 Zone A Citizens Advisory Committee (“Committee”) and appointed seven members. But neither Resolution No. 84/440 nor the 1985 Board Order stated the mandate of the Committee, or manner of appointment of or terms of members, or qualifications for membership, and no bylaws for the Committee were ever approved

-
- APPROVE
 OTHER
- RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Gayle Israel - (925) 957-8860

By: , Deputy

cc:

BACKGROUND: (CONT'D)

by the Board.

The Committee is now seeking Board approval of bylaws to govern the Committee's operating procedures. The proposed bylaws will establish member attendance requirements; officer positions, terms and duties; rules for conducting meetings; and other details regarding the operation of the Committee. Proposed Resolution No. 2022/224 will establish the official name and mandate of the committee, which is advisory to the Board of Supervisors, as well as the number of members of the committee, the manner of their appointment, and member terms.

CONSEQUENCE OF NEGATIVE ACTION:

The proposed resolution will not be adopted and the proposed bylaws will not be approved.

ATTACHMENTS

Resolution 2022/224

Bylaws of CSA P-2 Zone A Citizens Advisory Committee

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/224

SPECIFYING THE DUTIES AND MEMBERSHIP STANDARDS FOR THE COUNTY SERVICE AREA P-2 ZONE A CITIZENS ADVISORY COMMITTEE

WHEREAS, on July 24, 1984, the Board of Supervisors adopted Resolution No. 84/440, authorizing the formation of a citizens advisory committee for Zone A of County Service Area (CSA) P-2, subject to its approval of appointments thereto; and,

WHEREAS, on August 20, 1985, following the approval of Tax Measure A by the residents of Blackhawk, the Board of Supervisors adopted an order that established the committee as the "P2 Zone A Citizens Advisory Committee", and appointed seven members; and,

WHEREAS, neither Resolution No. 84/440 nor the 1985 Board Order stated the mandate of the citizens advisory committee, or manner of appointment of or terms of members, or qualifications for membership.

WHEREAS, a new resolution that specifies the mandate of the committee, and establishes rules pertaining to its membership, is needed.

NOW THEREFORE, BE IT RESOLVED that the following shall apply to the CSA P-2, Zone A, Citizens Advisory Committee:

1. Name. The name of the committee is County Service Area P-2 Zone A Citizens Advisory Committee "Blackhawk Police Services Advisory Committee" ("Committee").
2. Mandate. The Committee acts solely in an advisory capacity. As permitted by Government Code sections 25212.4 and 31000.1, the Committee is advisory to the Board of Supervisors. The Committee shall make reports and recommendations to the Board of Supervisors regarding extended police protection services within Zone A of CSA P-2, including the use of CSA P-2, Zone A, special tax revenues. Upon request of the Contra Costa County Sheriff-Coroner, the Committee also may provide advice to the Sheriff-Coroner regarding extended police protection services within Zone A of CSA P-2, the use of CSA P-2, Zone A, special tax revenues, and other matters as requested by the Sheriff-Coroner.
3. Membership. The Committee shall consist of seven voting members and one alternate member, appointed by the Board of Supervisors upon recommendation by the Supervisor of the district in which CSA P-2, Zone A, is located. All Committee members must reside or work in Zone A of CSA P-2.
4. Terms. Terms of Committee members shall be staggered and expire every two years ending on December 31.

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: June 21, 2022

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

Contact: Gayle Israel - (925) 957-8860

By: , Deputy

cc:

**BYLAWS
OF
CSA P-2 ZONE A CITIZENS ADVISORY COMMITTEE**

These Bylaws of the CSA P-2 Zone A Citizens Advisory Committee “Blackhawk Police Services Advisory Committee” (“Committee”) were submitted for approval to the Contra Costa County Board of Supervisors on June 21, 2022. Upon approval, these Bylaws will take effect and supersede any and all previous bylaws.

ARTICLE 1

Membership

- A. Members; qualifications. This Committee is comprised of seven voting members and one alternate. All Committee members must reside or work in Zone A of CSA P-2.
- B. Appointments. All members of the Committee are appointed by the Contra Costa County Board of Supervisors upon recommendation by the Supervisor of the district in which CSA P-2, Zone A, is located.
- C. Terms. There is no limit on the number of terms a member may serve.
- D. Alternate. The alternate member may attend Committee meetings and participate in Committee discussions in the same manner as a voting member. The alternate member may vote in the absence of any voting member.
- E. Attendance. Attendance at meetings is an important responsibility of Committee members. If a member has more than three unexcused absences in one calendar year, the member will be considered to have resigned from the Committee.

ARTICLE 2

Officers

- A. Election. The Committee shall elect a Chairperson, Vice-Chairperson, and Secretary at the first regular meeting of the calendar year. Four affirmative

votes are required to elect an officer. Officers must be members of the Committee. Any Committee member may nominate any Committee member to serve as an officer.

B. Term. Officers will be elected to terms of one calendar year. There is no limit to the number of terms a member may serve as an officer. Terms may be consecutive.

C. Duties.

(1) Chairperson. The Chairperson shall: Conduct meetings; in coordination with the District Supervisor's office, prepare, distribute and post agendas; interact with the public; and represent the Committee as needed.

(2) Vice-Chairperson. The Vice-Chairperson will act as the Chairperson in the absence of the Chairperson.

(3) Secretary. The Secretary will draft minutes of each meeting of the Committee, in the form required by law, and distribute copies to the Committee for approval. The Secretary will send a copy of all agendas, minutes, resolutions and reports of the Committee to the office of the Supervisor of the district in which CSA P-2, Zone A, is located, where these documents will be maintained in a permanent file.

D. Removal. An officer may be removed before the end of the officer's term by four affirmative votes.

E. Unscheduled vacancies.

(1) In the event of an unscheduled vacancy in the office of the Chairperson, the Vice-Chairperson vacates the office of Vice-Chairperson and becomes the Chairperson for the remainder of the term.

(2) In the event of an unscheduled vacancy in the office of the Vice-Chairperson or Secretary, the Committee will elect a member to fill the vacancy for the remainder of the term.

ARTICLE 3

Meetings

- A. Regular meetings. Regular meetings shall be held at 6 p.m. on the second Tuesday of each month at the Blackhawk Country Club Lakeside Clubhouse, 599 Blackhawk Club Drive, Danville, California. Virtual meetings and remote participation may take place as permitted by State law, including the Ralph M. Brown Act (Gov. Code, § 54950 et seq.) and Better Government Ordinance (Contra Costa County Ord. Code, chapter 25-2). A regular meeting may be cancelled by the Chairperson.
- B. Special meetings. By County policy, special meetings of advisory bodies to the Board of Supervisors are discouraged. Only in the event of an urgent matter that requires Committee action before the next regular meeting should a special meeting be called, either by the Chairperson or by the majority of all members of the Committee, in accordance with the procedures set forth in Government Code section 54956, including but not limited to the requirement to deliver and post the call and notice at least 24 hours in advance of the meeting.
- C. Conduct of meetings. All meetings shall be open to the public and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code, § 54950 et seq.) and Better Government Ordinance (Contra Costa County Ord. Code, chapter 25-2). The Chair will conduct all meetings in a fair and proper manner and make all required procedural rulings. Prior to the public comment portion of a meeting, the Chairperson or Secretary may ask that speakers fill out speaker cards; however, no person may be required to provide any identifying information as a condition of attending or speaking at a Committee meeting.
- D. Quorum. The Committee may meet and take official actions only if a quorum is present. A quorum consists of a majority of all authorized voting member seats on the Committee, whether vacant or filled. In the event that a voting member is absent, the alternate member, if present, may be counted towards the quorum.
- E. Actions. The Committee may take action by majority vote of the members present, except as otherwise set forth in article 2, sections A and D.

- F. Notice requirements. Agendas of each meeting shall be posted within Zone A of CSA P-2 at a place freely accessible to the public and on the Contra Costa County website. Agendas should also be made available on Nixle and to the homeowners associations within Zone A of CSA P-2 for posting on their bulletin boards or websites. Agendas of all regular meetings must be posted at least ninety-six (96) hours before each meeting.

ARTICLE 4

Bylaws

The Committee may recommend Bylaws and amendments to Bylaws to the Board of Supervisors. Bylaws and amendments to Bylaws take effect upon approval by the Board of Supervisors.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Gift Cards and Transportation Vouchers for Clients of the FMCH Programs

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to purchase, on behalf of the Health Services Department, gift cards and transportation vouchers totaling an amount not to exceed \$246,300 for programs within Public Health's Family, Maternal and Child Health Program for the period from July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

The gift cards and transportation vouchers are 100% funded by the California Department of Public Health and California Home Visiting Program. Funding received for this program includes financial supports for eligible clients that include food, transportation, and other items of care. No County general funds will be used.

BACKGROUND:

Family, Maternal and Child Health Programs within the Public Health Division of Contra Costa Health Services operate evidence-based programs to provide vulnerable women and their children with education, resources, and support during pregnancy and the early years of the child's life. Several of our programs for pregnant women, new mothers and families receive funding specifically to provide food and other emergency assistance including transportation and items to care for the women and their families.

The Black Infant Health (BIH) Program (5827) receives State general funds through the California Department of Public Health to implement an education and social support model which sponsors prenatal and post-partum support groups for women in West and East County. Client assistance to support group attendance include the following gift cards and transportation vouchers:

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Rusty Keilch, 925-313-6254

By: , Deputy

cc:

BACKGROUND: (CONT'D)

>

- 400 Target gift cards with a \$25 value, totaling \$10,000. BIH participants may be eligible to receive these gift cards as a welcome baby gift upon enrollment, for incentive for participation/completion of prenatal group, upon completion of two Life Planning Sessions, and/or upon completion of the Satisfaction survey. An additional gift card is allowable if clients express an emergency need, when presented at a case conference by FHA, and approved by the BIH coordinator, as funds of last resort.
- 200 Walmart gift cards with a \$25 value, totaling \$5,000. Participants may be eligible to receive these gift card if an emergency need must be addressed and when presented at a case conference by FHA, and approved by the BIH coordinator, as funds of last resort.
- 200 Lucky Supermarket gift cards with a \$50 value, totaling \$10,000. Participant may be eligible to receive these gift cards if an emergency need must be addressed and when presented at case conference by FHA, and approved by BIH coordinator, as funds of last resort.
- 200 Arco gift cards with \$25 value, totaling \$5,000. Participants may be eligible to receive these gift cards if an emergency need must be addressed and when presented at a case conference by FHA, and approved by BIH coordinator, as funds of last resort.
- 60 of each type of voucher AC Transit (\$5), BART (\$5), CCTA (\$2), Tri-Delta monthly (\$57), Tri-Delta daily (\$3.75), West-Cat (\$3.50) for a total of \$4,575. Participants may be eligible to receive transportation assistance if they express an emergency need. Such need must be presented at case conference by FHA, and approved by BIH coordinator, as funds of last resort. Need to supply transportation support for our participants to and from group sessions.

The Nurse-Family Partnership (NFP) Program (5799) is funded by the CDPH MCAH California Home Visiting Program and provides intensive home visiting services provided by Public Health Nurses throughout the pregnancy until the child's second birthday. Client assistance to include the following gift cards:

- 296 Walmart gift cards with a \$25 value, totaling \$7,400. NFP clients may receive a gift card as a welcome gift upon enrollment, at 6 month breastfeeding continuation, at program completion (≥ 2 years), and/or if needed to address an emergency need. Such need must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by the NFP Nurse Manager.
- 75 Arco gift cards with a \$25 value, totaling \$1,875. Each client may receive a gift card per program phase (Pregnancy, Infancy and Toddlerhood), and must be presented at case conference or 1:1 supervision meeting and approved by NFP Nurse Manager.

In addition, the Nurse-Family Partnership (NFP) Program (5799) is funded by the Maternal, Infant, and Early Childhood Home Visiting (MIECHV), American Rescue Plan Act (ARPA) funding. This funding is to be used solely for the purpose of supporting CHVP MIECHV-funded home visiting programs, including staff supported by CHVP MIECHV funds and participants enrolled in CHVP MIECHV-funded Nurse-Family Partnership (NFP) home visiting models. Client assistance to include the following gift cards:

- 693 Walmart gift cards with a \$200 value, totaling \$138,600. Eligibility criteria: As designated by the American Rescue Plan (California Home Visiting Program, California Department of Public Health), funds can be used toward providing prepaid grocery cards to Maternal Infant Early Childhood Home Visiting (MIECHV) NFP clients for the purpose of meeting the emergency needs of the family. Each client will receive 1 card upon completion of program family assessment timepoint periods: 1) 5-7th pregnancy encounter, 2) 36th week gestational age encounter, 3) infant birth encounter, 4) infant 6 month encounter, 5) toddler 3rd visit encounter, 6) toddler 18 month encounter, 7) toddler 24 month encounter.
- 400 Walmart gift cards with a \$25 value, totaling \$10,000. Eligibility criteria: 1) each NFP client will receive 1 card as a welcome gift upon enrollment, 2) each eligible client will receive a card at 6 month breastfeeding continuation, 3) each client will receive a card at program completion (≥ 2 years), and 4) clients can receive 1 card if they express an emergency need. Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by NFP Nurse Manager.
- 360 Arco gift cards with a \$25 value, totaling \$9,000. Eligibility criteria: Client can receive 1 card per program phase (Pregnancy, Infancy and Toddlerhood) if they express an emergency need. Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by NFP Nurse Manager.

The NFP CalWORKS Home Visiting Initiative Programs (5831) in partnership with Employment and Human Services Department Workforce Services Bureau aims to address the unmet needs for home visiting/parenting services of CalWORKS population. Client assistance to include the following gift cards:

- 400 Walmart gift cards with a \$25 value, totaling \$10,000. Eligibility criteria: 1) each NFP client will receive 1 card as a welcome gift upon enrollment, 2) each eligible client will receive a card at 6 month breastfeeding continuation, 3) each client will receive a card at program completion (≥ 2 years), and 4) clients can receive 1 card if they express an emergency need. Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by NFP Nurse Manager.
- 300 Target gift cards with a \$25 value, totaling \$7,500. Eligibility criteria: Clients can receive 1 card during each program phase (Pregnancy, Infancy, Toddler) if they express an emergency need. Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by NFP Nurse Manager.
- 150 Arco gift cards with a \$25 value, totaling \$3,750. Eligibility criteria: Each client can receive 1 card per program phase (Pregnancy, Infancy and Toddlerhood). Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by NFP Nurse Manager.

The California Home Visiting (5793) State General Expansion Funding to be utilized solely for the purpose of implementing or expanding Nurse-Family Partnership Home Visiting Programs. Client assistance to include the following gift cards:

- 350 Walmart gift cards with a \$25 value, totaling \$8,750. Eligibility criteria: 1) each NFP client will receive 1 card as a welcome gift upon enrollment, 2) each eligible client will receive a card at 6 month breastfeeding continuation, 3) each client will receive a card at program completion (≥ 2 years), and 4) clients can receive 1 card if they express an emergency need. Must be presented at case conference or 1:1 supervision meeting by Public Health Nurse and approved by the NFP Nurse Manager.
- 130 Arco gift cards with a \$25 value, totaling \$3,250. Eligibility criteria: Each client can receive 1 card per program phase (Pregnancy, Infancy and Toddlerhood). Must be presented at case conference or 1:1 supervision meeting and approved by NFP Nurse Manager.

The Perinatal Equity Initiative (PEI) (5844) aims to improve birth outcomes in the African American communities and was established with the passage of California State Legislature's AB 1810. Contra Costa Health Services - Family, Maternal & Child Health (FMCH) Program has been funded to accomplish planned community developments which includes developing a fatherhood program to support fathers and families in the African American community and improve birth outcomes and early childhood development. Support is also available to develop a community-based doula program providing prenatal, birth and postpartum one-to-one support for black women. Client assistance to include the following gift cards:

- 200 Target gift cards with a \$25 value, totaling \$5,000. Plan and/or eligibility criteria: 1) each PEI community member will receive 1 Target voucher as a support for their family during the perinatal period and to encourage engagement in the PEI Community Advisory Board. Each community member receives a card for attending and actively participating in the quarterly meetings, required by CDPH/MCAH.
- 32 Food Maxx gift cards with a \$50 value, totaling \$1,600. Eligibility criteria: Participants can receive food & transportation assistance if they express an emergency need to the PEI Coordinator. Must be presented at PEI Monthly Team meetings by assigned service provider of doula or fatherhood program, and approved by PEI coordinator, as funds of last resort, to assist with hardship regarding food insecure families and transportation needs to essential health and social services.
- 100 Arco gift cards with a \$50 value, totaling \$5,000. Eligibility criteria: Participant can receive I card if they express an emergency need to attend Community Advisory Board quarterly meetings. Must be approved by PEI coordinator, as funds of last resort.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the department will not be able to utilize funding specifically allocated for food, emergency assistance and transportation needs of clients. The inability to provide these financial supports may negatively impact the health and well-being of vulnerable women and their children living in our County.

CHILDREN'S IMPACT STATEMENT:

Family, Maternal, and Child Health Programs achieve all 5 Children's Impact Statements: Children Ready for and Succeeding in School; Children and Youth Healthy and Preparing for Productive Adulthood; Families that are Economically Self Sufficient; Families that are Safe, Stable and Nurturing; and Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Memorandum of Agreement Amendment #28-974-2 with Contra Costa Community College District

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment, subject to approval by the County Administrator and approval as to form by the County Counsel, to an agreement with the Contra Costa Community College District, to extend the use of District's Diablo Valley College Overflow Lot, 321 Golf Club Rd, Pleasant Hill as a COVID-19 vaccine administration and testing site at no cost to the County, through July 31, 2022.

2. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute subsequent amendments to the agreement, subject to approval by the County Administrator and approval as to form by the County Counsel, extending the agreement term in 30-day increments, through September 30, 2022.

FISCAL IMPACT:

This is a non-financial agreement, and there is no cost to the County associated with the signing of this amendment.

BACKGROUND:

On September 7, 2021, the Board of Supervisors approved Memorandum of Agreement (MOA) #28-974 with the Contra Costa Community College District for mutual aid assistance in response to the COVID-19 pandemic to allow the Health Services Department to use the District's Diablo Valley College Overflow Lot for drive-thru COVID-19 testing and vaccinations, for the period from July 31, 2021 through December 31, 2021.

On December 14, 2021, the Board of Supervisors approved MOA Amendment #28-974-1 with Contra Costa Community College District to extend the term of the MOA from December 31, 2021 to June 30, 2022.

Due to ongoing COVID-19 efforts to reduce the transmission of the virus and protect the community, the department recommends that the current MOA be extended. Approval of the requested amendment will allow the County Administrator or designee will be authorized to review and extend the termination date in successive 30-day intervals through September 30, 2022 pending documentation from the department. This agreement contains mutual indemnification with Contra Costa Community College District.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Anna Roth, 925-957-2670

By: , Deputy

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

The Department will not have access to this no-cost, additional COVID-19 testing and vaccination site.



Contra
Costa
County

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 21, 2022

Subject: Contra Costa County Economic Opportunity Council Bylaws Approval

RECOMMENDATION(S):

APPROVE revised Bylaws of Contra Costa County Economic Opportunity Council (EOC), as recommended by Employment and Human Services Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Contra Costa County Economic Opportunity Council ([EOC](#)) is a Community Action Advisory Board to the Community Services Bureau of the Employment and Human Service Department. On September 11, 2018, through Board Order [C.166](#), the Board of Supervisors approved the current EOC Bylaws. Recently, the EOC proposed amendments to the Bylaws on 4/14/22. The EOC seeks approval of the revised Bylaws governing the actions of this body.

The following modifications are recommended:

1)

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stan Hakes, 608-4961

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Officers: Grammatical clarifications.

2) Scope of Responsibilities: Grammatical clarification.

3) Membership: Grammatical clarifications.

4) Meeting and Meeting Notices: Grammatical clarification; add options for virtual and hybrid meetings; and add language regarding the use of social media.

The amendments were recommended by EOC and reviewed and approved by County Counsel.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the EOC Bylaws would not be amended to provide greater clarity to EOC functions.

ATTACHMENTS

EOC Bylaws

EOC Bylaws Red line version

The Economic Opportunity Council
of
Contra Costa County
ByLaws

Table of Contents

I. Name2

II. Authority2

III. Officers.....2

IV. Scope of Responsibilities3

V. Membership3

VI. Standards of Conduct.....5

VII. Terminations5

VIII. Membership Vacancies 6

IX. Reimbursement... 6

X. Administration and Staff.....6

XI. Rules..... 6

XII. Meeting and Meeting Notices 6

XIII. Amendments.....7-8

Working by-laws edits from 2/8/2022
& 3/7/2022 Governance Subcommittee.

EOC Board approved 3.10.2022
Staff added new language 4.8.2022
EOC Approved 4.14.2022 w/ new language

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

I. Name

The Contra Costa County Economic Opportunity Council (EOC) is the tripartite board of the Community Action Agency (CAA) responsible for administering the Community Services Block Grant (CSBG). The Employment and Human Services Department's (EHSD) Community Services Bureau (CSB) is the Federal and State recognized public entity for the Community Action Agency (CAA) of Contra Costa County.

II. Authority

The Economic Opportunity Council of Contra Costa County was created under the Economic Opportunity Act of 1964, as amended, and the Community Services Administration Act of 1974, as amended, the Community Services Block Grant Act of 1981, as amended and the Coats Human Services Reauthorization Act of 1998, as amended. Federal CSBG Act 42 U.S.C. § 9910 states the entity shall administer the community services block grant program through a tripartite board able to participate actively in the development, planning, implementation, and evaluation of the CSBG program. Contra Costa County Board Resolution 3671 pursuant to the Economic Opportunity Act of 1964 created the legal authority for this body.

III. Officers

The officers of the EOC shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected annually at the September meeting.

A. Chairperson

The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointments to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

B. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

C. Secretary

The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

D. Election of Officers

The officers shall be elected annually at the September EOC meeting. Nominations for the officers shall be made by the general membership. Should any elective office become vacant, the Chairperson shall appoint a member to fill the vacancy for the remainder of the unexpired term and the EOC shall approve the appointment.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

E. Roles and Responsibility of the Executive Committee

Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

IV. Scope of Responsibilities

As set forth in the Economic Opportunity Act of 1964, as amended, the Community Services Block Grant Act of 1981 and the Coats Human Services Reauthorization Act of 1998, as amended, and by the actions of the Contra Costa County Board of Supervisors, the responsibilities of the EOC are:

- A. To make recommendations to Board of Supervisors (BOS) for EOC membership.
- B. To hold public hearings for the Community Action Plan of CSB.
- C. To participate in the subcontractor funding process as directed by program guidance.
- D. To conduct at least one (1) site monitoring visit to a subcontractor.
- E. To submit an Annual Report to the BOS on EOC activities accomplishments, membership attendance, required training/certification, proposed work plan or objectives.
- F. To review fiscal and programmatic reports submitted by staff regarding the performance of CSBG subcontractors and the Weatherization programs.
- G. To receive and review each month the budget, minutes, and other reports or materials prepared by staff.

V. Membership

A. The EOC shall consist of fifteen (15) members, divided equally among three sections, as follows:

1. Public Sector

The EOC Public Sector shall include five members of the Contra Costa County Board of Supervisors. Each Supervisor may appoint a delegate to serve and vote in his or her place. Delegate appointments must be approved by the Board of Supervisors.

2. Low-Income Sector

a) The EOC Low Income Sector shall include five members who represent the low income population.

b) To be eligible for appointment, a person must reside in a Contra Costa County low income community or represent low income residents.

c) All persons seeking appointment must submit an application to the Clerk of the Board.

d) The EOC may recommend for appointment up to two alternate Low Income Sector members, who shall serve and vote in place of Low Income Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

- e) Alternates must meet the same requirements as a regular Low Income Sector member.
- f) All appointments must be approved by the Board of Supervisors.
- g) Low-income representatives and alternates may be reimbursed for reasonable expenses (see Reimbursement Section 9).
- h) Procedure for selecting Representatives of Low Income Persons. Representatives of low income persons shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low income persons in the geographic service area. Representatives of low income persons may be selected either to represent a specific area, group, or neighborhood within the service area. Among the selection procedures which may be employed, either separately or in combination, are the following” (a) nominations and elections, whether within the neighborhoods, community or service area as a whole; (b) selection at a meeting or conference of low income persons such that the date, time, and place of such a meeting or conference have been adequately publicized; (c) selection of a small area basis (such as a neighborhood or town) of representatives who in turn select members for the Board; (d) the Board may recognize a group(s) or organizations(s) composed primarily of low income persons and representing the interest of the low income population, whose membership may select one or more representatives of the Board. Persons at or below 125% of the poverty line shall be permitted to vote in the selection processes. The Board may request a waiver for this 125% poverty line eligibility in order to establish residency or criteria as a basis for eligibility. The Board shall make the request for a waiver in writing to the Director of the Office of Community Services. Only those persons sixteen (16) years or older shall be eligible to vote. Each person voting shall be permitted to only one (1) vote.

3. Private/Non-Profit Sector

- a) The EOC Private/Non-Profit Sector shall include five members who represent the private sector, non-profit organizations, and public services agencies within Contra Costa County.
- b) All persons seeking appointment must submit an application to the Clerk of the Board.
- c) The EOC may recommend for appointment up to two alternate Private/Non-Profit Sector members, who shall serve and vote in place of Private/Non-Profit Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.
- d) Alternates must meet the same requirements as a regular Private/Non-Profit Sector member.
- e) All appointments must be approved by the Board of Supervisors.

B. Seat Terms

- 1. The term of office for Low-Income and Private/Non-Profit Sector members of the EOC shall

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

be for two (2) years. Low-Income or Private/Non-Profit Sector members may serve no more than three (3) consecutive full terms. Low Income Sector and Private/Non-Profit Sector members may seek reappointment by submitting applications for review to the Clerk of the Board within a minimum of sixty (60) days prior to the end of their term. Members who fail to submit a completed application within the specified time period must reapply as a new applicant.

2. Public Sector members shall serve terms that are equal in duration to their term as a member of the Board of Supervisors or until withdrawn from delegation by the supervisor. Delegates serve four (4) year terms for the duration of the Board member term of office or until withdrawn by the supervisor.

3. **Unscheduled Vacancies:** Terms of the EOC shall begin on July 1st and end on June 30th. Should any seat become vacant during its term, the person appointed to fill that position shall serve for the unexpired portion of that term.

VI. Standards of Conduct

A. Standards

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

1. All members, alternates and designated staff shall prioritize service to the poor over service to oneself.
2. EOC members are held to the same policies and procedures stated in the county's code of conduct at the following website :<https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

B. Conflict of Interest

1. All members, alternates and designated staff shall disclose potential conflicts of interest by filing an annual Statement of Economic Interest (FORM 700) and all other necessary and required documents.
2. Where there is actual or potential conflict of interest, members will recuse themselves from the discussion and/or action taken.

VII. Terminations

An EOC member may be terminated from the body by a recommendation to the Board of Supervisors for removal.

A. Attendance

1. The EOC schedules a minimum of 10 business meetings annually. A quorum is necessary to conduct the business of the board. Two absences from the regularly scheduled EOC business meetings in a rolling 12-month period will warrant inquiry from the Executive Committee. Three absences from the regularly scheduled business meetings within a 12-month period will result in a recommendation to the Board of Supervisors for removal from the EOC.

B. Misconduct

1. Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct.
2. Due process in accordance with county guidelines will be followed. Refer to "Understanding Ethics & Conflict of Interest Codes <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
3. For reasons of misconduct, a member will be recommended to the Board of Supervisors for removal by majority vote of EOC members currently serving.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

VIII. Membership Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member's term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Board of Supervisors.

B. Unscheduled Vacancy

An unscheduled vacancy occurs when a member leaves prior to the end of their seated term. Staff will notify the Board of Supervisors of any unscheduled vacancies. The Clerk of the Board will post the vacancy for a minimum of ten business days. All persons seeking appointment must follow application protocols.

IX. Reimbursement

- A. The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).
- B. Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.

1. Rates

All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.

2. Procedures for Requesting Reimbursement

Reimbursement request must be made using Demand form D-15 with original receipts attached. Reimbursement is made on a monthly basis.

X. Administration and Staff

CSB staff will provide technical and administrative program management and support to the EOC. Staff will ensure compliance with all local, state and federal requirements.

XI. Rules

The EOC may adopt such rules and procedures as are necessary to conduct its business. The EOC shall be governed in its activities by all applicable laws, regulations and instructions.

XII. Meeting and Meeting Notices

Meeting notices shall comply with the Brown Act, Contra Costa County's Better Government Ordinance, and all applicable local and state meetings laws.

A. General Meetings

General meetings of the EOC shall be held monthly at a time and location(s) convenient for the

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

members and the general public.

Each September, the EOC will set its general meeting schedule for the year.

1. The Chair, in consultation with the Executive Committee, may cancel a meeting if there is no business to warrant a meeting.

2. Virtual and hybrid meetings may take place in accordance with State and local public meeting laws.

B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a majority of the members of the EOC in accordance with the Brown Act (public meeting law) and Contra Costa County's Better Governance Ordinance.

C. Quorum

A quorum is 51% of the fifteen authorized seats.

D. Voting

1. Voting on resolutions and all other matters shall be by roll call vote of members in attendance. When the vote is held, the ayes, nays, and abstentions shall be entered into the minutes. Proxy voting is not permitted.

2. Alternates shall be designated as Alternate number 1 and Alternate number 2 for purposes of voting.

E. Agenda

The agenda shall comply with the Brown Act and Contra Costa County's Better Government Ordinance and all applicable laws.

F. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair and Secretary.

G. Use of Social Media

Board members may use social media to provide information and communicate their positions to constituents and the public. Other board members are prohibited from replying or reacting (ex. with emojis or like/dislike icons) to such posts regarding agency business as this constitutes a serial meeting, a violation of the Brown Act.

XIII. Amendments

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

A. Amendments of ByLaws

These bylaws may be amended by two-thirds (2/3) vote of the current membership of the EOC. All amendments must be approved by the Board of Supervisors.

B. Notice of Amendment

Notice of proposed bylaws amendments must be presented in writing to the EOC and agendaized at a general meeting. The proposed amendments may be voted upon at the next general meeting of the EOC. The agenda for the meeting at which the proposed amendment is to be voted upon shall contain an item entitled "Proposed ByLaws Amendment."

C. Public Access to EOC Records

The EOC shall make available to the public all records as required by the Brown Act, Contra Costa County's Better Government Ordinance, the Public Records Act, and other applicable laws.

D. Dissolution

Dissolution of the EOC shall be affected in accordance with applicable law.

The Economic Opportunity Council
of
Contra Costa County
ByLaws

Table of Contents

I. Name2

II. Authority2

III. Officers.....2

IV. Scope of Responsibilities3

V. Membership3

VI. Standards of Conduct.....5

VII. Terminations5

VIII. Membership Vacancies 6

IX. Reimbursement... 6

X. Administration and Staff.....6

XI. Rules..... 6

XII. Meeting and Meeting Notices 6

XIII. Amendments.....7-8

Working by-laws edits from 2/8/2022
& 3/7/2022 Governance Subcommittee.

EOC Board approved 3.10.2022
Staff added new language 4.8.2022
EOC Approved 4.14.2022 w/ new language

The Economic Opportunity Council of Contra Costa County ByLaws

I. Name

The Contra Costa County Economic Opportunity Council (EOC) is the tripartite board of the Community Action Agency (CAA) responsible for administering the Community Services Block Grant (CSBG). The Employment and Human Services Department's (EHSD) Community Services Bureau (CSB) is the Federal and State recognized public entity for the Community Action Agency (CAA) of Contra Costa County.

II. Authority

The Economic Opportunity Council of Contra Costa County was created under the Economic Opportunity Act of 1964, as amended, and the Community Services Administration Act of 1974, as amended, the Community Services Block Grant Act of 1981, as amended and the Coats Human Services Reauthorization Act of 1998, as amended. Federal CSBG Act 42 U.S.C. § 9910 states the entity shall administer the community services block grant program through a tripartite board able to participate actively in the development, planning, implementation, and evaluation of the CSBG program. Contra Costa County Board Resolution 3671 pursuant to the Economic Opportunity Act of 1964 created the legal authority for this body.

III. Officers

The officers of the EOC shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected annually at the September meeting.

A. Chairperson

The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointments to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

B. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

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The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

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The officers shall be elected annually at the September EOC meeting. Nominations for the officers shall be made by the general membership. Should any elective office become vacant, the Chairperson shall appoint a member to fill the vacancy for the remainder of the unexpired term and the EOC shall approve the appointment.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

E. Roles and Responsibility of the Executive Committee

Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

IV. Scope of Responsibilities

As set forth in the Economic Opportunity Act of 1964, as amended, the Community Services Block Grant Act of 1981 and the Coats Human Services Reauthorization Act of 1998, as amended, and by the actions of the Contra Costa County Board of Supervisors, the responsibilities of the EOC are:

- A. To make recommendations to Board of Supervisors (BOS) for EOC membership.
- B. To hold public hearings for the Community Action Plan of CSB.
- C. To participate in **the** subcontractor funding process as directed by program guidance.
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V. Membership

A. The EOC shall consist of fifteen (15) members, divided equally among three sections, as follows:

1. Public Sector

The EOC Public Sector shall include five members of the Contra Costa County Board of Supervisors. Each Supervisor may appoint a delegate to serve and vote in his or her place. Delegate appointments must be approved by the Board of Supervisors.

2. Low-Income Sector

a) The EOC Low Income Sector shall include five members who represent the low income population.

b) To be eligible for appointment, a person must reside in a Contra Costa County low income community or represent low income residents.

c) All persons seeking appointment must submit an application to the Clerk of the Board.

d) The EOC may recommend for appointment up to two alternate Low Income Sector members, who shall serve and vote in place of Low Income Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

- e) Alternates must meet the same requirements as a regular Low Income Sector member.
- f) All appointments must be approved by the Board of Supervisors.
- g) Low-income representatives and alternates may be reimbursed for reasonable expenses (see Reimbursement Section 9).
- h) Procedure for selecting Representatives of Low Income Persons.
Representatives of low income persons shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low income persons in the geographic service area. Representatives of low income persons may be selected either to represent a specific area, group, or neighborhood within the service area. Among the selection procedures which may be employed, either separately or in combination, are the following” (a) nominations and elections, whether within the neighborhoods, community or service area as a whole; (b) selection at a meeting or conference of low income persons such that the date, time, and place of such a meeting or conference have been adequately publicized; (c) selection of a small area basis (such as a neighborhood or town) of representatives who in turn select members for the Board; (d) the Board may recognize a group(s) or organizations(s) composed primarily of low income persons and representing the interest of the low income population, whose membership may select one or more representatives of the Board. Persons at or below 125% of the poverty line shall be permitted to vote in the selection processes. The Board may request a waiver for this 125% poverty line eligibility in order to establish residency or criteria as a basis for eligibility. The Board shall make the request for a waiver in writing to the Director of the Office of Community Services. Only those persons sixteen (16) years or older shall be eligible to vote. Each person voting shall be permitted to only one (1) vote.

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**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

B. Seat Terms

1. The term of office for Low-Income and Private/Non-Profit Sector members of the EOC shall be for two (2) years. Low-Income or Private/Non-Profit Sector **members** may serve no more than three (3) consecutive full terms. Low Income Sector and Private/Non-Profit Sector members may seek reappointment by submitting applications for review to the Clerk of the Board within a minimum of sixty (60) days prior to the end of their term. Members who fail to submit a completed application within the specified time period must reapply as a new applicant.
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3. **Unscheduled Vacancies:** Terms of the EOC shall begin on July 1st and end on June 30th. Should any seat become vacant during its term, the person appointed to fill that position shall serve for the unexpired portion of that term.

VI. Standards of Conduct

A. Standards

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

1. All members, alternates and designated staff shall prioritize service to the poor over service to oneself.
2. EOC members are held to the same policies and procedures stated in the county's code of conduct at the following website :<https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-ethics-training.html>

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1. All members, alternates and designated staff shall disclose potential conflicts of interest by filing an annual Statement of Economic Interest (FORM 700) and all other necessary and required documents.
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An EOC member may be terminated from the body by a recommendation to the Board of Supervisors for removal.

A. Attendance

1. The EOC schedules a minimum of 10 business meetings annually. A quorum is necessary to conduct the business of the board. Two absences from the regularly scheduled EOC business meetings in a rolling 12-month period will warrant inquiry from the Executive Committee. Three absences from the regularly scheduled business meetings within a 12-month period will result in a recommendation to the Board of Supervisors for removal from the EOC.

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1. Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct.
2. Due process in accordance with county guidelines will be followed. Refer to "Understanding Ethics & Conflict of Interest Codes <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-ethics-training.html>
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The Economic Opportunity Council
of
Contra Costa County
ByLaws

VIII. Membership Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member's term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Board of Supervisors.

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An unscheduled vacancy occurs when a member leaves prior to the end of their seated term. Staff will notify the Board of Supervisors of any unscheduled vacancies. The Clerk of the Board will post the vacancy for a minimum of ten business days. All persons seeking appointment must follow application protocols.

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- A. The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).
- B. Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.

- 1. Rates

All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.

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Reimbursement request must be made using Demand form D-15 with original receipts attached. Reimbursement is made on a monthly basis.

X. Administration and Staff

CSB staff will provide technical and administrative program management and support to the EOC. Staff will ensure compliance with all local, state and federal requirements.

XI. Rules

The EOC may adopt such rules and procedures as are necessary to conduct its business. The EOC shall be governed in its activities by all applicable laws, regulations and instructions.

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Meeting notices shall comply with the Brown Act, Contra Costa County's Better Government Ordinance, and all applicable local and state meetings laws.

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General meetings of the EOC shall be held monthly at a time and location(s) convenient for the

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

members and the general public.

Each September, the EOC will set its general meeting schedule for the year.

1. The Chair, in consultation with the Executive Committee, may cancel a meeting if there is no business to warrant a meeting.

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B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a majority of the members of the EOC in accordance with the Brown Act (public meeting law) and Contra Costa County's Better Governance Ordinance.

C. Quorum

A quorum is 51% of the fifteen authorized seats.

D. Voting

1. Voting on resolutions and all other matters shall be by roll call vote of members in attendance. When the vote is held, the ayes, nays, and abstentions shall be entered into the minutes. Proxy voting is not permitted.

2. Alternates shall be designated as Alternate number 1 and Alternate number 2 for purposes of voting.

E. Agenda

The agenda shall comply with the Brown Act and Contra Costa County's Better Government Ordinance and all applicable laws.

F. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair and Secretary.

G. Use of Social Media

Board members may use social media to provide information and communicate their positions to constituents and the public. Other board members are prohibited from replying or reacting (ex. with emojis or like/dislike icons) to such posts regarding agency business as this constitutes a serial meeting, a violation of the Brown Act.

XIII. Amendments

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

A. Amendments of ByLaws

These bylaws may be amended by two-thirds (2/3) vote of the current membership of the EOC. All amendments must be approved by the Board of Supervisors.

B. Notice of Amendment

Notice of proposed bylaws amendments must be presented in writing to the EOC and agendaized at a general meeting. The proposed amendments may be voted upon at the next general meeting of the EOC. The agenda for the meeting at which the proposed amendment is to be voted upon shall contain an item entitled "Proposed ByLaws Amendment."

C. Public Access to EOC Records

The EOC shall make available to the public all records as required by the Brown Act, Contra Costa County's Better Government Ordinance, the Public Records Act, and other applicable laws.

D. Dissolution

Dissolution of the EOC shall be affected in accordance with applicable law.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Approve Reissuance of Multifamily Housing Revenue Notes and Bonds for the Terraces at Nevin

RECOMMENDATION(S):

1. ADOPT Resolution No. 2022/195 approving the reissuance of Multifamily Housing Revenue Notes in the amount of \$85,000,000 and Bonds in the amount of \$45,000,000 that provided financing for the acquisition and construction of a 271-unit affordable rental housing development currently identified as the Terraces at Nevin Apartments, located at 2100 Nevin Avenue in Richmond, California. Such approval is solely for the purposes of satisfying the requirements of Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) and Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code");
2. ACKNOWLEDGE that adoption of this resolution does not relieve or exempt the project sponsor from obtaining required permits or approvals, nor obligate the County to incur any obligation to provide financial assistance with respect to the Note or the Development; and
3. AUTHORIZE and DIRECT the Chair of the Board of Supervisors, the Vice-Chair of the Board of Supervisors, the County Administrator, the Director of the Department of Conservation & Development, the Assistant Deputy Director of the Department of Conservation & Development, County Counsel and the Clerk of the Board to take any and all actions and execute and deliver any and all certificates, agreements and other documents needed in connection with the modifications to the documents for the Notes and the Bonds.

FISCAL IMPACT:

No impact to the General Fund. The County will be reimbursed for any costs incurred in the process of conducting the TEFRA Hearing and Board of Supervisors' approval. The reissuance authorization is for the sole purpose of satisfying the provisions of the Code. No County funds are pledged to secure the Note.

BACKGROUND:

Contra Costa County, through the Conservation and Development Department, operates a multifamily mortgage revenue bond financing program. The purpose of the program is to increase or preserve the supply of affordable rental housing available to low and very low-income households. The County program may be undertaken within the unincorporated County and within the cities located in the County that have agreed to let the County operate the program in their jurisdiction. The County is authorized to issue multifamily housing revenue notes and bonds pursuant to Section 52075 and following of the California Health and Safety Code.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Deidre Hodgers, 925-655-2892

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On December 12, 2017, the Board of Supervisors adopted Resolution No. 2017/448 authorizing the issuance of a multifamily housing revenue note (the "Note") and two series of multifamily housing revenue bonds (the "Bonds" and together with the Note, the "Obligations") in the aggregate principal amount of \$130,000,000, and the loan of the proceeds on the sale of the Obligations to Richmond Nevin Associates, a California limited partnership (the "Borrower"), to provide financing for costs of the acquisition and construction of 271 units of residential rental housing located at 2100 Nevin Avenue in Richmond, currently known as the Terraces at Nevin Apartments (the "Development").

The Borrower and the owner of the Note have agreed to modify some of the documents executed in connection with the issuance of the Note, to increase the principal amount of the Note to remain outstanding following the conversion of the Note from the construction phase to the permanent phase of the financing. This change is expected to be completed in July 2022. The modification of the documents will result in a "reissuance" of the Obligations for purposes of the Internal Revenue Code of 1986, as amended. In order for the interest on the Obligations to continue to be tax-exempt, Section 147(f) of the Code requires that the Board of Supervisors approve the reissuance of the Obligations following the conduct of a public hearing on the financing of the Development.

A public hearing was held by the Department of Conservation and Development on May 17, 2022, where members of the public were given an opportunity to speak in favor of or against the use of tax-exempt financing for the Development. No public comments were received. A notice of the hearing was published in the West County Times (proof of publication attached) on May 6, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the reissuance, the interest on the Obligations will become subject to federal income taxes pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended. This will create a negative operating balance for the development, leading to reduced reserves and greater financial risk.

CHILDREN'S IMPACT STATEMENT:

Terraces at Nevin Apartments will support outcome number 3: Families are Economically Self Sufficient.

ATTACHMENTS

Resolution 2022/195

Proof of Publication

TEFRA Transcript

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/195

Resolution Approving the Reissuance of Multifamily Housing Revenue Notes and Bonds Issued to Provide Financing for a Residential Rental Project in Richmond Currently Identified as the Terraces at Nevin Apartments.

WHEREAS, the County of Contra Costa (the "County") is authorized to issue multifamily housing revenue notes and bonds pursuant to Section 52075 and following of the California Health and Safety Code; and

WHEREAS, on December 12, 2017, the Board of Supervisors adopted Resolution No. 2017/448 authorizing the execution and delivery of a Multifamily Housing Revenue Note (the "Note") and the issuance of two series of Multifamily Housing Revenue Bonds (the "Bonds") to provide financing for costs of the acquisition and construction of a 271-unit residential rental housing development currently identified as the Terraces at Nevin Apartments, located at 2100 Nevin Avenue in Richmond, California (the "Development"), owned by Richmond Nevin Associates, a California limited partnership (the "Borrower"); and

WHEREAS, all of the rental units in the Development, except for three units set aside for resident managers, have been, or will be, rented to persons and families of very low or low income; and

WHEREAS, on December 20, 2017, the County issued the Notes in the principal amount of \$85,000,000 and the Bonds in the principal amount of \$45,000,000, and loaned the proceeds of the Notes and the Bonds (collectively, the "Obligations") to the Borrower to pay costs of the acquisition and construction by the Borrower of the Development, thereby assisting in providing housing for very low or low income persons; and

WHEREAS, the interest payable on the Obligations is exempt from federal income taxes under the provisions of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, due to unforeseen circumstances, the completion of the construction and lease-up of the Development has been delayed, and the Borrower and the owners of the Obligations or their representatives have agreed to modify some of the documents executed in connection with the issuance of the Obligations to, among other changes, allow for additional time to finish the lease-up of the Project and to increase the principal amount of the Obligations to remain outstanding following the conversion of the Obligations to the permanent phase of the financing, and the modification of the documents will result in a "reissuance" of the Obligations for purposes of the Code; and

WHEREAS, in order for the interest on Obligations to continue to be tax-exempt, Section 147(f) of the Code requires that the Board of Supervisors approve the reissuance of the Obligations following the conduct of a public hearing on the financing of the Development; and

WHEREAS, in light of the foregoing, the Borrower has requested that the Board of Supervisors approve the reissuance of the Obligations in order to satisfy the requirements of section 147(f) of the Code so that the interest paid on the Obligations can continue to be tax-exempt; and

WHEREAS, an Administrative Services Assistant in the Department of Conservation and Development of the Housing and Community Improvement Division of the County has, following notice duly given, held a public hearing regarding the reissuance of the Obligations and the Development, and a summary of any oral or written testimony received at the public hearing has been presented to the Board of Supervisors for its consideration; and

WHEREAS, the Board now desires to approve the reissuance of the Obligations.

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

Section 1. The Board hereby finds and declares that the foregoing recitals are true and correct.

Section 2. The Board hereby approves the reissuance of the Obligations for purposes of Section 147(f) of the Code.

Section 3. The adoption of this Resolution does not (i) relieve or exempt the Borrower from obtaining any permits or approvals that are required by, or determined to be necessary from, the County in connection with the Development, nor (ii) obligate the County to incur any obligation or provide financial assistance with respect to the Obligations or the Development.

Section 4. All actions heretofore taken by the officers and agents of the County with respect to the financing of the Development and the issuance of Obligations are hereby approved, ratified and confirmed, and the Chair of the Board of Supervisors, the Vice-Chair of the Board of Supervisors, the County Administrator, the Director of the Department of Conservation and Development, the Assistant Director of the Department of Conservation and Development, the County Counsel and the Clerk of the Board are each hereby authorized and directed, for and in the name and on behalf of the County, to do any and all things and take any and all actions and execute and deliver any and all certificates, agreements and other documents needed in connection with the modifications to the documents for the Obligations (including but not limited to an Internal Revenue Service Form 8038 and a Tax Certificate and Agreement), so long as the modifications do not in any way increase the obligations or liability of the County under such documents.

Section 5. This Resolution shall take effect upon its adoption.

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: Deidre Hodgers, 925-655-2892

ATTESTED: June 21, 2022

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

By: , Deputy

cc:

West County Times

1160 Brickyard Cove
Suite 200, Rm 15
Richmond, CA 94801
(510) 262-2740

3697629

QUINT & THIMMIG LLP
900 LARKSPUR LANDING, SUITE 270
LARKSPUR, CA 94939

PROOF OF PUBLICATION

FILE NO. 5/17 Hearing/Nevin Apts. Richmond

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/06/2022

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 6th day of May, 2022.



Signature

Legal No. **0006666331**

NOTICE OF PUBLIC HEARING

Notice is hereby given that an Administrative Services Assistant in the Department of Conservation and Development of the Housing and Community Improvement Division of the County of Contra Costa (the "County") on May 17, 2022 at the hour of 9:00 a.m., or as soon thereafter as the matter may be heard, will hold a public hearing in accordance with Section 147(f) of the Internal Revenue Code of 1986 with respect to the prospective reissuance by the County of multifamily housing revenue notes and bonds issued by the County in the aggregate principal amount of \$130,000,000 (collectively, the "Obligations"). Proposed amendments to the documents for the Obligations that were issued by the County in December of 2017 will result in a reissuance of the Obligations for purposes of the Internal Revenue Code of 1986, as amended.

The Obligations were issued in order to finance costs of the acquisition and construction by Richmond Nevin Associates, a California limited partnership, of a 271-unit rental housing development currently identified as the Terraces at Nevin Apartments, located at 2100 Nevin Avenue in Richmond, California. All of the rental units in the housing development, except for three units set aside for resident managers, have been or will be rented to persons and families of very low or low income.

Notice is further given that at said hearing, all proponents and opponents of the multifamily housing development and the financing thereof will have an opportunity to be heard on the question as to whether or not the Obligations should be reissued. The hearing will commence at 9:00 a.m. on May 17, 2022 or as soon thereafter as the matter can be heard.

As a public health and safety precaution, no physical location will be available for the hearing. The hearing will be conducted by toll-free teleconference only. Interested persons wishing to express their views on the reissuance of the notes and the bonds may provide public comments during the hearing by dialing (888) 278-0254; then, following the prompt, dialing access code 198675# or by accessing the following Zoom link <https://cccounty-us.zoom.us/j/83319548065> and Meeting ID 833 1954 8065. Public comments may also be submitted by email to deirdre.hodgers@dcd.cccounty.us, or by mail to 30 Muir Road, Martinez, CA 94553, Attention Deirdre Hodgers, at least 24 hours in advance of the hearing. All timely public comments will be provided to the Board of Supervisors prior to the consideration by the Board of Supervisors of the approval of the reissuance of the notes and the bonds, and will become part of the public record.

WCT 6666331 May 6, 2022

TRANSCRIPT FOR THE TEFRA HEARING

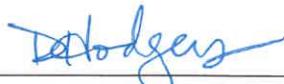
May 17, 2022 9:00 a.m.

This noticed public hearing is required by Section 147(f) of the Internal Revenue Code of 1986, as amended. The hearing is with regard to the proposed reissuance of multifamily housing revenue notes and bonds by the County of Contra Costa in the amount of one hundred thirty million dollars (\$130,000,000). Proceeds from the sale of the notes and bonds were used to provide financing for costs of the acquisition and construction of a multifamily residential rental housing development currently identified as the Terraces at Nevin Apartments by Richmond Nevin Associates, a California limited partnership. The Terraces at Nevin is a 271-unit rental housing development located at 2100 Nevin Avenue in the City of Richmond, California. Proposed amendments to the documents for the notes and bonds will result in a reissuance of the notes and the bonds for purposes of the Internal Revenue Code of 1986, as amended.

The Board of Supervisors may consider adoption of a resolution approving the reissuance of the notes and the bonds on June 7, 2022. Any comments provided at this hearing will be made available to the Board of Supervisors prior to their taking action on June 7th or on such later date as the matter may be considered by the Board of Supervisors.

If there are parties who wish to voice their opinion and provide comments on the proposed financing of the development or the reissuance of the notes and the bonds, I would ask that they be recognized now. I will then let each person provide any written or oral testimony that they may wish to provide on this matter.

Opened hearing:	<u>9:02</u>
Speakers participating:	<u>0</u>
Closed hearing:	<u>9:04</u>

By: 
 Deidre Hodgers,
 Administrative Services Assistant II,
 Department of Conservation and
 Development, Housing and Community
 Improvement Division,
 County of Contra Costa

Date: May 17, 2022



Contra
Costa
County

To: Board of Supervisors
From: TRANSPORTATION, WATER & INFRASTRUCTURE COMMITTEE
Date: June 21, 2022

Subject: 2020 and 2021 Annual Reports from the Transportation, Water and Infrastructure Committee

RECOMMENDATION(S):

ACCEPT the attached 2020 and 2021 annual reports from the Transportation, Water and Infrastructure Committee.

FISCAL IMPACT:

None.

BACKGROUND:

The Transportation, Water and Infrastructure Committee at their May 9, 2022 meeting reviewed and approved the annual 2020 and 2021 reports for transmittal to the full Board of Supervisors. These reports document the work performed by the Committee during 2020 and 2021. The Committee recommends the Board of Supervisors accept the reports, which are attached.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: John Cunningham (925)
655-2915

By: , Deputy

cc:

ATTACHMENTS

TWIC 2020 Referral
Report

TWIC 2021 Referral
Report

Status Report: Referrals to the Transportation, Water, and Infrastructure Committee - 2020

Approved: May 9, 2022 TWIC Meeting

Referral	Status
1. Review legislative matters on transportation, water, and infrastructure.	<ul style="list-style-type: none"> • Reviewed and accepted the Capital Road Improvement and Preservation Program (CRIPP) for fiscal year 2020/2021 to 2026/2027 and directed that it be brought to the Board of Supervisors (BOS) for public hearing/approval of the CRIPP. July • Reviewed and proposed revisions to the 2021 State and Federal Legislative Platforms November
2. Review applications for transportation, water and infrastructure grants to be prepared by the Public Works and Conservation and Development Departments.	<ul style="list-style-type: none"> • Reviewed and recommended to the BOS grant applications developed by the Public Works Department under the Caltrans and MTC Active Transportation Program. June • Reviewed and recommended to the BOS grant applications developed by the Public Works Department under the Caltrans and Highway Safety Improvement Program. August • Received an update from DCD staff on the California Coastal Conservancy grant funded effort for the Carquinez Strait Scenic Loop Trail. October
3. Monitor the Contra Costa Transportation Authority (CCTA) including efforts to implement Measure J.	
4. Monitor EBMUD and Contra Costa Water District projects and activities.	
5. Review projects, plans and legislative matters that may affect the health of the San Francisco Bay and Delta, including but not limited to conveyance, flood control, dredging, climate change, habitat conservation, governance, water storage, development of an ordinance regarding polystyrene foam food containers, water quality, supply and reliability, consistent with the Board of Supervisors adopted Delta Water Platform.	

Referral	Status
6. Review and monitor the establishment of Groundwater Sustainability Agencies and Groundwater Sustainability Plans for the three medium priority groundwater basins within Contra Costa County as required by the Sustainable Groundwater Management Act.	
7. Review issues associated with County flood control facilities.	
8. Monitor creek and watershed issues and seek funding for improvement projects related to these issues.	
9. Monitor the implementation of the Integrated Pest Management (IPM) policy.	<ul style="list-style-type: none"> • The Committee received a report and annual IPM report and provided feedback. February and December
10. Monitor the status of county park maintenance issues including, but not limited to, transfer of some County park maintenance responsibilities to other agencies and implementation of Measure WW grants and expenditure plan.	
11. Monitor the implementation of the County Complete Streets Policy.	
12. Monitor and report on the East Contra Costa County Habitat Conservation Plan (HCP).	
13. Monitor and report on the Underground Utilities Program.	
14. Monitor implementation of the Letter of Understanding (LOU) with PG&E for the maintenance of PG&E streetlights in Contra Costa.	<ul style="list-style-type: none"> • Received a report regarding PG&E coordination with the Cities and County for street light maintenance, and discussed revisions to the LOU. October and December.
15. Freight transportation issues, including but not limited to potential increases in rail traffic such as that proposed by the Port of Oakland and other possible service increases, safety of freight trains, rail corridors, and trucks that transport hazardous materials, the planned truck route for North Richmond; and the deepening of the San Francisco-to-Stockton Ship Channel.	<ul style="list-style-type: none"> • Received an update from DCD on the Northern Waterfront Short-Line Railroad Feasibility Study. November

Referral	Status
16. Monitor the Iron Horse Corridor Management Program.	<ul style="list-style-type: none"> The Committee received a report on the Iron Horse Corridor Active Transportation Study providing feedback and directing staff to bring the item to the Municipal Advisory Committee and the BOS. February
17. Monitor and report on the eBART Project.	
18. Review transportation plans and services for specific populations, including but not limited to County Low Income Transportation Action Plan, Coordinated Human Services Transportation Plan for the Bay Area, Priorities for Senior Mobility, Bay Point Community Based Transportation Plan, and the Contra Costa County Accessible Transportation Strategic Plan.	<ul style="list-style-type: none"> The Committee received a report on staff's efforts to implement SB 743 (2016) bringing the County in to compliance with new vehicle miles traveled requirements. February Approved staff engaging in the Blue Ribbon Transit Recovery Task force relative to accessible transit issues. June
19. Monitor issues of interest in the provision and enhancement of general transportation services, including but not limited to public transportation, taxicab/transportation network companies, and navigation apps.	
20. Monitor the statewide infrastructure bond programs.	
21. Monitor implementation and ensure compliance with the single-use carryout bag ban consistent with Public Resources Code, Chapter 5.3 (resulting from Senate Bill 270 [Padilla – 2014]).	
22. Monitor efforts at the State to revise school siting guidelines and statutes.	
23. Monitor issues related to docked and dockless bike share programs.	<ul style="list-style-type: none"> Reviewed the proposed micromobility ordinance and directed it be brought to the BOS for adoption <i>after</i> CCTA's model ordinance is finalized in order to ensure consistency between the two. June
24. Monitor efforts related to water conservation including but not limited to turf conversion, graywater, and other related landscaping issues.	
25. Monitor the County's conversion to solar/distributed energy systems.	

Status Report: Referrals to the Transportation, Water, and Infrastructure Committee - 2021

Approved: May 9, 2022 TWIC Meeting

Referral	Status
1. Review legislative matters on transportation, water, and infrastructure.	<ul style="list-style-type: none"> • Recommended an oppose position to the Board of Supervisors on AB 377 (Rivas), which requires accelerated compliance with National Pollutant Discharge Elimination System goals. April • The Committee considered and recommended approval of the Fiscal Year 2021/2022 Road Maintenance and Rehabilitation Account Project List for unincorporated Contra Costa County. May • The Committee received a report on the California Senior Legislature’s proposed bill to fund and restructure accessible transportation services and expressed support. October • The Committee received an update on the status of compliance with SB 743 (2013) requirements relative to vehicle miles traveled analysis/mitigation requirements. November
2. Review applications for transportation, water, and infrastructure grants to be prepared by the Public Works and Conservation and Development Departments.	<ul style="list-style-type: none"> • The Committee reviewed and approved three grants proposed by DCD under the Caltrans Sustainable Transportation Planning Grant program, Parr Boulevard Complete Streets Project, the Tara Hills Drive Complete Streets Project, and the Willow Pass Road Bike and Pedestrian Improvement Project. October
3. Monitor the Contra Costa Transportation Authority (CCTA) including efforts to implement Measure J.	
4. Monitor EBMUD and Contra Costa Water District projects and activities.	
5. Review projects, plans and legislative matters that may affect the health of the San Francisco Bay and Delta, including but not limited to conveyance, flood control, dredging, climate change, habitat conservation, governance, water storage, development of an ordinance regarding polystyrene foam food containers, water quality, supply and reliability, consistent with the Board of Supervisors adopted Delta Water Platform.	<ul style="list-style-type: none"> • The Committee received a letter from the Hazard Materials Commission and subsequent reports from staff regarding potential health and environmental impacts from sea level rise to Contra Costa County, and potential adaptation measures directing staff to return at a future meeting with proposed next steps. April • The Committee received an update from CCHS staff on the sea level rise issues raised by the Hazardous Materials Commission originally discussed at the April meeting. August

Referral	Status
6. Review and monitor the establishment of Groundwater Sustainability Agencies and Groundwater Sustainability Plans for the three medium priority groundwater basins within Contra Costa County as required by the Sustainable Groundwater Management Act.	<ul style="list-style-type: none"> Received an update from DCD on the preparation of a Groundwater Sustainability Plan for the East Contra Costa Groundwater Subbasin. February, August Received the draft final report on the East Contra Costa Groundwater Sustainability Plan and recommended approval to the Board of Supervisors. November
7. Review issues associated with County flood control facilities.	<ul style="list-style-type: none"> The Committee reviewed and accepted the Draft Flood Control Capital Improvement Plan for fiscal years 2021/2022 to 2027/2028, opened a public comment period, scheduled a public hearing and expressed appreciation for the continuing creek safety activities and partnership with creek groups and subsequently approved the recommendations and adoption by the Board of Supervisors. September, November
8. Monitor creek and watershed issues and seek funding for improvement projects related to these issues.	
9. Monitor the implementation of the Integrated Pest Management (IPM) policy.	<ul style="list-style-type: none"> The Committee received the annual update on the County's IPM Program from the IPM Coordinator (CCHS) and recommended that the update be brought to the BOS for consideration. December
10. Monitor the status of county park maintenance issues including, but not limited to, transfer of some County park maintenance responsibilities to other agencies and implementation of Measure WW grants and expenditure plan.	
11. Monitor the implementation of the County Complete Streets Policy.	
12. Monitor and report on the East Contra Costa County Habitat Conservation Plan (HCP).	
13. Monitor and report on the Underground Utilities Program.	<ul style="list-style-type: none"> The Committee approved the Appian Way Undergrounding Project under the Rule 20A Underground Utility Program, discussed the PUC elimination of their underground program, and directed staff to return with information on how other agencies are funding their undergrounding programs. August
14. Monitor implementation of the Letter of Understanding (LOU) with PG&E for the maintenance of PG&E streetlights in Contra Costa.	<ul style="list-style-type: none"> Received and provided feedback on the update to the Letter of Understanding for the maintenance of PG&E streetlight in Contra Costa County April, November

Referral	Status
<p>15. Freight transportation issues, including but not limited to potential increases in rail traffic such as that proposed by the Port of Oakland and other possible service increases, safety of freight trains, rail corridors, and trucks that transport hazardous materials, the planned truck route for North Richmond; and the deepening of the San Francisco-to-Stockton Ship Channel.</p>	<ul style="list-style-type: none"> Received a report on and approved a letter of support for WCCTAC grant submittal for the Richmond Parkway Regional Multimodal Mobility Study to the Caltrans Sustainable Communities Grant Program. February
<p>16. Monitor the Iron Horse Corridor Management Program.</p>	<ul style="list-style-type: none"> Received a report from CCHS staff on recommendation from the Hazardous Materials Commission regarding pipeline safety and provided a letter of support for a grant to assess the need for a pipeline safety information website for CC County. February The Committee received a report on Iron Horse trail usage increases and discussed options for addressing the rapidly rising volume of users and alternate modes on the trail and other, similar multi-use paths. Options discussed included the development of a joint (CCTA, EBRPD, CC County) committee to consider options, the development of pilot programs for parallel facilities (equitably distributed around the county), and the identification of new revenue streams for maintenance (potentially BAAQMD). May
<p>17. Monitor and report on the East County Integrated Transit Study.</p>	
<p>18. Review transportation plans and services for specific populations, including but not limited to County Low Income Transportation Action Plan, Coordinated Human Services Transportation Plan for the Bay Area, Priorities for Senior Mobility, Bay Point Community Based Transportation Plan, and the Contra Costa County Accessible Transportation Strategic Plan.</p>	<ul style="list-style-type: none"> Received a report on the Accessible Transportation Strategic Plan and directed it be brought to the full Board of Supervisors for consideration. February The Committee received a Final Vision Zero Report and directed that it be brought to the full Board of Supervisors for consideration. November
<p>19. Monitor issues of interest in the provision and enhancement of general transportation services, including but not limited to public transportation, taxicab/transportation network companies, and navigation apps.</p>	

Referral	Status
20. Monitor the statewide infrastructure bond programs.	
21. Monitor implementation and ensure compliance with the single-use carryout bag ban consistent with Public Resources Code, Chapter 5.3 (resulting from Senate Bill 270 [Padilla – 2014]).	
22. Monitor efforts at the State to revise school siting guidelines and statutes.	
23. Monitor issues related to docked and dockless bike share programs.	<ul style="list-style-type: none"> Received an update from CCTA staff on Contra Costa Transportation Authority's Bike Share and Scooter Share/Micromobility Pilot Program April
24. Monitor efforts related to water conservation including but not limited to turf conversion, graywater, and other related landscaping issues.	
25. Monitor the County's conversion to solar/distributed energy systems.	
26. Monitor issues with County Airports as they relate to surrounding land use, transportation, and related infrastructure.	



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Mental Health Services Act Program (Proposition 63): Expenditure Plan Update Fiscal Year 22-23

RECOMMENDATION(S):

ACCEPT the recommendation of the Behavioral Health Services Director to adopt the Mental Health Services Act Three Year Program and Expenditure Plan Update for Fiscal Year 2022-23.

AUTHORIZE and DIRECT the Chair of the Board of Supervisors to send a letter to that effect to the Department of Health Care Services (DHCS) and the Mental Health Services Oversight and Accountability Commission (MHSOAC) to inform DHCS and the MHSOAC of their approval of the adoption of this Plan Update.

FISCAL IMPACT:

Adoption of the Mental Health Services Act Three Year Program and Expenditure Plan Update, Fiscal Year 2022-23 assures continued MHSA funding in the amount of \$63,214,544.

BACKGROUND:

Proposition 63 was passed by California voters in the November 2004 election. Now known as the Mental Health Services Act (MHSA), the legislation provides public mental health funding by imposing an additional one percent tax on individual taxable income in excess of one million dollars. There are a total of five MHSA components which have been enacted out over time by the State with the goal of creating a better program of mental health services and supports in California's public mental health systems. The five components include: Community Services and Supports; Prevention and Early Intervention; Workforce Education and Training; Capital Facilities and Technology; and Innovation. There are multiple programs operated within each component. This is a State mandated program under Welfare & Institutions Code.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it would result in the loss of mental health programs and related services (including Full Service Partnerships, AOT, Mobile Crisis Response Teams, Prevention and Early Intervention and more) which serve Contra Costa community members of all ages who reside in every region of the county.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jennifer Bruggeman, (925)
313-9579

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

Mental health impacts people of all ages and impacts entire family systems and communities.

This recommendation supports all of the following children's outcomes:

- Children Ready for and Succeeding in School;
- Children and Youth Healthy and Preparing for Productive Adulthood;
- Families that are Safe, Stable and Nurturing; and
- Communities that are Safe and Provide a High Quality of Life for Children and Families.

Additionally

- Preventing mental health problems in children and youth from developing and becoming severe and disabling.
- Children and youth recovering from impact of trauma, severe emotional disturbance, and mental illness.

ATTACHMENTS

PEI Evaluation

FY 20/21 - Innovation annual report

FY 22/23 - MHSA Plan



— 3-YEAR PEI — EVALUATION REPORT

Contra Costa Behavioral Health Services
Mental Health Services Act
As submitted for MHOAC

FY 2018–2021

cchealth.org/mentalhealth/



Table of Contents

Executive Summary	3
PEI Aggregate Data	6
PEI Programs by Component	11
Appendix A – Program Profiles	A-1
Appendix B – Annual Reports	B-1

EXECUTIVE SUMMARY

Prevention and Early Intervention (PEI) is the component of the Three-Year Plan that refers to services designed to prevent mental illnesses from becoming severe and disabling. This means providing outreach and engagement to increase recognition of early signs of mental illness and intervening early in the onset of a mental illness.

First approved in 2009, with an initial State appropriation of \$5.5 million, Contra Costa's Prevention and Early Intervention budget has grown incrementally to \$9.1 million for FY 2019-20 in commitments to programs and services. The construction and direction of how and where to provide funding for this component began with an extensive and comprehensive community program planning process that was like that conducted in 2005-06 for the Community Services and Support component. Underserved and at-risk populations were researched, stakeholders actively participated in identifying and prioritizing mental health needs, and strategies were developed to meet these needs.

The programs and services described below are directly derived from this initial planning process, and expanded by subsequent yearly community program planning processes, to include current year. New regulations and demographic reporting requirements for the PEI component went into effect on October 6, 2015. Programs in this component now focus their programming on one of the following seven PEI categories:

- 1) Outreach for increasing recognition of early signs of mental illness
- 2) Prevention
- 3) Early intervention
- 4) Access and linkage to treatment
- 5) Improving timely access to mental health services for underserved populations
- 6) Stigma and discrimination reduction
- 7) Suicide prevention

All programs contained in the PEI component help create access and linkage to mental health treatment, with an emphasis on utilizing non-stigmatizing and non-discriminatory strategies, as well as outreach and engagement to those populations who have been identified as traditionally underserved.

Outcome Indicators.

PEI regulations (established October 2015) have data reporting requirements that programs started tracking in FY 2016-2017. In FYs 18-21, over 29,000 consumers of all ages were served per year by PEI programs in Contra Costa County. This report includes updates from each program and is organized by PEI program category.

The information gathered enables CCBHS to report on the following outcome indicators:

- Outreach to Underserved Populations. Demographic data, such as age group, race/ethnicity, primary language, and sexual orientation, enable an assessment of the impact of outreach and engagement efforts over time.
- Linkage to Mental Health Care. Number of people connected to care, and average duration of reported untreated mental illness enable an assessment over time of impact of programs on connecting people to mental health care.

EVALUATION COMPONENT

Contra Costa Behavioral Health Services is committed to evaluating the effective use of funds provided by the Mental Health Services Act. Toward this end, a comprehensive program and fiscal review process has been implemented to: a) improve the services and supports provided; b) more efficiently support the County's MHSa Three Year Program and Expenditure Plan; c) ensure compliance with statute, regulations, and policies. Each of the MHSa funded contract and county operated programs undergoes a triennial program and fiscal review. This entails interviews and surveys of individuals both delivering and receiving the services, review of data, case files, program and financial records, and performance history. Key areas of inquiry include:

- Delivering services according to the values of MHSa
- Serving those who need the service
- Providing services for which funding was allocated
- Meeting the needs of the community and/or population
- Serving the number of individuals that have been agreed upon
- Achieving outcomes that have been agreed upon
- Assuring quality of care
- Protecting confidential information
- Providing sufficient and appropriate staff for the program
- Having sufficient resources to deliver the services
- Following generally accepted accounting principles
- Maintaining documentation that supports agreed upon expenditures
- Charging reasonable administrative costs
- Maintaining required insurance policies
- Communicating effectively with community partners

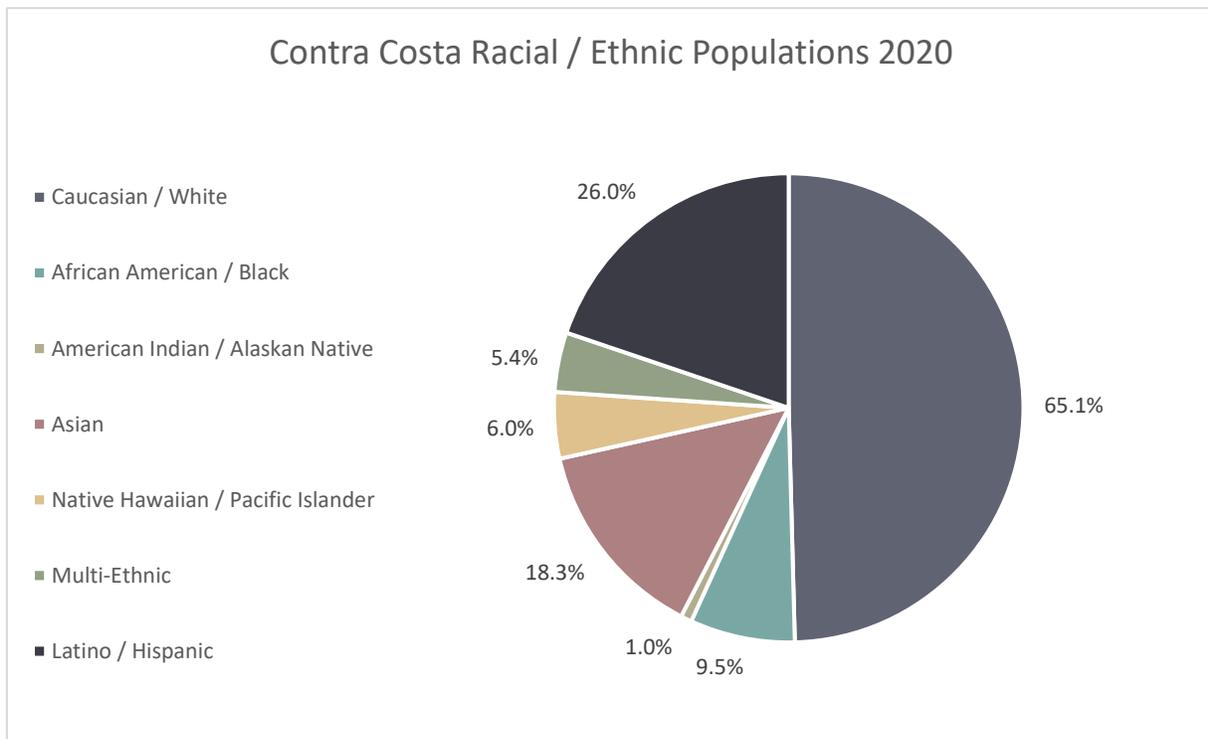
Each program receives a written report that addresses the above areas. Promising practices, opportunities for improvement, and/or areas of concern are noted for sharing or follow-up activity, as appropriate. The emphasis is to establish a culture of continuous improvement of service delivery, and quality feedback for future planning efforts. Completed reports are made available to members of the Consolidated Planning Advisory Workgroup (CPAW) and distributed at the monthly stakeholder meeting, or to the public upon request. Links to PEI program and fiscal reviews can be found [HERE](#). During FYs 18-20,

completed PEI Program and Fiscal Review reports were distributed at the following monthly CPAW meetings: September 2018, February 2019, March 2019, April 2019, August 1, 2019, January 9, 2020, February 6, 2020. Reviews for FY 20-21 were not completed due to the COVID-19 pandemic.

PEI AGGREGATE DATA FYs 18-21

Contra Costa is a geographically and culturally diverse county with approximately 1.1 million residents. One of nine counties in the Greater San Francisco Bay Area, we are located in the East Bay region.

According to the [United States Census Bureau](#) and the 2020 Decennial Census results, it's estimated that 7.2% of people in Contra Costa County are living in poverty, down from an estimated 9% in 2018. Children, adolescents & young adults (ages 0-25) continue to make up approximately 30% of the population and roughly 25% of residents are foreign born. The most common languages spoken after English include: Spanish, Chinese languages, and Tagalog.



MHSA funded Prevention and Early Intervention (PEI) programs in Contra Costa County served over 29,000 individuals per year during the previous three-year period, FYs 18-21. For a complete listing of PEI programs, please see Appendix A. PEI Providers gather quarterly for a Roundtable Meeting facilitated by MHSA staff and are actively involved in MHSA stakeholder groups including Consolidated Planning and Advisory Workgroup (CPAW) and various sub-committees. In addition, PEI programs engage in the Community Program Planning Process (CPPP) by participating in three annual community forums located in various regions of the county.

The below tables outline PEI Aggregate Data collected during the during the previous three-year period, FYs 18-21. Please note that the below figures are not a full reflection of the demographics served, particularly for the latter half of FY 19-20 and FY 20-21. Data collection was greatly impacted by the COVID-19 pandemic. A notable amount of data was not captured for most participants for two primary reasons: a significant number of participants declined to respond to demographic information, and, due to COVID-19, conducting surveys and self-reporting on behalf of clients served by PEI programs decreased. Additionally, different interpretations of the requested information by the respondents created challenges.

Total Served: FY 18-19: **32,949**; FY 19-20: **32,442**; FY 20-21: **29,105**

Table 1. Age Group	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Child (0-15)	2,530	1,395	831
Transition Age Youth (16-25)	5,207	4,514	2,944
Adult (26-59)	10,831	9,096	7,204
Older Adult (60+)	2,684	2,623	3,185
Decline to State / Data Not Captured	11,700	14,814	14,941

Table 2. Primary Language	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
English	20,471	24,071	22,766
Spanish	6,181	1,959	1,522
Other	642	1,033	891
Decline to State / Data Not Captured	5,655	5,393	3,926

Table 3. Race	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
More than one Race	1,014	646	318
American Indian/Alaska Native	94	348	136
Asian	1,866	1,932	1,512
Black or African American	3,697	3,262	2,251
White or Caucasian	11,393	7,537	8,270
Hispanic or Latino/a	8,377	3,849	2,812
Native Hawaiian or Other Pacific Islander	103	618	55
Other	409	248	142
Decline to State / Data Not Captured	5,996	14,104	13,842

Table 4. Ethnicity (If Non-Hispanic or Latino/a)	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
African	190	443	309
Asian Indian/South Asian	150	1,036	754
Cambodian	7	3	2
Chinese	50	195	37
Eastern European	29	135	27
European	273	304	128
Filipino	143	33	30
Japanese	8	3	5
Korean	13	2	6
Middle Eastern	238	12	14
Vietnamese	23	152	185
More than one Ethnicity	173	463	109
Decline to State / Data Not Captured	3,002	28,453	26,650
Other	940	153	110

Table 5. Ethnicity (If Hispanic or Latino/a)	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Caribbean	11	4	3
Central American	590	101	100
Mexican/Mexican American /Chicano	3,784	1,251	713
Puerto Rican	15	9	14
South American	162	8	23
Other	23	23	95

Table 6. Sexual Orientation	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Heterosexual or Straight	14,997	11,553	16,400
Gay or Lesbian	220	99	198
Bisexual	133	156	132
Queer	24	18	21
Questioning or Unsure of Sexual Orientation	40	25	52
Another Sexual Orientation	168	82	111
Decline to State / Data Not Captured	17,367	20,509	12,193

Table 7. Gender Assigned at Birth	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Male	10,289	10,113	7,031
Female	11,925	11,311	10,822
Decline to State / Data Not Captured	18,339	9,495	11,252

Table 8. Current Gender Identity	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Man	8,699	10,263	6,846
Woman	8,801	11,281	10,696
Transgender	149	146	91
Genderqueer	13	11	14
Questioning or Unsure of Gender Identity	14	8	15
Another Gender Identity	68	15	68
Decline to State / Data Not Captured	15,205	10,718	11,377

Table 9. Active Military Status	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Yes	52	31	81
No	3,049	2,873	2,894
Decline to State / Data Not Captured	29,848	29,073	26,132

Table 10. Veteran Status	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Yes	75	103	178
No	8,045	3,427	3,173
Decline to State / Data Not Captured	24,829	28,912	25,756

Table 11. Disability Status	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Yes	360	558	965
No	2,660	1,768	1,410
Decline to State / Data Not Captured	29,929	30,094	26,730

Table 12. Description of Disability Status	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Difficulty Seeing	33	88	101
Difficulty Hearing or Have Speech Understood	38	77	66
Physical/Mobility	91	219	252
Chronic Health Condition	126	163	225
Other	406	36	62
Decline to State / Data Not Captured	-	25,320	28,399

Table 13. Cognitive Disability	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Yes	116	144	115
No	987	1,327	1,983
Decline to State / Data Not Captured	-	25,387	27,007

Table 14. Referrals to Services	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Clients Referred to Mental Health Services	1,850	1,120	964
Clients who Participated/ Engaged at Least Once in Referred Service	1,681	883	794

Table 15. External Mental Health Referral	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Clients Referred to Mental Health Services	18,464	22,025	20,397
Clients who Participated/ Engaged at Least Once in Referred Service	191	21,849	214

Table 16. Average Duration Without Mental Health Services	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Average Duration for all Clients of Untreated Mental Health Issues (In weeks)	17.6	55.9	67.5

Table 17. Average Length of Time Until Mental Health Services	FY 18-19 # Served	FY 19-20 # Served	FY 20-21 # Served
Average Length for all Clients between Mental Health Referral and Services (In weeks)	4.4	4.5	5

PEI PROGRAMS BY COMPONENT

PEI programs are listed within the seven categories delineated in the PEI regulations.

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS

Programs in this category provide outreach to individuals with signs and symptoms of mental illness so they can recognize and respond to their own symptoms. Outreach is engaging, educating, and learning from potential primary responders. Primary responders include, but are not limited to, families, employers, law enforcement, school, community service providers, primary health care, social services, and faith-based organizations.

Seven programs are included in this category:

- 1) Asian Family Resource Center (Fiscal sponsor Contra Costa ARC) provides culturally sensitive education and access to mental health services for immigrant Asian communities, especially the Southeast Asian and Chinese population of Contra Costa County. Staff provide outreach, medication compliance education, community integration skills, and mental health system navigation. Early intervention services are provided to those exhibiting symptoms of mental illness, and participants are assisted in actively managing their own recovery process.
- 2) The Counseling Options Parenting Education (COPE) Family Support Center utilizes the evidence-based practices of the Positive Parenting Program (Triple P) to help parents develop effective skills to address common child and youth behavioral issues that can lead to serious emotional disturbances. Targeting families residing in underserved communities this program delivers in English and Spanish several seminars, training classes and groups throughout the year.
- 3) First Five of Contra Costa, in partnership with the COPE Family Support Center, takes the lead in training families who have children up to the age of five. First Five also partners with the COPE Family Support Center to provide training in the Positive Parenting Program method to mental health practitioners who serve this at-risk population.
- 4) Hope Solutions (formerly Contra Costa Interfaith Housing) provides on-site services to formerly homeless families, all with special needs, at the Garden Park Apartments in Pleasant Hill, the Bella Monte Apartments in Bay Point, Los Medanos Village in Pittsburg, and supportive housing sites throughout the County. Services include coordination and assistance with accessing needed community resources, pre-school, and afterschool programs, such as teen and family support groups, assistance with school preparation, and homework clubs. These services are designed to prevent serious mental illness by addressing domestic violence, substance addiction and inadequate life and parenting skills.
- 5) Jewish Family Community Services of the East Bay (JFCS) provides culturally grounded, community-directed mental health education and navigation services to refugees and immigrants of all ages in the Latino, Afghan, Bosnian, Iranian and Russian communities of Central and East County. Outreach and engagement services are provided in the context of group settings and community cultural events that utilize a variety of non-office settings convenient to individuals and families.
- 6) The Native American Health Center (NAHC) provides a variety of culturally specific methods of outreach and engagement to educate Native Americans throughout the County regarding mental illness, identify those at risk for developing a serious mental illness, and help them access and navigate the human service systems in the County.

Methods include an elder support group, a youth wellness group, a traditional arts group, talking circles, Positive Indian Parenting sessions, and Gatherings of Native Americans.

- 7) The Latina Center serves Latino parents and caregivers in West Contra Costa County by providing culturally and linguistically specific twelve-week parent education classes to high-risk families utilizing the evidence-based curriculum of Systematic Training for Effective Parenting (STEP). In addition, the Latina Center trains parents with lived experience to both conduct parenting education classes and to become Parent Partners who can offer mentoring, emotional support, and assistance in navigating social service and mental health systems.

In addition, the Needs Assessment and Community Program Planning Process identified children ages 0-5 with serious emotional disturbances as underserved. The FY 17-20 MHSA Three-Year Plan substantially increased funding, and subsequently treatment capacity, in the Children's System of Care in order to provide prevention and early intervention services to families with young children experiencing serious emotional disturbances.

In FY 20-21, We Care Services for Children (in collaboration with The Early Childhood Prevention and Intervention Coalition - ECPIIC) was awarded the Early Childhood Mental Health 0-5 Outreach RFP (with services beginning FY 21-22). We Care Services for Children supports families and children from birth to six years old with a wide range of early childhood education and mental health programs. Through targeted, compassionate, and effective early intervention services, We Care helps young children and their families reach their full potential, regardless of their abilities or circumstances. The collaborative program awarded the RFP, called The Everyday Moments/Los Momentos Cotidianos, provides programming for families with children ages 0-5 and includes three components: 1) Family Engagement and Outreach; 2) Early Childhood Mental Health Home-Based Support; and 3) Parent Education and Empowerment.

The allocation for the Outreach for Increasing Recognition of Early Signs of Mental Illness category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Asian Family Resource Center	Countywide	50	\$159,567
COPE	Countywide	210	\$268,660
First Five	Countywide	(Numbers included in COPE)	\$89,343
Hope Solutions	Central and East County	200	\$408,952
Jewish Family Community Services	Central and East County	350	\$185,112
Native America Health Center	Countywide	150	\$265,486
The Latina Center	West County	300	\$133,184
We Care Services for Children (0-5 Children Outreach RFP)	Countywide	99 families	\$128,750

TOTAL1,359+ \$1,639,054

Programs in this category provide activities intended to reduce risk factors for developing a potentially serious mental illness, and to increase protective factors. Risk factors may include, but are not limited to, poverty, ongoing stress, trauma, racism, social inequality, substance abuse, domestic violence, previous mental illness, prolonged isolation, and may include relapse prevention for those in recovery from a serious mental illness.

Five programs are included in this category:

- 1) The Building Blocks for Kids Collaborative (fiscal sponsor Tides) located in the Iron Triangle of Richmond, train family partners from the community with lived mental health experience to reach out and engage at-risk families in activities that address family mental health challenges. Individual and group wellness activities assist participants make and implement plans of action, access community services, and integrate them into higher levels of mental health treatment as needed.
- 2) Vicente Alternative High School in the Martinez Unified School District provides career academies for at-risk youth that include individualized learning plans, learning projects, internships, and mental health education and counseling support. Students, school staff, parents and community partners work together on projects designed to develop leadership skills, a healthy lifestyle and pursuit of career goals.
- 3) People Who Care is an afterschool program serving the communities of Pittsburg and Bay Point that is designed to accept referrals of at-risk youth from schools, juvenile justice systems and behavioral health treatment programs. Various vocational projects are conducted both on and off the program's premises, with selected participants receiving stipends to encourage leadership development. A clinical specialist provides emotional, social, and behavioral treatment through individual and group therapy.
- 4) Putnam Clubhouse provides peer-based programming for adults throughout Contra Costa County who are in recovery from a serious mental illness. Following the internationally recognized clubhouse model this structured, work focused programming helps individuals develop support networks, career development skills, and the self-confidence needed to sustain stable, productive, and more independent lives. Features of the program provide respite support to family members, peer-to-peer outreach, and special programming for transition age youth and young adults.
- 5) The RYSE Center provides a constellation of age-appropriate activities that enable at-risk youth in Richmond to effectively cope with the continuous presence of violence and trauma in the community and at home. These trauma informed programs and services include drop-in, recreational and structured activities across areas of health and wellness, media, arts and culture, education and career, technology, and developing youth leadership and organizing capacity. The RYSE Center facilitates several city and system-wide training and technical assistance events to educate the community on mental health interventions that can prevent serious mental illness as a result of trauma and violence.

The allocation for the Prevention category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Building Blocks for Kids	West County	400	\$238,280
Vicente	Central County	80	\$197,076
People Who Care	East County	200	\$243,789
Putnam Clubhouse	Countywide	300	\$718,777
RYSE	West County	2,000	\$533,653

TOTAL2,980 \$1,931,575

EARLY INTERVENTION

Early intervention provides mental health treatment for persons with a serious emotional disturbance or mental illness early in its emergence.

One program is included in this category:

- 1) The County operated First Hope Program serves youth who show early signs of psychosis or have recently experienced a first psychotic episode. Referrals are accepted from all parts of the County, and through a comprehensive assessment process young people, ages 12-25, and their families are helped to determine whether First Hope is the best treatment to address the psychotic illness and associated disability. A multi-disciplinary team provides intensive care to the individual and their family, and consists of psychiatrists, mental health clinicians, occupational therapists, and employment/education specialists. These services are based on the Portland Identification and Early Referral (PIER) Model, and consists of multi-family group therapy, psychiatric care, family psychoeducation, education and employment support, and occupational therapy.

The allocation for the Early Intervention category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
First Hope	Countywide	200	\$2,719,036
TOTAL		200	\$2,719,036

ACCESS AND LINKAGE TO TREATMENT

Programs in this category have a primary focus on screening, assessment, and connecting children and adults as early as practicable to necessary mental health care and treatment.

Three programs are included in this category:

- 2) The James Morehouse Project (fiscal sponsor Bay Area Community Resources -BACR) at El Cerrito High School, a student health center that partners with community-based organizations, government agencies and local universities, provides a range of youth development groups designed to increase access to mental health services for at-risk high school students. These on-campus groups address mindfulness (anger/stress management), violence and bereavement, environmental and societal factors leading to substance abuse, peer conflict mediation and immigration/acclimation.
- 3) STAND! Against Domestic Violence utilizes established curricula to assist youth successfully address the debilitating effects of violence occurring both at home and in teen relationships. Fifteen-week support groups are held for teens throughout the County, and teachers and other school personnel are assisted with education and awareness with which to identify and address unhealthy relationships amongst teens that lead to serious mental health issues.
- 4) Experiencing the Juvenile Justice System. Within the County operated Children’s Services five mental health clinicians support families who are experiencing the juvenile justice system due to their adolescent children’s involvement with the law. Three clinicians are out stationed at juvenile probation offices. The clinicians provide direct short-term therapy and coordinate appropriate linkages to services and supports as youth transition back into their communities.

The allocation for the Access and Linkage to Treatment category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
James Morehouse Project	West County	300	\$112,442
STAND! Against Domestic Violence	Countywide	750	\$146,548
Experiencing Juvenile Justice	Countywide	300	\$404,992
TOTAL		1,350	\$663,982

Programs in this category provide mental health services as early as possible for individuals and their families from an underserved population. Underserved means not having access due to challenges in the identification of mental health needs, limited language access, or lack of culturally appropriate mental health services. Programs in this category feature cultural and language appropriate services in convenient, accessible settings.

Six programs are included in this category:

- 1) The Center for Human Development fields two programs under this category. The first is an African American wellness group that serves the Bay Point community in East Contra Costa County. Services consist of culturally appropriate education on mental health issues through support groups and workshops. Participants at risk for developing a serious mental illness receive assistance with referral and access to County mental health services. The second program provides mental health education and supports for LGBTQ youth and their supports in East County to work toward more inclusion and acceptance within schools and in the community.
- 2) The Child Abuse Prevention Council of Contra Costa provides a 23-week curriculum designed to build new parenting skills and alter old behavioral patterns and is intended to strengthen families and support the healthy development of their children. The program is designed to meet the needs of Spanish speaking families in East and Central Counties.
- 3) La Clínica de la Raza reaches out to at-risk LatinX in Central and East County to provide behavioral health assessments and culturally appropriate early intervention services to address symptoms of mental illness brought about by trauma, domestic violence, and substance abuse. Clinical staff also provide psycho-educational groups that address the stress factors that lead to serious mental illness.
- 4) Lao Family Community Development provides a comprehensive and culturally sensitive integrated system of care for Asian and Southeast Asian adults and families in West Contra Costa County. Staff provide comprehensive case management services, to include home visits, counseling, parenting classes, and assistance accessing employment, financial management, housing, and other service both within and outside the agency.
- 5) Lifelong Medical Care provides isolated older adults in West County opportunities for social engagement and access to mental health and social services. A variety of group and one-on-one approaches are employed in three housing developments to engage frail, older adults in social activities, provide screening for depression and other mental and medical health issues, and linking them to appropriate services.
- 6) Rainbow Community Center provides a community based social support program designed to decrease isolation, depression and suicidal ideation among members who identify as lesbian, gay, bisexual, transgender, or who question their sexual identity. Key activities include reaching out to the community to engage those individuals who are at risk, providing mental health support groups that address isolation and stigma and promote wellness and resiliency, and providing clinical mental health treatment and intervention for those individuals who are identified as seriously mentally ill.

The allocation for the Improving Timely Access to Mental Health Services for Underserved Populations category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Child Abuse Prevention Council	Central and East County	120	\$136,709
Center for Human Development	East County	230	\$171,488
La Clínica de la Raza	Central and East County	3,750	\$306,573
Lao Family Community Development	West County	120	\$208,073
Lifelong Medical Care	West County	115	\$142,914
Rainbow Community Center	Countywide	1,125	\$828,312

TOTAL..... 5,460 \$1,794,069

STIGMA AND DISCRIMINATION REDUCTION

Activities in this category are designed to 1) reduce negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to having a mental illness, 2) increase acceptance, dignity, inclusion, and equity for individuals with mental illness and their families, and 3) advocate for services that are culturally congruent with the values of the population for whom changes, attitudes, knowledge and behavior are intended.

The County operated Office for Consumer Empowerment (OCE) provides leadership and staff support to several initiatives designed to reduce stigma and discrimination, develop leadership and advocacy skills among consumers of behavioral health services, support the role of peers as providers, and encourage consumers to actively participate in the planning and evaluation of MHS funded services. Staff from the OCE support the following activities designed to educate the community to raise awareness of the stigma that can accompany mental illness.

- 1) The PhotoVoice Empowerment Project enables consumers to produce artwork that speaks to the prejudice and discrimination that people with behavioral health challenges face. PhotoVoice's vision is to enable people to record and reflect their community's strengths and concerns, promote critical dialogue about personal and community issues, and to reach policymakers to effect change.
- 2) The Wellness Recovery Education for Acceptance, Choice and Hope (WREACH) Speakers' Bureau forms connections between people in the community and people with lived mental health and co-occurring experiences, using face to face contact by providing stories of recovery and resiliency and current information on health treatment and supports. Other related activities include producing videos, public service announcements and educational materials.
- 3) The OCE facilitates Wellness Recovery Action Plan (WRAP) groups by providing certified leaders and conducting classes throughout the County. Staff employ the evidence-based WRAP system in enhancing the efforts of consumers to promote and advocate for their own wellness.
- 4) The Committee for Social Inclusion is an ongoing alliance of committee members that work together to promote social inclusion of persons who receive behavioral health services. The Committee is project based, and projects are designed to increase participation of consumers and family members in the planning, implementation, and delivery of services. Current efforts are supporting the integration of mental health and alcohol and other drug services within the Behavioral Health Services Division. In addition, OCE staff assist and support consumers and family members in participating in the various planning committees and sub-committees, Mental Health Commission meetings, community forums, and other opportunities to participate in planning processes.
- 5) Through the Each Mind Matters initiative California Mental Health Services Authority (CalMHSA) provides technical assistance to encourage the County's integration of available statewide resources on stigma and discrimination reduction and suicide prevention. CCBHS partners via Memorandum of Understanding (MOU) with CalMHSA to link county level stigma and discrimination reduction efforts with statewide social marketing programs. This linkage will expand the County's capacity via language specific materials, social media, and subject matter consultation with regional and state experts to reach diverse underserved communities, such as Hispanic, African American, Asian Pacific Islander, LGBTQ, Native American and immigrant communities. Primary focus will be to reach Spanish speaking Latina/o communities via social media and materials adapted specifically for this population.

The allocation for the Stigma and Discrimination Reduction category is below:

Program	County/Contract	Region Served	MHSA Funds Allocated for FY 22-23
OCE	County Operated	Countywide	\$232,189
CaIMHSA	MOU	Countywide	\$78,000

TOTAL..... \$310,189

There are three plan elements that support the County's efforts to reduce the number of suicides in Contra Costa County: 1) augmenting the Contra Costa Crisis Center, and 2) supporting a suicide prevention committee. Additional funds are allocated to dedicate staff trained in suicide prevention to provide countywide trainings, education, and consultation for a host of entities such as schools, social service providers, criminal justice and first responder community-based organizations to know the signs of persons at risk of suicide, assess lethality and respond appropriately.

- 1) The Contra Costa Crisis Center provides services to prevent suicides by operating a certified 24-hour suicide prevention hotline. The hotline connects with people when they are most vulnerable and at risk for suicide, enhances safety, and builds a bridge to community resources. Staff conduct a lethality assessment on each call, provide support and intervention for the person in crisis, and make follow-up calls (with the caller's consent) to persons who are at medium to high risk of suicide. MHSA funds enable additional paid and volunteer staff capacity, most particularly in the hotline's trained multi-lingual, multi-cultural response.
- 2) In FY 20-21 The Contra Costa Crisis Center was awarded the Suicide Prevention focused RFP for their proposed PES Follow Up Program. This new Follow Up Program is designed for patients with suicidal ideation/attempt being released from PES. The program aims to increase linkages and reduce service gaps by offering immediate 24/7 support from counselors who are specially trained in providing crisis and suicide intervention and assessment. The Crisis Center is accredited by the American Associate of Suicidology (AAS) and provides local response for the National Suicide Prevention Lifeline (NSPL) as well as the 211 Information and Referral
- 3) A multi-disciplinary, multi-agency Suicide Prevention Committee has been established, and has published a countywide Suicide Prevention Strategic Plan. This ongoing committee oversees the implementation of the Plan by addressing the strategies outlined in the Plan. These strategies include i) creating a countywide system of suicide prevention, ii) increasing interagency coordination and collaboration, iii) implementing education and training opportunities to prevent suicide, iv) implementing evidence-based practices to prevent suicide, and v) evaluating the effectiveness of the County's suicide prevention efforts. In 2021, a subcommittee was convened to address Youth Suicide Prevention. In the light of the pandemic, school-based providers and people living and working with youth have expressed great concern about their mental health during these challenging times. The group meets in the late afternoon to encourage participation of students and young people.

The allocation for the Suicide Prevention category is summarized below:

Plan Element	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Contra Costa Crisis Center	Countywide	25,000	\$401,603
Contra Costa Crisis Center Suicide Prevention RFP (PES Follow Up Program)	Countywide	TBD	TBD*
County Supported	Countywide	N/A	Included in PEI administrative cost

TOTAL 25,050 \$401,603

*These funds are already rolled into Contra Costa Crisis Center’s funds allocation for FY 22-23

PEI ADMINISTRATIVE SUPPORT

Staff time has been allocated by the County to provide administrative support and evaluation of programs and plan elements that are funded by MHSA.

The allocation for PEI Administration is summarized below:

Plan Element	Region Served	Yearly Funds Allocated
Administrative and Evaluation Support	Countywide	\$389,491

TOTAL \$389,491

PREVENTION AND EARLY INTERVENTION (PEI) SUMMARY FOR FY 2022-23

Outreach for Increasing Recognition of Early Signs of Mental Illness	\$1,639,054
Prevention	\$1,931,575
Early Intervention	\$2,719,036
Access and Linkage to Treatment	\$663,982
Improving Timely Access to Mental Health Services for Underserved Populations	\$1,794,069
Stigma and Discrimination Reduction	\$310,189
Suicide Prevention	\$401,603
Administrative, Evaluation Support	\$389,491

Total \$9,849,000

APPENDIX A - PROGRAM PROFILES

Asian Family Resource Center (AFRC) A-2

Building Blocks for Kids (BBK) A-4

Center for Human Development (CHD) A-7

Child Abuse Prevention Council (CAPC) A-10

Contra Costa Crisis Center A-12

Counseling Options Parent Education (COPE) A-15

First Five Contra Costa A-17

First Hope (Contra Costa Behavioral Health) A-19

Hope Solutions (formerly Contra Costa Interfaith Housing) A-21

James Morehouse Project at El Cerrito High, YMCA East Bay A-24

Jewish Family and Community Services East Bay (JFCS/ East Bay) A-27

Juvenile Justice System – Supporting Youth (Contra Costa Behavioral Health) A-30

La Clínica de la Raza A-32

LAO Family Community Development A-34

The Latina Center A-36

Lifelong Medical Care A-38

Native American Health Center (NAHC) A-40

Office for Consumer Empowerment (Contra Costa Behavioral Health) A-42

People Who Care (PWC) Children Association A-44

Putman Clubhouse A-46

Rainbow Community Center (RCC) A-48

RYSE Center A-50

STAND! For Families Free of Violence A-53

Vicente Martinez High School - Martinez Unified School District A-55

ASIAN FAMILY RESOURCE CENTER (AFRC)

Point of Contact: Sun Karnsouvong

Contact Information: Asian Family Resource Center (AFRC), 12240 San Pablo Ave, Richmond, CA Skarnsouvong@arcofcc.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

AFRC provides multicultural and multilingual services, empowering the most vulnerable members of our community to lead healthy, productive, and contributing lives.

2. PROGRAM: BUILDING CONNECTIONS (ASIAN FAMILY RESOURCE CENTER) - PEI

- a. Scope of Services: Asian Family Resource Center (AFRC), under the fiscal sponsorship of Contra Costa ARC, will provide comprehensive and culturally sensitive education and access to mental health services for Asian and Asian Pacific Islander (API) immigrant and refugee communities, especially the Southeast Asian and Chinese population of Contra Costa County. AFRC will employ multilingual and multidisciplinary staff from the communities which they serve. Staff will provide the following scope of services:
- b. Outreach and Engagement Services: Individual and/or community outreach and engagement to promote mental health awareness, educate community members on signs and symptoms of mental illness, provide mental health workshops, and promote mental health wellness through community events. Engage community members in various activities to screen and assess for mental illness and/or assist in navigating them into the service systems for appropriate interventions: community integration skills to reduce MH stressors, older adult care giving skills, basic financial management, survival English communication skills, basic life skills, health and safety education and computer education, structured group activities (on topics such as, coping with adolescents, housing issues, aid cut-off, domestic violence, criminal justice issues, health care and disability services), mental health education and awareness, and health/mental health system navigation. AFRC, in collaboration with community-based organizations, will participate in 3-5 mental health and wellness events to provide wellness and mental health outreach, engagement, and education to immigrants and refugees in the Contra Costa County.
- c. Individual Mental Health Consultation: This service will also be provided to those who are exhibiting early signs of mental illness, to assess needs, identify signs/symptoms of mental health crisis/trauma, provide linkages/referrals, or assist in navigation into the mental health system, provide wellness support groups, access essential community resources, and linkage/referral to mental health services. Peer Navigators will be utilized to support participants in accessing services in a culturally sensitive manner. These services will generally be provided for a period of less than one year. AFRC will serve a minimum of 50 high risk and underserved Southeast Asian community members within a 12-month period, 25 of which will reside in East County with the balance in West and Central County.
- d. Translation and Case Management: AFRC staff will provide translation and case management services to identified mono-lingual consumers in the West County Adult Behavioral Health Clinic in San Pablo, CA. Services will include attending medical appointments, assisting with applications and forms, advocacy, and system navigation.
- e. Target Population: Asian and Pacific Islander immigrant and refugee communities (especially Chinese and Southeast Asian population) in Contra Costa County
- f. Payment Limit: FY 22-23: \$159,567
- g. Number served: FY 18-19: 238; FY 19-20: 583; FY 20-21: 584
- h. Outcomes:

- FY 18-19:
 - All program participants received system navigation support for mental health treatment, Medi-Cal benefits, and other essential benefits.
 - Services are offered in the language of the consumer.
 - Program hosted two community wellness events and psycho-education workshops for the community.
- FY 19-20:
 - Successful adaptation of services due to COVID-19 including telehealth, social distancing, mask wearing, and connecting participants to resources that were more difficult to access due to the pandemic.
 - All program participants received system navigation support for mental health treatment, Medi-Cal benefits, and other essential benefits.
 - Services are offered in the language of the consumer and outreach is conducted in areas frequented by those they are trying to engage.
 - Program collaborated with other service providers via zoom during the pandemic to share resources, information, and support.
- FY 20-21:
 - Continued adaptation of services due to COVID-19 including telehealth, social distancing, mask wearing, and connecting participants to resources that were more difficult to access due to the pandemic.
 - Primarily reached multilingual and multicultural individuals and families (specifically of Chinese, Vietnamese, Laos, Khmu, and Mien backgrounds) currently living in Contra Costa County (with the majority residing in the western region of the county).
 - Emphasized on offering support to vulnerable populations like the elderly and the homeless.
 - Primary method of outreach and engagement with potential responders were program brochures. These brochures were printed in several languages, such as Chinese, Vietnamese, Laos, and Mien to reach a wider range of potential responders. These brochures consisted of AFRC's mission, the types of services offered, language availability, and contact information.
 - Held virtual psychoeducation workshops for community members on mental health (warning signs, risk factors, stigma reduction, etc.), self-care, human wellness, cultural and family/parenting issues, and where and how to get help if needed, particularly for those who may feel limited due to language barriers.
 - All program participants received system navigation support for mental health treatment, Medi-Cal benefits, and other essential benefits.
 - Program collaborated with other service providers via zoom during the pandemic to share resources, information, and support.

www.bbk-richmond.org

Point of Contact: Sheryl Lane

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

Building Blocks for Kids (BBK) amplifies the voices of parents/caregivers of color and partners with them to advance equitable access and opportunities for all youth to have a quality education and all families to achieve emotional and physical well-being. We realize our goals through healing centered care, leadership development, and parent-led advocacy. BBK serves parents and primary caregivers living in West Contra Costa County that primarily represent low-income African-American, Latinx and immigrant populations.

2. PROGRAM: NOT ME WITHOUT ME - PEI

a. Scope of Services:

Building Blocks for Kids Collaborative, a project of Tides Center, will provide diverse West County households with improved access to mental health education, and mental health support. The *Not About Me Without Me* prevention and early intervention work addresses MHSA's PEI goal of providing Prevention services to increase recognition of early signs of mental illness and intervening early in the onset of a mental illness.

Accordingly, the goals are three-fold: (1) working with families to ensure that they are knowledgeable about and have access to a network of supportive and effective mental health information and services; (2) reduce risk for negative outcomes related to untreated mental illness for parents/primary caregivers and children whose risk of developing a serious mental illness is significantly higher than average including cumulative skills-based training opportunities on effective parenting approaches; and, (3) train and support families to self-advocate and directly engage the services they need.

This work represents an evolution in our *Not About Me Without Me* approach to service provision by working toward a coordinated, comprehensive system that will support families in not just addressing mental illness and recovering from traumatic experiences but will fortify them to create community change. This system will continue to put resident interests and concerns at the fore and additionally be characterized by a model that enables organizations to: work more effectively and responsively with underserved residents in the Richmond and West Contra Costa community; improve outcomes; reduce barriers to success; increase provider accountability and create a truly collaborative and healing environment using strategies that are non-stigmatizing and non-discriminatory.

b. Target Population: Parents and caregivers and their families living in West Contra Costa County

c. Payment Limit: FY 22-23: \$238,280

d. Number served: FY 18-19: 438; FY 19-20: 336; FY 20-21: 466

e. Outcomes

- FY 18-19:
 - Over the course of the 17-18 year, BBK Health and Wellness Team met with 33 community organizations, government agencies and individuals around partnering and collaboration.
 - BBK held Sanctuary groups and parents who attend have consistently reported that they learned something new about holistic health, and that they intended to follow up with a partner organization that they learned about through BBK sponsored events.
 - Summer Program at Belding Garcia Park and expanded programming to Monterey Pines Apartments in South Richmond. Children participating received at least one healthy meal per day and family members had access to wellness activities and developmental playgroups.
 - BBK partnered with COPE and Child Abuse Prevention Council to offer weekly evidence-based parenting classes. Care providers developed a strong knowledge base on child development and positive parenting skills.
- FY 19-20:
 - During the COVID-19 pandemic, BBK pivoted to continue to engage the community. Staff transitioned into a virtual model. Programs was offered through Zoom meetings, phone calls, and videos on their Facebook page.
 - 195 women participated in a total of 28 Black and LatinX Women's Peer Sanctuary groups where they received facilitated support for self-care, advocacy, personal goal setting and reclaiming positive cultural practices.
 - Family Engagement activities events, during which families are invited to spend an enjoyable and safe time with their families, were held at Monterey Pines Apartments. 87 people participated in Family Engagement activities, including: an informational session about the Welcome Home Baby Program, Mindfulness practices, YouthService Bureau, Effective Ways of Communication through Community Circles, Census Information as well family bonding arts & crafts and games.
 - At the Health and Wellness free summer program, children under the age of 18 had access to free lunch Monday through Friday, Zumba classes and enrichment activities. BBK staff served an average of 90 children daily and altered their offerings to accommodate virtual programming to follow safety guidelines during the pandemic.
 - BBK partnered with Child Abuse Prevention Council to offer weekly evidence-based parenting classes (Nurturing Parenting) in Spanish and English. A total of 26 parents/caregivers graduated from the 22-week program and 146 adults participated in a parent-child skills development playgroup.
- FY 20-21:
 - Due to the COVID-19 pandemic, BBK continue to engage the community via a virtual model.
 - Connected families to accessible mental health professionals that provide no and low-cost individual, family, and group mental health support and prevention services.
 - Continued to conduct check-in phone calls with program participants, conducted needs assessments, and connected 24 families to food resources, financial assistance, and free/reduced internet service options, and tenants' rights resources.
 - 68 people participated in seven Family Engagement Virtual Events. BBK staff hosted these activities, sometimes in collaboration with community partners including the East Bay Regional Park District. Based on participant feedback, BBK staff focused on family game nights, family bonding arts & crafts, dancing, and storytelling.
 - Offered Zumba, cooking classes, and playgroups through Facebook live. In the month of July 2020, 313 people

joined the live streams. In June 2021, staff launched the 2021 summer program via Zoom in collaboration with the Mindful Life Project, the Native American Health Center, a local Zumba instructor, and Redemption Fitness & Wellness LLC to host live for one hour, 5-days a week, arts and crafts activities, mindfulness activities, story times, boxing classes, and Zumba classes. A total of 88 people participated in these daily activities.

- In response to feedback from men surveyed in the community, BBK launched its first men and father's peer group in 2021. Since March 2021 staff, in collaboration with a male facilitator from Richmond, BBK has hosted a total of four meetings and has served 30 men. Through these meetings, men have built relationships with other men in their community and had conversations about Healthy Communication with Partners, How to Manage Strong Emotions, Goal Setting and Celebrating Accomplishments, and Getting to Know Ourselves. Additionally, before the end of the meetings participants are led through a drumming circle. Since the launch of the Men's Sanctuary called "Holding Space" BBK has seen increased participation and participants share their excitement about having a healthy space to build relationships and learn from other men.
- In February 2021 BBK launched their Life Coaching program. Eight women received six free one-hour sessions with a certified life coach. Participants set short-term goals, midterm, and long-term goals, and used a strength-based approach to create a plan to achieve their goals. The sessions focused on identifying strengths, support systems, and worked on shifting mindset.

<http://chd-prevention.org/>

Point of Contact: David Carrillo

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

Center for Human Development (CHD) is a community-based organization that offers a spectrum of Prevention and Wellness services for at-risk youth, individuals, families, and communities in the Bay Area. Since 1972 CHD has provided wellness programs and support aimed at empowering people and promoting growth. Volunteers work side-by-side with staff to deliver quality programs in schools, clinics, and community sites throughout Contra Costa as well as nearby counties. CHD is known for innovative programs and is committed to improving the quality of life in the communities it serves.

2. PROGRAM: AFRICAN AMERICAN WELLNESS PROGRAM & YOUTH EMPOWERMENT PROGRAM - PEI

- a. Scope of Services: The African American Wellness Program (formerly African American Health Conductor Program) serves Bay Point, Pittsburg, and surrounding communities. The purpose is to increase emotional wellness; reduce stress and isolation; and link African American participants, who are underserved due to poor identification of needs and lack of outreach and engagement, to appropriate mental health services. Key activities include: outreach through community events; culturally appropriate education on mental health topics through Mind, Body, and Soul support groups; conduct community health education workshops in accessible and non-stigmatizing settings; and navigation assistance for culturally appropriate mental health referrals.

The Youth Empowerment Program provides LGBTQ youth and their allies in Antioch, Pittsburg, and surrounding East County communities with strength-based educational support services that build on youths' assets, raise awareness of mental health needs identification, and foster resiliency. Key activities include: a) Three weekly educational support groups that promote emotional health and well-being, increase positive identity and self-esteem, and reduce isolation through development of concrete life skills; b) one leadership group that meets a minimum of twice a month to foster community involvement; and c) linkage and referral to culturally appropriate mental health service providers in East County.

- b. Target Population: Wellness Program: African American residents in East County at risk of developing serious mental illness. Youth Empowerment Program: LGBTQ youth in East County
- c. Payment Limit: FY 22-23: \$171,488
- d. Number served: FY 18-19: 342; FY 19-20: 733; FY 20-21: 198
- e. Outcomes:
- FY 18-19 African American Wellness Program:
 - Mind-Body-Soul support groups in Pittsburg and Bay Point throughout the year with topics such as "Depression and Stress," "Maintaining Emotional Well Being," "Guide to Vitamins and Minerals in Fresh Foods," "Self-Care

(Physical, Emotional, Mental and Spiritual).”

- Several community health / mental health workshops throughout the year.
- 100% of the participants in the Mind-Body-Soul peer health education support groups reported and increased wellness (wellbeing) within fiscal year.
- Participants in AA Wellness Program received navigational support for their service referral needs.
- FY 18-19 Youth Empowerment Program:
 - LGBTQ youth empowerment support groups in Pittsburg and Antioch throughout the year with topics such as: “Family and Peer Conflict,”
 - “Challenges to Relationships,” “Community Violence and Loss,” “Queer History and Activism,” “Stress, Anxiety and Depression,” “Identity Development and Coming Out.”
 - 85% of the participants in the Empowerment Psycho-Educational Leadership support groups reported an increased sense of emotional health and well-being within fiscal year.
 - 100% of participants in Empowerment in need of counseling services were informed and referred to LGBTQ-sensitive resources available to youth.
 - 36 LGBTQ Youth Support Groups facilitated at Pittsburg High, 26 at Deer Valley High, and 42 at Rivertown Resource Center.
- FY 19-20 African American Wellness Program:
 - Served 623 participants during FY 2019-20.
 - Moved to telehealth due to COVID-19.
 - Provided 9 clients with mental health referrals.
 - Participants were provided individualized services to help them to address the current issues they are facing
- FY 19-20 Youth Empowerment Program:
 - 110 individuals were served.
 - Staff facilitated 134 educational group sessions, trainings, and Leadership sessions and staff had 412 individual one-on-one meetings with youth. This is nearly double the number of individual check-ins and one-on-one meetings from the previous year.
 - Successfully Moved to telehealth due to COVID-19
 - Provided 6 clients with mental health referrals.
 - All Empowerment participants receive an emergency services “Safety Phone List”, including contact information for CHD’s Empowerment Program, Contra Costa Crisis Center, The Trevor Project, Planned Parenthood, Community Violence Solutions, STAND Against Violence, Runaway Hotline, Homeless Hotline, as well as having space to add information for trusted adults and friends. Additional referrals and linkages are provided as needed, and upon participant assent.
- FY 20-21 African American Wellness Program:
 - The African American Wellness Program Roster for support groups from July 2020- June 2021 contained a total of 141 unduplicated attendees.
 - There were 389 newsletters distributed to people (outreach) and 67 people attended outreach events.

- Participants who attended the Mind, Body & Soul support groups received tools & techniques to identify barriers. Participants were individually provided services to help them address their current issues. Participants were referred to Contra Costa Crisis 211 and the Mental Health Access Line.
- Staff assisted participants by helping them to navigate through the system by assisting with calls to the Mental Health Access line for appointments, attending doctor appointments, and following up with participants to check on progress.
- FY20-21 Youth Empowerment Program:
 - 57 individuals were served. This number is much less than previous years due to the extreme difficulty in connecting with LGBTQ+ youth in their home environments during COVID-19. Youth cited lack of privacy in their home environments and overall stress due to the pandemic as a reason for lack of participation.
 - Telephone communications, email and secure video conferencing, via Zoom, were the main forms of delivering telehealth support to participants, since COVID-19.
 - Staff facilitated 43 educational group sessions, one leadership session, and 833 individual check-ins, assessments and support sessions. This is double the number of individual check-ins and one-on-one meetings from the previous year. The sharp increase in this number is due primarily to the shelter in place order, which led to many participants being willing to only engage in one-on-one, non-video, communication with staff, and not wanting to participate in groups via telehealth platforms.
 - Staff worked closely with local schools in East County to coordinate care and referrals.
 - Staff periodically administers the Adolescent Mental Health Continuum Short Form (MHC-SF) during one-on-one meetings to help assess need for referral to mental health services. Staff provided 10 clients with mental health referrals.
 - All Empowerment participants receive an emergency services “Safety Phone List”, including contact information for CHD’s Empowerment Program, Contra Costa Crisis Center, The Trevor Project, Planned Parenthood, Community Violence Solutions, STAND Against Violence, Runaway Hotline, Homeless Hotline, as well as having space to add information for trusted adults and friends. Additional referrals and linkages are provided as needed, and upon participant assent.

www.capc-coco.org

Point of Contact: Carol Carrillo

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Child Abuse Prevention Council has worked for many years to prevent the maltreatment of children. Through providing education programs and support services, linking families to community resources, mentoring, and steering county-wide collaborative initiatives, CAPC has led Contra Costa County's efforts to protect children. It continually evaluates its programs to provide the best possible support to the families of Contra Costa County.

2. PROGRAM: THE NURTURING PARENTING PROGRAM - PEI

- a. Scope of Services: The Child Abuse Prevention Council of Contra Costa provides an evidence-based curriculum of culturally, linguistically, and developmentally appropriate, Spanish speaking families in East County, and Central County's Monument Corridor. The 20- week curriculum immerses parents in ongoing training, free of charge, designed to build new skills and alter old behavioral patterns intended to strengthen families and support the healthy development of their children in their own neighborhoods. Developmental assessments and referral services are provided to each family served in the program using strategies that are non-stigmatizing and non-discriminatory. Families are provided with linkages to mental health and other services as appropriate. Providing the Nurturing Parenting Program (NPP) in the Monument Corridor of Concord and East County allows underserved parents and children access to mental health support in their own communities and in their primary language.
- b. Target Population: Latino children and their families in Central and East County.
- c. Payment Limit: FY 22-23: \$136,709
- d. Number served: FY 18-19: 164; FY 19-20: 169; FY 20-21: 159
- e. Outcomes:
 - FY 18-19:
 - Four 22-week classes in Central and East County serving parents and their children.
 - All parent participants completed pre- and post-tests. All parents improved their scores on at least four out of five 'parenting constructs' (appropriate expectations, empathy, discipline, self-awareness, and empowerment).
 - FY 19-20:
 - Two 20-week classes in Central and East County serving parents and their children.
 - During the first semester of The Nurturing Parenting Program a total of 44 parents and 45 children enrolled in the program. A total of 29 parent and 36 children completed and graduated from the NPP successfully.
 - During the second semester of The Nurturing Parenting Program a total of 41 parents and 39 children enrolled in both regions. A total of 31 parents completed and graduated from the program despite the many challenges faced during the COVID-19 Shelter-in- Place.
 - Staff modified sessions to meet parents needs during the pandemic and offered resources to families who lost their jobs, linked parents to internet access, and guided them on how to start using zoom to stay connected.

- All parent participants completed pre- and post-tests. All parents improved their scores on at least four out of five 'parenting constructs' (appropriate expectations, empathy, discipline, self-awareness, and empowerment).
- FY 20-21:
 - Two 20-week classes in Central and East County serving parents and their children. Modifications were made as needed to accommodate challenges that arose due to the COVID-19 pandemic.
 - The Nurturing Parenting Program enrolled a total of 83 Latino parents and 76 children during the fiscal year.
 - The first semester Central County served 22 parents, successfully graduating 17 parents, East County served 20 and graduated 12 parents. The second semester Central County served 21 parents and graduated 13, East County served 20 parents and graduated 15.
 - Parents who dropped out of the program were contacted to gather feedback and offer additional support. Parents dropping out reported having the opportunity to return to the work force, others shared feeling overwhelmed with school demands and not having time to attend sessions.
 - All parent participants completed pre- and post-tests. Overwhelmingly, parents improved their scores on at least four out of five 'parenting constructs' (appropriate expectations, empathy, discipline, appropriate family roles, and values power independence)

www.crisis-center.org

Point of Contact: Tom Tamura

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The mission of the Contra Costa Crisis Center is to keep people alive and safe, help them through crises, and connect them with culturally relevant resources in the community.

2. PROGRAM: SUICIDE PREVENTION CRISIS LINE

a. Scope of Services:

- Contra Costa Crisis Center will provide services to prevent suicides throughout Contra Costa County by operating a nationally certified 24-hour suicide prevention hotline. The hotline lowers the risk of suicide by assuring 24-hour access to real time services rendered by a trained crisis counselor who not only assesses suicide and self-harm lethality and provides intervention, but links callers to numerous mental health treatment options. This linkage occurs via referral to culturally relevant mental health services as well as provides REAL TIME warm transfer to those services when appropriate. Because the hotline operates continuously regardless of time or day, all callers receive timely intervention and access to service WHEN THEY NEED IT and immediately upon their request. The Crisis Center's programs are implemented (including agency program and hiring policies, bylaws, etc.) in a welcoming and intentionally non-discriminatory manner. Much of our outreach activities and staff/volunteer training activities center around increased awareness of myriad mental health issues, as well as mental health services, consumer stigma reduction to increase community comfort at accessing services and in referring those in need.
- Key activities include: answering local calls to toll-free suicide hotlines, including a Spanish-language hotline; the Crisis Center will maintain an abandonment rate at or below national standard; assisting callers whose primary language other than English or Spanish through use of a tele-interpreter service; conducting a lethality assessment on each crisis call consistent with national standards; making follow-up calls to persons (with their consent) who are at medium to high risk of suicide with the goal of 99% one-month follow up survival rate; and training all crisis line staff and volunteers in a consistent and appropriate model consistent with AAS (American Association of Suicidology) certification. As a result of these service activities, >99% of people who call the crisis line and are assessed to be at medium to high risk of suicide will be survivors one month later; the Crisis Center will continuously recruit and train crisis line volunteers to a minimum pool of 25 multi-lingual/culturally competent individuals within the contract year, Spanish-speaking counselors will be provided 80 hours per week.
- The Crisis Center will provide community outreach and education about how to access crisis services. Priority and vigorous outreach efforts are directed to underserved and hard to reach populations such as youth, elderly, isolated, persons with limited English, LGBTQ, etc. and focus changes as community needs emerge and are identified.
- The Crisis Center will offer grief support groups and postvention services to the community
- The Crisis Center will liaison with the County Coroner to provide referrals for grieving survivors (and mitigating

contagion).

- In Partnership with County Behavioral Health, the Contra Costa Crisis Center will co-chair the Countywide Suicide Prevention Committee.
- b. Target Population: Contra Costa County residents in crisis.
- c. Payment Limit: FY 22-23: \$401,603
- d. Number served: FY 18-19: 18,128; FY19-20: 21,577; FY 20-21: 20,082
- e. Outcomes:
- FY 18-19:
 - Spanish language coverage was provided 80 hours/week
 - Call abandonment rate was 1.5%
 - Lethality assessments were provided for 100% of callers rated mid to high level risk.
 - Responded to 1,345 calls from people in crisis, suicidal or experiencing mental health issues.
 - A pool of 25 volunteers was maintained, and 2 volunteer trainings were offered during the year
 - FY 19-20:
 - Services provided in English and Spanish, and callers have access to the Language Line interpreter services in 240 languages.
 - Upgraded to an advanced web-based phone system software in July 2019, allowing for remote work in case of a disaster, and increased the accuracy of calls answered, average speed to answer (in seconds), and abandonment rate measurements. This allowed calls to the 24-hour crisis lines to continue without interruption with staff and volunteers working either in the office or remotely due to COVID-19.
 - 21,577 referrals were made to mental health services
 - Managed an unprecedented increase in total call volume starting in March 2020 with callers needing referrals for health, food, housing, and financial assistance as well as experiencing feelings of high anxiety and stress.
 - Provided a 54+ hour call center training for new call center staff and volunteers several times throughout the year
 - FY 20-21:
 - Services provided in English and Spanish, and callers have access to the Language Line interpreter services in 240+ languages.
 - 20,082 Mental Health / Crisis Calls received. Provided callers linkage to mental health services through community resources as appropriate for each call. 100% of callers were assessed for suicide risk level, and all callers with a risk level of medium or high were offered a follow-up call.
 - Maintained a pool of 58 active call center volunteers during this reporting period.
 - Provided 54 hours of training curriculum over 10 weeks virtually (30 hours) and in-person (24+ hours) for each new volunteer training cohort in June-July 2020 and January-February 2021.
 - Continued to provide virtual outreach and education presentations regarding Crisis Center Agency Services, Suicide Prevention, Grief & Loss, and participated in virtual resource fairs due to COVID-19 concerns during this reporting period

- Continued to co-chair the Suicide Prevention Coalition monthly meetings virtually with County Mental Health
- Exceeded target goals for Suicide Assessment and Intervention Trainings by providing free virtual trainings offered to all partner agency providers countywide with optional CE credits available:
 - Three- 6-hour Trainings
 - Three- 1-hour Trainings (one conducted in Spanish)
 - Two- 4-hour Trainings

<http://copefamilysupport.org/>

Point of Contact: Cathy Botello, Executive Director

Contact Information: 3000 Citrus Circle, Ste. 220, Walnut Creek, CA 94598 (925) 689-5811,

cathy.botello@copefamilysupport.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

C.O.P.E.'s mission is to prevent child abuse by providing comprehensive support services to strengthen family relationships and bonds, empower parents, encourage healthy relationships, and cultivate nurturing family units to encourage an optimal environment for the healthy growth and development of parents and children through parent education.

2. PROGRAM: POSITIVE PARENTING PROGRAM (TRIPLE P) EDUCATION AND SUPPORT – PEI

- a. Scope of Services: In partnership with First 5 Contra Costa Children and Families Commission and Contra Costa County Behavioral Health Services, C.O.P.E. is funded to deliver Positive Parenting Program classes to parents of children ages 0–17. The C.O.P.E. Family Support Center will provide approximately 21 services using the evidence-based Triple P — Positive Parenting Program Level 2 Seminar, Level 3 Primary Care, Level 4 Group, Level 5 Pathways, Level 5 Enhanced, Level 5 Transitions, Level 5 Lifestyle multi-family support groups, at low or no cost to parents of children two to seventeen years of age.

The program utilizes an evidence based self-regulatory model that focuses on strengthening the positive attachment between parents and children by building a parent's capacity for the following five aspects:

- i. **Self-sufficiency** - having the ability to use one's own resources to independently solve problems and decrease reliance on others.
- ii. **Self-efficacy** - having the confidence in performing daily parenting tasks.
- iii. **Self-management** - having the tools and skills needed to enable change.
- iv. **Personal agency** - attributing the changes made in the family to own effort or the effort of one's child.
- v. **Problem-solving** - having the ability to apply principles and strategies, including creating parenting plans to manage current or future problems.

All classes are available in Spanish, Arabic, Farsi and/or English. To outreach to the community about the curriculum and benefits of Triple P Parenting, C.O.P.E. provides management briefings, orientation, and community awareness meetings to partner agencies. C.O.P.E. supports and organizes annual trainings for other partnering agencies, including pre-accreditation trainings, fidelity oversight and clinical and peer support to build and maintain a pool of Triple P practitioners.

- b. Target Population: Contra Costa County parents of children and youth with identified special needs. Our targeted population includes caregivers residing in underserved communities throughout Contra Costa County.

- c. Payment Limit: FY 22-23: \$268,660
- d. Number served: FY 18-19: 226; FY 19-20: 235; FY 20-21: 200
- e. Outcomes:
- FY 18-19:
 - Offered Triple P evidenced based parenting classes at 27 site locations across the county
 - Pre and Post Test Survey results indicate program participants showed a 41% decrease in depression, 34% decrease in anxiety, and 33% decrease in overall stress
 - Access and linkage to on-going treatment supported through warm hand off referrals for housing, vocational, legal and mental health services
 - Program served 246 individuals in parenting classes, and 91 individuals for case management services
 - FY 19-20:
 - Provided 21 Triple P Positive Parenting Group classes and seminars to groups in West, Central and East Contra Costa County.
 - Enrolled 235 client family members in Triple P Parenting classes.
 - Provided a Family Transitions Triple P training program and accredited 18 practitioners.
 - Beginning in Mid-March 2020, COPE moved all Triple P classes to online using the Zoom video conferencing platform.
 - Pre and Post Test Survey results indicate program participants showed a 37% decrease in depression, 41% decrease in anxiety, and 24% decrease in overall stress.
 - Access and linkage to on-going treatment supported through warm handoff referrals for housing, vocational, legal, and mental health services.
 - FY 20-21:
 - Provided twenty-one (21) Triple P Positive Parenting Group classes and seminars to groups in West, Central and East Contra Costa County. Enrolled 257 individuals in these classes and seminars.
 - Provided a Family Transitions Triple P training program and accredited 22 practitioners.
 - Continued Triple P classes online using the Zoom video conferencing platform due to the COVID-19 pandemic.
 - Provided case management services for families who asked for additional resources. Additionally, if a parent's assessment indicated a concern, the participant was contacted to determine if additional community support was needed. Where appropriate, referrals were made for additional mental health services.
 - Access and linkage to on-going treatment supported through warm hand off referrals for housing, vocational, legal, and mental health services.

<http://www.first5coco.org/>

Point of Contact: Wanda Davis

Contact Information: 1486 Civic Ct, Concord CA 94520. (925) 771-7328, wdavis@firstfivecc.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

The mission of First 5 Contra Costa is to foster the optimal development of children, prenatal to five years of age. In partnership with parents, caregivers, communities, public and private organizations, advocates, and county government, First Five supports a comprehensive, integrated set of sustainable programs, services, and activities designed to improve the health and well-being of young children, advance their potential to succeed in school, and strengthen the ability of their families and caregivers to provide for their physical, mental, and emotional growth.

2. PROGRAMS: TRIPLE P POSITIVE PARENTING PROGRAM - (PEI)

a. Scope of Services: First Five Contra Costa and Contra Costa Behavioral Health jointly fund the Triple P Positive Parenting Program that is provided to parents of age 0 - 5 children. The intent is to reduce the maltreatment of children by increasing a family's ability to manage their children's behavior and to normalize the need for support to develop positive parenting skills. The Triple P program provides timely access to service by placing the classes throughout county and offering classes year-round. The Program has been proven effective across various cultures, and ethnic groups. Triple P is an evidence-based practice that provides preventive and intervention support. First 5 Contra Costa provides over-site of the subcontractor, works closely with the subcontractor on program implementation, identifying, recruiting, and on-boarding new Triple P Practitioners, management of the database, review of outcome measurements, and quality improvement efforts. The partnership is intended to provide *outreach for increasing recognition of early signs of mental illness*.

b. Target Population: Contra Costa County parents of at risk 0–5 children.

c. Payment Limit: FY 22-23: \$89,343

d. Number Served: FY 18-19: 182; FY 19-20: 189; FY 20-21: 189

e. Outcomes:

- FY 18-19:
 - Completed 17 parenting classes for East and West County parents of children ages 0–5 (C.O.P.E.)
 - Parents self-report on symptoms such as hopelessness and dysphoria, decreased by 41% overall
 - Parents self-report on symptoms such as anxiousness and situational anxiety, decreased by 34% overall
 - Parents self-report on symptoms such as nervousness, muscle tension and inability to relax, decreased by 33% overall
 - Intensity of Behavior Problems which measures the frequency of each problem behavior, decreased by 19% as indicated by the chart above
 - Behavior Problems which reflect parent tolerance of the behaviors and the distress, decreased by 43%
- FY 19-20:
 - Delivered 15 classes and 2 seminar series throughout the county at various times and convenient locations to

accommodate transportation barriers. (through partnership with C.O.P.E.)

- Held 12 presentations and briefings to early childhood organizations as an engagement and recruitment tool
- Offered case management support to parents as appropriate
- FY 20-21:
 - Delivered 15 classes throughout the county at various times and convenient locations to accommodate transportation barriers. (Through partnership with C.O.P.E.)
 - Held 14 presentations and briefings to early childhood organizations as an engagement and recruitment tool
 - Offered case management support to 45 families who asked for additional resources.
 - Trained and accredited 7 practitioners who supported classes for parents with children ages 0-5.

FIRST HOPE (CONTRA COSTA BEHAVIORAL HEALTH SERVICES)

<http://www.firsthopeccc.org/>

Point of Contact: Jude Leung, Mental Health Program Manager

Contact Information: 391 Taylor Boulevard, Suite 100, Pleasant Hill, CA94523 925-608-6550, yatmingiude.leung@cchealth.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

Contra Costa Behavioral Health Services combines Mental Health, Alcohol & Other Drugs and Homeless Program into a single system of care. The First Hope program operates within Contra Costa Behavioral Health's Children's System of Care but is a hybrid program serving both children and young adults.

2. PROGRAM: FIRST HOPE: EARLY IDENTIFICATION AND INTERVENTION IN PSYCHOSIS - PEI

- a. Scope of Service: The mission of the First Hope program is to reduce the incidence of psychosis and the secondary disability of those developing a psychotic disorder in Contra Costa County through:
 - Early Identification of young people between ages 12 and 30 who are showing very early signs of psychosis and are determined to be at risk for developing a serious mental illness.
 - Engaging and providing immediate treatment to those identified as "at risk", while maintaining progress in school, work, and social relationships.
 - Providing an integrated, multidisciplinary team approach including psychoeducation, multi-family groups, individual and family therapy, case management, occupational therapy, supported education and vocation, family partnering, and psychiatric services within a single service model.
 - Outreach and community education with the following goals: 1) identifying all young people in Contra Costa County who are at risk for developing a psychotic disorder and would benefit from early intervention services; and 2) reducing stigma and barriers that prevent or delay seeking treatment through educational presentations.
 - In FY 18-19, the program expanded to offer Coordinated Specialty Care (CSC) services to First Episode Psychosis (FEP) young people ages 16-30, and their families, who are within 18 months of their first episode
- b. Target Population: 12–30-year-old young people and their families
- c. Total Budget: FY 22-23: \$2,719,036
- d. Staff: 27 FTE full time equivalent multi-disciplinary staff
- e. Number served: FY 18-19: 900; FY 19-20: 960; FY 20-21: 987
- f. Outcomes:
 - FY 18-19:
 - Help clients manage Clinical High-Risk symptoms
 - Help clients maintain progress in school, work, relationships
 - Reduce the stigma associated with symptoms
 - Prevent development of psychotic illnesses

- Reduce necessity to access psychiatric emergency services/ inpatient care
- FY 19-20:
 - Helped clients manage Clinical High-Risk symptoms and maintain progress inschool, work, and relationships.
 - One conversion out of 78 from clinical high risk to psychosis.
 - 104 First Hope clients had zero PES visits or hospitalizations.
 - Zero completed suicides in FY 19-20.
 - Trained 13 new staff in the Coordinated Specialty Care (CSC) model and trained and certified all staff in MultiFamily Group Treatment (MFGT) and Cognitive Behavioral Therapy for Psychosis (CBTp).
 - Reduced the stigma associated with symptoms.
- FY 20-21:
 - Helped clients manage Clinical High-Risk symptoms and maintain progress in school, work, and relationships.
 - Two conversions out of 63 from clinical high risk to psychosis (conversion rate of 3%).
 - 108 First Hope clients had zero PES visits or hospitalizations.
 - Zero completed suicides in FY 20-21.
 - Conducted fewer outreach presentations than usual due to the COVID pandemic; however, First Hope still trained 66 clinicians that included staff from hospitals and community-based mental health agencies such as Seneca and Putnam Clubhouse, as well as psychology interns.
 - Reduced the stigma associated with symptoms.
- Long Term Public Health Outcomes:
 - Reduce conversion rate from Clinical High-Risk symptoms to schizophrenia.
 - Reduce incidence of psychotic illnesses in Contra Costa County.
 - Increase community awareness and acceptance of the value and advantages of seeking mental health care early.

HOPE SOLUTIONS (FORMERLY CONTRA COSTA INTERFAITH HOUSING)

<https://www.hopesolutions.org/> Point of Contact: Sara Marsh

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

Hope Solutions provides permanent, affordable housing and vital, on-site support services to homeless and at-risk families and individuals in Contra Costa County. By providing services on-site at the housing programs where individuals and families live, we maximize timeliness and access to services. This model also minimizes the discriminatory barriers to support, due to lack of transportation or other resources.

2. PROGRAM: STRENGTHENING VULNERABLE FAMILIES

a. Scope of Services:

- The Strengthening Vulnerable Families program provides support services at 5 locations. All these locations house vulnerable adults and/or families with histories of homelessness, mental health challenges and/or substance abuse problems. Case management was provided on-site and in-home for all residents requesting this support. Youth enrichment/afterschool programming was provided at all family housing sites. The total number of households offered services under this contract was 286, including the following sites:
 - Garden Park Apartments (Pleasant Hill) – 27 units permanent supportive housing for formerly homeless families with disabilities
 - Lakeside Apartments (Concord) – 124 units of affordable housing for low-income families and individuals (including 12 units of permanent supportive housing for formerly homeless residents with disabilities).
 - Bella Monte Apartments (Bay Point) – 52 units of affordable housing for low-income families and individuals
 - Los Medanos Village (Pittsburg) – 71 units of affordable housing for low-income families and individuals
 - MHSA funded housing (Concord, Pittsburg) - 12 residents in 3 houses.
- In addition to case management, Hope Solutions also provides property management and maintenance for the 12 units of MHSA housing.
- Hope Solutions also agreed to participate with helping to host a community forum on permanent supportive housing during the year.

b. Target Population: Formerly homeless/at-risk families and youth.

c. Payment Limit: FY 22-23: \$408,952

d. Number served: FY18-19: 445; FY 19-20: 433; FY 20-21: 367

e. Outcomes:

- FY 18-19:
 - Improved school functioning and regular attendance of school-aged youth in afterschool programs.
 - Improved family functioning and confidence as measured by the self-sufficiency matrix (SSM) and individual family goals and eviction prevention. (SSM evaluates 20 life skill areas including mental health, physical health,

child custody, employment, housing stability).

- FY 19-20:
 - Provided 8 parenting support groups, 8 sessions/group at the 4 housing sites for a total of 67 group sessions and least 83 participants.
 - Provided 4350 hours of support services with on-site case management to 275 families/433 individuals.
 - After the Shelter-in-Place order many residents lost their jobs. Working remotely, case managers assisted 23 residents to access unemployment resources, and 33 residents to access COVID funds to subsidize rents. At Lakeside 12 undocumented families were also assisted to receive the COVID California state funds designated for immigrants.
 - Staff also organized food resources for families with limited funds and delivered food to over 100 households to help keep residents safe. Case managers also distributed activity bags to youth including crayons, activity booklets, and hand sanitizer/PPE. Masks were distributed to over 100 families as needed, and education and support was offered regarding the stay-at-home order and the COVID19 virus.
 - Provided 2914 hours of service to 181 youth at youth enrichment centers in the four housing sites. Activities included afterschool programming, summer programming, educational advocacy, and a teen support group.
 - 99% (277/281) of families maintained their housing. 96% (104/108) of families at risk for eviction remained housed. 98% (243/248) of families requesting assistance with concrete resources had their request fulfilled (e.g., access to food, employment, transportation, healthcare, and mental health resources).
 - 100% (8/8) of the residents who attended the wellness/harm-reduction group sessions reported using the coping strategies they learned in the groups.
 - 77% (33/43) of youth who were assessed with the Social Skills Index Survey (SSIS) improved their skill score over the year.
 - 87% (71/82) of youth that participate in the afterschool academic and tutoring program achieved at least four new CA Academic benchmarks.
 - 86% (62/72) of grades K through 5 children achieved progress with their reading skills
 - 100% (4/4) of Teen Club youth participants completed end of year surveys and showed improved self-concept/self-esteem.
 - 88% (75/85) of parents who received educational advocacy/coaching reported having an improved/positive experience working with school personnel.
- FY 20-21:
 - Altered services as needed to accommodate family needs during the COVID-19 pandemic.
 - 89% (16/18) of youth that participated in the afterschool academic and tutoring program achieved at least 4 benchmarks.
 - 94% (74/79) of the families receiving intensive case management, showed improvement in at least one area of self-sufficiency as measured annually on the 20 area, self-sufficiency matrix (and had an average score of stable (3) or better on this assessment).
 - 100% (193/193) of families maintained their housing and 100% (103/103) of families at risk for eviction remained housed. One of the families living for many years at Garden Park Apartments was able to purchase their own home

- 98% (126/128) of families requesting assistance with concrete resources had their request fulfilled. This was a heavy year for concrete service needs as families coped with the stay home orders, home schooling, unemployment and access to the financial resources being offered under the pandemic. Examples of their requests included access to food, employment support/unemployment applications, technological resources (computers, internet) transportation, healthcare and mental health resources and benefits offered under the Rescue Bill.
- 80% (8/10) of families taking the Parental Stress Index assessment showed lowered levels of stress after group participation.
- 100% (10/10) of the residents who attended the wellness/harm-reduction group sessions reported using the coping strategies they learned in the groups.
- 100% (74/74) of parents who received educational advocacy/coaching reported having an improved/positive experience working with school personnel.
- Provided 914 hours of advocacy for families working with remote learning.
- Many parents attended the remote support groups at the 4 sites. Anecdotal feedback from the parents was uniformly positive, as reported above. Hope Solutions had challenges with getting the Parental Stress Index data due to the paper/in-person nature of the assessment. With the realization that the pandemic would be continuing for a while, Hope Solutions applied for and received a grant to purchase digital versions of the PSI assessment tool and will be using that in the coming year to be able to obtain more feedback.

JAMES MOREHOUSE PROJECT (JMP) AT EL CERRITO HIGH (FISCAL SPONSOR OF BAY AREA COMMUNITY RESOURCES)

<http://www.jamesmorehouseproject.org/> Point of Contact: Jenn Rader

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The James Morehouse Project (JMP) works to create positive change within El Cerrito High School through health services, counseling, youth leadership projects and campus-wide school climate initiatives. Founded in 1999, the JMP assumes youth have the skills, values, and commitments to create change in their own lives and the life of the school community. The JMP partners with community and government agencies, local providers, and universities.

2. PROGRAM: JAMES MOREHOUSE PROJECT (JMP) - PEI

- a. Scope of Services: The James Morehouse Project (JMP), a school health center at El Cerrito High School (fiscal sponsor: BACR), offers access to care and wellness through a wide range of innovative youth development programs for 300 multicultural youth in West Contra Costa County. Through strategic partnerships with community-based agencies, local universities, and county programs, JMP offers three main program areas that include: Counseling & Youth Development, Restorative School-Wide Activities, and Medical & Dental Services. Key activities designed to improve students' well-being and success in school include: AOD Prevention; Migrations/Journeys (immigration/acculturation); Bereavement Groups (loss of a loved one); Culture Keepers (youth of color leadership); Discovering the Realities of Our Communities (DROC – environmental and societal factors that contribute to substance abuse); Peer Conflict Mediation; and Dynamic Mindfulness.

As an on-campus student health center, the JMP is uniquely situated to maximize access and linkage to mental health services for young people from underserved communities. The JMP connects directly with young people at school and provides timely, ongoing, and consistent services to youth on-site. Because the JMP also offers a wide range of youth development programs and activities, JMP space has the energy and safety of a youth center. For that reason, students do not experience stigma around coming into the health center or accessing services.

- b. Target Population: At-risk students at El Cerrito High School
- c. Payment Limit: FY 22-23: \$112,442
- d. Numbers Served: FY 18-19: 416; FY 19-20: 405; FY 20-21: 328
- e. Outcomes:
- FY 18-19:
 - Stronger connection to caring adults/peers (build relationships with caring adult(s), peers) for participating youth.
 - Increased well-being (diminished perceptions of stress/anxiety, improvement in family/loved-one relationships, increased self-confidence, etc.) for participating youth.

- Strengthened connection to school (more positive assessment of teacher/staff relationships, positive peer connections, ties with caring adults) for participating youth.
- Reduced likelihood of ECHS youth being excluded from school.
- Strengthened culture of safety, connectedness and inclusion schoolwide.
- Measures of Success
 - 90% of participating students will show an improvement across a range of resiliency indicators, using a resiliency assessment tool that measures change in assets within the academic year, 2017 to 2018.
 - 90% of participating students will report an increase in well-being through self-report on a qualitative evaluation tool within the academic year, 2017 to 2018.
 - ECHS School Climate Index (SCI) score will increase by 15 or more points from 2017 to 2018.
- FY 19-20:
 - With the help of a team that included 8 clinical interns, JMP served 405 young people participated in 23 different groups and/or individual counseling.
 - Referred 17 young people to mental health services.
 - Altered services to accommodate remote support with COVID-19 including partnering with community-based partners like the Seneca MRT in crisis situations.
 - COVID-19 related needs were addressed through case management, including working with young people and families around challenges with distance learning (e.g., accessing Wi-Fi, troubleshooting tech challenges), and securing cash assistance and accessing other resources (e.g., food, legal assistance).
 - Stronger connection to caring adults/peers (build relationships with caring adult(s), peers) for participating youth.
 - Increased well-being (diminished perceptions of stress/anxiety, improvement in family/loved-one relationships, increased self-confidence, etc.) for participating youth.
 - Strengthened connection to school (more positive assessment of teacher/staff relationships, positive peer connections, ties with caring adults) for participating youth.
- FY 20-21:
 - Continued to provide services virtually due to the COVID-19 pandemic. The JMP stayed connected with school staff, young people and families, through a range of outreach strategies: setting up a JMP space on Google Classroom, staffing an ongoing drop-in space through Google Meet and collaborating closely with teachers, guidance counselors, the attendance clerk and JMP's administrative team to ensure that JMP was able to contact students/families in need.
 - 328 young people participated in 12 different groups and/or individual counseling.
 - Partnered with community-based organizations like the Seneca MRT in crisis situations.
 - Fifteen-Twenty people attended JMP led monthly evening English Language Advisory Committee (ELAC) meetings on Zoom. Families learned to access resources in the community and how to advocate for the rights of their children with school staff. Immigrant families also received case management support connecting them to legal, housing and other family supports in addition to counseling services for youth on-site.
 - 92% of participating youth reported feeling like "there is an adult at school I could turn to if I need help."

- 93% of participating youth “I deal with stress and anxiety better” after program participation.
- 72% of participating students reported they “skip less school/cut fewer classes after program participation.

<https://jfcs-eastbay.org/>

Point of Contact: Lisa Mulligan

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

Rooted in Jewish values and historical experiences, and inspired by the diverse communities the agency serves, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services to people of all ages, races, and religions. Established in 1877, JFCS East Bay's long tradition of caring directly impacts the lives of approximately 6,000 Alameda and Contra Costa residents each year. The agency provides services in three main program areas: Refugees & Immigrants, Children & Parents, and Adults & Seniors. Woven throughout these services is a comprehensive volunteer program.

2. PROGRAM: COMMUNITY BRIDGES - PEI

- a. Scope of Services: During the term of this contract, Jewish Family & Community Services East Bay will assist Contra Costa Behavioral Health to implement the Mental Health Services Act (MHSA), Prevention and Early Intervention Program "Reducing Risk of Developing Mental Illness" by providing Outreach and Engagement to Underserved Communities with the Community Bridges Program, providing culturally grounded, community-directed mental health education and navigation services to 200 to 300 refugees and immigrants of all ages and sexual orientations in the Afghan, Syrian, Iranian, Iraqi, African, and Russian communities of central Contra Costa County. Prevention and early intervention-oriented program components include culturally and linguistically accessible mental health education; early assessment and intervention for individuals and families; and health and mental health system navigation assistance. Services will be provided in the context of group settings and community cultural events, as well as with individuals and families, using a variety of convenient non-office settings such as schools, senior centers, and client homes. In addition, the program will include mental health training for frontline staff from JFCS East Bay and other community agencies working with diverse cultural populations, especially those who are refugees and immigrants.
- b. Target Population: Immigrant and refugee families of Contra Costa County at risk for developing a serious mental illness.
- c. Payment Limit: FY 22-23: \$185,112
- d. Number served: FY 18-19: 224; FY 19-20: 311; FY 20-21: 225
- e. Outcomes:
 - FY 18-19:
 - Provided assessment and short-term intervention to 141 bilingual clients.
 - Provided individual health and mental health navigation services to 141 clients.
 - Provided 4 trainings on cross-cultural mental health concepts for 35 to 40 frontline staff from JFCS East Bay and other community agencies.
 - Provided 2 (2-hr) mental health education classes to 20-24 Arabic-speaking clients; 4 (2-hr) mental health education classes to 10-12 Dari/Farsi-speaking seniors; 4 (2-hr) Dari/Farsi-bilingual parenting classes to 10-12

Afghan & Iranian parents; 4 (2-hour) mental health education classes to 10-12 Russian-speaking seniors.

- Referred 27 high-risk individuals to bilingual therapy services with JFCS East Bay's bilingual therapist.
- FY 19-20:
 - Provided culturally and linguistically appropriate care to all consumers served
 - Served 311 people, including 135 frontline staff and 176 clients.
 - Completed three out of four planned trainings for the year. The fourth training was cancelled due to COVID-19. All three trainings were held via Zoom and had high attendance. In total, 135 service providers from the community were trained, exceeding the target of training 75 frontline staff. 96% of respondents reported a better understanding of recognizing stress and risk factors after the training and 91% of respondents reported a better understanding of when to refer clients to specialized services.
 - Provided mental health education classes to 16 Russian-speaking seniors, parenting workshops to 16 Afghan parents, bilingual/bicultural case management to 160 clients (including 85 children ages 18 and under and 75 adults ages 18 and older and provided bicultural individual therapy services to 25 Dari-speaking clients.
 - 100% of the 75 adult case management clients reported upon exit they were able to independently seek help for mental health services, knew how to link to the appropriate persons within the county health care system or other community resources for resolution of health or mental health issues, and had an increased understanding of health and mental health care systems in Contra Costa County.
 - 81% of participants in the Russian Mental Health classes reported a better understanding of when and how to seek help, 93% reported an increased ability to recognize stress and risk factors in themselves and/or family members, and 93% reported feeling more supported after coming to the group.
 - 100% of participants in the Afghan Parenting Workshops reported they learned useful skills to become a more effective parent, had a better understanding of when and how to seek help, and felt more supported after coming to the group. 87.5% reported having an increased ability to recognize stress and risk factors in themselves and/or family members.
- FY 20-21:
 - Served 225 people, including 120 frontline staff and 105 clients.
 - Facilitated two virtual trainings (via Zoom) during the pandemic. Trained 120 service providers from the community, exceeding the target of training 75 frontline staff
 - Provided 10.5 hours of individualized mental health education sessions to 14 Russian-speaking seniors.
 - Provided three 7- week series online psychosocial support groups serving 20 Afghan mothers.
 - Provided 77 clients with bilingual/bicultural case management.
 - Provided over 100 hours of culturally attuned therapy services to 3 refugee clients with in-house and referred 5 refugee clients to external providers.
 - 94% of the adult case management clients reported upon exit that they were able to independently seek help for mental health services.
 - 92% of the adult case management clients reported knowing how to link to the appropriate persons for resolution of health or mental health issues.
 - 100% of the adult case management clients reported upon exit that they had an increased understanding of

health and mental health care systems in Contra Costa County.

- 94% of respondents from our cross-cultural staff trainings reported that they had a better understanding of recognizing stress and risk factors after the training.
- 91% of respondents from our cross-cultural staff trainings reported that they had a better understanding of when to refer clients to specialized services.
- 78% of participants of the Russian Mental Health Classes reported to have a better understanding of when and how to seek help.
- 100% of participants of the Russian Mental Health Classes reported that they have an increased ability to recognize stress and risk factors in themselves and/or family members, reported feeling more supported after coming to the group, and reported having a better understanding of the concepts discussed in individual sessions.
- 100% of participants of the Afghan Mothers' Support Groups reported having an increased ability to recognize stress and risk factors, a better understanding of trauma and how it affects the mind and body, a better understanding of the concepts discussed in group, having learned helpful techniques to deal with their own stress and emotions, a better understanding of when and how to seek help if I need it, feeling more supported after attending the group, having learned helpful parenting skills that they will use with their own children, and being able apply what they learned from the group in their own life.
- Provided culturally and linguistically appropriate care to all consumers served.

Point of Contact: Steve Blum

Contact Information: 202 Glacier Drive, Martinez, CA 94553 (925) 957-2739, steven.blum@cchealth.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Behavioral Health Services Division of Contra Costa Health Services combines Mental Health, Alcohol & Other Drugs and Homeless Program into a single system of care. The staff working to support youth in the juvenile justice system operate within Contra Costa Behavioral Health's Children's System of Care.

2. PROGRAM: MENTAL HEALTH PROBATION LIAISONS AND ORIN ALLEN YOUTH RANCH CLINICIANS - PEI

County behavioral health clinicians strive to help youth experiencing the juvenile justice system become emotionally mature and law-abiding members of their communities. Services include: screening and assessment, consultation, therapy, and casemanagement for inmates of the Juvenile Detention Facility and juveniles on probation, who are at risk of developing or struggle with mental illness or severe emotional disturbance.

- a. Scope of Services: *Orin Allen Youth Rehabilitation Facility (OAYRF)* provides 100 beds for seriously delinquent boys ages 13-21, who have been committed by the Juvenile Court. OAYRF provides year-round schooling, drug education and treatment, Aggression Replacement Training, and extracurricular activities (gardening, softball). Additionally, the following mental health services are provided at OAYRF: psychological screening and assessment, crisis assessment and intervention, risk assessment, individual therapy and consultation, family therapy, psychiatric, case management and transition planning.
- b. *Mental Health Probation Liaison Services (MHPLS)* has a team of three mental health probation liaisons stationed at each of the three field probation offices (in East, Central, and West Contra Costa County). The mental health probation liaisons are responsible for assisting youth and families as they transition out of detention settings and return to their communities. Services include: providing mental health and social service referrals, short term case management, short term individual therapy, short term family therapy. Additionally, the mental health probation liaisons are responsible for conducting court-ordered mental health assessments for youth within the county detention system.
- c. Target Population: Youth in the juvenile justice system in need of mental health support
- d. Payment Limit: FY 22-23: \$404,992
- e. Staff: 5 Mental Health Clinical Specialists: 3 probation liaisons, 2 clinicians at the Ranch
- f. Number Served: FYs 18-19, 19-20, and 20-21: 300+
- g. Outcomes:
 - FYs 18-19, 19-20, and 20-21:
 - Help youth address mental health and substance abuse issues that may underlie problems with delinquency.
 - Increased access to mental health services and other community resources for at risk youth.
 - Provide referrals, short-term therapy, and short-term case management to help decrease symptoms of mental health disturbance.
 - Increase family and youth help-seeking behavior; decrease stigma associated with mental illness.

- Work with Probation, families, and youth to decrease out-of-home placements and rates of recidivism.
- Help youth and families increase problem-solving skills

<https://www.laclinica.org/>

Point of Contact: Laura Zepeda Torres

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

With 35 sites spread across Alameda, Contra Costa, and Solano Counties, La Clínica delivers culturally and linguistically appropriate health care services to address the needs of the diverse populations it serves. La Clínica is one of the largest community health centers in California.

2. PROGRAM: VÍAS DE SALUD AND FAMILIAS FUERTES - PEI

- a. Scope of Services: La Clínica de La Raza, Inc. (La Clínica) will implement Vías de Salud (Pathways to Health) to target Latinos residing in Central and East Contra Costa County with a goal of: a) 3,000 depression screenings; b) 250 assessment and early intervention services provided by a Behavioral Health Specialist to identify risk of mental illness or emotional distress, or other risk factors such as social isolation; and c) 1,250 follow-up support/brief treatment services to adults covering a variety of topics such as depression, anxiety, isolation, stress, communication and cultural adjustment. La Clínica's PEI program category is Improving Timely Access to Services for Underserved Populations.

Contractor will also implement Familias Fuertes (Strong Families), to educate and support Latino parents and caregivers living in Central and East Contra Costa County so that they can support the strong development of their children and youth. The project activities will include: 1) Screening for risk factors in youth ages 0-18 (750 screenings); 2) 75 Assessments (includes child functioning and parent education/support) with the Behavioral Health Specialist will be provided to parents/caretakers of children ages 0-18; 3) Three hundred (300) follow up visits with children/families to provide psychoeducation/brief treatment regarding behavioral health issues including parent education, psycho-social stressors/risk factors and behavioral health issues. The goal is to be designed and implemented to help create access and linkage to mental health treatment, be designed, implemented, and promoted in ways that improve timely access to mental health treatment services for persons and/or families from underserved populations, and be designed, implemented, and promoted using strategies that are non-stigmatizing and non-discriminatory.

- b. Target Population: Contra Costa County Latino residents at risk for developing a serious mental illness.
- c. Payment Limit: FY 22-23: \$306,573
- d. Number served: FY: 18-19: 6960; FY 19-20: 922; FY 20-21: 845
- e. Outcomes:
- FY 18-19 Vías de Salud:
 - Participants of support groups reported reduction in isolation and depression
 - Offered 7,153 depression screenings, 633 assessments and early intervention services, 1,554 follow-up services
 - FY 19-20 Vías de Salud:

- Offered 3623 depression screenings (120% of yearly target), 296 assessments and early intervention services (118% of yearly target), and 1238 follow-up support/brief treatment services (99% of yearly target).
- Programming pivoted to telehealth as needed during COVID-19
- FY 20-21 Vías de Salud:
 - Offered 8,521 depression and anxiety screenings (284% of yearly target), 1,180 assessments and early intervention services provided by a Behavioral Health Specialists to identify risk of mental illness or emotional distress, or other risk factors such as social isolation (472% of yearly target), and 2,786 follow up support/brief treatment services to adults covering a variety of topics such as depression, anxiety, isolation, stress, communication and cultural adjustment (222% of yearly target).
 - Continued to provide telehealth services as needed due to COVID-19.
- FY 18-19 Familias Fuertes:
 - 100% of parents reported increased knowledge about positive family communication
 - 100% of parents reported improved skills, behavior, and family relationships
 - Offered 955 screenings for youth, 185 assessments for youth, 262 follow-up visits with families
- FY 19-20 Familias Fuertes:
 - Offered 661 screenings for youth (88% of yearly target), 113 assessments for youth (105% of yearly target), and 333 follow-up visits with families (111% of yearly target).
 - Programming pivoted to telehealth as needed during COVID-19
- FY 20-21 Familias Fuertes:
 - Offered 766 screens for risk factors in youth ages 0-17 (102% of yearly target), 233 Assessments (includes child functioning and parent education/support) with the a Behavioral Health Specialist were provided to parents/caretakers of children ages 0-17 (310% of yearly target), and 597 follow up visits occurred with children/families to provide psycho-education/brief treatment regarding behavioral health issues including parent education, psycho-social stressors/risk factors and behavioral health issues (199% of yearly target).
 - Continued to provide telehealth services as needed due to COVID-19.

<https://lfcd.org/>

Point of Contact: Kathy Chao Rothberg, Brad Meyer

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

Founded in 1980, Lao Family Community Development, Inc. (LFCD) annually assists more than 15,000 diverse refugee, immigrant, limited English, and low-income U.S. born community members in achieving long-term financial and social self-sufficiency. LFCD operates in 3 Northern California counties delivering timely, linguistically, and culturally appropriate services using an integrated service model that addresses the needs of the entire family unit, with the goal of achieving self-sufficiency in one generation.

2. PROGRAM: HEALTH AND WELL-BEING FOR ASIAN FAMILIES - PEI

- a. Scope of Services: Lao Family Community Development, Inc. provides a comprehensive and culturally sensitive Prevention and Early Intervention Program that combines an integrated service system approach for serving underserved Asian and Southeast Asian adults throughout Contra Costa County. The program activities designed and implemented include: comprehensive case management; evidence based educational workshops using the Strengthening Families Curriculum; and peer support groups. Strategies used reflect non-discriminatory and non-stigmatizing values. We will provide outreach, education, and support to a diverse underserved population to facilitate increased development of problem-solving skills, increase protective factors to ensure families emotional well-being, stability, and resilience. We will provide timely access, referral, and linkage to increase client's access to mental health treatment and health care providers in the community based, public, and private system. LFCD provides in language outreach, education, and support to develop problem solving skills, and increase families' emotional well-being and stability, and help reduce the stigmas and discriminations associated with experiencing mental health. The staff provides a client centered, family focused, strength-based case management and planning process, to include home visits, brief counseling, parenting classes, advocacy, and referral to other in-house services such as employment services, financial education, and housing services. These services are provided in clients' homes, other community-based settings, and the offices of LFCD in San Pablo.
- b. Target Population: South Asian and Southeast Asian Families at risk for developing serious mental illness.
- c. Payment Limit: FY 22-23: \$208,073
- d. Number served: FY 18-19: 125; FY 19-20: 128; FY 20-21: 126
- e. Outcomes:
 - FY 18-19:
 - 100% of program participants completed the Lubben Social Networking Scale (LSNS) assessments. Results indicate program participation leads to a decrease in social isolation.
 - Held 5 Strengthening Families Program (SFP) Educational Workshops
 - Held 4 Thematic Peer Support Group Events – in various locations including outdoor parks and spaces
 - 92% of program participants were satisfied with services

- FY 19-20:
 - A total of 125 clients completed the Pre LSNS assessment and 125 clients completed the Post LSNS assessments. The average progression was 8 with a high correlation between the participant's progression and level of participation in monthly social peer support groups activities and workshops.
 - 98% (125 of 128 respondents) of the participants were satisfied with the program services, and 2% (3 of 128 respondents) were somewhat satisfied with the program services.
 - 101 clients were referred to mental health services.
 - Held 16 Strengthening Families Program (SFP) workshops (2 workshops per month from August 2019 to March 2020). Due to COVID-19 there were no SFP event from April to May 2020.
 - Facilitated 6 different thematic peer support groups/events during the FY
 - Provided case management and system navigation for 128 community members
- FY 20-21:
 - A total of 126 clients completed the Pre LSNS assessment and 126 clients completed the Post LSNS assessments. The average progression was 5 with a high correlation between the participant's progression and level of participation in monthly social peer support groups activities and workshops.
 - 95% (120 of 126 respondents) of the participants were satisfied with the program services, and 5% (6 of 126 respondents) were somewhat satisfied with the program services.
 - 12 participants that were referred to mental health services because of monitoring clients' mental health status.
 - Held 10 SFP workshops during the program year (1 workshop per month from August 2020 to May 2021).
 - Facilitated 24 different thematic peer support groups/events during the FY.

<https://thelatinacenter.org/>

Point of Contact: Miriam Wong, 3701 Barrett Ave #12, Richmond, CA 94805

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Latina Center is an organization of and for Latinas that strive to develop emerging leaders in the San Francisco Bay Area through innovative training, support groups and leadership programs. The mission of The Latina Center is to improve the quality of life and health of the Latino Community by providing leadership and personal development opportunities for Latina women.

2. PROGRAM: OUR CHILDREN FIRST/PRIMERO NUESTROS NIÑOS - PEI

- a. Scope of Services: The Latina Center (TLC) provides culturally and linguistically specific parenting education and support to at least 300 Latino parents and caregivers in West Contra Costa County that 1) supports healthy emotional, social, and educational development of children and youth ages 0-15, and 2) reduces verbal, physical and emotional abuse. The Latina Center enrolls primarily low- income, immigrant, monolingual/bilingual Latino parents and grandparent caregivers of high-risk families in a 12-week parenting class using the Systematic Training for Effective Parenting (STEP) curriculum or PECES in Spanish (Padres Eficaces con Entrenamiento Eficaz). Parent Advocates are trained to conduct parenting education classes, and Parent Partners are trained to offer mentoring, support, and systems navigation. TLC provides family activity nights, creative learning circles, cultural celebrations, and community forums on parenting topics.
- b. Target Population: Latino Families and their children in West County at risk for developing serious mental illness.
- c. Payment Limit: FY 22-23 \$133,184
- d. Number served: FY 18-19: 327; FY 19-20: 314; FY 20-21: 309
- e. Outcomes:
 - FY 18-19:
 - Workshops reached an additional 67 participants
 - Latina Center offered a free summer camp which served 91 children
 - A total of 240 parents participated in evidenced based parenting curriculum
 - FY 19-20:
 - Served a total of 314 parents (parenting sessions, mental health workshops, psycho- educational therapy, support groups).
 - Additionally, provided 30 learning circles with activities reaching 424 children.
 - Outreach efforts reached 1,031 individuals and enrolled 42 people into their programs.
 - Parenting classes were held in 4 community-based locations: Cesar Chavez Elementary School, Mira Vista Elementary, Richmond Charter Academy, and The Latina Center. All classes completed the 10-week sessions, 6 sessions online.
 - 286 parents (244 women and 42 men) registered for the parenting class and completed a pre-survey in

Spanish.

- Based on the responses to the pre-survey, The Latina Center made at least 28 referrals.
 - Held 6 Mental Health Workshops in 3 locations (The Latina Center, St Cornelius Catholic Church and Montalvin Elementary School) for 130 participants; 94 participants completed pre- and post-surveys.
 - Before the workshop, 65% of parents said they did know what mental illnesses are; 35% did not know. After the workshop, 96.9% understood what mental illnesses are; 3.1% did not understand. Before the workshop, 57.5% knew any symptoms of mental illness and 42.5% did not. After the workshop, 81.3% stated they knew signs and symptoms and 18.8% did not.
- FY 20-21:
 - Served 309 individuals
 - 198 parents completed a pre-survey in Spanish.
 - Parenting classes were held via Zoom due to the COVID-19 Pandemic.
 - During the fiscal year, 3 mental health workshops were offered and conducted for 72 participants. The Latina Center's social networks garnered more than a thousand views and shares on these workshops/health topics.
 - 80% participants stated the course helped them improve their relationships.

LIFELONG MEDICAL CARE

Lifelong Medical Care

<https://www.lifelongmedical.org/> Point of Contact: Kathryn Stambaugh

2344 6th Street, Berkeley, CA 94710 (510) 981-4156 kstambaugh@lifelongmedical.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

Founded in 1976, LifeLong Medical Care (LifeLong) is a multi-site safety-net provider of comprehensive medical, dental, behavioral health and social services to low-income individuals and families in West Contra Costa and Northern Alameda counties. In 2017, LifeLong provided approximately 300,000 health care visits to 61,000 people of all ages and cultural backgrounds.

2. PROGRAM: SENIOR NETWORK AND ACTIVITY PROGRAM (SNAP) - PEI

- a. Scope of Services: LifeLong's PEI program, SNAP, brings therapeutic drama, art, music, and wellness programs to isolated and underserved primarily African American older adults living in Richmond. SNAP encourages lifelong learning and creativity, reduces feelings of depression and social isolation, and connects consumers with mental health and social services as needed. All services are designed with consumer input to promote feelings of wellness and self-efficacy, reduce the effects of stigma and discrimination, build community connections, and provide timely access to underserved populations who are reluctant or unable to access other mental health and social services.

SNAP provides services on-site at three low-income housing locations in West County, including weekly group activities, one-on-one check-ins, and case management. Activities vary based on consumer interests, but may include choir, theater, art, board games, word games, special events, and holiday celebrations. Services also include quarterly outings, screening for depression and isolation, information and referral services, and outreach to invite participation in group activities and develop a rapport with residents.

Services are designed to improve timely access to mental health treatment services for persons and/or families from underserved populations, utilizing strategies that are non-stigmatizing and non-discriminatory. The expected impact of these services includes: reducing isolation and promoting feelings of wellness and self-efficacy; increasing trust and reducing reluctance to revealing unmet needs or accepting support services; decreasing stigma and discrimination among underserved populations; and improving quality of life by reducing loneliness and promoting friendships and connections with others.

- b. Target Population: Seniors in low-income housing projects at risk for developing serious mental illness.
- c. Payment Limit: FY 22-23: \$142,914
- d. Number served: FY 18-19: 138; FY 19-20: 150; FY 20-21: 106
- e. Outcomes:
- FY 18-19:
 - More than 50% of participants demonstrated self-efficacy and purpose by successfully completing at least one long-term project.
 - 93% of respondents self-reported improvement in mood as a result of participating in SNAP.
 - 98% of respondents reported satisfaction with the SNAP program.
 - FY 19-20:

- Prior to Shelter-in-Place, an average of 10 onsite events were held per month (including, creative movement, exercise, bilingual songs, discussion groups, tai chi, walking groups, Spanish classes, and arts & crafts, as well as memorial events for residents who passed away and an outing to visit a participant in the hospital). There was also a health fair held in the fall of 2019. The second planned health fair was cancelled due to COVID-19.
- With COVID-19 services shifted to mainly virtual (telephone and Zoom) interactions and there was an increased emphasis on food distribution. Distribution of masks and PPE, as well as outreach to at-risk older-adult consumers was prioritized.
- Registered 24 people for Meals on Wheels and made 289 deliveries of meals and/or groceries during April-June.
- The Annual survey was adapted to a shorter telephone survey due to COVID-19 and they documented 41 responses. Results were very positive, with all respondents reporting that they were very (79%) or somewhat (21%) satisfied with SNAP overall. 100% were satisfied with the food distribution portion of SNAP during Shelter-in-Place.
- FY 20-21:
 - Provided services in observance of COVID-19 safety protocols and local mandates and ordinances with services provided primarily in a virtual format. Virtual services took place via telephone and zoom and include telephonic wellness checks and social calls, case management and referrals to mental health and community resources, screening for depression and isolation, as well as meal and grocery distribution in person, thanks to donations from Sojourner Truth Church, Help Berkeley, and Bridge Storage and Artspace.
 - Provided two enrichment events in accordance with COVID-19 safety protocols.
 - Presented two live Brazilian music and dance performances in collaboration with Brasarte, a Brazilian Cultural Center in Berkeley. The event also included raffles and audience participation in the dancing. Participants identified “A Taste of Brazil” performances as one of the most enjoyable experiences of the year.
 - COVID-19 challenges prevented LifeLong from conducting the annual survey this year. LifeLong is developing plans to conduct the annual survey in FY 21-22.
 - LifeLong staff completed regular wellness checks and social calls to participants throughout the year and administered the PHQ-2 assessment when appropriate.

NATIVE AMERICAN HEALTH CENTER (NAHC)

Native American Health Center (NAHC)

<http://www.nativehealth.org/>

Point of Contact: Anthony Guzman, Veronica Shawnego

Contact Information: 2566 MacDonald Ave, Richmond, CA 94804

(510) 434-5483, anthonyg@nativehealth.org or veronicash@nativehealth.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Native American Health Center serves the California Bay Area Native Population and other under-served populations. NAHC has worked at local, state, and federal levels to deliver resources and services for the urban Native American community and other underserved populations, to offer medical, dental, behavioral health, nutrition, perinatal, substance abuse prevention, HIV/HCV care coordination and prevention services.

2. PROGRAM: NATIVE AMERICAN WELLNESS CENTER – PEI

- a. Scope of Services: Native American Health Center provides outreach for the increasing recognition of early signs of mental illness. To this end, they provide mental health prevention groups and quarterly events for Contra Costa County Community Members. These activities help develop partnerships that bring consumers and mental health professionals together to build a community that reflects the history and values of Native American people in Contra Costa County. Community-building activities done by NAHC staff, community members, and consultants, include: an elder's support group, youth wellness group (including suicide prevention and violence prevention activities). Quarterly cultural events and traditional arts groups including: basket weaving, beading, quilting, health and fitness coaching and drumming. Other activities include: Positive Indian Parenting to teach life and parenting skills, Talking Circles that improve communication skills and address issues related to mental health, including domestic violence, individual and historical trauma, and Gathering of Native Americans (GONA) to build a sense of belonging and cohesive community. Expected outcomes include increases in social connectedness, communication skills, parenting skills, and knowledge of the human service system in the county. Program Staff conduct cultural competency trainings for public officials and other agency personnel. Staff assist with System Navigation including individual peer meetings, referrals to appropriate services (with follow-up), and educational sessions about Contra Costa County's service system.
- b. Target Population: Native American residents of Contra Costa County (mainly west region), who are at risk for developing a serious mental illness.
- c. Payment Limit: FY 22-23: \$265,486
- d. Number served: FY 18-19: 101; 19-20: 68; FY 20-21: 143
- e. Outcomes:
 - FY 18-19:
 - Program participants will increase social connectedness within a twelve-month period.
 - Program participants will increase family communications.
 - Participants that engaged in referrals and leadership training will increase their ability to navigate the mental health/health/education systems.

- FY 19-20:
 - Hosted weekly prevention groups to serve the needs, empower, uplift, motivate, and connect with potential first responders.
 - Made 16 behavioral health related referrals during this contract year.
 - Held a total of 11 community-based events and trainings in FY 19-20, including Mental Health First Aid
- FY 20-21:
 - Engaged 143 community members through prevention programming.
 - 100% of the 13 members who accessed individual referrals services were successfully linked to the requested aid, such as food, behavioral health
 - NAHC trained 2 interns and 1 staff in prevention and intervention modalities. This staff participated in Question Persuade and Refer, an emergency response training to self-harm and suicide. She participated in a virtual 8-week San Francisco MHSA certification training that focused on behavioral modalities such as Wellness Recovering Action Plan, Motivational Interviewing, Mental Health First Aid, and Safety Planning
 - During this reporting period, 6 of 6 members report they are having an increased ability in accessing resources.
 - Attendance and engagement in NAHC mental health prevention and treatment services doubled from the previous fiscal year, with 1004 points of contact in FY 20-21.
 - Staff trained 2 interns in partnership with the SPIRIT program, and one staff member also received training on Question, Persuade, Refer, and participated in an 8-week virtual training that focused on behavioral modalities such as Wellness Recovering Action Plan, Motivational Interviewing, Mental Health First Aid, and Safety Planning.

Point of Contact: Jennifer Tuipulotu

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Office for Consumer Empowerment is a County operated program that supports the entire Behavioral Health System and offers a range of trainings and supports by and for individuals who have experience receiving behavioral health services. The goals are to increase access to wellness and empowerment knowledge for participants of the Behavioral Health System.

2. PROGRAM: REDUCING STIGMA AND DISCRIMINATION – PEI

a. Scope of Services

- The PhotoVoice Empowerment Project enables consumers to produce artwork that speaks to the prejudice and discrimination that people with behavioral health challenges face. PhotoVoice’s vision is to enable people to record and reflect their community’s strengths and concerns, promote critical dialogue about personal and community issues, and to reach policymakers to effect change.
- The Wellness and Recovery Education for Acceptance, Choice and Hope (WREACH)
Speakers’ Bureau forms connections between people in the community and people with lived mental health and co-occurring experiences, using face to face contact by providing stories of recovery and resiliency and current information on health treatment and supports. Other related activities include producing videos, public service announcements and educational materials.
- The OCE facilitates Wellness Recovery Action Plan (WRAP) groups by providing certified leaders and conducting classes throughout the County. Staff employ the evidence-based WRAP system in enhancing the efforts of consumers to promote and advocate for their own wellness
- The Committee for Social Inclusion is an ongoing alliance of committee members that work together to promote social inclusion of persons who receive behavioral health services. The Committee is project based, and projects are designed to increase participation of consumers and family members in the planning, implementation, and delivery of services. Current efforts are supporting the integration of mental health and alcohol and other drug services within the Behavioral Health Services Division. In addition, OCE staff assist and support consumers and family members in participating in the various planning committees and sub-committees, Mental Health Commission meetings, community forums, and other opportunities to participate in planning processes.
- Staff provides outreach and support to peers and family members to enable them to actively participate in various committees and sub-committees throughout the system. These include the Mental Health Commission, the Consolidated Planning and Advisory Workgroup and sub-committees, and Behavioral Health Integration planning efforts. Staff provides mentoring and instruction to consumers who wish to learn how to participate in community planning processes or to give public comments to advisory bodies.

b. Target Population: Participants of public mental health services, their families, and the public.

c. Total MHSA Funding for FY 22-23: \$232,189

- d. Staff: Three
- e. Number Served: FYs 18-19 and 19-20: 400+; FY 2021: 1336
- f. Outcomes:
- FY 18-19:
 - Increased access to wellness and empowerment knowledge and skills by participants of mental health services.
 - Decrease stigma and discrimination associated with mental illness.
 - Increased acceptance and inclusion of mental health peers in all domains of the community.
 - FY 19-20:
 - Committee for Social Inclusion convened 11 in-person and virtual meetings open to the community
 - PhotoVoice convened 6 subcommittee meetings open to the community, held Recovery Month exhibition, and trained Health, Housing and Homeless Services (H3) staff to facilitate classes for Homelessness Awareness Month exhibition
 - WRAP coordinated recertification of 17 Community Support Workers as facilitators and certification of an additional 11 CSWs as first-time facilitators.
 - WREACH convened 6 subcommittee meetings open to the community
 - FY 20-21:
 - Facilitated 12 monthly Committee for Social Inclusion meetings with an unduplicated count of 63 participants in attendance.
 - PhotoVoice served an estimated 800 people through subcommittee meetings open to the community, one Recovery Month exhibition, and trainings.
 - WRAP served 108 people, held 10 in-person WRAP groups (Forensics division). WRAP II County-wide facilitator completed 14 one-on-one WRAP plans for client. And the team held 1 WRAP quarterly subcommittee meeting.
 - WREACH reached 365 people through 62 presentations.

PEOPLE WHO CARE (PWC) CHILDREN ASSOCIATION

<http://www.peoplewhocarechildrenassociation.org/> Point of Contact: Constance Russell

Contact Information: 2231 Railroad Ave, Pittsburg, 94565 (925) 427-5037, pwc.cares@comcast.net

1. GENERAL DESCRIPTION OF THE ORGANIZATION

People Who Care Children Association has provided educational, vocational and employment training programs to young people ages 12 through 21 years old, since 2001. Many are at risk of dropping out of school and involved with, or highly at risk of entering, the criminal juvenile justice system. The mission of the organization is to empower youth to become productive citizens by promoting educational and vocational opportunities, and by providing training, support and other tools needed to overcome challenging circumstances.

2. PROGRAM: PWC AFTERSCHOOL PROGRAM - PEI

- a. Scope of Services: Through its After School Program, People Who Care (PWC) will provide Prevention services through providing work experience for 200+ multicultural at-risk youth residing in the Pittsburg/Bay Point and surrounding East Contra Costa County communities, as well as programs aimed at increasing educational success among those who are either at-risk of dropping out of school or committing a repeat offense. Key activities include job training and job readiness training, mental health support and linkage to mental health counseling, as well as civic and community service activities.
- b. Target Population: At risk youth with special needs in East Contra Costa County.
- c. Payment Limit: FY 22-23: \$243,789
- d. Number served: FY 18-19: 207; FY 19-20: 207; FY 20-21: 140
- e. Outcomes:
 - FY 18-19:
 - Participants in Youth Green Jobs Training Program increased their knowledge and skills related to entrepreneurship, alternative energy resources and technologies, and Green Economy.
 - Participants of the PWC After-School Program showed improved youth resiliency factors (i.e., self-esteem, relationship, and engagement).
 - More than 50% of participants did not re-offend during the participation in the program
 - Participants in PWC After School Program reported having a caring relationship with an adult in the community or at school.
 - Majority of participants showed an increase in school day attendance and decrease in school tardiness.
 - FY 19-20:
 - After Shelter-in-Place started, organized online tournaments to keep students engaged and connected. 40 students participated in each week-long and 2 week-long competitions.
 - During the Green Jobs Bridge program (virtual adaptation of existing/pre-covid program) a total of 12 unduplicated, and 78 duplicated students participated in the program. More than 50% of participants did not re-offend during the participation in the program
 - Students participated in a weeklong simulation in which they had to utilize skills and learning from personal

finance lesson taught to make financial and life decisions in an open simulation combining all finance-oriented modules (Budgeting and Saving, finding an apartment, choosing and balancing a bank account, getting a credit card, fixing your credit, online banking, time management and health, paying and filing taxes, intro to investing for retirement, risk vs. return, and diversification). The goal was to have the highest net worth by the end of a week's time. The winner went from \$0 and homeless to home-owning, college-educated with 250k in the bank. Majority of participants showed an increase in school day attendance and decrease in school tardiness.

- FY 20-21:

- 100% of the participants enrolled in PWC's remote courses gained knowledge in aspects of business such as marketing/advertising, accounting, and banking skills.
- Of the 117 students enrolled in PWC After-School Program that answered the resiliency questions on pre-and-post Student Surveys, 81% demonstrated improved resiliency.
- Of the 23 probation students enrolled in PWC After-School Program, 99% did not re-offend during their participation in the PWC After-School Program.
- Of the 117 students enrolled in PWC After-School Program that answered the survey questions about caring adults on their post Student Surveys 72% indicated that they had caring relationships with adults in their lives.
- PWC was very successful with assisting schools in improving student's school attendance by having students on community service log on to school and participate in school activities during school hours while also performing their community service hours.

PUTNAM CLUBHOUSE

<https://www.putnamclubhouse.org/> Point of Contact: Tamara Hunter

Contact Information: 3024 Willow Pass Rd #230, Concord CA 94519 (925) 691-4276, (510) 926-0474,
tamara@putnamclubhouse.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

Putnam Clubhouse provides a safe, welcoming place, where participants (called members), recovering from mental illness, build on personal strengths instead of focusing on illness.

Members work as colleagues with peers and a small staff to maintain recovery and prevent relapse through work and work-mediated relationships. Members learn vocational and social skills while doing everything involved in running The Clubhouse.

2. PROGRAM: PREVENTING RELAPSE OF INDIVIDUALS IN RECOVERY - PEI

a. Scope of Services:

- i.** Project Area A: Putnam Clubhouse's peer-based programming helps adults recovering from psychiatric disorders access support networks, social opportunities, wellness tools, employment, housing, and health services. The work-ordered day program helps members gain prevocational, social, and healthy living skills as well as access vocational options within Contra Costa. The Clubhouse teaches skills needed for navigating/accessing the system of care, helps members set goals (including educational, vocational, and wellness), provides opportunities to become involved in stigma reduction and advocacy. Ongoing community outreach is provided throughout the County via presentations and by distributing materials, including a brochure in both English and Spanish. The Young Adult Initiative provides weekly activities and programming planned by younger adult members to attract and retain younger adult members in the under-30 age group. Putnam Clubhouse helps increase family wellness and reduces stress related to caregiving by providing respite through Clubhouse programming and by helping Clubhouse members improve their independence.
- ii.** Project Area B: Putnam Clubhouse assists the Office for Consumer Empowerment (OCE) by providing career support through hosting Career Corner, an online career resource for mental health consumers in Contra Costa County and holding countywide career workshops.
- iii.** Project Area C: Putnam Clubhouses assists Contra Costa County Behavioral Health in several other projects, including organizing community events and by assisting with administering consumer perception surveys.
- iv.** Project Area D: Putnam Clubhouse assists Contra Costa County Behavioral Health in implementing the Portland Identification and Early Referral (PIER) program for individuals at risk of psychosis, First Hope, by providing logistical and operational support.

b. Target Population: Contra Costa County residents with identified mental illness and their families.

c. Payment Limit: FY 22-23: \$718,777

d. Number served: FY 18-19: 322; FY 19-20: 456; FY 20-21: 505

e. Outcomes:

- FY 18-19:
 - 70 new members enrolled and participated in at least one activity
 - Held 4 career workshops
 - Prepared 9,000 meals for members
 - Provided 54,437 hours of Clubhouse programming to members
 - Clubhouse membership made a positive impact by decreasing hospitalizations

- FY 19-20:
 - 456 unduplicated members spent 57,290 hours engaged in Clubhouse programming activities. 55 newly enrolled Clubhouse members participated in at least one Clubhouse activity
 - Members helped prepare and eat 30,938 meals at the Clubhouse. This is significantly higher than in past years due in large part to the implementation of a food pantry in response to COVID-19.
 - 1,543 rides provided to members to and from Clubhouse activities, job interviews, medical appointments, etc..
 - 1,403 in-home outreach visits were provided.
 - 131 postings were made on the Career Corner Blog and 4 career workshops were held (target 4).
 - Three community events were held with 378, 389, and 397 people in attendance respectively. The latter was held virtually due to COVID-19.
 - Assisted the implementation of the Portland Identification and Early Referral (PIER) program for individuals at risk of psychosis, First Hope, by providing logistical and operational support.
 - Survey data demonstrated positive outcomes in terms of consumer and caregiver satisfaction, respite, well-being, decreased hospitalizations, increased referrals, etc.
- FY 20-21:
 - Members spent 58,642 hours engaged in Clubhouse programming).
 - 54 newly enrolled Clubhouse members participated in at least one Clubhouse activity, 16 of whom were young adults ages 18-25 years.
 - 62 activities were held for young adult members ages 18-25 years.
 - 89 members and caregivers completed the annual survey.
 - 90% of caregivers who completed the annual survey reported that Clubhouse activities and programs provided them with respite care.
 - 100% of caregivers who completed the annual survey reported a high level of satisfaction with Clubhouse activities and programs.
 - 100% of caregivers and 92% of members completing the annual survey reported that the member's independence had increased.
 - 94% of Clubhouse members who used the Career Unit indicated that they were "very satisfied" or "satisfied" with the services related to employment and education.
 - 100% of Clubhouse members who indicated education in their career plan (return to school/finish degree/enroll in a certificate program) as a goal were referred to education resources within 14 days.
 - 100% of members who indicated employment as a goal in their career plan were referred to employers, applied for jobs, and/or had a job interview within 3 months of indicating goal.
 - 26,432 meals were served to members.
 - 94% of members completing the annual survey reported an increase in peer contacts.
 - 93% of members & 84% of caregivers (88% combined average) completing the annual survey reported an increase in their health and well-being (mental, physical, emotional).
 - The program achieved its goal of reducing hospitalizations and out-of-home placements of active members.

<https://www.rainbowcc.org/> Point of Contact: Kiku Johnson

Contact Information: 2118 Willow Pass Rd, Concord, CA 94520. (925) 692-0090, kikujohnson@rainbowcc.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

The Rainbow Community Center of Contra Costa County builds community and promotes well-being among Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) people and our allies. Services are provided in our main office in Concord, our satellite location in West County, and in East County by arrangements with partner organizations.

2. PROGRAMS: OUTPATIENT BEHAVIORAL HEALTH AND TRAINING, AND COMMUNITY-BASED PREVENTION AND EARLY INTERVENTION - PEI

a. Scope of Services:

- i. Outpatient Services: Rainbow works with LGBTQ mental health consumers to develop a healthy and un-conflicted self-concept by providing individual, group, couples, and family counseling, as well as case management and linkage/brokerage services.
Services are available in English, Spanish, and Portuguese.
 - ii. Pride and Joy: Three-tiered prevention and early intervention model. Tier One: outreach to hidden groups, isolation reduction and awareness building. Tier Two: Support groups and services for clients with identified mild to moderate mental health needs. Tier Three: Identification and linkage of clients with high levels of need and who require system navigation support. Services are aimed at underserved segments of the LGBTQ community (seniors, people living with HIV, and community members with unrecognized health and mental health disorders).
 - iii. Youth Development: Three tiered services (see above) aimed at LGBTQ youth as a particularly vulnerable population. Programming focuses on building resiliency against rejection and bullying, promoting healthy LGBTQ identity, and identifying and referring youth in need of higher levels of care. Services are provided on-site and at local schools.
 - iv. Inclusive Schools: Community outreach and training involving school leaders, staff, parents, CBO partners, faith leaders and students to build acceptance of LGBTQ youth in Contra Costa County schools, families, and faith communities.
- b. Target Population: LGBTQ community of Contra Costa County who are at risk of developing serious mental illness.
- c. Payment Limit: FY 22-23: \$828,312
- d. Number served: FY 18-19: 1174; FY 19-20: 941; FY 20-21: 677
- e. Outcomes:
- FY 18-19:
 - Rainbow held 28 trainings during the year
 - Rainbow's Inclusive School Coalition served the following four districts: Mt. Diablo, Pittsburg, Acalanes, West Contra Costa Unified
 - Youth Support Programming served: 144 youth via outreach; 176 youth in groups; 43 through one-on-one work; 387 through school-based outreach; 118 through mental health services, and 65 through psycho-social groups

- Pride & Joy program reached 1,054 members of the community through events/groups; 387 through brief intervention; and 204 through individual services
- FY 19-20:
 - Implemented a Training and Curriculum Manager position with a seasoned SOGIE (Sexual Orientation, Gender Identity and Expression) national trainer and published educational curriculum writer that joined the staff in March 2020. This enabled Rainbow to launch within the two months of the state's Shelter-in-Place orders, a meaningful update to culturally informed work through virtual SOGIE workshops and trainings.
 - Rainbow's Inclusive School Coalition served the following four districts: Mt. Diablo,
 - Pittsburg, Acalanes, West Contra Costa Unified.
 - Offered services to LGBTQ seniors, adults, and youth through their various tiered services.
- FY 20-21:
 - Served a total of 677 unduplicated clients. Offered services to LGBTQ seniors, adults, and youth through their various tiered services
 - Tier 1 and Tier 2 reached 396 unduplicated clients. Tier 1 provides community-based programming through events and outreach. Tier 2 is group-based programming such as support groups and food pantry deliveries.
 - Tier 3 served a total of 281 clients. Tier 3 provides one-on-one clinical services such as school-based counseling, clinical counseling, and case management. 2009.68 hours of services were provided to clients with Tier 3 alone.
 - Provided virtual services due to the COVID-19 pandemic and adopted an electronic health records platform called, Simple Practice. Virtual offerings have allowed Rainbow to extend service offerings to a wider base, for example, offered district-wide rather than being limited to individual sites as was the case prior to the pandemic with our in-person service model.
 - For several older adults who lacked technology skills and adequate technology, Rainbow started a Tablet Program which provided loaner tablets for seniors in order for them to gain experience with handheld devices and enable them to attend social zoom events, furthering the impact of decreasing feelings of isolation and depression for all who participated.
 - Rainbow Community Center's Kind Hearts Food Pantry (RCCKHFP) delivered 148 meals and food resources to 24 unduplicated and 49 duplicated LGBTQI+ Seniors (55+), and HIV positive community members throughout Contra Costa County

<https://rysecenter.org/>

Point of Contact: Kanwarpal Dhaliwal

Contact Information: 205 41st Street, Richmond. CA 94805 (925) 374-3401, Kanwarpal@rysecenter.org

1. GENERAL DESCRIPTION OF THE ORGANIZATION

RYSE is a youth center in Richmond that offers a wide range of activities, programs, and classes for young people including media arts, health education, career and educational support, and youth leadership and advocacy. RYSE operates within a community behavioral health model and employs trauma informed and healing centered approaches in all areas of engagement, including one-on-one, group and larger community efforts. In these areas, RYSE focuses on the conditions, impact, and strategies to name and address community distress, stigma, and mental health inequities linked to historical trauma and racism, as well as complex, chronic trauma. This focus enables RYSE to provide culturally relevant, empathetic, and timely community mental health and wellness services, resources, and supports across all our program areas and levels of engagement.

2. PROGRAM: SUPPORTING YOUTH – PEI

a. Scope of Services:

- i. Trauma Response and Resilience System (TRRS): Develop and implement Trauma and Healing Learning Series for key system partners, facilitate development of a coordinated community response to violence and trauma, evaluate impact of trauma informed practice, provide critical response and crisis relief for young people experiencing acute incidents of violence (individual, group, and community-wide).
 - ii. Health and Wellness: Support young people (ages 13 to 21) from the diverse communities of West County to become better informed (health services) consumers and active agents of their own health and wellness, support young people in expressing and addressing the impact of stigma, discrimination, and community distress; and foster healthy peer and youth-adult relationships. Activities include mental health counseling and referrals, outreach to schools, workshops and ‘edutainment’ activities that promote inclusion, healing, and justice, youth assessment and implementation of partnership plans (Chat it Up Plans).
 - iii. Inclusive Schools: Facilitate collaborative work with West Contra Costa schools and organizations working with and in schools aimed at making WCCUSD an environment free of stigma, discrimination, and isolation for LGBTQ students. Activities include assistance in provision of LGBT specific services, conducting organizational assessments, training for adults and students, engaging students in leadership activities, and providing support groups at target schools, etc.
- b. Target Population: West County Youth at risk for developing serious mental illness.
- c. Payment Limit: FY 22-23: \$533,653

Number served: FY 18-19: 720; FY 19-20: 865; FY 20-21: 255

d. Outcomes:

- FY 18-19:
 - 254 RYSE members participated in at least two programs within the integrative model
 - 7 youth-generated videos were created to address health, social inequity and stigma reduction.
 - RYSE served 34 youth through the Hospital-Linked Violence Intervention Program (R2P2)
 - RYSE reached at least 1105 adults through community-wise and sector specific trauma-informed care trainings, presentations and gatherings.
 - RYSE reached at least 500 young people through their Queer Trans Summit
 - 75 young people received services through RYSE's school-linked services
- FY 19-20:
 - 283 new members enrolled, for a total of 613 unduplicated members attending. Since March 2020. An additional 322 youth participants (not unduplicated) who are not formally enrolled as members took part via virtual program offerings.
 - Health and wellness content promoted via social media (Instagram Live videos and TikTok) also engaged youth in the community, with over 2,000 views.
 - Supported students across WCCUSD to respond to distance learning policies, surveyed over 282 youth about distance learning needs and ideas, organized a Youth Town Hall for over 100 participants on distance learning, and participated in local, statewide, and national forums to share youth experiences.
 - Created a Youth COVID-19 Care Fund, providing direct cash disbursements to nearly 200 youth and their families, as well as assisted the City of Richmond with establishing a community-guided Richmond Rapid Response Fund
 - 107 young people completed Education, Career, Let's Get Free or Case Management Plans
 - 22 young people completed Community Service requirements with support from RYSE.
 - Engaged at least 33 young people who came to RYSE through reentry/transition from juvenile confinement in the Hire Up, Rysing Professionals, and Side Hustle programming
 - 23 young men, ages 15-18, completed the Hidden Genius Project (HGP), a 15-month intensive Tech Literacy and Skill-Building program for Black-identified males in the areas of computer science and entrepreneurship.
 - Engaged over 326 young people through an arts-based healing program.
- FY 20-21:
 - Served 255 young people virtually, plus hundreds of youths and adults engaged through online/events. RYSE primarily engaged young people and community members through virtual programs and events and through trainings and workshops in high schools, continuation schools, partner agency sites and within juvenile hall. While unduplicated numbers of enrolled youth members reached were lower than in years with in-person operations, RYSE reached hundreds of additional young people who were not formally enrolled through social media engagement, virtual events, and in providing emergency financial support to young people and their families.
 - At least 97 members engaged in direct academic and career supports including 1:1 case management,

education & career workshops, and mentorship/coaching. 21 young people engaged in identity groups (LGBTQQ group, Young Men's Group, Sister Circle). At least 42 youth participated in leadership cohorts, projects, led campaigns, and training in RYSE's Youth Leadership Institute. 28 young people participated in RYSE's Youth Leadership Institute in April 2021.

- RYSE has established a partnership with Brighter Beginnings and hosted their staff to begin a cross-referral process between agencies.
- Through RYSE's Youth COVID-19 Direct Supports Fund, RYSE provided over 300 \$500 disbursements, including participants impacted and hospitalized by gun violence. COVID care funds were used to fund 25 RYSE Scholars, students who were provided with a \$500 disbursement to help with meeting immediate school-related expenses in Fall 2020.
- As a result of participating in RYSE programming RYSE members:
 - 70% reported benefiting from RYSE programs and services that support mental health and wellness, and reported positive or increased sense of self-efficacy, positive peer relation, youth-adult relations, and agency in impacting change in the community.
 - 95% felt a sense of safety, respect, and community with RYSE staff and young people
 - 97% felt RYSE staff created clear, engaging, accessible workshops.
 - 94% felt they are paying more attention to their and others' emotions and feelings and that mental health supports are okay and positive.
 - 90% felt they are interacting more with people of different cultures than their own, speaking up more, and believe they can make a positive difference in their school or community.
 - 97% felt counseling or case management is space of safety, mutual trust, and helping with emotional and navigation goals.

<http://www.standffov.org/>

Point of Contact: Reina Sandoval Beverly

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

STAND! For Families Free of Violence is a provider of comprehensive domestic violence and child abuse services in Contra Costa County, offering prevention, intervention, and treatment programs. STAND! builds safe and strong families through early detection, enhanced support services, community prevention and education, and empowerment to help individuals rebuild their lives. STAND! enlists the efforts of residents, organizations, and institutions, all of whom are partners in ending family violence. STAND! is a founding member of the "Zero Tolerance for Domestic Violence Initiative", a cross-sector organization working for fifteen years to help end domestic violence, sexual assault, and childhood exposure to violence.

2. PROGRAM: "EXPECT RESPECT" AND "YOU NEVER WIN WITH VIOLENCE" - PEI.

- a. Scope of Services: STAND! provides services to address the effects of teen dating violence/domestic violence and helps maintain healthy relationships for at-risk youth throughout Contra Costa County. STAND! uses two evidence-based, best-practice programs: "Expect Respect" and "You Never Win with Violence" to directly impact youth behavior by preventing future violence and enhancing positive mental health outcomes for students already experiencing teen dating violence. Primary prevention activities include educating middle and high school youth about teen dating through the 'You Never Win with Violence' curriculum, and providing school personnel, service providers and parents with knowledge and awareness of the scope and causes of dating violence. The program strives to increase knowledge and awareness around the tenets of a healthy adolescent dating relationship. Secondary prevention activities include supporting youth experiencing, or at-risk for teen dating violence by conducting 20 gender-based, 15-week support groups. Each school site has a system for referring youth to the support groups. As a result of these service activities, youth experiencing or at-risk for teen dating violence will demonstrate an increased knowledge of: 1) the difference between healthy and unhealthy teen dating relationships, 2) an increased sense of belonging to positive peer groups, 3) an enhanced understanding that violence does not have to be "normal", and 4) an increased knowledge of their rights and responsibilities in a dating relationship.
- b. Target Population: Middle and high school students at risk of dating violence.
- c. Payment Limit: FY 22-23: \$146,548
- d. Number served: FY 18-19: 1903; FY 19-20: 1778; FY 20-21: 743
- e. Outcomes:
 - FY 18-19:
 - 77 You Never Win with Violence presentations reached 1987 participants
 - 18 Expect Respect groups reached 192 participants
 - Youth Against Violence: 10 youth leaders trained in summer 2017
 - Adult Allies: 31 adults trained in two presentations

- FY 19-20:
 - *You Never Win with Violence* presentations to 1445 middle and high school youth (during 55 presentations) in Contra Costa County
 - 17 *Expect Respect* groups reached 146 participants
 - Offered 17 10-week long gender-based support groups
 - Trained adult allies (teachers and other school personnel)
- FY 20-21:
 - Served 743 participants in 30 presentations of “You Never Win with Violence”.
 - Adult Allies: 30 teachers and 40 other school/community personnel trained.
 - STAND! was unable to conduct Expect Respect and Promoting Gender Respect Support Groups due to the Covid-19 Pandemic.

<http://vmhs-martinez-ca.schoolloop.com/> Point of Contact: Lori O'Connor

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1. GENERAL DESCRIPTION OF THE ORGANIZATION

The PEI program at Vicente Martinez High School and Briones School (co-located on the same campus) offers an integrated mental health focused experience for 10th-12th grade at-risk students of all cultural backgrounds. Students are provided a variety of experiential and leadership opportunities that support social, emotional, and behavioral health, career exposure and academic growth while also encouraging, linking, and increasing student access to direct mental health services.

2. PROGRAM: VICENTE MARTINEZ HIGH SCHOOL & BRIONES SCHOOL - PEI

- a. Scope of Services: Vicente Martinez High School and Briones School provide students of all cultural backgrounds an integrated, mental health focused, learning experience. Key services include student activities that support:
- individualized learning plans
 - mindfulness and stress management interventions
 - team and community building
 - character, leadership, and asset development
 - place-based learning, service projects that promote hands-on learning and intergenerational relationships
 - career-focused exploration, preparation, and internships
 - direct mental health counseling
 - timely access and linkage to direct mental health counseling

Services support achievement of a high school diploma, transferable career skills, college readiness, post-secondary training and enrollment, democratic participation, social and emotional literacy, and mental/behavioral health. All students also have access to a licensed Mental Health Counselor for individual and group counseling.

Students enrolled in Vicente and Briones have access to the variety of programs/services that meet their individual learning goals. Classes have a maximum of 23 students and are led by teachers and staff who have training in working with at-risk students and using restorative justice techniques. Students regularly monitor their own progress through a comprehensive advisory program designed to assist them in becoming more self-confident through various academic, leadership, communication, career, and holistic health activities.

- b. Target Population: At-risk high school students in Central County
- c. Payment Limit: FY 22-23: \$197,076
- d. Number served: FY 18-19: 121; FY 19-20: 245; FY 20-21: 125
- e. Outcomes:
- FY 18-19:
 - 95% of Vicente students enrolled participated in PEI related activities.
 - PEI services were extended to Briones independent study students; 37% participated in services.
 - All seniors participated in a minimum of 15 hours of service learning.
 - Staff organized and hosted 70 different types of activities and events to enrich the curricula.

- All students were offered mental health counseling.
- Developmental Assets Profile (DAP) assessment was administered to all students.
- FY 19-20:
 - 97% of the Vicente student body and 54% of Briones students participated in PEI activities.
 - All seniors participated in service-learning hours. A minimum of 15 hours is usually required. Due to the school closure because of COVID-19 some students didn't complete all hours but were given a waiver for these hours.
 - All students were offered mental health counseling and there was one full time mental health counselor on campus daily.
 - Staff organized and hosted 70 different types of activities and events to enrich the curricula.
 - Vicente was again a recipient of the Model Continuation High School Recognition through the California Department of Education
 - and the California Continuation Education Association.
 - All students were given the opportunity to apply, interview and participate in career- focused internships.
 - At least 70% of students who participated in four or more services and who had had chronic absenteeism increase their attendance rate by 5%.
- FY 20-21:
 - 97% of enrolled students received a) an orientation on program offerings, b) a self-identified needs assessment targeting risk factors. The Adverse Childhood Events (ACE) needs assessments showed that Vicente students have an average score of 6. Those with a score of 4 or more are 460% more likely to experience depression and 1220% more likely to attempt suicide.
 - At least 90% of identified students participated in four services per quarter that supported their individual learning plan. The average number of PEI activities of those who participated was seven.
 - At least 90% of students identified as facing risk factors were referred to supportive services and/or referred to mental health treatment and participated at least once in referred support service or mental health treatment during the school year.
 - At least 70% of students who participated in four or more services and who have had chronic absenteeism increased their attendance rate by 5% as measured at the end of the school year.
 - At least 70% of students who participated in four or more services and who regularly participated in mental health counseling earned 100% of the expected grade level credits as measured at the end of the school year.
 - The schools closed and transitioned to a distance learning model on March 16, 2020. PEI services continued and even increased services during this time. All services were provided via virtual means. Outreach increased to families and students given the impact this model was having on students. Times for families and students to meet so that we could provide support were offered.

APPENDIX B – PROGRAM ANNUAL REPORTS FY 20-21

Asian Family Resource Center (AFRC).....	B-2
Building Blocks for Kids (BBK).....	B-5
Child Abuse Prevention Council (CAPC)	B-10
Contra Costa Crisis Center	B-16
Center for Human Development (CHD)/African American Wellness	B-20
Center for Human Development/Empowerment Program	B-24
Counseling Options Parent Education (COPE) Family Support Center	B-34
First Five Contra Costa	B-41
First Hope (Contra Costa Behavioral Health)	B-50
Hope Solutions (formerly Contra Costa Interfaith Housing)	B-56
Jewish Family and Community Services East Bay (JFCS/ East Bay).....	B-64
James Morehouse Project at El Cerrito High, YMCA East Bay	B-72
La Clínica de la Raza	B-77
The Latina Center	B-82
LAO Family Community Development, Inc. (LFCD)	B-87
Lifelong Medical Care	B-96
Native American Health Center (NAHC)	B-100
Putman Clubhouse	B-109
People Who Care (PWC) Children Association.....	B-127
Rainbow Community Center (RCC)	B-138
RYSE Center	B-149
STAND! For Families Free of Violence	B-168
Vicente Martinez High School - Martinez Unified School District	B-177

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: VistAbility/Asian Family Resource Center (PEI)

PEI STRATEGIES:

Please check all strategies that your program employs:

- Provide access and linkage to mental health care
- Improve timely access to mental health services for underserved populations
- Use strategies that are non-stigmatizing and non-discriminatory

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

Within the past reporting period, during the pandemic we have reached primarily consist of multilingual and multicultural individuals and families (specifically of Chinese, Vietnamese, Laos, Khmu, and Mien backgrounds) currently living in Contra Costa County (with the majority residing in the western region of the county). In addition, due to the ongoing COVID-19 pandemic, we emphasized on offering support to vulnerable populations like the elderly and the homeless. These groups and individuals are frequently underserved as a result of language barriers and cultural differences.

Our primary method of outreach and engagement with potential responders were program brochures. These brochures were printed in several languages, such as Chinese, Vietnamese, Laos, and Mien to reach a wider range of potential responders. These brochures consisted of our mission, the types of services we offer under this program, the language we speak, and our contact information. Due to the ongoing COVID-19 pandemic, we have had to scale back on community events and have reduced the number of sites we distribute our brochures to. We still offer brochures at supermarkets and housing complexes, but we have decided to focus on more interpersonal community, sharing our resources from family –to- family and via word of mouth.

Furthermore, we hold psychoeducation workshops for community members in regard to the importance of prevention and early intervention relative to mental health, as well as self-care and human wellness. Because of the pandemic, all workshops are held virtually. These workshops also touch on cultural and family/parenting issues. These workshops raise the attendees' awareness and understanding of the early signs of mental health issues, increase their knowledge about mental health, and reduce the stigma that surrounds the topic of mental health. Additionally, we provide information about where and how to get help if needed, particularly for those who may feel limited due to language barriers.

Several strategies are utilized to provide access and linkage to treatment. For instance, if there is a potential case that needs mental health assessment and treatment, the case would be transferred to another program we offer, Medic-Cal recipients. For individuals who are not qualified for this treatment program, they would then immediately risk, or are having difficulties accessing or receiving services in English because of language and cultural barriers. They would be encouraged to receive individual/family consultation for up to one year under the PEI program or participate in wellness support groups in a variety of Asian languages (this program is also under the PEI program.)

We were unable to host meetings and workshops due to the pandemic, however we were able to help individuals access services by connecting with local community leaders such as pastors and community associations. We received training for new updated the people we serve. This way we, as providers, can develop a better understanding of the needs of services for underserved populations and provide more catered and supportive services.

OUTCOMES AND PROGRAM EVALUATION

Please provide quantitative and qualitative data regarding your services.

Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

We utilize the Demographics Form to conduct evaluation and measure outcomes. Some questions in the form have been modified to better reflect cultural competency. Some of the qualitative data we collect include primary language spoken, race, ethnicity, gender, sexual orientation. Our quantitative data includes the number of individuals that attend group, their ages, and the number of hours attended. The Demographics Form does not include the client's name so their information will always be confidential. We use 1 form per 1 individual per 1 contact. The data is compiled at end of the month and analyzed.

DEMOGRAPHIC DATA: Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e.. Veteran Status, Disability, etc.), please provide justification.

Not Applicable

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Our program reflects the values of wellness, recovery, and resilience. We base our work on our agency's mission statement, which emphasize the need to provide and advocate for multilingual and multicultural family services that empower people in Contra Cost County to lead healthy, contributing and self-sufficient lives. The services we provide always aim to assist, educate, and eliminate the stigmas of mental health-related issues. Our doors are always open to anyone that seeks assistances, regardless of race, color, ethnicity, religion, sexual orientation and with the assistance of our bilingual staff; we are able to provide language-based care and services. Being able to provide language-based care is something that we value deeply, and believe that it truly provides a safe place for those who are English as a Second Language and need of services

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

During the COVID-19 pandemic, many underserved populations in Contra Costa County struggled greatly. More specifically, the Southeast Asian refugee community was especially hit hard, due to language barriers, cultural differences, and lack of resources. One example in this community was a 76-year-old Laotian woman, who come to the United States in 1991 with her three sons, after losing her husband during the Vietnam war. She had a lot of troubles during the COVID-19 pandemic. She is dependent on government assistance and struggles with supporting herself and her children. One son lost his job, while another son struggles with mental health issues and homelessness, and her other son moved out of state and is out of contact. The 76 years old mother is severely depressed, and not knowing what else to do, she attempted suicide. After this AFRC staff were able to reach out to the family and began engaging in assisting the family with their medical and psychiatric needs.

The AFRC staff were able to help the son with mental health issues find a psychiatrist, as well as opening a case to further support his needs and treatment. Staff were also able to help find employment and referred him to an agency to help him find housing. Because our staff were able to support her children, the mother's condition also improved greatly without the additional stress. Our staff were also able support her providing case management and counseling.

Thank you to PEI program for your financial support. Without your support this agency would not be able to support our community like the way we are supporting this community now.

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Building Blocks for Kids, Project of Tides Center

Program Name: Not About Me Without Me

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / ACTIVITIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

The goals of the 2020-2021 scope of work are three-fold: (1) Community and Family Engagement: working with Richmond and West Contra Costa County families to ensure that they are knowledgeable about and have access to a network of supportive and effective mental health information and community services; (2) Social Support and Referral: reduce risk factors for developing a potentially serious mental illness, and to increase protective factors; and, (3) Healthy Parenting Skills: train and support families to self-advocate and directly engage the services they need.

BBK set out this year to create new and strengthen activities and programs that elevate parental resilience, healing, and personal and collective empowerment. Our community research project completed in 2020 explored what adults residing in the Bay Area want and need for their emotional well-being. Most of those who responded are Black and Latinx parents with 61% who have children between 0-17.

These findings and the insightful voices of residents are included in BBK's [Navigating Towards Emotional Wellbeing](#) report.

The COVID-19 pandemic caused and continues to create an immense mental, physical, emotional, and financial strain for individuals and families. Over the last year families living throughout West Contra Costa County continued to face challenges in accessing support services for themselves and their families. In the 2020-2021 fiscal year, despite the challenge of having to shut down all in-person activities BBK quickly pivoted our programs to an online virtual environment to meet families in the comfort of their homes. BBK's incorporation of healing centered care strategies moved our work one step beyond trauma-informed care to recognize that well-being is a function of the environments where people live, work and play and in partnership with parents/caregivers, we seek to influence public policies and practices that directly and indirectly affect mental health and emotional wellbeing.

OUTCOMES AND MEASURES OF SUCCESS:

Please provide quantitative and qualitative data regarding your services.

List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

- 1) **Community and Family Engagement: Ensure Richmond/West County families are knowledgeable about and have access to a network of supportive and critical health and mental health information and services**
 - **Linkages with East Bay service providers:** In 2020-2021, BBK staff connected families to accessible mental health professionals that provide no and low-cost individual, family, and group mental health support and prevention services. Over the last year, BBK staff continued to conduct check-in phone calls with our program participants and conducted a Needs Assessment. Based on the results, our staff successfully connected 24 families to food resources, financial assistance, and free/reduced internet service options, and tenants' rights resources.
 - **Family Engagement:** In the 2020-2021 fiscal year a total of 68 people participated in seven Family Engagement Virtual Events. BBK staff hosted these activities, sometimes in collaboration with our community partners including the East Bay Regional Park District. Participants shared the need for fun, hands-on activities that would help families spend time together and have a distraction from the pandemic and other stressors in their lives. With this information, BBK staff decided to pivot and focus on family game nights, family bonding arts & crafts, dancing, and storytelling.
 - **Health & Wellness at the Park (Virtual Summer Program):** As a result of the COVID-19 pandemic, our 2020 and 2021 were entirely virtual. Over the summer of 2020, BBK offered Zumba, cooking classes, and playgroups through Facebook live. In the month of July 2020, 313 people joined our live streams. In June 2021, our staff launched our 2021 summer program via Zoom. We collaborated with the Mindful Life Project, the Native American Health Center, a local Zumba instructor, and Redemption Fitness & Wellness LLC to host live for one hour, 5-days a week, arts and crafts activities, mindfulness activities, story times, boxing classes, and Zumba classes. A total of 88 people participated in these daily activities.

- 2) **Social Support and Referral: Reduce risk for negative outcomes related to untreated mental illness for parents/primary caregivers whose risk of developing a serious mental illness is significantly higher than average including cumulative skills-based training opportunities on effective parenting approaches**

- **Sanctuary Peer Support Groups:** In the 2020-2021 fiscal, BBK hosted a total of 32 peer support meetings. A total of 131 women participated in the meetings and learned about self-care, self-love, financial health, forgiveness, and managing difficult relationships with family members. In response to what men shared with us during community research conducted in 2019-2020, we launched our first men and father’s peer group in 2021. Creating spaces for men-centered wellness is exciting and is a continuum of overall family wellness. Since March our staff, in collaboration with a male facilitator from Richmond, BBK, has hosted a total of four meetings and has served 30 men. Through these meetings, men have built relationships with other men in their community and had conversations about Healthy Communication with Partners, How to Manage Strong Emotions, Goal Setting and Celebrating Accomplishments, and Getting to Know Ourselves. Additionally, before the end of the meetings participants are led through a drumming circle. Since the launch of the Men’s Sanctuary called “Holding Space” we have seen increased participation and participants share their excitement about having a healthy space to build relationships and learn from other men.
 - **Life-Coaching:** In February 2021 we launched our Life Coaching program. Eight women received six free one-hour sessions with a certified life coach. Participants set short-term goals, midterm, and long-term goals, and used a strength-based approach to create a plan to achieve their goals. The sessions focused on identifying strengths, support systems, and worked on shifting mindset.
- 3) **Self-and-Collective Advocacy: Train and support families to self-advocate, build collective advocacy and directly engage the services they need.**
- **Parent Education:** Two of BBK’s staff members were trained on the COFI’s (Community Organizing and Family Issues) Family Focused Organizing Model curriculum which is evidenced based and focused on healing centered care that supports parents and caregivers in recognizing and addressing the systemic and environmental causes of personal and community trauma. Our staff will be launching this workshop in late 2021.

MEASURES OF SUCCESS:

- **Linkages with Mental Health and Social Service Providers**
 - 100% of families identified as needing mental health and support services were successfully linked to providers.
- **Organizational Support and Family Engagement**
 - 75% of participants reported greater feelings of community
 - 75% of participants reported having a stronger family bond
 - 100% of participants reported having a better understanding of ways to support positive emotional and wellbeing
 - 100% of participants were connected to a resource that supports family wellness
- **Reduce risk for negative outcomes related to untreated mental illness**
- **Sanctuary**
 - 90% of respondents report improved access to mental health education and mental health support services
 - 90% of respondents that consistently participate in a Sanctuary Group report feeling connected to others and confident in their strengths.
 - 90% of respondents feel fortified to make positive changes within themselves and their families
 - 90% of respondents can identify at least two other group participants that they can connect with outside of the Sanctuary Meetings

- 100% of respondents report progress on achieving at least one wellness goal
- **Train and support families to self-advocate and directly engage the services they need Sanctuary Facilitator and Wellness Coach**
 - 90% of parents that work with a Sanctuary Facilitator and Wellness Coach will report that they feel safe to advocate for mental health services for themselves, their child or other family members.
 - 100% of participants will feel fortified to make positive changes in their families
 - 100% of participants will report a plan for supporting mental wellness for themselves
 - 100% of participants will report progress on achieving at least one wellness goal

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

BBK routinely collects essential demographic fields (adult/child, race, gender, preferred language). BBK's self-administered sign-ins /forms are simple and easy to understand/complete within a room full of activities occurring. However, with the onset of COVID-19 and the shelter in place restrictions we were challenged with how we can continue to provide virtual programming for the families we serve and collect the data in virtual settings. Collecting data in a virtual setting proved to be a challenge for BBK and our families. At the point of registration for programming, we only asked if youth or adults were attending the activity instead of asking birthdate/age. We took this route because we know that our families prefer to have quick and easy registrations/ sign-ins. For this fiscal year (61) youth attended virtual programming (396) adults attended virtual programming.

EVIDENCE-BASED OR PROMISING PRACTICES:

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

BBK ensures that participants' voices are at the core of our programming. For example, participants help us determine topics they want to discuss, learn and facilitate. They share who they want as guest speakers and decide what day and time programs take place. Lastly, we incorporate artistic expression in our programs, this includes dancing, drumming, and art projects.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non- discriminatory?

BBK continues to be a community of social innovators working to support Black and Latinx families in West Contra Costa County. We support families to use their voices and experiences to directly inform the systems they interact with, and which impact them. We envision empowered communities that are wellness-centered and have equitable access to high-quality education, where healthy families blossom to realize their dreams and full potential. Our three core strategies are parent-led advocacy, healing-centered care and leadership development. These strategies drive our mission to amplify the

voices of parents/caregivers of color and partner with them to advance equitable access and opportunities for all youth to have quality education and all families to achieve emotional and physical well-being. Our staff continues to keep families' health & wellbeing at the forefront of our work in all of our programming. Our approach continues to align with and bolster MHSA's PEI goal of providing activities intended to reduce risk factors for developing a potentially serious mental illness and to increase protective factors.

BBK's theory of change is simple and enduring: by providing healing-centered care, leadership development, and activating inclusive parent-led advocacy, we support the personal and collective transformation of parents and caregivers as they reclaim their power. Furthermore, we seek the transformation of education and health systems, so that all youth achieve success and all families experience positive emotional and mental well-being. We collaborate with families to overcome trauma and barriers so that they may strengthen their ability to support their children, family, and community toward healthy, successful development. Efforts focus specifically on ensuring the well-being of parents and supporting parents to determine long-term success for their children. We do this by offering nurturing and culturally responsive environments where parents can heal and identify practices that promote well-being. We also help parents make direct linkages to mental health tools and resources that may not otherwise be accessed. Furthermore, we develop the leadership capacity of parents/primary caregivers. Our ultimate aim is that Richmond and West County parents/primary caregivers affect positive changes in homes, schools, and neighborhoods to ensure that they are responsive to the needs of families and children.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Blanca has participated in BBK programs since 2014. She has been a regular participant in our Latina Sanctuary, Family Engagement events, and our advocacy workshops. Through the years she has shared her interests in learning new things and the importance of having a healthy family, both physically and emotionally. This last year, Blanca has faced a lot of challenges ranging from health to financial challenges. Although she and her family have struggled she has continued to show an eagerness to learn and improve her life. After participating in a leadership development program, Blanca facilitated a workshop on Financial Health in our Latina Sanctuary group. The workshop focused on Achieving Financial Freedom, Saving and Budgeting, and Addressing Cultural Ideas about Money Management. Blanca continues to be a great resource to other women in the program and encourages them to continue their personal development.

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Child Abuse Prevention Council/Nurturing Parenting Program

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

The Nurturing Parenting Program enrolled a total of 83 Latino parents and 76 children during the fiscal year. The first semester Central County served 22 parents, successfully graduating 17 parents, East County served 20 and graduated 12 parents. The second semester Central County served 21 parents and graduated 13, East County served 20 parents and graduated 15. Parents who dropped out of the program were contacted to gather feedback and offer additional support. Parents dropping out reported having the opportunity to return to the work force, others shared feeling overwhelmed with school demands and not having time to attend sessions. CAPC staff-maintained communication in between classes to motivate parents to stay connect and offer support, parents shared having the support during the uncertainty of the Pandemic has meant a lot to their families. The Child Abuse Prevention Council (CAPC) reached out to the Latino community in Central and East County offering The Nurturing Parenting Program (NPP) starting the first 20-week session in July 2020 ending December 2020 and the second session starting January 2021 ending in June 2021. Parents and their children enrolled to participate in the 20-week parenting education program offered in the evening. The Nurturing Parenting Program (NPP) collaborated with community-based agencies and school districts such as First 5 Center, Head Start, WIC, Contra Costa County Behavioral Health, Mt. Diablo Unified, Antioch Unified and Oakley Elementary School District to promote this program. Parents enrolled in the NPP reported that hearing other parents' opinion and comments about this program motivated them to enroll. CAPC staff *planned for 20 consecutive weeks following the fidelity of the NPP evidence-based curriculum to increase parenting

skills, decrease isolation within this population, decrease stigma related to accessing mental health services for self and/or child in a culturally sensitive manner.

As we continue the battle against COVID-19 CAPC, and The Nurturing Parenting Program continue adjusting our classes to best served our community. The NPP team continued working remotely following direction from our Executive Director, the team was able to adjust our services to continue implementing the program. The NPP staff modified sessions to meet parents needs as the pandemic continue to bring many challenges for our population. Staff continues engaging parents linking them to workshops, offered resources to families who lost their jobs, linked parents to internet access and guided them on how to start using zoom to stay connected.

The NPP team was able to continue lessons and utilizing program materials as suggested by curriculum and encouraged parents to use time to implement with their children creating an opportunity to bond and build a stronger relationship with their children whenever possible.

CAPC made modification to the structure of the program to provide support, offering meal baskets to families enrolled in the program, providing ingredients and instructions for families to prepare one meal per week as a family and eat together as a family (as suggested by the curriculum). The children meet with their facilitators in a separate space to continue the program and materials are delivered monthly to have parents and children working together to promote family time.

Parents received the Surviving Parenthood Resource Guide to facilitate access to community-based organizations providing a wide variety of services at no cost or sliding scale as an effort to encourage parents to connect and explore preventive/intervention programs, in addition NPP offered flyers and other contact information to facilitate families access to services. NPP staff offered guidance on how to access Mental Health support, crisis intervention, EDD services, food banks, low cost, housing, internee support and many others.

CAPC continues to support our community by offering services weekly and NPP staff continues our program as planned. In addition to the curriculum information and psychoeducation is presented to help identify mental health/behavioral challenges that may need professional support. NPP kept one of the three sessions with the collaboration of Dr. Hector Rivera-Lopez. Dr. Rivera who has experience working with the Latino community in Contra Costa County offers participants an opportunity to identify possible behavioral/mental health needs that in the past were perceived as “normal” parenting practices. Presentations enhance the program promoting self-care to increase emotional availability for parents caring for their children and decrease the risk of child abuse

The NPP supervisor not only oversees sessions, but also offers direct services to help parents feel more comfortable and confident when accessing resources. NPP engages with each family to offer linkages to the appropriate resources and staff follows up to gather information about how outcome of services.

OUTCOMES AND PROGRAM EVALUATION

Please provide quantitative and qualitative data regarding your services.

Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

Parents enrolled in The Nurturing Parenting Program were administered the evaluation tool Inventory AAPI “A” at the beginning of the program and Inventory AAPI “B” at completion of each program. Results of the AAPI forms are entered in a

password protected data base (Assessing Parenting) which analyzes the results and provides a chart reflecting variation of participants starting and ending the program. After administering Inventory AAPI, A outcomes are reviewed to develop strategies and identify parents whose parenting practices or emotional state may interfere with parenting putting them at higher risk of child abuse. The Nurturing Parenting Program complements the evidence-based curriculum with a Mental Health consultant who attends parent groups to discuss mental health, during these sessions mental health awareness is offered, and staff supports with linkage for parents interested in accessing early intervention programs for their children or higher level of care. Staff meets regularly to discuss group dynamics and review plan, participants' response and staff's observations. Upon completion of the program, staff reviews the results of both inventories to help reflect areas of improvement and measures the "risk" of child abuse and neglect after parents' participation. Staff discusses results of parents who may score as "high risk", an invitation is offered to the family to participate in the program one more time as well as offer additional resources to address their needs. All data entered in the Assessing Parenting site is password protected and only authorized personnel has access to these records.

The Nurturing Parenting Program focuses and encourages participants in developing skills along five domains of parenting: age-appropriate expectations; empathy, bonding/attachment; non-violent discipline; self-awareness and self-worth and empowerment, autonomy, and independence.

Responses to the AAPI provide an index of risk in five parenting constructs:

- A Appropriate Expectations of Children. Understands growth and development. Children are allowed to exhibit normal developmental behaviors. Self-concept as a caregiver and provider is positive. Tends to be supportive of children.
- B High Level of Empathy. Understands and values children's needs. Children are allowed to display normal developmental behaviors. Nurture children and encourage positive growth. Communicates with children. Recognizes feelings of children.
- C Discipline/ VALUES ALTERNATIVES TO CORPORAL PUNISHMENT Understands alternatives to physical force. Utilizes alternatives to corporal punishment. Tends to be democratic in rule making. Rules for family, not just for children. Tends to have respect for children and their needs. Values mutual parent-child relationship.
- D APPROPRIATE FAMILY ROLES tends to have needs met appropriately. Finds comfort, support, companionship from peers. Children are allowed to express developmental needs. Takes ownership of behavior. Tends to feel worthwhile as a person, good awareness of self.
- E VALUES POWER-INDEPENDENCE Places high-value on children's ability to problem solve. Encourages children to express views but expects cooperation. Empowers children to make good choices.

These five parenting constructs enhance **the Five Protective Factors** that replace risk of abusive behavior with positive parenting skills.

The Five Protective Factors are the foundation of the Strengthen Families Approach: Parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children.

Inventory A and B are given to parents at the beginning of the session and at the end.

AAPI Results Session 1 & 2 East County

Construct	A	B	C	D	E
Form A	8.36	7.91	8.00	9.45	6.91
Form B	8.55	8.18	8.82	9.45	5.91

Construct	A	B	C	D	E
Form A	6.57	6.43	7.00	7.71	6.86
Form B	7.74	7.32	7.11	8.63	6.68

AAPI Results Session 1 & 2 Central County

Construct	A	B	C	D	E
Form A	7.94	7.88	7.69	8.81	7.62
Form B	7.75	8.88	8.94	8.62	7.06

Construct	A	B	C	D	E
Form A	6.55	6.36	6.45	8.64	5.64
Form B	7.33	7.78	8.00	8.00	5.33

Scale 1 – 10 (Higher the score, lower the risk).

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

County forms will be mail.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

After over 18 months dealing with the Pandemic, Staff shares professional challenges affecting our daily lives. Parents have shared not only worries about COVID but social justice. During last session, parents shared feeling vulnerable when out in the community and many times not feeling safe. CAPC executive director has offered staff the opportunity to participate in trainings to better prepare ourselves when supporting families.

CAPC continues to motivate all staff to help others and most importantly to practice self-care and safety. Staff meets regularly to modify our approach and ensure we are taking care of our own Mental Health as we support others.

As families face confusion and frustration our team continues committed to build bridges between families and community supports and resources. Our team discussed benefits of providing psychoeducation to increase awareness and teach parents to monitor themselves as well as their children. Our NPP team agrees that is highly important to dedicate time to know families utilizing a cultural approach to help them feel comfortable opening up and share areas of need. This program offers a safe place for families.

CAPC encourages conversation to help identify our own challenges, countertransference to support parents in the most effective manner possible and ensure they have access to the support they need in a timely manner. NPP staff shares areas in which more support may be needed to help manage our mental health decreasing the risk of emotional fatigue and projecting to the community we serve. Staff has met several times to brainstorm ideas on how to manage emotional / zoom fatigue and to address the emotional needs parents are experiencing while maintaining the fidelity of the Nurturing Parenting curriculum.

The CAPC Director and The Nurturing Parenting Program Supervisor continue to meet regularly to discuss program outcomes, challenges and to ensure staff offering direct services receive support and guidance thought out the course of the session.

The Child Abuse Prevention Council staff continues finding resources for the Latino community who has reported challenges accessing mental health services that are culturally appropriate. Staff has learned of challenges parents are facing in trying to connect adults to mental health resources offered in their language of preference. To support this need staff has worked with parents by linking to access line and coaching them to advocate for their family. CAPC links parents to support groups in their area creating opportunity for families to connect with families in their own neighborhood. CAPC strongly believes in building community connections to increase children's safety.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Parents' feedback is important to us to improve our program and professional practices.; Please see below.

"Participating in this program helped me understand that my own emotional state made things worse at home"

"Listening to other families in similar situations helps me not to be so critical of my own family and to keep trying to improve"

"I really enjoy participating with my children in the class, we get along and have fun"

"During this zoom session I have learn how to use my computer and I don't feel alone"

"I would like to learn more about how to support my teen"

"My son has a mental health diagnosis and during the time he participated in the NPP children class, I was surprised to hear him talk to other children and the teachers"

A Family's Story

Mr. & Mrs. Perez came to the United States as young adults and started a family, today they are proud parents to two boys and a girl. They are loving parents who have faced many challenges being far from their natural supports and raising a child with Mental Health needs. Mom shared his oldest son has been diagnosed with Selective Mutism and has an IEP to support his needs as well as Mental Health support. Mom & Dad participated in the Nurturing Parenting Program about 4 years ago and asked to be enroll again as they felt the need to connect and decrease isolation triggered during the pandemic. Mom shared their oldest son has struggled many years in developing relationships outside the family circle due to his Mental Health. Mom remembered when the family first participated in the program, she noticed a change in her two boys and as time went by and specially during the first few months of the pandemic she observed her oldest son regressed in his treatment and his mental health needs became "stuck."

Mom shared during the time they participated in the zoom sessions for the Nurturing Parenting Program she was happily surprised to hear how her oldest son participating with teachers and with the other children, Mom had not heard his son use his voice to communicate with other people outside the home. Mom explained that every week when mom and dad participated in the parents' component group they made sure to motivate their three children not to miss their session the next day. Mom mentioned she had not seen her children play and participate in a virtual class until the NPP children group started.

Mom expressed gratitude for having this program during the pandemic and for motivating parents as well as children to participate in activities that help not only with parenting skills but helped the whole family built a stronger connection and to have fun together.

Mom & Dad explained how challenging it was to keep the boys engaged in their academic virtual sessions and when it was time for the Nurturing Parenting Program the boys would be happy and excited to join. "I would be in the kitchen and could hear my son using his voice during class, I have no words to express how happy I was. My son to this date doesn't talk at school and he did during this class". "I would continue to attend to this class any time I am given the opportunity, I learned something new every time and I see how much it has helped my son with Mental Health needs and all of us in our relationship as a family" Mom shared.

PEI ANNUAL REPORTING FORM

SUICIDE PREVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Contra Costa Crisis Center

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED/ACTIVITIES

Please describe the services you provided in the past reporting period. Please include who the program has targeted and influenced, as well as, any methods or activities used to change attitudes, knowledge and/or behavior.

July 1, 2020-June 30, 2022

Due to the continuation of the county’s COVID-19 Shelter-In-Place orders, March 2020- June 2021, we conducted all meetings and trainings virtually via Zoom or Microsoft Teams. Calls to our 24-hour crisis lines continued without interruption, with staff and volunteers working in the office and a select few of our most experienced staff and volunteers remotely from home.

Scope of Services:

24-hour Crisis & Suicide Hotline

- 1) Provided immediate counseling, active listening, emotional support, and referrals to community resources on our 24-hour Crisis & Suicide hotline via phone and text for all Contra Costa County residents. Calls and texts are answered by live Call Specialists in English and Spanish, and we continued to have access to the 24/7 Language Line interpreter services for over 240 languages.
- 2) Provided callers linkage to mental health services through community resources as appropriate for each call. 100% of callers were assessed for suicide risk level, and all callers with a risk level of medium or high were offered a follow-up call.
- 3) Provided debriefing, supervision, silent monitoring, and consultation for all staff and volunteers in a manner that meets national industry standards and American Association of Suicidology accreditation standards. Our staff and volunteers reflect Contra Costa County demographics in our diversity of country of origin, languages spoken, culture, gender, religion, sexual orientation and socio-economic class.

- 4 Exceeded target goals for total call volume, call response time, and call abandonment rate during this reporting period.

Recruit and Train Volunteer Pool

- 1) Continued to recruit and train a diverse group of volunteers representing communities countywide with bi-lingual fluency in Spanish, Russian, Swedish, Punjabi, Hindi, Urdu, Korean, Mandarin, Croatian, and French.
- 2) Maintained a pool of 58 active call center volunteers during this reporting period.
- 3) Provided 54-hours of training curriculum over 10 weeks virtually (30 hours) and in-person (24+ hours) for each new volunteer training cohort in June-July 2020 and January-February 2021.

Outreach & Education

- 1) Exceeded target goals for Suicide Assessment and Intervention Trainings by providing free virtual trainings offered to all partner agency providers countywide with optional CE credits available:
 - a. Three- 6-hour Trainings
 - b. Three- 1-hour Trainings (one conducted in Spanish)
 - c. Two- 4-hour Trainings
- 2) Continued to provide virtual outreach and education presentations regarding Crisis Center Agency Services, Suicide Prevention, Grief & Loss, and participated in virtual resource fairs due to COVID-19 concerns during this reporting period.

Co-chair Suicide Prevention Committee

- 1) Continued to co-chair the Suicide Prevention Coalition monthly meetings virtually with County Mental Health.

County Coroner Referrals and Suicide Data

- 1) Continued to receive monthly Coroner data and maintain collaboration for referrals from the Coroner's Office to our Grief Counseling Support Group services for grieving survivors.

OUTCOMES AND PROGRAM EVALUATION

Please provide quantitative and qualitative data regarding your services.

- **Please detail any methods used in evaluating change in attitudes, knowledge and/or behavior, and include frequency of measurement**
- **How have your selected methods proven successful? Please reference any evidence- based, promising practice or community practice standards used, as well as how fidelity to the practices have been ensured.**
- **How does the program evaluation reflect cultural competency and protect the integrity and confidentiality of the individuals served?**

We provided In-Service trainings in the afternoons every month and in the evenings every week during this reporting period as an opportunity to all staff and volunteers to promote knowledge of community resources and continuous cultural humility in working with and supporting a diverse population over the crisis hotlines such as youth, seniors, people who are homeless, people who have mental illness, and people who experienced trauma.

We are active participants in meetings that strive to improve cultural sensitivity, awareness, and education to better serve our clients such as Asian Pacific Islander Task Force, System of Care, CPAW, Historically Marginalized Communities, Special Needs Committee, and the Reducing Health Disparities Meetings.

We maintain a feedback box in our front lobby for staff, volunteer, and clients, as well as gather feedback and evaluation surveys at the conclusion of every training and grief support group we provide.

Our policies (HIPAA and clinical license standards informed) ensure confidentiality – including use of technology, storage of records, destruction of records, subpoena response, record keeping, report writing, and (non)use of identifying client information on server.

Our core values of compassion, integrity, inclusion, accessibility, and collaboration along with continuous cultural humility development is written, spoken and practiced. Our policies, protocols, and office environment support these values.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

(Please refer to the Aggregate Data Reporting Form)

VALUES:

Reflections on your work: How does your program reflect MHS values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Our services are designed on the belief that emotional support can make a significant difference in a caller's ability to self-manage and minimize psychiatric hospitalization visits when the support is available any time it is needed 24/7/365. We believe every person has a basic right to assistance in life-threatening or other crisis situations. Our mission is to keep people alive and safe, help them through crises, and provide or connect them with culturally relevant resources in the community. Our vision is that people of all cultures and ethnicities in Contra Costa County are in a safe place emotionally and physically. Every resource in our 211 Resource Database is vetted, maintained, and up-to-date and is accessible for agencies partners and members of the community to use throughout the county free of charge.

The Contra Costa Crisis Center holds the following core values:

- 1) **Compassion:** We are driven by a desire to alleviate the emotional pain, distress, and needs of our clients.
- 2) **Integrity:** We respect and honor our colleagues and clients through trustworthy actions.
- 3) **Inclusion:** We affirm the value of differing perspectives and are committed to representation from, and service to, all members of our diverse community.
- 4) **Accessibility:** We believe that people in need should be able to get help 24/7/365.
- 5) **Collaboration:** We are committed to developing strong, lasting partnerships with community members to achieve common goals.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Call Record #: 445566, 445580, 445581

The caller was a 15-year-old trans identified female who texted on the Crisis Text line. She stated that she was feeling suicidal, had plans to run away, and was feeling hopeless. The call specialists quickly assessed for suicide lethality and determined that the caller was currently home alone, and her plan was to jump off the City Center in San Ramon which was a five-minute bike ride from her house. She was feeling overwhelmed by her anxiety, depression, and bullying from school peers because of her gender identity. She has reported the bullying to her school but feels as though her school does not care about her. She could not agree to stay safe that night but agreed to continue the conversation on the phone.

Over the phone, the Call Specialist continued to develop rapport and provide active listening and emotional support. The caller stated that she is also bullied by people in public whenever she goes to the grocery store, mall, etc. Her parents and siblings know that she identifies as a woman, but she does not really have any friends. Her girlfriend is currently in the hospital after attempting suicide by taking a whole bottle of pills and was not afraid to do it too. She stated that she is very tempted to continue to go through with her plan for a suicide attempt and stated she has issues with impulsivity control. She takes medication for anxiety, depression, and ADHD but has not been currently seeing a therapist, counselor, or psychiatrist due to COVID-19 concerns. The caller would not provide the number for her parents or siblings for help.

The call specialist remained on the line while a shift team member called police for a wellness check while providing active listening and emotional support until the police arrived at her home. The caller declined a follow-up call but was reminded that she can continue to call or text the crisis lines 24/7 for emotional support.

Following this call, the Shift Team Lead and volunteers provided debriefing and consultation to the Call Specialist for support.

PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Center for Human Development/ African American Wellness

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED/PROGRAM SETTINGS:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Center for Human Development's African American Wellness Program provides prevention and early intervention services that empower participants to; first, increase emotional well-being, second, decrease personal stress and isolation and thirdly, increase their ability to access appropriate mental health services. During the fiscal year of July 1, 2020-June 30, 2021, African American Wellness Program provided services to African Americans living in Bay Point, Pittsburg, and the surrounding East County communities. Key activities included culturally appropriate education on mental health topics through six Mind, Body, and Soul support groups. Key activities also include a monthly newsletter and outreach at health orientated community events, and navigation assistance for culturally appropriate mental health referrals. Community Health Advocate Michelle Moorehead and Resident Leader co-facilitated services for the African American Wellness Program. Our East County office location is at the Spark Point center in Bay Point. Through collaboration with Spark Point, the African American Wellness Program was able to provide services to participants and local community members.

The program activities during the 12-month period included the following:

Six facilitated Mind, Body, and Soul support groups' one location:

- Pittsburg Health Center, Pittsburg 1st & 3rd Tuesday and 1st & 3rd Thursday afternoon.
- Pittsburg Senior Center, Pittsburg 2nd & 4th Wednesday afternoon.

Due to Covid-19 Pittsburg Senior Center support groups were held via free conference call.com

Due to the Pandemic, the African American Wellness Program support groups adjusted to meet the needs of our participants. Our support groups were held at the Pittsburg Health Center with a 6-participant limitation. Each participant would sign up weekly for an appointment to attend following all CDC guidelines while in attendance. Our Pittsburg Senior Center support group was conducted through free conference call.com. This free service allowed our program to have conference call meetings with our senior participants. Since our senior population were the most vulnerable to the Covid-19 virus, their meetings were conducted this way for their safety.

A newsletter was sent to participants' residence, and/ or sent via email. It contained our support group topic, community resources and updated information regarding Covid-19. The Covid-19 virus brought on more depression, anxiety, stress, and isolation to many of our participants. C.H.A., Michelle Moorehead, and R.L., Lisa Gordon, provided "one-on-one" appointments with participants. These were conducted via telephone. In addition to the support groups this was extra support assistance to participants. Having one-on-one appointments helped ease feelings of stress, depression, and isolation. We encouraged our participants to journal their thoughts and feelings to work through them. We took these measures to ensure that all participants' needs were met, and no participant was left behind. The Recreation Coordinator, Joy, at the Pittsburg Senior Center collaborated with the African American Wellness Program and held a Senior Day at Small World Park in Pittsburg. Due to Covid-19 restrictions, our activities were conducted with social distancing, hand sanitizer, and mask requirements at all times. There were classes for participants, a welcome, a brief group discussion, questions & answer sessions, games, and a bag lunch provided. C.H.A. Michelle Moorehead & R.L. Lisa Gordon conducted follow up calls to participants to get their input and thoughts on how they felt about the event. African American Wellness Program also attended a Juneteenth celebration on June 19, 2021, in collaboration with Grace Bible Fellowship Church of Antioch. Our program tabled at this event in celebration. Juneteenth is a day to celebrate & commemorate the ending of slavery in the United States. During this event, our program provided information about mental health (emotional wellness), invitation to attend our monthly support groups, gift bags, and a copy of our monthly newsletter. We outreached to 32 participants at this event.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

The African American Wellness Program Roster for support groups from July 2020- June 2021 contained a total of 141 unduplicated attendees. There were 389 newsletters distributed to people (outreach) and 67 people attended outreach events. Participants who attended the Mind, Body & Soul support groups received tools & techniques to identify barriers. Participants were individually provided services to help them address their current issues. Participants were referred to Contra Costa Crisis 211 and the Mental Health Access Line. C.H.A Michelle Moorehead & R.L Lisa Gordon assisted participants by helping them to navigate through the system so that they can receive the care they need. The Community Health Advocate would call the Mental Health Access line with the participant to ensure the participant received an appointment. The Community Health Advocate also supported participants by attending doctor appointments to assist with advocating for the

participants' care. The appointment was scheduled from the initial phone call and the time between scheduling an appointment and seeing a therapist or other provider was up to 4 weeks. The Community Health Advocate and Resident Leader would follow up with participants to check on progress. The African American Wellness Program serves adults 18 and older living in East Contra Costa County. This program supports participants by empowering them to recognize and achieve inner strength and develop coping strategies to maintain emotional wellness.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

Participants are provided resources and referrals to help increase emotional wellness and reduce stress, depression, anxiety, and isolation in their lives. The program creates a welcoming safe environment to all participants. The Mind, Body, and Soul support group helps give participants hope while facing life challenges and helps them address and overcome barriers such as homelessness, lack of medical coverage, lack of transportation, or lack of food. The African American Wellness Program supports participants' needs by linking participants who are low income and disadvantaged due to lack of resource, with other community resources to meet their needs. Participants enter the program through word of mouth, referrals by 211, or referrals from the Mental Health Department at Pittsburg Health Center. The Mind, Body, and Soul support groups are a support system that aims to begin the healing process and ease the hardship of transition participants may have encountered in life due to sudden, unexpected trauma. We strive to teach the tools & techniques that will help defuse a hectic situation by using some of our self-care practices such as breathing, mindfulness, taking a brief walk, etc. Participants were linked to Mental Health Services through the Mental Health Access Line and were followed up with by their Primary Care Doctor

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

African American Wellness Program reflects the mental health and wellness for our participants. We provide services to assist participants with overall intervention services and prevention. We are active in the community and our program conducted outreach in collaboration with other agencies. C.H.A. Michelle Moorehead and R.L. Lisa Gordon attended a weekly outreach program in Bay Point along with East County Response Coalition at the West Pittsburg Church. This collaboration with The Bay Church of Pittsburg provided: portable showers to the homeless, medical care for the uninsured through the John Muir Mobile Care Van, and a food give away provided by Bay Point All in One. African American Wellness Program also attended to support the community with our program services for mental health (emotional wellness), inviting community members to attend our support groups, and providing mental health services. Our program collaborated with Hope Solution to assist with housing for participants experiencing homelessness or at risk of homelessness by providing mental health support.

VALUABLE PERSPECTIVES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

E.H. is one of our male participants who is aged over 60 years. He has attended the Mind, Body, and Soul support group for the last 1.5 years. E.H. came to the support group for depression, but he is also a cancer survivor. He was referred by another long-time participant and during his time attending, he was able to work through his depression by talking with other participants. He was also given a referral to the cancer support community located in Antioch where E.H. resides. He has been cancer free for 2 years now. His health has improved from attending our support groups and utilizing the tools and techniques learned during our class time.

S.M. is one of female participants who is also over 60 years old. She has attended the Mind, Body and Soul support group for 3 years. S.M. came to the support group from a referral from another participant. She needed emotional support for her feelings of anxiety. S.M. was referred to the Mental Health Access Line. The C.H.A., Michelle Moorehead, assisted her with making an appointment. S.M. began seeing a therapist and her anxiety levels improved. S.M.'s health has improved, and she is now walking and eating healthier which is helping her emotionally. She continues to attend the support group because of the warm, familial atmosphere.

T.P. is one of our female participant's aged 26-59 years old. She has attended Mind, Body and Soul support group for 1.5 years. T.P. came to the support group with some serious health challenges. She had a stroke, heart attack, and had suffered a fall which resulted in a broken collar bone. T.P. is disabled and is wheelchair dependent. She was referred by another participant. Due to her existing health challenges T.P. was experiencing depression and isolation. She began attending M.B.S support group and made new friends which uplifted her spirits. She also learned how to use the tools and techniques taught in class in her daily life. T.P. was provided with a 211 referral and Mental Health Access Line for therapy. She is seeing a therapist and feeling better emotionally. She continues to attend Mind, Body, and Soul support group.

PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Center for Human Development/Empowerment Program

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED/PROGRAM SETTINGS:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Center for Human Development's Empowerment Program provides weekly support groups, youth leadership groups, and mental health resources for lesbian, gay, bisexual, transgender, queer, questioning (LGBTQ+) youth and their heterosexual allies, ages 12 - 20, in East Contra Costa.

The annual goal is to reach 80 unduplicated youth from July 1, 2020, through June 30, 2021.

During the course of the contract, staff will provide the following services:

Component 1: Facilitate educational support group sessions at Pittsburg High School in Pittsburg, twice per week during the academic school year, totaling at least forty (40) but not more than fifty (50) open-ended group sessions.

Component 2: Facilitate one (1) weekly educational support group session at Deer Valley High School in Antioch during the school year; totaling at least twenty (20) but not more than twenty-five (25) sessions.

Component 3: Facilitate one (1) weekly educational support group at Rivertown Resource Center (or satellite office) in Antioch on Wednesday afternoons, totaling at least thirty (30) but not more than thirty-six (36) open-ended ongoing sessions. This group meets year-round; educational support groups contain a social-emotional support component along with educational discussions, workshops, activities related to LGBTQ identity, culture, relationships, mental health and wellness.

Component 4: Facilitate one (1) weekly educational support group session at Hillview Junior High School in Pittsburg during the school year; totaling at least twenty (20) but not more than twenty-five (25) sessions.

Component 5: Facilitate twice-monthly youth leadership groups totaling at least sixteen (16) but not more than twenty (20) ongoing sessions at Rivertown Resource Center in Antioch.

Component 6: Facilitate two (2) per year youth-led community service projects and skill building field trips.

Component 7: Refer youth to culturally appropriate mental health services on an as needed basis including referral support to a minimum of 15 youth.

Component 8: Facilitate community educational outreach/psycho-educational workshops twice (2) per year.

Kevin Martin, Empowerment Program Coordinator, facilitated the following services from July 1, 2020, through June 30, 2021. Mr. Martin is a full-time employee working 40 hours per week on the project. During this reporting period, Empowerment has worked with 57 unduplicated youth, which is less than our goal of 80 unduplicated youth. This number is much less than previous years due to the extreme difficulty in connecting with LGBTQ+ youth in their home environments during COVID-19. Staff utilized a variety of methods to establish and maintain connection with participants including phone calls, texting, email, Facebook, Zoom, collaborations and referrals from other providers, referrals from peers, and referrals from school teachers, counselors and administrators.

Component 1: Facilitate 40 to 50 weekly meetings at Pittsburg High School in Pittsburg for LGBTQ+ youth and their allies to promote emotional health, positive identity, and reduce isolation through life skill development. Providing services at this location helps to increase access in several ways. First, it eliminates the need for additional transportation as students are already at school. Second, there is a network of supportive school staff and service providers working at Pittsburg High School allowing for expedient linkage to additional support services as needed. Third, youth are more inclined to engage in support services, including Empowerment, when they can do so with or supported by their peers, and with reduced anxiety of being "outed" to their parents, or guardians.

Staff facilitated:

Individual check-ins, assessments, support sessions	178
Group sessions	0
Unduplicated participants	7

From July 1, 2020, through June 30, 2021, Kevin Martin was not successful in facilitating group sessions specifically for youth from Pittsburg High School. This is due to the difficulties for students to be able to feel safe or comfortable participating in a group over Zoom in their home environments, as well as the increased stress and anxiety from having to keep up with the demands of school from home. Due to these challenges, staff focused on conducting frequent individual check-ins and one-on-one assessment and support sessions. Staff conducted 178 individual check-ins and one-on-one assessment and support sessions with students from Pittsburg High School during this year. Throughout the year, CHD staff continued to receive new referrals from school staff and service providers on campus during weekly Care Team meetings and from peer participants. The number of unduplicated participants is low (7 compared to 31 the previous year) because not all students returned CHD staffs repeated efforts to make contact, likely due to the previously mentioned challenges for students at home during COVID-19. Staff has also continued to work closely with school staff and other service providers on campus to secure space for groups for the upcoming school year, as providing in-person services at Pittsburg High School fills a need for youth who have difficulty with transportation to Antioch, and/or are not "out" in some aspect of their life (i.e. peers, family, or community), which has been exacerbated by the COVID-19 pandemic.

Topics for the Pittsburg participants included: initial assessment, establishing norms, surviving trauma at home, LGBT terminology, healthy boundaries, processing jealousy, discrimination by authority figures, coping with stress, writing as a coping method, conflict with friends, Trans awareness, challenges in family dynamics, symptoms of depression, self-image,

affirmations, assumptions, identifying emotions, holiday & family stresses, concerns for Winter break, intentions for 2021, experiences over Winter break, setting and upholding personal boundaries, "4 Pillars of Healthy Relationships", speaking authentically about emotions, questioning gender identity, the process of coming out, LGBTQ+ Black History Icons, racial stress, political stress, personal stories of identity realization, having difficult conversations, prolonged stress related realities of COVID-19 shelter in place order (missed opportunities, stress and mental health), self-care, time management, ending romantic relationships, tools for changing perspectives (opportunity from victimization), end of school year stresses and excitement, openly LGBTQ+ celebrity representation and activism, coping with anxiety, and reopening from COVID-19.

Component 2: Facilitate 20 to 26 weekly meetings at Deer Valley High School in Antioch for LGBTQ youth and their allies to promote emotional health, positive identity, and reduce isolation through life skill development. Providing services at this location helps to increase access in a few ways: it eliminates the need for additional transportation, as students are already at school; youth are more inclined to engage in support services, including Empowerment, when they can do so with, or supported by their peers and with reduced anxiety of being "outed" to their parents, or guardians; and until recently, CHD's Empowerment Program was one of the only social-emotional support program available to Deer Valley High students. This year Deer Valley High School (DVHS) partnered with additional community based social-emotional, academic and mental health providers, creating a Care Team: a network of supportive school staff and service providers working at Deer Valley High School allowing for expedient linkage to additional support services as needed.

Staff facilitated:

Individual check-ins, assessments, support sessions	158
Group sessions	0
Unduplicated participants	10

From July 1, 2020, through June 30, 2021, Kevin Martin was not successful in facilitating group sessions specifically for youth from Deer Valley High School. As mentioned in Component 1, this is due to the difficulties for students to be able to feel safe or comfortable participating in a group over Zoom in their home environments, as well as the increased stress and anxiety from having to keep up with the demands of school from home. Due to these challenges, staff focused on conducting frequent individual check-ins and one-on-one assessment and support sessions. Staff conducted 158 individual check-ins and one-on-one assessment and support sessions with students from Deer Valley High School during this year. Throughout the year, CHD staff continued to receive new referrals from school staff and service providers on campus during weekly Care Team meetings and from peer participants. Staff also received 2 referrals through DVHS's Care Team for students attending other schools in the district. The number of unduplicated participants is low (10 as compared to 40 the previous year) because not all students returned CHD staffs repeated efforts to make contact, likely due to the previously mentioned challenges for students at home during COVID-19. Staff consistently heard from youth referred through the DVHS Care Team that they had not and could not disclose their LGBTQ+ identity to their families, due to their religious or cultural beliefs, directly impacting their mental wellbeing.

Topics for the Deer Valley youth included: establishing norms, initial assessments, bisexual awareness and myths, LGBTQ+ terminology, the process of coming out, Trans awareness, gender terminology, "safe spaces" to be LGBTQ+, emotion identification, speaking authentically about emotions, questioning identity, self-image, body dysphoria, affirmations, assumptions, what is therapy?, transition support, holiday & family stresses, concerns for Winter break, intentions for 2021, experiences over Winter break, coming out support, "4 Pillars of Healthy Relationships", healthy boundaries, LGBTQ+ Black History Icons, conflict with friends, coping with stress, anxiety, depression, writing as a coping method, ending romantic

relationships, domestic violence, divorce, racial stress, political stress, personal stories of identity realization, having difficult conversations, prolonged stress related to realities of COVID-19 shelter in place order (missed opportunities, stress and mental health), self-care, time management, end of school year stresses and excitement, LGBTQ+ activism, anxiety related to reopening from COVID-19.

Component 3: Facilitate 30 to 36 weekly meetings at Rivertown Resource Center in Antioch for LGBTQ+ youth and their allies to promote emotional health, positive identity, and reduce isolation through life skill development. Providing services at this location has challenges, but is the only year-round, drop-in support program for LGBTQ+ youth in East Contra Costa County, providing access to youth from Bay Point, Pittsburg, Antioch, Oakley, and Brentwood.

Staff facilitated:

Individual check-ins, assessments, support sessions	356
Group sessions	34
Unduplicated participants	30

Due to all the previously noted challenges associated with COVID-19, staff facilitated one weekly support group for all high school age youth throughout East Contra Costa County to continue to engage LGBTQ+ youth in safe, supportive, social interaction with peers to promote emotional health, positive identity, and reduce isolation through life skill development. Staff also held frequent individual check-ins, assessments, and support sessions for LGBTQ+ youth throughout East Contra Costa County whether they attended group sessions or not.

From July 1, 2020, through June 30, 2021, Kevin Martin facilitated 34 virtual sessions of youth support group for high school aged youth throughout East Contra Costa County. The group met using the Zoom platform. The number of meetings met our goal of 30 to 36 sessions for the year and group attendance numbers were down significantly, due to all the previously noted challenges related to COVID-19. This group had an average attendance of 3 youth per session for this reporting period. Low attendance was 1 and high attendance was 7. The number of unduplicated participants is low (30 as compared to 83 the previous year), undoubtedly due to previously mentioned issues related to COVID-19. Staff also noted that attendance dropped precipitously toward the end of the year, and students expressed feeling overwhelmed by all the demands for their time and spiked at random times. This year, staff also collaborated with Rainbow Community Center's Youth Program on one session per month to help expand youth's social support networks and connection to community support providers. CHD staff conducted 356 individual check-ins, assessments, and support sessions during this year with youth not associated with one of our school sites.

Topics for the Rivertown group included: group development, establishing group agreements, visibility through Pride flags, Schizophrenia, addressing peers who overstep boundaries, tools for managing anxiety, confronting friends who repeatedly harm us with their words, the challenges and positives of remote learning, continuing to have to "shelter in place", creative complaining (the benefits of venting), communicating effectively with your therapist, managing an overcrowded home environment (when extended family move in), the required process of transitioning prior to gender alignment surgery, disappointments and challenges to returning to distance learning, the use of "they" pronouns, bisexuality awareness, bi celebrities and icons, Hispanic Heritage Month and LGBTQ+ Hispanic icons, suicide prevention, effects of being mis-gendered, coping with gender and body dysphoria, virtual Halloween celebration, LGBTQ+ History, anxiety and more tools for coping, Transgender Day of Remembrance, virtual winter holiday celebration, identifying and communicating needs to family, spectrums of identity, identifying values important for relationships, Inauguration of President Biden and Vice President Harris,

negatives and positives of 2020 as well as hopes and intentions for 2021, Confirmation of Pete Buttigieg as Secretary of Transportation (first openly gay person to be confirmed as Presidential Cabinet Secretary), shifting perspectives (victimization to opportunity), Black History Month and Black LGBTQ+ icons, mental health perspectives in the Black community, moving out of your childhood home, screen in of "Women of Impact: Changing the World," queer womxn of history, screening of clip from "Disclosure", Why celebrate womxn's (not women's) history month?, screening of Ted Talk "A Short History of Tran People's Long Fight for Equality", Day of Silence Campaign, the verdict in Derek Chauvin trial, stress management, Alcohol and Drug abuse in LGBTQ+ community, gender identity and gender resources, mental health awareness, LGBTQ+ Pride history, screening of "Screaming Queens."

Component 4: Facilitate one (1) weekly educational support group sessions at Hillview Junior High School, Pittsburg during the school year; totaling at least twenty (20) but not more than twenty-five (25) sessions.

Staff facilitated:

Individual check-ins, assessments, support sessions	141
Group sessions	9
Unduplicated participants	9

From July 1, 2020, through June 30, 2021, Kevin Martin facilitated 9 sessions of virtual youth support groups for middle school age youth attending Hillview Junior High School. The number of meetings is short of our goal of 20 to 25 sessions for the year. As in other components, this is due to the difficulties for students to be able to feel safe or comfortable participating in a group over Zoom in their home environments, as well as the increased stress and anxiety from having to keep up with the demands of school from home. As this is our only middle school age group, staff continued to plan for weekly group sessions, however generally they quickly became monthly group sessions. Due to these challenges, staff focused more on conducting frequent individual check-ins and one-on-one assessment and support sessions. Average group attendance for this period was 2. Low attendance was 2 and high attendance was 3. The number of unduplicated participants is low (9 as compared to 20 the previous year) because not all students returned CHD staff's repeated efforts to make contact, likely due to the previously mentioned challenges for students at home during COVID-19. Staff also conducted more than 141 individual check-ins, assessments, and support sessions with students during this year.

Participants came to this group primarily as former participants and through referrals from student surveys, as well as the school's COST team, comprised of the school's counseling staff, administrators and teachers, as well as other service providers working with students at the school including CHD's Project Success program, CHD's Beyond Violence program, Lincoln Children's Services clinicians, and JFK University clinicians. Staff continued to receive referrals from the COST team right up to the end of the school year.

Topics covered in this group include group development, establishing group norms, expectations for group, the Thanksgiving break, identifying and communicating needs to family, negatives and positives of 2020 as well as hopes and intentions for 2021, coping with health issues, safety planning, self-care, values important to you, identifying feelings, check-ins.

Research is increasingly showing that junior high is a significant period of heightened bullying, stress and trauma related to gender identity/expression and sexual orientation. Staff believes this is an ideal point to introduce Empowerment's prevention and early intervention supports to help manage stress, mitigate trauma, increase social-emotional supports, connectedness, and life skills, reducing the potential development of serious mental health disorders.

Component 5: Facilitate 16 to 20 twice-monthly youth leadership groups to foster community involvement. These groups meet at Rivertown Resource Center and are held in conjunction with support group meetings discussed in Component 3.

Staff facilitated:

Group sessions	1
Unduplicated participants	3 participants, 0 unduplicated

As noted in all prior components, the challenges associated with COVID-19 significantly impacted the ability of staff to complete this component. Youth participated in one Leadership group session before all expressed being too overwhelmed with school and other responsibilities to engage in Leadership activities. The one session was an interview with 3 Leadership participants by a member of the Contra Costa County Meds Coalition regarding youth perspectives on abuse of prescription medications in the city of Antioch. Staff continued to look for opportunities to engage participants in leadership activities to little avail. Staff is optimistic that next year, whether back to meeting in person or continuing to meet virtually, participants will be better adjusted to be able to engage in Leadership.

Component 6: Facilitate 2 youth-led community service events or fieldtrips to foster community involvement. These events occur in various locations, increasing East Contra Costa County LGBTQ+ youth's knowledge, experience of, and access to a range of surrounding communities, programs, and support services.

This component was planned to be fulfilled in the month of June. However, the COVID-19 shelter in place order and health guidelines for the county did not allow for this component to be completed. Planned projects and field trips included our annual Youth Pride Prom and annual field trip to the LGBT History Museum and Historical Castro District in San Francisco. Staff is exploring alternative opportunities for youth led community service events for the upcoming year such as: voter registration efforts, possible campaigns to educate new voters on impacts of political actions on the LGBTQ+ community or exploring the history of civil disobedience protesting.

Component 7: Refer youth to culturally appropriate mental health services on an as needed basis, referral support to a minimum of 15 youth.

Specific referrals for new mental health support were made for 10 youth throughout the year. This number is short of our target of 15 annual referrals; however, all participants were given Safety Phone Lists and repeatedly encouraged to reach out to the Contra Costa County Crisis Center, Trevor Project, as well as any current clinical support during times of stress, anxiety, and crisis. Direct mental health referrals were made to Lincoln Child Center, John F. Kennedy University, Fred Finch, CHD Beyond Violence Program, Contra Costa County Mental Health Access Line, STAND for Families Against Violence, and Antioch Police Department for suicide risk assessment. As noted earlier, all Empowerment participants also received a Safety Phone List with contact information for the Contra Costa Crisis Center, Trevor Project, LGBT Youth Talk-line, Rainbow Community Center (RCC), Planned Parenthood, Homeless Hotline, Run Away Hotline, Community Violence Solutions, and STAND for Families Against Violence.

It is important to acknowledge that many of Empowerment's participants, as in previous years, were referred to CHD's Empowerment program for additional social emotional support from other mental health providers. Thus, these participants were already connected and engaged in culturally appropriate mental health services, rendering additional referrals unnecessary.

Component 8: Facilitate community educational outreach/psycho-educational workshops including two (2) per year. From July 1, 2020, through June 30, 2021, staff did not facilitate specific formal trainings. However, throughout the year Kevin Martin was an active member of Care Teams and COST team at Deer Valley High School, Pittsburg High School and Hillview Junior High, respectively. Kevin provided faculty, staff and administration ongoing, real-time support and information for supporting the LGBTQ+ youth in their classes and schools.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

From July 1 through June 30, 2021, staff facilitated 43 educational group sessions, one leadership session, and 833 individual check-ins, assessments and support sessions. Information on mental health topics and services comes up "naturally" during the weekly support groups so this is not seen as a "stand alone" component by staff. However, regular, periodic check-ins and one-on-one meetings and assessments were provided allowing staff to identify possible "red flags", such as symptoms of anxiety, depression, and suicidal ideation, or youth in distress. Check-ins and one-on-one meetings are held regularly due to COVID-19. During check-ins and one-on-one meetings, staff always inquires as to youth's experiences with school, family and peers, interest, wellness, and willingness to participate in mental health services, outside and in addition to Empowerment's programming. Staff also periodically administers the Adolescent Mental Health Continuum Short Form (MHC-SF) during one-on-one meetings to help assess need for referral to mental health services. Staff had 833 individual one-on-one meetings with youth during this year. This is double the number of individual check-ins and one-on-one meetings from last year. The sharp increase in this number is due primarily to the shelter in place order, which, as noted in earlier components, have led to many participants being willing to only engage in one-on-one, non-video, communication with staff, and not wanting to participate in groups via telehealth platforms. Telephone communications, email and secure video conferencing, via Zoom, are the main forms of delivering telehealth support to participants, since COVID-19. As indicators warrant, staff makes referrals to appropriate, culturally responsive services. As noted previously, staff has ongoing relationships with Care and Cost Teams at the above listed schools which include mental health providers allowing expeditious entry into treatment, as youth become willing to do so (except in emergency circumstances). Staff also has a functioning know ledge of the processes for referral to access services through Contra Costa Health Services and private providers, and actively support participants and their guardians navigate these systems. The average length of time between referral and access to treatment for this year is just over 2 weeks. The average duration of symptoms related to mental illness prior to referral is just under 4 months. Follow-ups regarding effectiveness of treatment is ongoing after access to treatment.

It is important to note that staff also noticed a sharp decline in participant's willingness to engage with CHD staff or the Empowerment Program in any form once the shelter in place order was implemented. Staff has continued to attempt to make contact and receive updates on disconnected participants through school staff, counselors, family, and friends to ensure they are aware that Empowerment is still available to them. Some feedback staff has received is that many do not feel safe to engage with Empowerment while at home due to lack of privacy and lack of support or acceptance from family. Many of Empowerment's participants have not shared their identity, or questioning, with their family members.

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

As noted in a previous section, specific referrals for new mental health support were made for ten (10) youth during the year. The average length of time between report of symptoms onset and referral for treatment during this reporting period is 3.9 months and the average length before entering treatment after referral is 2.3 weeks. The methodologies used during treatment are generally unknown to Empowerment staff, as Empowerment staff does not provide therapy, and all mental health referrals are made to external providers. Also noted previously, all Empowerment participants receive an emergency services "Safety Phone List", including contact information for CHD's Empowerment Program, Contra Costa Crisis Center, The Trevor Project, Planned Parenthood, Community Violence Solutions, STAND for Families Against Violence, Runaway Hotline, Homeless Hotline, and are encouraged to add information for trusted adults and friends. Additional referrals and linkages are provided as needed, and upon participant assent. Direct linkages are made via phone, fax or in person, such as during Care Team, or COST meetings at school sites.

- 1) General encouragement of all participants to seek services that could be of support to them is continual during all sessions. Specific and direct encouragement and referrals are offered to participants during one-on-one check-ins and assessments by Empowerment staff. Staff administers the Adolescent Mental Health Continuum Short Form (MHC-SF) periodically during one-on-one meetings to help assess need for referral to mental health services.
- 2) Empowerment staff follows up verbally with participants regarding referrals to external services on a weekly basis until participant successfully engages in services, or no longer wishes to engage services. The current average length of time between referral and entry into treatment is 2.3 weeks. Staff also continues to follow-up on effectiveness of treatment during individual sessions after entering treatment and works to provide supplemental support as appropriate.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Empowerment is a social-emotional and educational support program for LGBTQ+ youth, ages 12 to 20, in East Contra Costa County, which is a highly diverse community in regard to ethnic makeup and socio-economic status, with large percentages of Latinx, black, and low-income families. Youth enter the program through referrals from self, peers, family, school staff, and other service providers. Staff works diligently to create safe, welcoming, empathetic, confidential spaces for all who attend Empowerment. This is facilitated by the development of group norms, which all attendees agree to adhere to. During groups and during individual check-ins, assessments and support sessions, youth work to identify and process challenges and

struggles they face, then identify and develop internal strengths, coping mechanisms and tools for building resiliency to work through challenges, with the support and encouragement of Empowerment staff and peers. Through this process, when youth

are identified to need or would benefit from support services outside the capacities of Empowerment Program, referrals and linkages are made to other culturally appropriate service providers. All youth participating in Empowerment are treated with respect as individuals, and staff makes a concerted effort to do so without bias or judgment. As noted in monthly program notes, staff also take part in multiple trainings, workshops, coalitions, and other forums, including clinical supervision, throughout the year to stay up to date on issues, research, terminology, laws, possible bias, diverse perspectives, etc. relevant to the highly diverse LGBTQ+ youth community in East Contra Costa County, incorporating what they learn into the support and education provided to throughout the Empowerment Program. All LGBTQ+ youth, ages 12-20, and their heterosexual

friends are welcome to join Empowerment's groups and their level of participation is completely voluntary. We believe that the diversity of our participants, as noted in our demographic form, is an indication of our success in this endeavor, however, we are always striving to do better.

In Empowerment, LGBTQ+ youth are engaged in discussions of topics, workshops and activities that are common to the broader LGBTQ+ community, such as: identity development, the process of coming out, rejection and fear of rejection, isolation, harassment, bullying, discrimination, anxiety, depression, suicidality, healthy relationships, relationship violence, drug and alcohol use and abuse, community development and engagement, leadership and activism, physical, mental and sexual health and safety. And as noted in previous sections, when staff identifies potential concerns for any participant, they respond immediately to offer information and referrals for additional support services.

VALUABLE PERSPECTIVES:

Reflections on your work: How does your program reflect MHS values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

It is not an uncommon experience for staff to hear participants and parents/guardians indicated that Empowerment Program is the only source of positive support participants are able to identify, from time to time; especially during times of mental, or emotional struggle related to their identity. This year, staff asked participants to share their personal experiences with Empowerment Program.

Here are some of their responses:

"Hello! My name is Joseph. I have been going to Empowerment youth group meetings for almost two years now. I was pretty hesitant on going to my first meeting because I didn't know any of the people there and because I was unsure of myself. Now I can confidently say that I have made the right choice. Empowerment offered me much needed support in starting and continuing my gender journey. Back when I was still questioning my gender, I was able to share my own experiences and hear others' experiences as well. I have not met one mean or uninviting person during my time at Empowerment and everyone I have talked to have been so supportive and are always offering advice. Having a supportive group of people that I could talk to who are like me, really helped me come out of my shell and realize that I am not alone in this world. I was able to gain the confidence I needed to talk further steps towards becoming my true self. Empowerment has provided me with so many resources regarding mental health, gender identity, and how to get help. I've laughed and cried with Empowerment, and through Empowerment I feel that I have been able to grow as a person and really find myself." ~JP 6/21

"My experience with empowerment has been really amazing because it is a safe place to be able to talk to people and just have a place to rant. They don't judge you and make you feel comfortable to talk about anything. I have learned a lot in Empowerment, things that I never knew before and I'm glad that I am a part of it." ~IG 6/21

"When I was in my sophomore year, I was approached with the QSCOUTs program (facilitated by CHD Empowerment staff and clinical intern from RCC for eight weeks, then transitioned into an Empowerment group) in my school's GSA club. The idea of learning more about the community I was still just walking into, and receiving support was extremely inviting. My biggest takeaway from the 'Empowerment' program is just the trust and support it can create. My group over the two years I was a more active member, were people I looked forward to seeing every week, even if we didn't talk outside of the group; we all became friends in ways that just isn't really possible without a program like this. It was an environment you could almost immediately feel comfortable with. Most new members would start sharing and joking with the rest of us within a few visits, which in my opinion conveys just how inviting the group can be. That kind of supportive vibe was what guided me and kept me going majority of the time within those two years. I am also still in contact with most of the group members, even if we do not talk a lot, I am there for them as I trust they are for me too. This program is incredible in terms of the discussions you will have, the memories you can create with people who will be more than just supportive, and I highly recommend it for any LGBTQ+ youth who needs and/or wants that kind of experience." ~ RE 6/21

It is notable that all three of these are long-term (more than one year) participants of Empowerment Program. They came to the Empowerment Program differently; one by referral from their private clinician, one by direct staff outreach to a school-based club, and one was referred by a peer. Each either was already referred or received referrals linking them to additional support services (both school and community based) in conjunction with Empowerment support groups. This year two (one is a junior in high school) successfully graduated from high school with healthy goals and feelings of optimism for their futures. Historically, this has been a common trajectory for most Empowerment Program participants who have not changed schools or relocated making accessing Empowerment support groups impossible.

**PEI ANNUAL REPORTING FORM
PREVENTION REPORTING FORM**

FISCAL YEAR – 2020-2021

Agency/Program Name: C.O.P.E. Family Support Center

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED/PROGRAM SETTINGS:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Program Quality and Standards

- COPE completed all provisions of this contract.
- COPE ensured that program activities were provided by accredited Triple P qualified staff and focused on parents and/or guardians, of children ages 6-17.
- COPE provided twenty-one (21) Triple P Positive Parenting Group classes and seminars to groups in West, Central and East Contra Costa County. COPE enrolled 257 individuals in these classes and seminars.

Trainers: A total of 22 practitioners were accredited, in the following levels:

- Level 2 Seminar Stepping Stones
- Level 3 Triple P Discussion Groups
- Level 4 Group Triple P
- Level 5 Enhanced Triple P
- Level 5 Family Transitions A total of 22 practitioners were accredited.

COPE provided case management services for families who asked for additional resources. Additionally, if a parent's assessment indicated a concern, the participant was contacted to determine if additional community support was needed. Where appropriate, referrals were made for additional mental health services.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

- The Parenting Scale measures dysfunctional discipline practices in parents.
- The Eyberg Child Behavior Inventory measures parental perceptions of disruptive child behavior using both an intensity scale and a problem scale.
- The Intensity scale measures the frequency of each problem behavior.
- The Problem scale reflects the parent's tolerance of the behaviors and the distress caused.
- The Depression Anxiety Stress Scale measures symptoms of depression, anxiety and stress in adults.

Assessments are administered at the beginning and end of the course. Reports are produced showing the change in results and these reports are reviewed by the practitioner and shared with the individual participants as part of the conclusion of the course. See overall results below.

Participants are invited to provide anecdotes of their own successes, both during regular check-ins at each class and at the end of the course.

Confidentially: To ensure our participants' confidentiality and integrity is upheld, COPE uses a confidential and secure reporting system using a non-identifying code.

Cultural Competency:

C.O.P.E. has a culturally diverse staff, both personally and professionally with sensitivity and training in the needs and characteristics of diverse populations of participants.

C.O.P.E. staff cultivate an inclusive, non-judgmental environment for participants seeking services, practitioners are trained in areas such as ACES, trauma-informed care, self-regulation techniques, conflict resolution, and other methods for participant communication.

C.O.P.E. provides a culturally inclusive video conferencing classroom where parents and staff recognize, appreciate, and capitalize on diversity to enrich the overall learning experience.

All participants are provided services regardless of race, gender, sexual orientation, or religion.

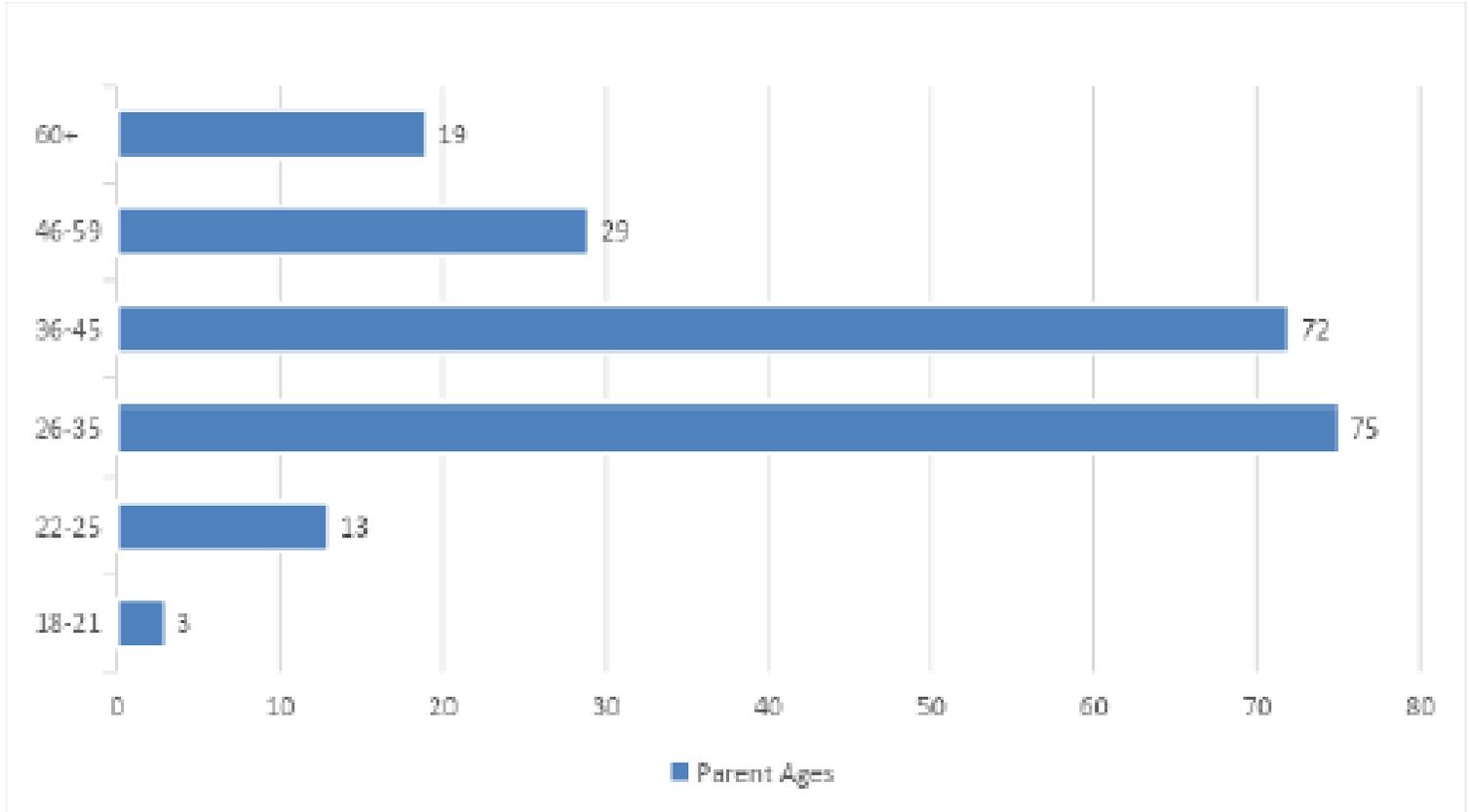
Current practices include:

- Designated language. i.e., Spanish speaker
- Practitioners are trained to understand cultural differences in parenting practices, and we strive to develop effective and consistent parenting skills that nurture the uniqueness of each family.
- Immigration Status was never asked
- Income and level of education was respected
- All information is confidential and reported using a non-identifying code
- Parents and practitioners sign a confidentiality agreement

DEMOGRAPHIC DATA: Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Age Group



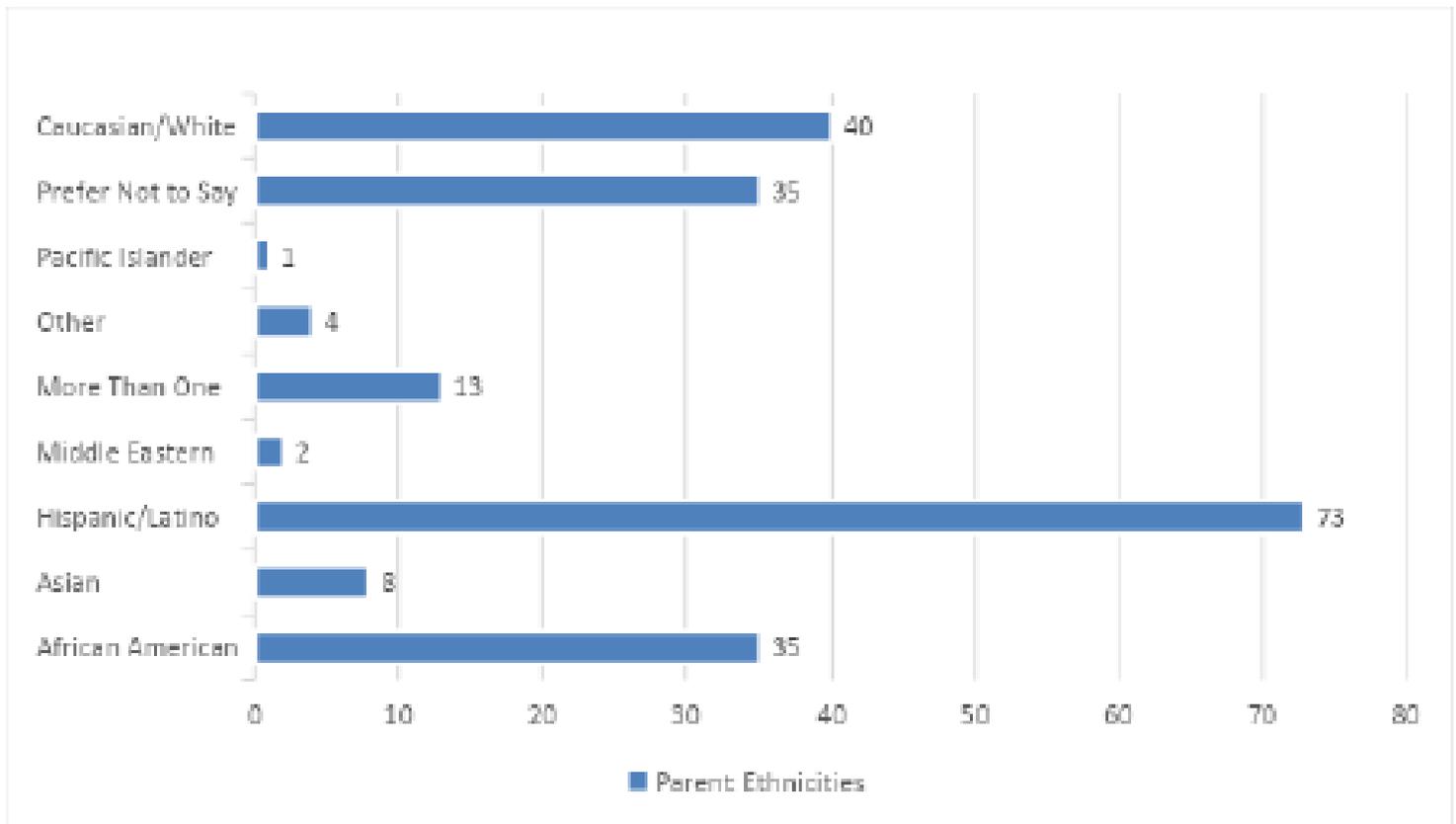
Veteran Status:

7 participants reported being a veteran.

Race of responding participants:

More than 1	27
Asian	9
Black/African-American	30
Hispanic/Latino	20
White	27
Decline to Respond	98

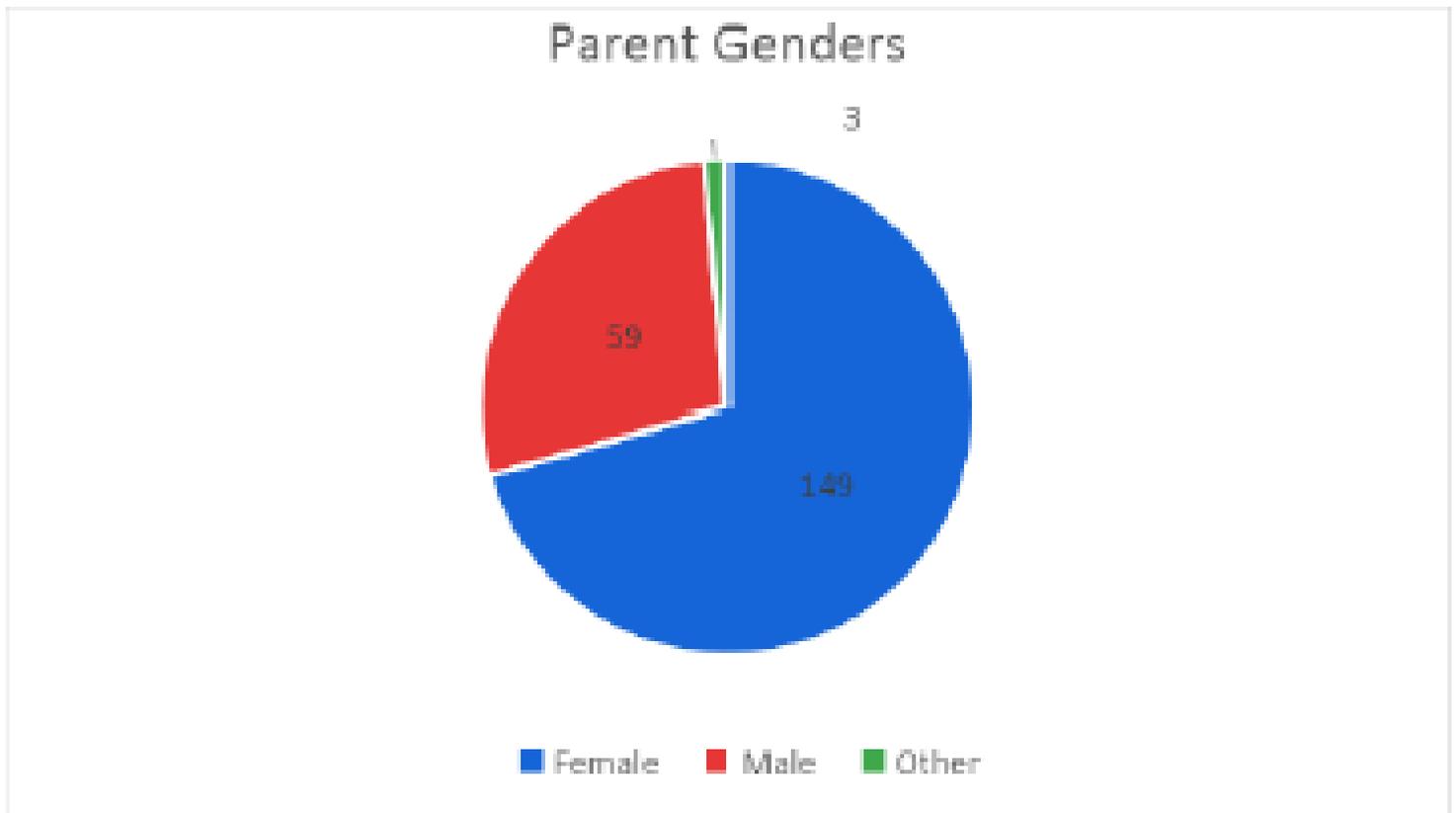
Ethnicity



Sexual Orientation:

Heterosexual	94
Bisexual	5
Decline to Respond	112

Gender:



Disability Status:

Mental Health	8
Chronic Physical or Mobility	5
Communication	3

EVIDENCE-BASED OR PROMISING PRACTICES

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

COPE uses The Triple P Positive Parenting Program rated by the California Evidence-Based Clearinghouse for Child Welfare as "Well-Supported by Research Evidence".

Fidelity to the program is ensured through the engagement of accredited practitioners:

- Utilization of session checklists that provide documentation that all components of the curriculum are presented as required by Triple P America.
- Monthly Peer Assisted Support Services (PASS) practitioner support meetings.
- Periodic audits of classes by program coordinators/managers to ensure fidelity to the program.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

C.O.P.E. Family Support Center fosters a holistic approach to family wellness and recovery by providing evidence-based parenting classes along with other complementary services. Parents in need of further intervention are identified through their participation in Triple P parenting classes and receive timely access to supplementary services. Participants may express a need for more intensive support and utilize other programs offered such as individual and family counseling, Anger Management and Truancy Intervention. By offering a menu of services, C.O.P.E. can provide customized support to families in need as well as identify referrals to additional resources such as county mental health, housing, food banks and family law centers.

Strategies Utilized to Provide Access and Linkage to Treatment include:

- Provide pre and post assessments that identify those parents who are in the clinical range and case management to community members in need of services
- Collaboration between staff and a 'point person' at each agency to ensure timely access to resources

We focused on strength-based strategies that encourage parents to choose a goal and work on a strategy that reflects their family dynamics.

VALUABLE PERSPECTIVES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Statements:

"I feel more like I'm parenting now than fighting with my child."

"I didn't realize how poorly I was talking to my child and how my language affected her willingness to cooperate."

"I found out that I get better results when I talk to my children rather than yell at them."

"When I wait 5 seconds after giving directions to my son, it's like a light switch turns on and then he does it."

"It's a different era now. It won't be like how I grew up. I cannot expect my son to be like me and I need to be mindful of his feelings and support his own interests. My expression can show it all."

Vignettes:

At the beginning of a Group Triple P class a father reported difficulty with his young daughter to cooperate with the morning tasks geared towards getting her dressed and ready for school on time. I challenged the parent to consider his tone and temperament when giving his daughter instructions and to implement the strategy of Giving Clear, Calm Instructions in the hopes of nurturing a better morning outcome. By the end of the class the parent reported significant improvement but

acknowledged it remained a work in progress in his own regulation. This facilitator praised him for the reported outcome and encouraged him to remain consistent as it will take more than a few weeks to totally correct years of misbehavior on both their parts. Parent reported being encouraged to continue and even relayed interest in either taking another Triple P class or doing some private parent coaching sessions with his parenting partner.

In a Teen Triple P class, one parent, who has a son with a developmental disorder, explained she was concerned her son was always quick to react emotionally if something did not turn out well for him. She was hopeful he would exhibit some self-control and cease being verbally aggressive. She indicated the group discussions reminded her to be patient by using the self-regulatory model in dealing with his emotions due to his disability. She was motivated to use the strategies she learned in class.

A court mandated father having daytime visits with his son, was granted overnight visits after completing a Group Triple P class. He was eager to be able to start using more of the strategies that he had been learning in class.

In a Spanish Group Triple P Class, a mother shared how difficult it was for her to help her son complete his homework after school, because her son only wanted to play video games. She began working on Ground Rules with her son and became more consistent in helping him with his homework and working on communication strategies. She reported that the Ground Rules were helping her feel more empowered as a parent and that communication with her son was improved.

A parent in a Spanish Teen Triple P Class said "I had many communication problems with my 13-year-old daughter. After I had my second daughter, her behavior became very complicated. One day I found my daughter in the bathroom, where she had cut her arm intentionally. Before enrolling in Teen Triple P, I did not have any help or support from any agency."

The practitioner referred this mom to our COPE Clinical Department for more support. The case manager contacted the mom to provide help and support. Now the family is receiving family therapy. Mom told us that she feels very supported, and the class helped her a lot to better understand her daughter's emotions and to provide her with a safe and learning environment. Mom understands better the importance of giving lots of affection and quality time to her teen children.

Another couple taking a Spanish Teen Triple P class were very concerned about their son's behavior, drug use, and staying out very late with friends. Their son was using marijuana and possibly other drugs. He was staying up very late, sometimes going to bed at 3 am. He also refused to connect to his virtual classes. These parents shared that Teen Triple P has helped them to support each other and work on Ground Rules. They have seen small changes in their son's behavior, as he now participates more in family activities. They gave an example of when their son was somewhere he wasn't supposed to go, the parents called the local police, who looked for him and returned to his house. They applied that logical consequence and created and signed a Behavior Contract to help them. They also looked for opportunities to talk, show affection, hugs etc. Their son is attending an Addiction Support Group now. The father has started working on his own temperament and anger after realizing self-regulation on his part is very important in building a good relationship with his son.

PEI ANNUAL REPORTING FORM

EARLY INTERVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: First 5 Contra Costa

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

Services Provided:

Triple P Positive Parenting Program is a multi-level system of family intervention for parents of children who have or are at risk of developing behavior problems. It is a preventively-oriented program that aims to promote positive, caring relationships between parents and their children, and to help parents develop effective management strategies for dealing with a variety of childhood behavior problems and common developmental issues. First 5 works closely with its subcontractor COPE to prevent and attend to mental health needs through delivering this evidence-based parenting program which is effective with a diverse parent.

- Fifteen (15) Group Triple P classes for parents with children ages 0-5 within Contra Costa County. Classes were provided in English and Spanish in East, West, and Central County. All classes were free to all participants.
- Forty-five (45) families court-mandated over-the-phone with children ages 0-5 received additional case management services.

The Types and Settings:

Fourteen presentations and briefings as outreach activities to early childhood organizations to inform them about Triple P class offerings and program participation requirements.

Performed briefing presentations to staff at the following organizations: First 5 Centers, Family Justice Centers, Brighter Beginners Centers, Building Blocks for Kids, The Latina Center, Welcome Home Baby Program, Tandem Partners in Early Learning, and school districts throughout Contra Costa County.

- Antioch/Pittsburg/Martinez/West Contra Costa/San Ramon/ Oakley Unified

Methods used to reach out and engage potential responders:

- Online Flyers
- Outreach emails to social workers/community organization
- Social media: Instagram and Facebook
- Referrals from other CBOs
- Past participants were contacted to inform them of new services.
- Attending School Academic Review Boards and presentations at Preschools

Strategies utilized to provide access and linkage to treatment:

Several strategies are utilized to provide access and to promote linkages to treatment:

1. C.O.P.E. maintains a 24-hour response time to parents seeking services. To ensure parents who are court-mandated are enrolled in the correct class, COPE completes an over-the-phone intake form and requires them to provide a copy of the court order.
2. A waiting list for parents with children ages 0-5 was utilized to enroll parents in the next available class. Make-up sessions are available for parents who missed one class, this allowed them to stay enrolled in the program and increased completion rates.
3. All Triple P classes and Seminars were conducted using the Zoom video conferencing platform.

Parents were supported on online access and management of zoom video conferencing. Classes were adapted to ensure engagement of all participants and conform to an online platform, utilizing polls, break-out rooms, and chats to share experiences and do book exercises.

4. Class and seminar materials books, tip sheets, and incentive at First Five Centers and Family Justice Centers throughout Contra Costa County, as well as COPE's office or by mail to accommodate the needs of the participants.

Strategies utilized to improve timely access to services for underserved populations.

- Classes are offered in West, Central, and West Contra Costa County.
- Classes are offered in both English and Spanish Languages
- 9-week classes were offered every quarter
- Classes were provided at different times throughout the day over zoom video conferencing.
- All classes were free to all participants.
- COPE Staff supported participants when logging in to zoom and completing pre and post-assessments over the phone when needed.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

First 5 completed all provisions of the 2020-21 contract.

Program activities were provided by accredited Triple P qualified staff and focused on children from birth through age 5, and/or their parents/guardians, expectant parents, and/or early childhood educators of children from birth through age 5. First 5 has developed a secure database containing assessment data for all classes. Data is entered quarterly into the database. Assessment data is collected from each participant and data quality is maintained through monitoring, regular check-ins with the practitioners, weekly review of the class checklist, and periodic auditing of classes.

Parenting Classes:

195 Participants in Triple P Parenting classes during the fiscal year. Eighty percent (80%) of families completed the Triple P program. Data was collected after the first and last session through a pre- and post-assessment. Data was analyzed with use of the following assessments:

List of indicators and data that measured reduction of negative outcomes in Group classes:

Pre and Post Assessments are completed by all Triple P participants. These assessments are the Parenting Scale, Eyberg Child Behavior Inventory, and the DASS

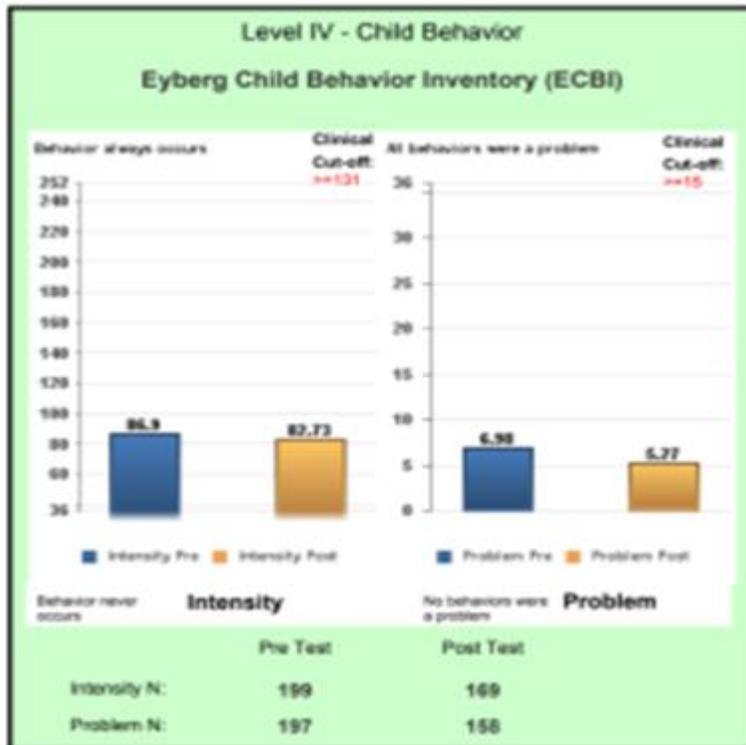
- The Parenting Scale measures dysfunctional discipline practices in parents.
- The Eyberg Child Behavior Inventory measures parental perceptions of disruptive child behavior using both an intensity scale and a problem scale.
- The Intensity scale measures the frequency of each problem behavior.
- The Problem scale reflects the parent's tolerance of the behaviors and the distress caused.
- The Depression Anxiety Stress Scale measures symptoms of depression, anxiety, and stress in adults.

Assessments are administered at the beginning and end of the course. Reports are produced showing the change in results and these reports are reviewed by the practitioner and shared with the individual participants as part of the conclusion of the course. See overall results below.

The Parenting Scale measures dysfunctional discipline practices in parents



The Eyberg Child Behavior Inventory measures parental perceptions of disruptive child behavior



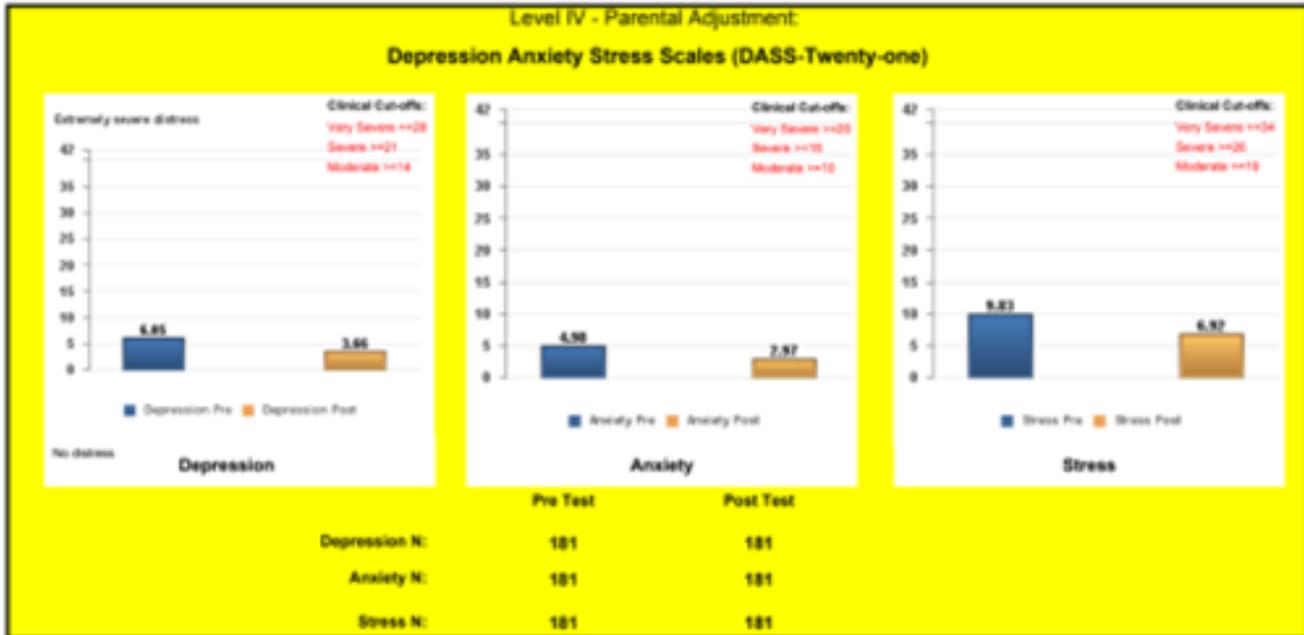
Participants were provided the Depression Anxiety Stress Scale as part of the pre and post-assessments. Participants who scored above the clinic cutoff on the DASS pre or post-assessment for depression, anxiety, or stress were contacted individually and referred as necessary to community resources for additional support and services. Those parents who expressed a mental health concern were also contacted and referred to a mental health service.

The Depression Anxiety Stress Scale measures symptoms of depression, anxiety and stress in adults.

OVERALL RESULTS

Average of all Pre-Post Parent/Caregiver Scores

(Region - None) (Funder - First 5 Contra Costa) (Collection - ALL)



Case Management:

Case management services to 45 families who asked for additional resources. Additionally, if a parent's assessment(s) indicated a concern, the participant was contacted to determine if additional community support was needed. We utilized the services of our clinical interns to address the needs of parents and families with more intensive challenges.

Services included:

- Pre- and post-class assessment support.
- Resource referrals such as Early Childhood Mental Health (Therapy).
- Recruitment into appropriate programs offered by C.O.P.E. and other CBO's.
- Family and/or individual counseling sessions.
- Employment and Development department (Job training and placement, Unemployment and Medical registration benefits).
- Family Justice Center (legal and domestic violence services).

Cultural Competency:

The program has a culturally diverse staff, both personally and professionally with sensitivity and training in the needs and characteristics of diverse populations of participants. The staff cultivate an inclusive, non-judgmental environment for participants seeking services and are trained in areas such as ACES, trauma-informed care, self-regulation techniques, conflict resolution, and other methods for participant communication.

All participants are provided services regardless of race, gender, sexual orientation, or religion.

Current practices include:

- Designated language. i.e., Spanish speaker
- Practitioners are trained to understand cultural differences in parenting practices, and we strive to develop effective and consistent parenting skills that nurture the uniqueness of each family.
- Immigration Status was never asked
- Income and level of education was respected
- All information is confidential and reported using a non-identifying code
- Parents and practitioners sign a confidentiality agreement

Triple P Train the Trainers:

Each year we identify gaps in program support this allows us to determine what training will be offered to maintain or increase trainers in the Triple P training programs to ensure timely access to service. This year were train and accredited 7 practitioners who supported classes for parents with children ages 0-5.

Trainings offered:

- Level 2 Seminar, Stepping Stones (1 person),
- Group Triple P (3 people),
- Level 3 Triple P Discussion Groups (3 people).

Additionally, staff are trained on the ASQ3 /SE developmental screeners to determine if additional developmental support is needed to determine the root cause of the concern. The ASQ data is also collected within the database.

Data Collection and Tracking:

The ETO database portal is used to track the following:

- Participant demographics.
- Pre- and post-assessments in all classes.
- Seminar attendance and evaluations.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

- 215 individuals attended Triple P provided programs in Contra Costa County for the 2020-2021 Fiscal Year.
- 74% of the participants were female.
- 49% of the participants were Latino/a.

- 11% of the participants identified as African American.
- 42% of the participants were either Spanish-speakers or bilingual Spanish/English

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Triple P Program provides a self-regulatory model to choose strategies that support their family's dynamics. We focused on strength-based strategies that encourage parents to choose a goal and work on a strategy that reflects their family dynamics. Participants define their own goals, work on strategies, and receive support from practitioners. Overall, positive parenting has a powerful impact on a child's emotional wellbeing and strengthens the parent-child relationship.

Services supported parents in increasing parenting skills in meeting their children's social and developmental needs. Parents learned that the quality of the parent-child relationship is the major factor associated with the well-being of young children. The parent-child relationship nurtures emotional and social development, builds resiliency skills, and teaches the child how to self-regulate their emotions. Having a strong parent-child relationship supports Kindergarten readiness.

The program staff collaborations with other organizations to provide needed resources to address basic needs and link them to cultural relevant supplemental services ranging from parent-child activities to therapy, support groups, and leadership opportunities for parents allow us to connect families directly with a wide range of resources.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

One father of 4 children, 2 daughters and 2 sons 10, 5, 3, and a 14-month-old who recently lost his wife due to COVID-19 enrolled in a Triple P class looking for help managing his children. During these classes, he has been implementing all the tools that the program has to offer, those for planned activities/high-risk situations. His children are under 10 and these activities have helped him significantly, as he has been and will continue implementing all the strategies provided by the Triple P program. He also enrolled and completed the Supporting Father Involvement program that COPE offers and is receiving therapy. The Father stated: "I had no idea how assertive communication worked, all I used to do was yelling to my children, but now I am calmer when I am communicating with them." "Thanks to the planned activity exercise I am now able to have my children in bed by 8:30 pm and have some time to myself."

A mother and a father took a group Triple P class together, they discovered a treasure, they said. Every exercise, homework, and conversation during the class they asked questions, gave examples about how implementing the program into their lives was helping them. They have a 1-year-old son and an 11-year-old daughter, and they worked together to change their ways of parenting. They were open to suggestions, and they came up with their own ideas that apply to their situation. The parents stated:

"I've never thought that planning an activity beforehand would have such positive results. I am going to continue using the guide from the book. Thank you so much."

"Triple P program allows parents to take care of themselves." "Preparing in advance and talking about the rules was very helpful, even if we think children are not listening." "With this class, I learned about not raising my voice when I believe my child is disrespectful, I'm modeling for my child."

A probation officer at Juvenile Hall contacted COPE seeking a parenting class for teen parents, the child was a newborn, and the teen parent needed to take a class online, due to restrictions of his confinement. The teen parent only has limited access to a device and internet connection. The staff found a class at a convenient time for both the probation officer and the teen parent. The teen parent was not participating at first only when asked, but by the 3rd class, the facilitator reported that the teen parent was very engaged, sharing his own experience as a son and the type of parent he wanted to be for his own child. The teen parent expressed feeling empowered by hearing the other parents' success stories.

Two African American mothers at a recovery home were recommended to take parenting classes in preparation for reunification. At the moment only a Seminar for black families in East County was available which they both attended with their counselor. It created such an impact that they both enrolled in a Triple P class, one of the mothers continued attending the seminars, filling out evaluations with great reviews about the program, facilitators as well as suggestions for future topics. At the March seminar she shared having lost a close friend and feeling very sad, a couple more parents have suffered a recent loss and the facilitator adjusted the topic to: "Coping with loss and the impact on parenting." The mother was very thankful as she was a week away from reunification with her almost 2-year-old daughter and wanted to be emotionally ready for her. At one of the April seminars, the mother logged in to zoom with her child, which made the facilitator, COPE staff, and other participants very happy.

PEI ANNUAL REPORTING FORM

EARLY INTERVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: CCCBH/First Hope

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / ACTIVITIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

First Hope provides early identification, assessment, and intensive treatment services to youth aged 12-30 years, who show signs indicating they are at Clinical High Risk (CHR) for psychosis or who have experienced their First Episode of Psychosis (FEP) within the past 18 months. Target diagnoses include Other Specified Schizophrenia Spectrum and Other Psychotic Disorder, Schizophreniform Disorder, Schizophrenia, Schizoaffective Disorder, and Affective Psychoses.

Key components of our program include 1) community outreach and education, 2) rapid and easy access to screening and assessment, and 3) intensive, family-centered treatment services.

- 1) **Community outreach and psychoeducation** – First Hope conducts outreach presentations/trainings in early intervention in psychosis to organizations throughout our community who can assist us in identifying youth who are experiencing early warning signs of an emerging psychosis. These organizations include schools, county regional child and adult county mental health clinics, community-based mental health agencies, other community organizations such as our local LGBTQI+ community center, hospitals, psychiatric emergency services, primary care clinics, as well as community members at NAMI meetings and at our local clubhouse. Our outreach presentations focus on the importance of early intervention, how to recognize the early warning signs of psychosis, and how to make a referral to the First Hope program. This past fiscal year 2020/2021 we conducted fewer outreach presentations than usual due to the COVID pandemic; however, we still trained 66 clinicians that included staff from hospitals and community-based mental health agencies such as Seneca and Putnam Clubhouse, as well as psychology interns.

- 2) **Screening and assessment** – In order to provide a high level of responsiveness and access to immediate help, First Hope has an Intake Clinician of the Day who takes screening calls as well as a Clinician of the Day (COD) who takes any urgent calls when the primary clinician is not available. The telephone screen helps to determine whether a more extensive SIPS assessment is indicated whether an individual is eligible for our FEP services (based on a combination of the potential client’s self-report, a medical records review, and collateral information), or whether the caller is referred to more appropriate services. Our Urgent Response Team (URT) also has some capacity to provide an urgent response to those in crisis in inpatient psychiatry or crisis residential treatment, to facilitate discharge and the start of outpatient services. With COVID-19, our ability to conduct meetings on the inpatient units was adversely impacted. However, video or phone visits were still possible throughout, and in-person visits have increased again over the past year.

- 3) **Intensive, family-centered treatment services** – First Hope uses the evidence-based Portland Identification and Early Referral (PIER) and Coordinated Specialty Care (CSC) treatment models, which have been shown to be effective in both preventing conversion to psychosis and ameliorating disability associated with psychotic disorders. Please see section ***EVIDENCE-BASED OR PROMISING PRACTICES*** for additional information on these models as well other evidence-based practices used in First Hope. Our multidisciplinary treatment team includes mental health clinicians, occupational therapists, educational and employment specialists, a partner, a peer specialist, a rehab counselor, an RN, and psychiatrists. Services include immediate access for evaluation, family psychoeducation and multifamily groups, crisis intervention, individual and family psychotherapy, care coordination, supported education and employment, occupational therapy, psychiatric evaluation and medication management, peer support and mentoring, substance use counseling, nursing medication support, and health promotion services. In addition, over the past three months, we began piloting a cognitive rehabilitation program to further our ability to address persistent cognitive impairments and to promote improved functional outcomes.

Treatment services are offered in any language using the language line. Treatment services in Spanish are provided by our Spanish-speaking clinicians. One-third of our clinical staff speak Spanish, making services especially inviting to families with monolingual members. All materials are available in Spanish and Psychoeducation Workshops are also conducted in Spanish. Our Multifamily groups have consistently included at least one (currently three) Spanish-language groups.

Functional outcomes targeted are improved functioning at school and work, improved relationships with family members, decreased need for hospitalization and PES visits, and most importantly preventing conversion to psychosis or a reoccurrence of a psychotic episode.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **Which mental illness(es) were potentially early onset?**
- **How participants early onset of a potentially serious mental illness was determined?**
- **List of indicators that measured reduction of prolonged suffering and other negative outcomes, and data to support overall reduction. Include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**

All our clients who are offered First Hope treatment services beyond our initial assessment are identified as being early in their onset/course of a serious mental illness. As of June 30, 2021, 143 clients were enrolled in our treatment services, along with their family members. Please refer to our Aggregate Data Reporting Form for quantitative data on total number of clients and family members served throughout the fiscal year.

Participants' early onset of a potentially serious mental illness is determined by either a

1. Structured Interview for Psychosis-Risk Syndromes (SIPS), a semi-structured interview that is the gold standard assessment for determining if an individual is at Clinical High Risk for psychosis (CHRp) or
2. First Episode Psychosis (FEP) assessment which includes a medical records review, client's self-report, and collateral information from family members and current and former providers

The following two methodologies are used to determine the effectiveness of services:

We maintain a database to track functioning, positive and negative symptoms, and critical events. Data had been collected every six months, but we are looking to revamp our data collection and analysis procedures over this upcoming year. We have applied for federal grant funding to build a new data feature in our county's electronic health record, ccLink, and we will be reviewing our current assessment measures and protocols and considering revisions and additions.

The County Behavioral Health Division's Utilization Review/Quality Improvement Committee process provides ongoing analysis of the qualitative aspects of the program each month. When issues are identified, the First Hope Program Manager identifies and implements a corrective plan of action.

Evaluation forms provided to clients and families are available in English and Spanish. Any program outcome analyses that are shared with funders or other entities outside of Contra Costa County Behavioral Health is de-identified and aggregated.

One major challenge we experienced over this past fiscal year was a dramatic increase in the number of referrals to our program. Shortly after the pandemic began in the spring of 2020, our referrals initially decreased slightly compared to the same period the previous year (2019). However, starting in July 2020, our referrals began to increase significantly, between a quarter to a third higher than the previous year. By the beginning of 2021, we were experiencing a 50% increase in our referrals compared to the previous year. Despite starting a waitlist and implementing other strategies, it became clear by March 2021 that First Hope no longer had the capacity to continue adding individuals to our waitlist, and we made the difficult decision to suspend new referrals so that we could maintain our capacity to provide the highest level of care possible to the clients and families already enrolled in our program. This suspension of new referrals is what accounts for the lower number of "clients referred to mental health services" in item #9 of our Aggregate Data Reporting Form.

Since that time, we have made steady progress in moving individuals off our waitlist into active services. We hope to re-open to new referrals sometime this fall.

We are pleased to report that despite the unprecedented demand for our treatment services and the multitude of challenges faced by our treatment team, we were able to maintain our capacity to provide excellent clinical care for our clients, as evidenced by the following:

The primary desired outcome for our CHR clients is to prevent conversion to psychosis in a population estimated to carry a 33% chance of conversion within two years. We had 2 conversions from CHR to psychosis from July 2020 through June 2021, out of 63 CHR clients served, which is a conversion rate of 3%.

Desired functional outcomes for both our CHR and FEP clients include reduction in crises, hospitalization, incarceration and suicide attempts or completions.

From July 2020 through June 2021, 108 First Hope clients had 0 psychiatric emergency room visits or inpatient psychiatric hospitalizations, while 35 First Hope clients had a combined total of 64 visits to the psychiatric emergency room, 36 of which resulted in an inpatient hospital stay. Six First Hope clients represented 41% of the PES visits (26/64). As noted earlier, we are in the middle of revamping our data analysis procedures to better assess whether rates of PES visits and hospitalization improve over baseline rates for our clients.

Three of our clients were arrested, one of whom was charged, during the period of July 2020 through June 2021. None were convicted of a crime nor sentenced.

Suicide risk is a major concern with psychosis, with a lifetime risk of about 5% for suicide completion. Furthermore, this risk is elevated during the FEP period and particularly within the first year of treatment when the risk is 60% higher than in later years. From July 2020 through June 2021, we had 8 suicide attempts and 0 completed suicides.

Improvement in age-appropriate functioning is also critical. Our data indicates that at the beginning of treatment most of First Hope clients were failing in school, while at discharge they were stable in school. Many who were work-eligible were now working at least part-time.

Our First Hope program has remained open for services for the entire duration of the pandemic, with a successful transition to telehealth for those who desire it and a continuation of in-person individual sessions as clinically indicated or as preferred by the client or family. Despite transitioning fully to telehealth, our group programming continues to be vibrant and well-attended, with 11 Multi-Family Groups and 2 peer groups running.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Please see our Aggregate Data Reporting Form

EVIDENCE-BASED OR PROMISING PRACTICES

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

As noted in section 1 (Services Provided/Activities), First Hope uses the evidence-based Portland Identification and Early Referral (PIER) and Coordinated Specialty Care (CSC) models. PIER and CSC have been shown to be effective in preventing conversion to psychosis and the subsequent disability associated with psychotic disorders, and in ameliorating psychotic symptoms and promoting functional recovery. Both models provide comprehensive and needs-driven services utilizing the combined skills of a multidisciplinary team. Our First Hope treatment team includes mental health clinicians, occupational therapists, educational and employment specialists, a community support worker family partner, a community support worker peer specialist, a rehab counselor with a specialization in substance use disorders, an RN, and psychiatrists.

Our clinicians are trained and certified to provide Structured Interview for Psychosis risk Syndrome (SIPS) assessments, Cognitive-Behavioral Therapy for psychosis (CBTp), and Multifamily Group Treatment (MFGT), evidence-based practices for assessing and treating CHR and FEP. They participate in ongoing consultation and supervision meetings in order to maintain fidelity to these treatment models. Clinicians meet biweekly with Dr. Barbara Walsh of Yale University, one of the co-authors

of the SIPS, with Dr. Kate Hardy of Stanford University, an eminent trainer of CBTp, and with Dr. Jude Leung, First Hope Program Manager and a faculty member of the PIER Training Institute.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Many of the individuals and families who have graduated from First Hope keep in touch with us, and several of them returned on 11/5/20, 11/12/20, 12/3/20, and 12/8/20 as volunteers to speak with our newer clients and families about their experiences with First Hope.

Below is some other feedback we have received from our clients and families:

“When I first found this program (First Hope) that was my only hope to get help for my daughter. Now that she’s in, I am so happy that our lives have changed for good. Thank you.”

“Es un buen programa, es bueno que haya personas que se procupen por la salud de los jovenes. Gracias por toda su ayuda, estamos muy contentos con el personal todos y todas son muy carioñosos y respetivos.”

“Staff and counselors are great. It is helpful having someone to talk to.”

“I love First Hope! They do an excellent job caring for their clients!”

“It’s been helpful to learn techniques to support my child, support with speaking to the school. Support with my child getting organized.”

“Very understandable staff, friendly and approachable.”

“Anna has been a great therapist for us. We are both more comfortable about dealing with my daughter’s issues.”

“Anna has been very understanding and listens to what I need.”

“Great services that First Hope provides, and I love all of the different options that the different therapists provide.”

“Staff here is great! Psychiatrist and therapist helped me achieve treatment and listened to what I had to say and trusted me as much as I trust them.”

“Would love to see more offices that accommodate all areas of the county so that it is more accessible to all clients.”

“First Hope has helped me and my family greatly. The most helpful thing has been being able to receive help when and if I need it more than the months prior.”

“Everyone is very approachable and respectable. We are very appreciative of the services offered.”

“I have a safe place now to express my problems, or personal issues.”

“Have First Hope open on weekends!”

“The most helpful thing about the services I’ve received were when they had my back and were comforting me knowing I was going through stuff. Wonderful service. Amazing, kind, honest people here. Would recommend to others who would need stuff like this.”

“Everything is great. So great.”

“I have been very pleased with the staff and how easy it is to get appointments.”

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Hope Solutions (formerly Contra Costa Interfaith Housing)/Strengthening Vulnerable Families

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

Types and settings of services provided:

Hope Solutions provides on-site case managers and youth enrichment coordinators at 7 housing sites. One of these sites houses 27 formerly homeless families (Garden Park Apartments/GPA). The parents in these families have a disability as an eligibility criterion for this permanent housing, and most of the disabilities are in the area of mental health and substance abuse challenges. Three of these housing sites are affordable housing for 247 households that have incomes at 50% or lower than the Average Median Income of the community. (Los Medanos Village/LMV and Bella Monte Apartments/BMA) These households are challenged due to limited income and frequently have other challenges due to lack of resources, surviving systemic racism, experience with family and community violence, and challenges with immigration status. The last 3 housing sites house 4 individuals at each of 3 houses (MHSA housing). These 12 residents are referred by CCC behavioral health, with serious mental health histories, and are funded as MHSA housing residents under this grant. All of the residents in these sites are offered support services on-site.

Methods used to reach out and engage potential responders/Strategies utilized to provide access and linkage to treatment:

Hope Solutions staff work on-site at housing for vulnerable residents. During the pandemic and stay-home-orders case managers reached out to residents who self-referred or were referred by the property management, using remote systems

including phone calls, facetime, zoom and when needed in-person appointments. Youth Enrichment staff worked with school systems and community volunteers to provide remote tutoring and social skill building activities via zoom for the youth. Residents were introduced to service staff when they first move into the housing and services available to residents are described. After moving in residents at affordable housing sites are contacted using fliers, robot-calls and newsletters as outreach methods letting residents know of community events and resources. Support staff working with GPA and MHSA housing have frequent (daily – weekly) contact with residents to assist with needs as they arise.

Because staff are on-site and available to provide various types of support (food/transportation/health referrals/emotional support) residents learn to trust and utilize these services and reach out for them when needed. When families or individuals have problems with mental health challenges, they already have a trusting relationship with the case managers and can reach out for mental health resources. Staff are trained in trauma-informed care and several of the staff are licensed mental health professionals. All programs are supervised by licensed mental health professionals and concerns about emerging mental health problems are addressed in a timely manner. Monthly team meetings and weekly staff supervision discussions allow for the provision of mental health support quickly and sensitively as concerns come up.

Youth enrichment staff work directly with the youth in afterschool and summer programs. Youth can form trusting relationships with those staff, also, as they receive a nourishing snack and help with homework. The staff also work directly with parents and school personnel and can collaborate with families when mental health issues arise. Referrals to mental health resources are made as needed in the context of these ongoing relationships.

Strategies utilized to improve timely access to services for underserved populations.

Case managers and youth enrichment coordinators collaborate to provide support groups at all sites in addition to the services described above. The residents of the housing sites where services are provided often have limited familiarity with mental health resources. Some residents also have concerns about the stigma that could be attached to using this type of service. By forming ongoing relationships with residents, and offering education about how mental health support works, staff are well situated to address questions and fears about mental health problems and mental health resources.

By providing a variety of programs and supports in the setting of people's housing we are also able to receive referrals from property managers when behavioral issues arise that threaten someone's housing. Neighbor conflicts, problems with substance use, and family conflicts are some of the types of referrals the on-site case managers receive from property managers. Eighty-five percent of the residents in these programs are people of color and due to systemic racism have mistrust of many resources including mental health support. Staff in these programs have training in cultural humility, and most live in the same communities. Their life experiences and training help them to address this mistrust with personal experience.

If a resident requests a mental health referral, registered interns can provide home-based counseling to the youth in the programs. Case managers also assist adult residents to find appropriate counselors through the county ACCESS line, assisting people to ask for what they want in a counselor, including specifics of race, gender and experience. By offering basic education about how mental health counseling works (time, costs, modality options) people who have little knowledge of mental health resources can engage with these services.

During the pandemic staff used remote methods of contact including phones, texting and zoom. Youth had a hard time engaging with zoom after being on it all day for school. Youth enrichment coordinators and volunteers continued to help with homework afterschool. Additionally, youth enrichment coordinators spent time supporting and advocating for youth and families as they interacted with the school systems remote systems. Digital equipment and emotional support were offered to both youth and their families. Case managers assisted with PPE for families as requested and supported families that needed

to quarantine with food and other resources. During the pandemic we have found that the work has continued, and we have needed to be flexible and responsive with new ways to connect and provide assistance.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

The following outcome measures were included in our 2021 contract.

Measures of Success

- At least 75% of the youth regularly attending homework club will achieve six or more academic benchmark skills during the school year ending in June 2021.
- At least 75% of the families with children, in the program, will show improvement in at least one area of self-sufficiency as measured annually on the 20 area, self-sufficiency matrix within the fiscal year, 2020 to 2021.
- Two (2) family vignettes, showing the improvements and positive outcomes of the work of this project (including GPA, Lakeside, LMV, and BMA communities) will be provided with the end of fiscal year final report.

We gathered much more outcome data related to our work, and those outcomes are reported here. These outcomes are based on the ongoing case management and youth enrichment work which is provided daily and documented in notes, assessments and attendance records kept in a digital database, or in HIPAA compliant, locked files. The digital data base is protected with HIPAA level protections including passwords on the database and on the computers used for this work. We also require HIPAA training annually for all staff to be sure that everyone understands how to protect client information. Data is collected collaboratively with residents and outcomes are shared with residents as part of our client-centered, trauma informed, culturally competent approach. Staff are trained and hired with cultural awareness as a critical component of skills for the work. Most of our staff live in and are committed, personally, to the communities they serve.

For some of the outcomes we use client centered/reported information (as on the self-sufficiency matrix and on the annual goal achievement). We also use some standardized evaluation tools like the Piers-Harris Self-Esteem assessment and the Parental Stress Index to help us evaluate effectiveness of our work. These are given once a year at the end of the fiscal year.

Specific Goals and Outcomes for the 20-21 fiscal year:

Goal: 75% of youth that participate in the afterschool academic and tutoring program will achieve at least four (6) new CA Academic benchmarks.

Outcome: 89% (16/18) youth achieved at least 4 benchmarks.

This outcome is based on students who were able to attend the program on a regular basis. As described above, this program was challenging for youth who had already been on zoom all day for school. Traditional report cards were not provided by the schools again this year and the numbers cited for this outcome are based on our internal assessments and observations by our Academic Supervisor, a credentialed, bi-lingual teacher.

Goal: At least 75% of the families receiving intensive case management, will show improvement in at least one area of self-sufficiency as measured annually on the 20 area, self-sufficiency matrix.

Outcome: 94% (74/79) of households were able to achieve this goal and had an average score of stable (3) or better on this assessment.

The self-sufficiency matrix is reviewed annually for residents that are receiving intensive support from case managers.

In addition to those two goals listed in our contract, we also attach two vignettes regarding work with two residents. We also include the following additional outcomes for the past year:

Goal: 95% of families will retain safe, permanent housing.

Outcome: 100% (193/193) of families maintained their housing.

All families in our programs were able to maintain stable housing. Impressively, one of the families living for many years at Garden Park Apartments was able to purchase their own home. The mother in this family had gotten a BA and MSW degree while living in supportive housing and is now working as a medical social worker. Her husband is a truck driver. They have two growing sons who look forward to having their own room and backyard. We share this success as an example of the very positive impact housing can have on previously homeless families.

Goal: 95% of families referred for eviction prevention will retain housing.

Outcome: 100% (103/103) of families at risk for eviction remained housed.

During the eviction moratorium case managers helped families who lost income access financial support so that they would not face a large debt when the eviction moratorium is lifted. Support was also given to help families struggling with depression and behavioral problems due to the stresses of the stay-home orders. Case managers regularly met with property managers and accessed community resources to assist families to live as peacefully and safely as possible during this time.

Goal: 95% of families accessing case management for assistance with concrete resources will have request fulfilled successfully.

Outcome: 98% (126/128) of families requesting assistance with concrete resources had their request fulfilled.

This was a heavy year for concrete service needs as families coped with the stay home orders, home schooling, unemployment and access to the financial resources being offered under the pandemic. Examples of their requests included access to food, employment support/unemployment applications, technological resources (computers, internet) transportation, healthcare and mental health resources and benefits offered under the Rescue Bill. Thanks to the Rescue Bill and other resources these needs were able to be met. A couple of families requested help with benefits that the case manager was not able to provide, but she assisted them to find the right resource for these requests.

Goal: 85% of families will show improvement on Parental Stress Index after attending support groups.

Outcome: 80% (8/10) of families taking the Parental Stress Index assessment showed lowered levels of stress after group participation.

During the stay home orders we worked to provide group support online. This was difficult for parents, however, while they were managing children who were home schooling. We ended up crafting multiple small groups for 2 or 3 parents at a time and fit to their schedules. They reported that this was helpful and that they were able to get to know some of their neighbors more deeply when having these smaller discussion groups.

Many parents attended the remote support groups at the 4 sites. Anecdotal feedback from the parents was uniformly positive, as reported above. We had challenges with getting the Parental Stress Index data due to the paper/in-person nature of the assessment. With the realization that the pandemic would be continuing for a while, we applied for and received a grant to purchase digital versions of the PSI assessment tool and we will be using that in the coming year to be able to obtain more feedback.

Of the ten parents taking the PSI, only 2 scored as having an increase in stress compared to last year's scores. Considering the challenges of the year, this seems like a positive outcome!

The parenting group in east county designed a satisfaction survey for their housing community that was made available in a digital format. Twenty-nine residents living at both properties (BMA and LMV) responded, giving feedback to property management and services about their appreciations and concerns. Hope Solutions staff facilitated discussions between residents and property management about addressing improvements at the properties that were identified in the survey. Issues addressed included safety, property cleanliness and management scheduling and availability. All parties involved reported feeling like this was a successful start to improved ongoing communication with property management. One of the residents was supported in his role as a leader and spokesperson for resident issues. This process started in a Community Café group and grew into a very successful process lead by residents.

Goal: 75% of parents attending wellness support group will report using relapse prevention and/or harm reduction skills learned in group.

Outcome: 100% (10/10) of the residents who attended the wellness/harm-reduction group sessions reported using the coping strategies they learned in the groups.

Wellness and self-care were frequently requested topics in the groups during the pandemic. Managing feelings of anxiety and depression while home was an ongoing need. During and after the groups, parents expressed appreciation for all the support they received. They especially liked the art projects and the mindfulness approaches to surviving this difficult time.

Goal: 80% of parents receiving educational advocacy coaching will report they had a positive experience with school personnel.

Outcome: 100% (74/74) of parents who received educational advocacy/coaching reported having an improved/positive experience working with school personnel.

This was a year of youth enrichment coordinators shifting gears and providing many hours of advocacy for families working with remote learning – 914 hours in total. Examples of educational advocacy included outreach to facilitate parent/teacher connections, IEP meetings and meetings related to accessing educational supports, and managing the digital platforms used by the teachers. Several of the Lakeside families served were mono-lingual and worked with Hope Solutions staff who provided translation support. Families reported gratitude and relief to have the advocacy support during this difficult time.

As our report reveals, and as everyone knows, it has been a challenging year. Youth, and their families, have been particularly stressed with the stay-at-home orders and the need to do home-schooling. Hope Solutions staff have worked to assist these families with practical resources and emotional support. We have adjusted our program to meet the needs of the communities and we are proud and grateful to have been successful in helping people cope and survive during the pandemic. We all sincerely hope that next year will be better.

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Please see Attached demographic form.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

MHSA values parallel well with Hope Solutions values:

Hope Solutions is committed to excellence, and we accomplish our work with integrity, respect, compassion, and humility.

Providing housing and support services with these values allows Hope Solutions staff to support wellness, recovery and resilience in residents and clients in our programs. The Strengthening Vulnerable Families program reflects MHSA and HS values by providing on-site, on-demand support when and where residents need it. By being available immediately and in a timely manner when problems emerge, we are able to improve the trajectory of those problems with early interventions that are embedded in the housing community where residents live. When mental health care is needed support staff in this program are ready and available to assist residents with information about possible resources, with transportation, and with educational and emotional support that is culturally responsive and respectful of the concerns different populations have about accessing this type of resource.

By providing an array of supports and services (employment support, financial support, educational support, basic needs like food, healthcare, childcare access, and social/community activities) we lower stress and help people avoid the need for formal mental health supports. We host activities and events that build community, supporting resilience and community self-reliance. When the need for mental health support arises, an individual is able to make this request in the context of other resources and thus is not singled out or identified with this particular need. By having a trusted, long-term relationship with an on-site case manager, residents are able to move past fears of stigma or discrimination as they seek mental health assistance.

During the COVID pandemic residents have been supported remotely and in-person to be able to access resources and to receive emotional support while coping with the stay-home orders, home-based school, anxiety and depression over concerns about the virus.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Kleo and Kandy find safety

Kleo moved to a permanent supportive housing program 5 years ago. Before moving in she was living with friends and family for short times and moving often. She was leaving a violent relationship with her ex and came to her new housing with her 5-year-old daughter, Kandy. Mother struggled with her feelings about her separation and struggled with depression and anxiety.

When she first moved in, she was shy and mistrustful of her neighbors. Support staff reached out to her to welcome and orient her to the housing and community resources. They helped her make the transition to her new home with furnishings and food resources. They encouraged her to participate in parent support groups and social activities at the housing site.

Kleo and Kandy had been living in a nearby bay area town and mother was able to continue to work in that town while attending classes at a community college where she studied sign language. Managing the commute and childcare was hard for this family, but staff worked to support mother to pursue her plans and dreams with resources and encouragement.

Kandy participated in youth enrichment programming at the property as much as she could. Tutors helped her with her homework, and she began to make friends with other children at the property. When Kleo told staff that Kandy was having a hard time sleeping and was missing her father, they referred Kandy to receive mental health counseling on-site at the housing program. (Mother was also receiving mental health therapy from a community counseling center). Moving and having her parents separate was difficult for Kandy and services staff were active in supporting both mother and daughter during this sad and difficult time.

During the pandemic several family members in mother's extended family died, some of COVID, some of other causes. Mother's grief and depression hit a new low and at one point she became suicidal. Staff and extended family supported mother to go to the hospital and support staff helped her when she returned to housing after a 3 day stay. Kandy was able to stay with her aunt when mother was hospitalized and staff helped to coordinate communications with mother, daughter, family, property management and the hospital. They also supported Kleo to continue with her therapy after she returned to her home.

Today Kleo continues to have a job and has completed a 2-year associate degree in sign language. She hopes to attend a 4-year college to continue her studies in this field. Kandy is in 4th grade and doing well with her studies and her peers. Despite many challenges, this family has been able to find their balance with permanent housing and support when needed.

Jim in MHSA housing

Jim, now in his early sixties, grew up in an affluent neighborhood, attended good schools and landed a job as a stockbroker after college. He married, had a child, and moved on to a position as a regional sales manager with a telecommunications company. It was during this period that he was diagnosed with a serious mental illness and moved from a shared apartment into a board & care. He also developed a drug addiction that quickly began depleting his family's resources, affecting his relationships and his work. Eventually, he lost his job, his marriage, and his home. After a couple of years at the board & care, he moved into an independent living situation and into the house he has now shared for several years with three other men as part of a permanent supportive housing program.

When Greg began supporting Jim as his PSH case manager, the pandemic was in full swing, and he observed that Jim spent much of his day isolated, drinking beer and smoking cigarettes on the patio or watching television in his bedroom. With no vehicle, Jim typically would ride his bike to go cash his weekly check, do other errands—or do some light exercise. One day he mentioned to Greg that he was having a problem with his bike. Greg offered to check the problem given his own experience working on bikes. Greg was able to fix the issue, and as the two got talking more about biking, Greg suggested that they go for a ride together. That first casual ride turned into a weekly 20-mile ride that usually included a stop for coffee and the opportunity for Jim to talk about both his concerns and his hopes for his own life. With Jim’s increasing sense of trust and comfort, Greg was able to connect with Jim’s mental health specialist and money manager, creating a wider team to support Jim’s interests.

It was on one of those bike and coffee rides that Jim mentioned he missed being able to participate in classes and events at RI and Putnam Clubhouse as he had done intermittently before the pandemic. He also mentioned that while there, he had been called on to share his own story about addiction and mental health challenges, saying he had appreciated the opportunity to do so. Greg suggested Jim apply for the SPIRIT program, and Jim eventually did so. Greg helped him put his resume and application together and coordinated with the program leads, and while Jim was not accepted to the program this past year, the process did get him thinking about seeking part time work and “getting back out into the world.” Jim is now on a path to attend the Clubhouse several times a week and work with the staff and other Clubhouse members on job placement.

After some challenging times, with support and encouragement, Jim is finding his way.

PEI ANNUAL REPORTING FORM
PREVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Jewish Family & Community Services East Bay

Project (if applicable): Community Bridges

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / ACTIVITIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

1. We facilitated two virtual trainings (via Zoom) during the pandemic. In total, we trained 120 service providers from the community, exceeding our target of training 75 frontline staff.
 - December 17th, 2020: Domestic Violence—Serving South Asian Survivors and Pandemic-Related DV Trends. 43 attendees. Presenter: Bindu Fernandez, Executive Director of Nierika
Participants learned about:
 - The types of abuse faced by immigrants and survivors of South Asian communities.
 - Trends in the South Asian landscape in regard to domestic violence.
 - Pandemic-related Domestic Violence Trends.
 - June 2nd, 2021: Culturally and Religiously Attuned Care: Clinical Considerations for Working with Muslim Clients. 77 attendees. Presenter: Dr. Rania Awaad, Director of the Muslim Mental Health Lab at Stanford, University School of Medicine
Participants learned about:
 - Identifying ways to frame counseling for Muslim clients.

- Understanding assessment considerations for working with Muslim clients.
 - Identifying successful counseling methods for Muslim clients that implement culturally and religiously sensitive techniques in a clinical setting.
- JFCS East Bay held groups throughout the year for Dari- and Russian-speaking communities of Contra Costa County.

Russian-Speaking Seniors Telehealth Mental Health Education Sessions: The purpose of the mental health education sessions is to help combat isolation, anxiety, grief, and promote wellness through learning relaxation techniques. Due to the pandemic, the decision was made to provide individual (45-minute) mental health classes via phone with 14 Russian-speaking seniors. Zoom was not used because the Russian seniors engaged with our agency stated they were more comfortable using the phone. The topic was the same for all 14 individualized sessions: “Decreasing Anxiety Level during Covid-19 Pandemic.” The one-on-one format also allowed each Russian senior to get more individualized attention and personalized support from our Russian-Speaking Case Manager. The original hour-long format was also changed to 45 minutes as most Russian seniors preferred a shorter format expressing that they could not stay alert for 1hr virtual sessions.

Afghan Refugee Mothers’ Support Group (20 Afghan Mothers Served, 3 (7 week) support groups completed.): Due to the pandemic, our support groups were done over Zoom. Given the nature of remote work and lack of confidential spaces at home for many of our clients, these clinical support groups were done instead as psychosocial(non-clinical) support groups. Our three 7-week support group series aimed to decrease social isolation, encourage positive parenting, and provide refugee mothers with stress management techniques. Our reasoning for focusing on providing psychosocial support to Afghan mothers is rooted in evidence-based research that the entire family unit benefits when a mother is more relaxed and knows how to cope with stress (i.e., if a mother has coping skills to deal with stress, it is more likely her children will have better developmental outcomes.) In addition, our support groups are also a place where we facilitate sharing of information regarding available resources.

The Afghan Mothers’ support groups were reduced to 1.5-hour sessions, from 2 hours (due to mothers needing to share the computer with other family members in the household). Staff adapted and allocated some of unused support group hours to create two (1.5 hour) public health workshops for existing support group participants. These workshops were led by Dr. Zarin Noor (Director of the International Clinic at the Primary Care Clinic at UCSF Benioff) and by medical residents at UCSF Benioff Children’s Hospital. These workshops proved incredibly useful as they lessened many mothers’ fears around getting the Covid-19 vaccine and gave them a safe space to have basic vaccine questions answered by medical professionals.

- March 23rd, 2021: Covid-19 Prevention and Vaccine Information, Presenter: UCSF Benioff Children’s Hospital, Director of International Clinic within the Primary Care clinic, Zarin Noor, M.D.:
 - How Covid-19 is transmitted.
 - How to prevent Covid-19 transmission.
 - How the Covid-19 vaccine works and common side effects of the vaccine.
- May 26th, 2021: Children’s Nutrition and Picky Eating
Presenter: UCSF Benioff Oakland Children’s Hospital (Community Advocacy Primary Care) Expert Medical Residents)

Participants learned about:

- Crucial Children's Nutrition information
- Techniques for how to deal with children who are picky eaters

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services. List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.

1. Served 225 people. Clients include 36 children (ages 0-15); 11 transition-aged youth (ages 16-25); 40 adults (ages 26-59); and 18 older adults (ages 60+). Please note that we only have demographic information for 105, the remaining 120 did not complete intake information since participation was exclusive to only staff trainings.
2. Completed 40 pre-post assessments with adult case management clients (ages 18+).
3. Facilitated 2 cross-cultural mental health trainings to 120 frontline staff.
4. Provided 10.5 hours of individualized mental health education sessions to 14 Russian-speaking seniors.
5. Provided three 7- week series online psychosocial support groups serving 20 Afghan mothers.
6. Provided 77 clients with bilingual/bicultural case management. Case management clients include 37 children (ages 18 and under) and 40 adults (ages 18 and older).
7. Provided over 100 hours of culturally attuned therapy services to 3 refugee clients with in-house and referred 5 refugee clients to external providers.
8. Facilitated two virtual trainings during the pandemic.

Health and Mental Health System Navigation (Case Management)

- 94 % of the adult case management clients reported upon exit that they were able to independently seek help for mental health services. At entry, 67 % of clients reported that they did not know how to do this.
- 92 % of the adult case management clients reported upon exit that they knew how to link to the appropriate persons within the county health care system or other community resources for resolution of health or mental health issues. At entry, 73% of clients reported that they did not know how to do this.
- 100 % of the adult case management clients reported upon exit that they had an increased understanding of health and mental health care systems in Contra Costa County. At entry, 91 % of clients reported that they did not understand care systems.
- *Data was collected by case managers at intake and exit of case management services.

Cross-Cultural Trainings:

- 94% of respondents from our cross-cultural staff trainings reported that they had a better understanding of recognizing stress and risk factors after the training.
- 91% of respondents from our cross-cultural staff trainings reported that they had a better understanding of when to refer clients to specialized services.
- *Data was collected using anonymous surveys via Zoom. Out of 120 training attendees, 69 completed the anonymous Zoom survey.

Russian Mental Health Classes:

- 78% of participants reported to have a better understanding of when and how to seek help. The other 22% responded “neutral” to the question.
- 100% of participants reported that they have an increased ability to recognize stress and risk factors in themselves and/or family members.
- 100% of participants reported to feel more supported after coming to the group.
- 100% of participants reported to have a better understanding of the concepts discussed in individual sessions.
*Data was collected by instructor after each individual session as a verbal self-report.

Afghan Mothers’ Support Groups:

- 100% of participants reported to have an increased ability to recognize stress and risk factors in myself or family.
- 100% of participants reported to have a better understanding of trauma and how it affects the mind and body.
- 100% of participants reported to have a better understanding of the concepts discussed in group.
- 100% of participants reported to have learned helpful techniques to deal with their own stress and emotions.
- 93% of participants reported to have better understanding of when and how to seek help if I need it.
- 100% of participants reported to feeling more supported after attending the group.
- 100% of participants reported to have learned helpful parenting skills that they will use with their own children.
- 100% of participants reported to apply what they learned from the group in their own life.
* Of 20 clients who participated in support groups, 16 clients completed post-support group surveys. Pre-support group surveys were cut from data collection given it was most clients first time using Zoom. Post-group surveys were kept as staff believed clients would be familiarized enough with Zoom to complete a Zoom survey after the final session anonymously.

HOW DATA WAS COLLECTED AND ANALYZED

The program used the following tools to evaluate the efficiency of the program:

Participants/clients mental health evaluation forms for mental health education sessions.

- Collected after each mental health education session
 - Staff and community members' anonymous evaluation forms for training sessions.
- Collected after each training session.
 - Pre- and post-assessments case management (health and mental health navigation assistance) progress.
- Collected once at intake and once at exiting the program.

LIST OF INDICATORS

Case Management Services Indicators (Likert Scale: Not Applicable, Strongly Agree, Disagree, Strongly Disagree):

1. Is able to independently seek help for mental health services.
2. Is able to be linked to the appropriate person(s) within the county health care system or other community resources for resolution of health or mental health issue.
3. Has an understanding of consumer rights in relation to medical care, including the right to seek a second opinion?
4. Is able to apply for health benefits when eligible.
5. Has the ability to communicate with doctors and providers about medical and mental health issues.
6. Has an understanding of health and mental health care systems in Contra Costa County?
7. Has a healthy/expanding support network; household is stable, and communication is open.
8. Has adapted to American culture.
9. For parents: has well-developed parenting skills.
10. For parents: can name at least one parenting skill they can apply at home.

Russian Senior Mental Health Education Indicators (Yes/Neutral/No):

1. I have an increased ability to recognize stress and risk factors in myself or my family.
2. I have a better understanding of when and how to seek help if I need it.
3. I feel more supported after attending the group.
4. I have a better understanding of the concepts discussed today.

Afghan Mothers' Support Group Indicators (Yes/Neutral/No):

1. I have an increased ability to recognize stress and risk factors in myself or my family.
2. I have a better understanding of when and how to seek help if I need it.
3. I feel more supported after attending the group.
4. I have a better understanding of the concepts discussed today.
5. I have a better understanding of trauma and how it affects the mind and body.
6. I have learned helpful techniques to deal with my own stress and emotions.

7. I have learned helpful parenting skills that I will use with my own children.
8. I plan to apply what I learned from the group in my own life.

Provider Trainings Indicators (Likert Scale: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree):

1. I will apply what I learned today with my work with clients.
2. Training gave me a better understanding of when to refer clients for specialized services.
3. Training will help me improve my professional effectiveness.
4. The presenter and/or presentation was effective.
5. The content of the training was relevant to my professional needs.
6. Training increased my ability to recognize stress and risk factors.

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

EVIDENCE-BASED OR PROMISING PRACTICES

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

General Services and Case Management: The clients served by PEI are primarily survivors of state-sponsored persecution and/or war and experienced or witnessed numerous incidents of violence and trauma before arriving in the United States. For families exposed to such trauma, starting a new life in the U.S. can be an additional stressor. The unique type of trauma exposure experienced by some refugees is called the “Triple Trauma Paradigm,” coined for refugees who have been exposed to 1) trauma in their home country; 2) trauma during flight (i.e., while escaping their home country); and 3) trauma in resettlement (i.e., language barriers, cultural barriers, discrimination, and marginalization.) It is during resettlement, when stress is heightened, that a refugee client may be reminded of other traumatic events in their lives. Resettlement, therefore, is an opportunity for our staff to intervene and start to reverse the effects of compound trauma by providing clients with culturally sensitive care and support. This is done by providing clients wrap-around case management services and attending to their mental health needs.

JFCS East Bay’s culturally attuned staff is anchored by our 7 Afghan case workers, representing four distinct regions and cultures of Afghanistan. All staff speak both Dari and Farsi, with some also speaking Pashtu, Urdu, and Punjabi. Most staff are former refugees who entered under the federal government refugee resettlement program. All are recent arrivals. This level of understanding of Afghan culture and the refugee experience allows staff to build a strong rapport with clients and to better understand and respond to client needs.

In addition to language and cultural competency, staff attend frequent trainings. This year, staff attended a two-part “Diversity, Equity, Inclusion, and Justice” (DEIJ) training presented by our affiliate HIAS. The training aimed to help develop staff’s understanding of U.S. DEIJ concepts, and history, and how those concepts intersect with resettlement work. The training also addressed DEIJ concepts from other countries and the tension between US perspectives and other worldviews of DEIJ. Through this training, staff were encouraged and trained to be DEIJ advocates for their clients with respect to their identities and countries of origin.

Psychotherapy: JFCS East Bay provides psychotherapy to refugees in-house as needed. Services are modified to make treatment culturally appropriate for clientele and are based on evidence-based modalities including Trauma Affect Regulation, Solution Focused Therapy, and Cognitive Behavioral Therapy. JFCS East Bay’s therapist also has a background in Global Mental Health from Harvard’s Program in Refugee Trauma and incorporates the program’s H5 model into treatment. Co-created by Dr. Richard Mollica, a world-renowned refugee mental health expert, the H5 model explores five overlapping dimensions essential to trauma recovery by highlighting findings from studies of refugee populations. In-house therapy services are specifically geared for refugee clientele with an emphasis on client strengths, post-traumatic growth, and resiliency.

Afghan Mothers Support Groups: Given that stress during resettlement can potentially become overwhelming and create strain on family dynamics, our agency’s Afghan Mothers’ Support Groups aims to mitigate the potential negative effects of such stress through the teaching of positive parenting skills as well as relaxation techniques. This is done through the adaptation of the International Rescue Committee/USAID’s “Parenting Skills Curriculum: Ages 6-11” designed specifically for refugee parents. This parenting skills curriculum is based on “more than three decades of the effectiveness of parent training programs to improve child behavior, eliminate behavior problems and prevent and mediate child abuse and neglect.” (IRC, Parenting Skills Curriculum, page 13.) Fidelity is ensured by sticking to the core elements of the Parenting Skills Curriculum, such as the recommended workshop activities, and building on the strengths of individual families.

Advancing Racial Justice: A Racial Justice Advisory Team has been created at our agency, made up of non-leadership and leadership staff. In addition, JFCS East Bay has hired a DEI consultant to train all staff.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non- discriminatory?

JFCS East Bay’s commitment and dedication to our clients greatly contributed to our success. The value of “Welcoming the Stranger” and serving vulnerable people are at the core of our mission. Clients receive wrap-around services including case management, health and mental health navigation, mental health services, and parent education classes. JFCS East Bay is also deeply committed to taking a strengths-based approach in everything we do. Given this, goals and services are regularly evaluated with the client/family to ensure that they have the primary decision-making role. Staff also expand upon clients’ existing strengths and play to them when creating personalized case management plans and throughout the entirety of service delivery. In this way, JFCS East Bay helps to empower clients on their paths to self-sufficiency. As an agency, we also recognize that new arrivals come from countries in which there may not be programs in place for mental health and well-being or, if a program exists, it is only for those who are severely mentally ill. To combat any potential stigma, staff provide clients with education about programs that may not have been available abroad.

Because JFCS East Bay is in frequent contact with clients during the early, stressful resettlement period, we can provide timely linkages to other needed services. Universally, clients agree that getting settled and learning all new systems brings a level of hope, but also high anxiety. Link to care through our trusted case managers is offered as a bonus type of support, which many are eager to seize.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

** Names, ages, genders, and minor details have been changed to protect client confidentiality.*

Sarah is a 35-year-old Eritrean refugee who was mandated to be in therapy as part of her welfare-to-work Domestic Violence Exemption. She was the only client mandated to be in therapy as a condition of her domestic violence exemption from Welfare-to-Work. When Sarah entered therapy, she was already receiving case management services from our agency and was given the option of whether or not she would also like to receive her therapy from JFCS East Bay or receive therapy from another agency. Sarah chose JFCS East Bay.

During her first therapy session, Sarah did not want to be in therapy. She was guarded, hesitant and answered any intake questions with “yes” or “no.” After thirty minutes of this, the therapist informed the client she wants her to know: 1. she is safe in therapy and 2. The therapy is here to support her. Immediately, Sarah burst into tears expressing her fears of opening up to anyone and sharing that sometimes days are so stressful she does not know how to put it into words. Over the next months, Sarah opened up. She shared her escape from her abusive husband which she had never talked about before, in detail, and the terrible beatings she had endured. She shared her fears of raising a daughter alone in a new country where she doesn’t speak the language and the struggle of trying to be a role model for her. She shared her feelings of isolation, having been ostracized from the local Eritrean community for having chosen to leave her husband. Throughout Sarah’s sessions she worked to process her trauma and learned how her anxiety stemmed from her traumatic life with her ex-husband and being rejected by her own community. Sarah rated her confidence a zero when she first entered therapy and said it was the main goal she would like to work on in therapy. Sarah believed if she could regain her confidence, she could start achieving her goal to create the life she wanted for her and her daughter.

Sarah practiced deep-breathing and progressive muscle relaxation outside of sessions while doing trauma processing in session. As Sarah’s confidence began to improve, she started to set goals: learn English, find work, and make new friends. Sarah made such a dramatic improvement in a few months that she was informed she was no longer mandated to be in therapy. However, Sarah requested to continue because she stated she wanted to keep working on herself and felt she was benefiting from it.

In Sarah’s last therapy session as she was reflecting on her experience in therapy, she stated "I learned how to love myself. I learned about self-care." Sarah reported that that before therapy she "didn't know" how to love herself but with the provider’s help she learned to do so. Sarah expressed that this has helped make her a better mother and that she’s proud of the work she has done to heal. Sarah also expressed she learned how to “set goals” in therapy. (By the end of therapy, Sarah was working and taking English classes regularly as well as making new friends though socially distancing). Sarah rated her confidence as 70% in her final session. Her provider asked her how come she rated her confidence 70% and Sarah responded that to her 70% is a good number because the other 30% of her confidence is up to her to continue to always work towards her goals and dreams. Sarah explained that the 30% will always be there because that’s the part she is responsible for in her everyday actions. She expressed that her emotions are more “stable” now and she has a greater sense of calm even when life gets challenging. Sarah shared that she often takes some of the techniques she learned from therapy, like deep-breathing, and uses them with her daughter.

PEI ANNUAL REPORTING FORM

ACCESS & LINKAGE TO TREATMENT REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: James Morehouse Project/BACR fiscal sponsor

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided. In 2020-2021, the JMP had a team of eight clinical interns. Over this full year of school closure, interns and staff worked remotely through telehealth platforms across JMP mental/behavioral health programs—this included individual/group counseling, crisis intervention and support and youth development. JMP groups engaged a wide range of young people facing mental health and equity challenges. In 2020-2021, 328 young people participated in 12 different groups and/or individual counseling. Targeted outreach and services supported our English Language Learners (ELL) who participated in counseling, case management, in-class support, and youth development programming.

Since we began building out our telehealth capacity in the spring of 2020, we were able to hit the ground running in the fall of 2020 and continued to offer individual, group and crisis intervention/support remotely throughout the school year. This included partnering with community-based organizations like the Seneca MRT in crisis situations. Our case management work with young people and families around challenges with distance learning (e.g., accessing Wi-Fi, troubleshooting tech challenges), securing cash assistance and accessing other resources (e.g., food, legal assistance) in the community continued at the high level we took on over the spring of 2020. The JMP stayed connected with school staff, young people, and families, through a range of outreach strategies: setting up a JMP space on Google Classroom, staffing an ongoing drop-in space through Google Meet and collaborating closely with teachers, guidance counselors, the attendance clerk, and our administrative team to ensure that we were able to contact students/families in need. Students with sub-acute needs were more difficult to identify and connect with in the absence of in-person contact with teachers, peers, and others likely to refer a struggling student for services.

Fifteen-Twenty people attended JMP led monthly evening English Language Advisory Committee (ELAC) meetings on Zoom. Families learned to access resources in the community and how to advocate for the rights of their children with school staff. Immigrant families also received case management support connecting them to legal, housing, and other family supports in addition to counseling services for youth on-site.

The JMP Director continued her work in Contra Costa County as a trainer for T2, the Bay Area wide collaboration working to shift public systems toward trauma informed practices.

At ECHS, the JMP director worked closely with two new assistant principals to lead the entire faculty in an intensive year-long professional development series around race and equity. Panels of African American recent graduates and African American current parents shared their experiences with school staff, staff met in affinity groups, participated in a BLM in Schools training, examined research and continued to deepen their self-reflection around the ways that white privilege, white supremacy and implicit bias impact instructional practices and school culture and drive inequitable outcomes on campus. Insights learned influence ongoing policy discussions at the school level (e.g., eliminating tracked courses in the English department for 9th-10th grades, deepening equitable grading practices and broadening participation in AP courses schoolwide). This work will continue in the 2021-2022 school year when we return to in-person instruction.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

Young people are referred for services by parent/guardians, school staff, peers and themselves.

The JMP measures a range of indicators (see Work Plan for 2020-2021) including connection to caring adults/peers and school, and a sense of well-being (diminished perceptions of stress/anxiety, improvement in family/loved-one relationships, increased self-confidence). The JMP engages in ongoing formative assessments throughout the school year that include participation by JMP staff/interns, school staff and youth participants.

Outcome Statements

- Stronger connection to caring adults/peers (build relationships with caring adult(s), peers) for participating youth.
 - From student evaluation: 92% of participating youth reported feeling like “there is an adult at school I could turn to if I need help.”
- Increase in well-being (diminished perceptions of stress/anxiety, improvement in family/loved-one relationships, increased self-confidence, etc.) for participating youth.
 - From student evaluation: 93% of participating youth “I deal with stress and anxiety better” after program participation.
- Strengthened connection to school (more positive assessment of teacher/staff relationships, positive peer connections, ties with caring adults) for participating youth.

- From student evaluation: 72% of participating students reported they “skip less school/cut fewer classes after program participation.
- Strengthened culture of safety, connectedness and inclusion schoolwide.
 - The WCCUSD was not successful in implementing a schoolwide climate survey in 2020-2021. From student evaluation: 72% of participating students reported they “skip less school/cut fewer classes after program participation.

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

The JMP completed the County Demographic Form with the exception of the following:

Part 2: We import demographic data from PowerSchool (PS), the school district database; PS does not capture the ethnic categories listed in Part 2 of the County form.

Part 3: We capture only 6A, as reported by PS. It is not consonant with our respect for personal sovereignty to ask young people to identify their own sexual orientation, gender identity or disability status based on our need to know. Young people’s identity language belongs to them; they can choose to disclose aspects of their identity in ways that feel useful and owned by them. We do not assume a right to that information.

Part 4: #8. We do not ask clients to disclose a “disability status.” See Part 3 above.

Part 5: See Part 3 above.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including, how the PEI program follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

When services are delivered in the school building, young people are referred to services through a “Resource Request (RR) Form” widely available on the school campus and online through the JMP website. Over the 2020-2021 school year, the JMP moved the referral process online, creating fillable forms that are linked with our customized Salesforce database through our fiscal sponsor, BACR. This was a much-needed upgrade in efficiency and allowed us to track referrals more effectively than the previous system of paper referrals and binders. In addition to this formal process, the JMP also received referrals through texts, emails and calls to JMP staff to connect young people with services. When services are on-site, JMP staff/interns were able to easily follow up with students to ensure that they successfully engaged with (or formally declined) services. This process was more difficult in a remote environment. In the event of a crisis or urgent referral, every effort was made to connect students with services immediately. If there was a need to discern if a student needed to be hospitalized, the JMP partnered with the Seneca MRT in that determination. During school closure over the 2020-2021 school year, MRT staff were

also virtual, and the JMP enlisted the participation of local police departments to solicit a wellness check in-person in students' homes if there was uncertainty around a student in crisis' status. The length of time between referral and entry into services was 1 – 14 days depending on the urgency of the referral and staff/intern caseloads.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

The JMP integrates an activist youth centered program with more traditional mental health and health services; we prioritize community change along with positive health outcomes for individual youth participants. The JMP clinical program and youth centered initiatives challenge the dominant narrative that sees youth as “at risk” or as problems to be fixed. JMP staff/interns' partner with young people to build their capacity and connect them with opportunities for meaningful participation in the school community. Students in counseling or a therapeutic group have direct access to wider opportunities for participation in JMP programs. All of these efforts foster resilience and wellness as they engage young people and caring adults in active and robust relationships.

The range of supports and opportunities at the JMP creates an energetic field that powerfully mitigates against stigma. Young people come to the JMP for a counseling appointment, to offer peer support through a youth leadership program, to participate in the ELD youth committee, Culture Keepers, Skittles (a group for queer identified youth of color) or a myriad of other possibilities. The JMP is a vibrant sanctuary on campus for youth of color and young people from low-income families in a school building where social identity threat is often pervasive in other spaces.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

From a parent letter, June 2021:

“You (JMP) very quickly connected D. with B, a counseling intern, and it was a wonderful connection for D. He had been so isolated, staying alone all day in his bedroom and would not connect with any of his distance learning classes. His connection with D allowed him to feel connected to school again. I'm so grateful for that!”

From a parent letter, July 2021:

I am S' mom and want to let you know how completely awesome the Bridge week was for S.

On Monday morning, he was refusing to even get out of the car. He did not want to go. I finally told him if he doesn't like the first day, I won't make him go to the rest of the week. He got out of the car and went. When I picked him up a few hours later, he had a huge smile on his face and told me he loved it and said he made two new friends! He readily went to the remaining days, each day reporting with enthusiasm how he really likes "his" school and can't wait for the school year to start. Needless to say, I was so relieved and happy for him. Thank you so much for this program!!!

From a graduating senior, May 2021:

Dear JMP family,

The past four years in ECHS were a struggle for me, and the only people that were getting me through this were you guys at the JMP. I wish you all knew how much of an impact you made in my life. When I was a sophomore, I was suicidal, if it wasn't for you guys, I wouldn't be here today. All your love, hugs and care saved me, which is why I'm standing here today, and I just can't thank you enough for all that you have done. Thank you for being my safe space, my home, my family.

JMP Clinical Intern reflection, June 2021:

I was working with a young Asian American woman who was physically/ sexually assaulted at 9 and horribly bullied in middle school. She struggled with feeling silent on zoom and in on-line classes. She joined the Water group (for young BIPOC women) and then worked with me individually for 5 months.

In this time, dealing with lack of motivation towards school, depression, and anxiety. She was able to give a presentation in class without panic; use her voice and articulate her anger and frustration with the existing societal misogyny, somewhere in our work together, she determined that her goal was to return to a state where she was "unapologetically herself" as she was when she was 5-6-7 years old. During our last session, she reported that she felt much more confident and able to recognize and accept her feelings and that she would never have thought she could "have a great life" before therapy.

JMP Clinical Intern reflection, June 2021:

I was working with an African American 9th grader. His grandfather, who was a primary caregiver, died in his presence early in the fall of the year.

- He said "I don't want to go to therapy. I'm fine" to his grandmother. At the end of first session, counselor asked, "How was that? How'd it go?" He responded, "Oh, it was ok. I thought you were going to make me talk about feelings. This is fine." After a couple of months, organically, he began to talk about that loss much more openly, crying. He shared about how he loved his grandpa, talking about memories. Sharing what he had learned at the end of the year, he said, "I'm intuitive & I look at life differently now...Life is so short. You have to live every day to its fullest!" to the counselor, he shared, "you are caring and irritating...just like my grandmother." The counselor shared, "BEST compliment EVER since I know he adores his grandmother..."

PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: La Clinica de La Raza, Inc./ Vias de Salud and Familias Fuertes

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Vías de Salud (Pathways to Health) targets Latinos residing in Central and East Contra Costa County and has provided: a) 8,521 depression and anxiety screenings (284% of yearly target); b) 1,180 assessments and early intervention services provided by a Behavioral Health Specialists to identify risk of mental illness or emotional distress, or other risk factors such as social isolation (472% of yearly target); and c) 2,786 follow up support/brief treatment services to adults covering a variety of topics such as depression, anxiety, isolation, stress, communication and cultural adjustment (222% of yearly target).

Familias Fuertes (Strong Families) educates and supports Latino parents and caregivers living in Central and East Contra Costa County so that they can support the strong development of their children and youth. This year, the program has provided: 1) 766 screens for risk factors in youth ages 0-17 (102% of yearly target) ; 2) 233 Assessments (includes child functioning and parent education/support) with the a Behavioral Health Specialist were provided to parents/caretakers of children ages 0-17 (310% of yearly target); 597 follow up visits occurred with children/families to provide psycho-education/brief treatment regarding behavioral health issues including parent education, psycho-social stressors/risk factors and behavioral health issues (199% of yearly target).

Services are provided at two primary care sites, La Clínica Monument and La Clínica Pittsburg. The service site enhances access to services because they are provided in a non-stigmatizing environment where many clients already come for medical services. As research shows that Latinos are more likely to seek help through primary care (Escobar, et al, 2008), the provision

of screening and services in the primary care setting may identify clients who would not otherwise access services. Furthermore, up to 70% of primary care visits involve a psychosocial component (Collins, et al; 2010). Having integrated behavioral health care allows for clients to receive a more comprehensive assessment and treatment, especially those that cannot attain specialty psychological or psychiatric care.

La Clinica's services have been adapted to maintain the safety and well-being of both patients and staff, while ensuring the continued provision of essential care. To maintain social distancing during the Shelter in Place orders and to serve patients who may be quarantined, La Clinica's behavioral health clinicians were primarily providing services via telehealth to continue offering essential services to clients. During Shelter in Place orders, La Clinica conducted telephone-based and video conference appointments via a secure platform, although we also did provide some in-person visits to patients who came to the clinic for medical appointments. Starting in April 2021, we increased the presence of our IBH staff on site and provided more in-person visits. However, we have continued a hybrid model continuing to utilize phone and video conference appointments. Given that many visits were conducted via telehealth there was a reduction of the number of BH screening during this time. Since April 2021, we have been expanding the number of BH screening since a larger percentage of our patients are coming in person for their visits. We also developed a workflow and provided training to our Medical Assistants on conducting BH screening during telehealth visits.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

Participants are referred to the Integrated Behavioral Health (IBH) team through either their primary medical provider or self-referral. Clients are given an annual behavioral health screen which includes screening for substance use, anxiety, and depression. If these screens yield a positive result, primary care providers discuss with the client and offer a referral to IBH. Additionally, primary care providers may identify behavioral health needs amongst their client population at any visit, discuss with the client and refer to IBH. Clients who self-refer to IBH contact the clinic themselves, or request referral during a primary care visit.

La Clinica tracked the following data on an ongoing basis:

- 8,521 out of 3,000 Depression & Anxiety Screenings at La Clinica's primary care sites.
- 1,180 out of 250 assessments and early intervention services were provided by a Behavioral Health Specialists within the FY 19-20
-) 2,786 out of 1,250 support/brief treatment services were provided by a Behavioral Health Specialists within FY 19-20

La Clinica tracked the following data on an ongoing basis: A. 766 out of 750 Behavioral Screenings of clients aged 0 –17 was completed during the 12-month period by parents (of children 0-12) and adolescents (age 12-17) B. A total of 233 out of 75 assessments or visits (including child functioning and parent education/support were provided for FY 19-20C. 597 out of 300 follow-up individual/family visits with Integrated Behavioral Health Clinicians were provided with children/caretakers. This includes psychoeducation/brief treatment regarding behavioral health issues including parent education, psycho-social stressors/risk factors and behavioral health issues. La Clínica strives to reflect cultural competency in the assessment, treatment, and evaluation of the program. La Clínica utilizes screening and assessment tools that are evidenced-based and

have been normed for and researched utilizing a similar client population. Linguistic competence, and cultural competence and humility, are central factors to the new staff hiring process and at the core of La Clínica's program design, the approaches used, and the values demonstrated by all the staff. An embedded value is to honor participants' traditions and culture and speak the language the participant is most comfortable in. Throughout the initial and continuing training for all IBH staff, cultural and linguistic accessibility and competence is a core element to all topics. Culturally based methods including "dichos" (proverbs) and "Pláticas" or individual/family meetings are used to engage participants and employ culturally familiar stories and discussions with Latino clients. Furthermore, mental health terms are interchanged with language that is less stigmatizing and more comfortable. For example, with Latino clients, sadness (tristeza) is a topic used to engage community members, rather than approaching discussions with mental health language terms such as "depression". At the same time, La Clínica strives to understand our unique client population and evaluate data while taking into consideration our unique client population. All behavioral health providers are bilingual (English/Spanish) and most are bi-cultural. When appropriate, La Clínica utilizes translation services for all other languages. In June 2021, the Integrated Behavioral Health Department at La Clinica, began a monthly anti-racism work group to further address the issues of structural racism and how to improve cultural responsiveness to the communities we serve.

The average length of time between report of symptom onset and entry into treatment is 22.5 months. To obtain this data, we did a chart review of 10 randomly selected patients that received treatment this fiscal year.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**
If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Data for gender identity, ethnicity and disability will only be collected by clients seen by a behavioral health provider. Other demographic data is already collected and a standard part of the data collection process for all clients during registration for medical care. It would be burdensome and could harm the client relationship to try to collect this data as part of the screening process during a medical appointment. The Familias Fuertes program serves children and data on veteran status and military status will not be tracked.

For clients under the age of 18, La Clínica collects sexual orientation if it is directly connected to the reason for referral or treatment plan. Given that La Clínica is providing brief treatment, La Clínica wants assessments to be as targeted as possible. La Clínica also wants to be sensitive to the reality that our adolescent population is in the process of forming their identity and sexual preferences and do not think would be appropriate to ask sexual orientation in our entire adolescent client population.

For the Familias Fuertes program, data for gender identity, ethnicity and disability is only collected by clients seen by a behavioral health provider. Other demographic data is already collected and a standard part of the data collection process for all clients during registration for medical care. It would be burdensome and could harm the client relationship to try to collect this data as part of the screening process during a medical appointment.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

Participants are referred to behavioral health services through their primary care provider or self-referral. Participants are scheduled into our Integrated Behavioral Health Clinicians' (IBHC) schedules directly from their medical appointment. For more urgent need, clients are scheduled for a same-day or 'warm hand-off' appointment with the IBHC. La Clínica encourages all medical providers to discuss the behavioral health referral before it is scheduled to ensure that participant is both interested and motivated to attend the appointment. If the client does not show to the IBHC appointment, the IBHC will call the client to attempt to reschedule the appointment, which may include clarification of purpose of appointment. If the behavioral health clinician assesses participant to need a higher level of care than our program model, La Clínica will work to link the participant to the appropriate services. La Clínica continues to meet with and support the participant until they are linked and follow up with the recommended service.

For clients in the Vias de Salud and Familias Fuertes program, the average length of time between referral and treatment is 20days. This is measured utilizing the third next available appointment for new patients.

VALUES:

Reflections on your work: How does your program reflect MHSa values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

La Clínica strives to offer quality, consistent behavioral health services to the client population. By locating behavioral health clinicians within primary care facilities, La Clínica provides direct, often same-day behavioral health care to those who need services. Often clients are identified as needing behavioral health support in an early stage before they have developed severe symptoms. In these cases, services promote client wellness and provide coping skills that prevent the need of a higher level of behavioral health care. For clients with more severe symptoms, La Clínica able to assess them in a timely manner and determine what course of treatment would be most appropriate. La Clínica clinicians work in a team-based approach along with our medical providers to offer holistic care that addresses the intersection between physical and mental health. This team approach is both effective and proves to have the best outcomes for La Clínica's client population. Many of the clients who access behavioral health care at La Clínica would not otherwise have access to behavioral health for a variety of reasons including transportation difficulties, stigma associated with behavioral health access, and inability to navigate the larger behavioral health system due to language barriers and system complexity. La Clínica makes every effort to provide services equally to all clients who are open to receiving care. Staff use non-stigmatizing language by interchanging the terminology of mental health with emotional well-being, allowing for a more receptive message to be communicated. La Clínica emphasizes the improvement in well-being, recognizing disequilibrium, and providing tools and resources for establishing emotional well-being, physical health, and supportive, healthy relationships in one's life. La Clínica also helps normalize mental health issues by pointing out the prevalence of mental health challenges, the availability of a range of treatment services, and the efficacy of support and treatment to help reduce stigma.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

A 51-year-old Caucasian male was referred by their Primary Case Provider (PCP) for depression. The patient has been married to current wife for three years and the living situation is very difficult--living with spouse's ex who has dementia and one of

ex's daughters. There is no bed to sleep in; the patient and wife sleep in recliners next to each other. Additionally, the wife has significant health issues. The patient and wife have been trying to get housing for over a year. IBH connected pt. to La Clinica Case Manager who is helping with housing resources. Both the patient and wife come from previous abusive marriages in which they were physically attacked and hurt; both easily triggered. The patient and wife have considered themselves mutually supportive. One night recently, the patient hit wife hard in his sleep. The patient was given an urgent appt with Integrated Behavioral Health Services. The patient was extremely upset, denied any intent to hurt wife, but wife was triggered, not sure she believed him, and ready for him to leave. After difficult discussion and psycho-ed with the Integrated Behavioral Health Clinician, the patient and wife realized that his hitting her was part of a sleep disorder. The patient was urged to take melatonin at night and call their Primary Care Provider for urgent appointment and referral. Although the patient's PCP was not in the office, another provider was able to provide an appointment and immediate referral to a neurologist. The patient continues to take melatonin which he finds helpful and is keeping all medical appointments. The patient continues receiving IBH support during this difficult time.

A 52-year-old Asian female who has lived most of her life in the US. The patient was married to an abusive and controlling man for 15 years, has been divorced for five. The couple have two teenage children, neither of which want anything to do with their father. The patient's ex has kept patient in court for the last five years with demands for spousal support. The patient has been so angry, traumatized, and depressed that she has been unable to work for some time. The patient is also disappointed with court system. The patient states she has no one to talk to about her situation except at La Clinica IBH. Her parents are supportive, but she doesn't want to upset them. Her children have their own needs. The patient states she doesn't feel she has the emotional strength to join any type of support group at this time but can share her worries and problems one on one. The patient is learning to set boundaries with ex and to take back some control of her own life. The patient states that being able to talk about her situation helps her maintain a stronger and more positive perspective. The patient's PCP has also worked closely with patient., and, after several trials, has found a combination of meds that is helping to control the patient's depression. The patient plans to continue with therapy and treatment through La Clinica.

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: The Latina Center

PEI STRATEGIES:

Please check all strategies that your program employs:

- Provide access and linkage to mental health care
- Improve timely access to mental health services for underserved populations
- Use strategies that are non-stigmatizing and non-discriminatory

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

The Latina center offered culturally and linguistically relevant 10 to 12 weeks parenting classes and mental health workshop in community- based settings (School, Churches, The Latina Center office through our platform of Zoom) in West Contra Costa we made referrals to mental health services as well as providing educational and therapeutic, online services.

During FY August 2020–Jun 2021 we serve a total of 309 participants between our parenting classes, mental health workshops, Psycho-educational therapy, support group.

Our community outreach staff conducted calls to recruit and engage parents to participate in our programs, using Flyers, phones calls, Facebook, referrals from the San Francisco supreme court, West Contra Costa County Schools, health clinics, Child, and Family Services (CFS) During this annual reporting period

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served

Parenting Class Pre-Survey Results.

- 65% of parents wanted to acquire new skills
- 75% of parents wanted to improve their communication with their children.
- 82% of parents wanted to improve their relationship with their family.
- 55% of parents wanted to learn more about child development.
- 48% of parents wanted to learn more about Mental Health.

54% of participants identified as a survivor of some form of violence (physically, emotional, verbal, sexual, economic abuse) including current or experience with domestic violence (in their childhood, as a teenager or as a adults)

- 25% of children suffered physical abuse.
- 43% of children suffered verbal abuse.
- 32% of children suffered emotional abuse

We continue with our service and parenting classes with referrals from other agencies such as Courts, CFS, Outreach calls, Schools, “word of mouth”

Referrals for Service from other agencies

During the fiscal year Primero Nuestros Niños (Our Children First) have the referrals from other agencies to receive services of parenting classes.

- 9 participants from (CFS) Child Family Service agency.
- 24 participants from Court of San Francisco and Richmond.
- 76 participants from other programs inside The Latina Center to our program.
- 48 participants from other schools.

Referral to other agencies

- 3 participants were referred to Mental Health Child Services
- 15 participants were referred services for a support group.
- 40 participants have benefited from our Community Circles.
- 15 of them have received services from our therapist in Mental Health Javier Nunton which inform is attached.
- 25 participants in community circles from our program of Celebrating Recovery with Community Facilitator.

Mental Health workshops

72 parents received information about some of the most common health problems in our Latino community.

During the fiscal year, 3 mental health workshops were offered and conducted by our expert on the subject, Javier Nunton in which 72 participants registered by filling out a pre and post evaluation, were they mention 75% of the participants recognizes mental health problems as a health condition.

- 25 participants recognize they suffer from slight depression.
- 34 participants recognize they suffer from anxiety.
- 13 participants recognize they suffered from stress.
- 64% participants recognized they suffered from stress and anxiety due to the pandemic and since they stop working.

With more than a thousand views and shares on our social networks the education of this stimulating topic that is Mental Health continues.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

- **integrity and confidentiality of the individuals served?**

The Latina Center serves the Latino Community with culturally and linguistically relevant parenting classes structured to support our clients by giving them tools to thrive in their lives, providing a warm hand off one on one coaching, assistance with the help of our experts a well train staff, we also provide a post evaluation at the end of every session to make sure our goal as a program and educator is well received.

Through the Primero Nuestros Niños (Our Children First) parenting education and early intervention program, we identify community members with mental health issues and refer them to local health services and programs. Our culturally and linguistically relevant program reaches people where they are with strategies that are neither non-stigmatizing nor discriminatory assistance with the process of contacting a crisis line or other program.

We refer clients to our partners such as Familias Unidas, Early Childhood Mental Health.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Anonymous: I learned how to express myself with my children, knowing how to listen to them, before I yelled at them all the time, now I put into practice what I have learn, such as the message in YO, I apologize to them when is necessary, they reflect when I speak to them and communication with my children has improve a lot. Thank you.

Anonymous: I learned to have more patience, to practice how to listen reflectively instead of just listening.

Anonymous: I learned to improve my behavior as a parent with my children, also learned that children have their own language.

Anonymous: I learned to use the consequences, now I set healthy limits and I learned to be more persistent with myself.

Anonymous: I learned how to talk to my children and listen to them, I learned how to do family meetings, and that they learned from my example.

Miguel: He has recognized that he needs to change for his children to achieve that change.

Leticia: She started working with her son, setting limits her son's video games and has had good results with his behavior now that he does not have to punish but to guide.

Martin: He is putting into practice understanding and understanding his children better since he grew up during violence between his parents, and has been able to control his emotions, it has felt much better.

Juana: She says that the classes have helped her a lot, now she pays more attention to her children.

Lizette: She says that now she has felt calmer now that she has more communication with her son, and the father of her son.

Ana: I did not know the difference between encouraging and praising, now I realize that I have been praising him all the time and now I understand his selfish reactions to others.

Lina: I have family meetings on Sundays with my children and there we talk about problems and agreements.

Patty: I am working to regain trust with my children by increasing communication with them. She also shared that reflective listening has helped her improve her relationship with her son, since they were not speaking to each other, and it has helped me to know how to talk to him.

Diana: She shared that she used punishment and this program has helped her not to punish because it lowers her self-esteem.

Gabriela: She says she was authoritative now that she learned to use the message in me, she no longer yells at them and now she gives her children options.

Sergio: He shared that before he was angry with his children when they made a lot of noise and it was because he wanted to attract attention, but he admits that he spends a lot of time working and has little time left to live with his children, now he tries not to get angry and listen to what the two of them want to say to you, and now they are doing healthier activities.

Karina: She shared that her daughter feels that she does not do things well and always ask her opinion on how she does things to make herself feel better. Karina says that she behaves insecure and that she is working, applying the options for each question she asks and that worked for me so that she can start to have confidence in herself.

Marlon: He shared that he has improved communication with his ex-wife Karina who is also in the class, now she is working with her daughter, giving her options regarding the things she asks of him.

Veronica: She used to give her daughter punishments and time out, and what she notices is that she got angry a lot later, she felt sad and with a behavior to attract attention, now what she does is apply consequences instead of punishments.

Bebahi: She learned to unite her family with family reunions, and because of the situation of separation and divorce that they are going through.

Maribel: She shared that her children are not expressive at all, and it is because they are the same as their parents from Maribel, and what she learned in class is how to express her love to her children, she sends texts to their phones saying, "I love you" and they respond now the same way.

Zoila: She has put cooperation into practice and that has helped her children to cooperate at home, since Zoila used to do everything around their house.

Carlos: He shared that he has been taking the messages in Yo into practice and they have served him to communicate with his eldest son and to avoid the aggressive discussions that they used to have and disrespect each other. Carlos has learned to control his temper and aggressiveness.

Mario: He commented that he has been learning a lot from the classes and that his communication with his daughter and his wife has improved because every time he wants to communicate with her, he talks with a message in "I" and he has learned

to control his temper, already He doesn't get that angry and one thing he is proud of is that now he is in AA, he has learned to control himself.

Pedro: He was grateful that the police detained him because they sent him to these classes and thanks to the parenting classes, he has learned new ways to improved himself as a better father and person for his family.

Jaqueline: Commented that from what she has learned she feels more confident when disciplining her children and will help her with the court process.

Hipolita: She learned to involve her children for the different responsibilities of the home without making a difference by their ages, they will all do it the same.

Blanca: I have been working with my son applying the consequences and it has worked for her and her son is learning to be more responsible with his belongings. Blanca has had a hard time doing it all this time for her son but now she is learning how to apply the tools from the classes.

Lizette: She learned the difference between punishment and discipline and separating actions from her son's decisions and applying a consequence according to his actions.

Maggie: She learn the difference in listening and hearing that is not the same thing and giving positive attention to her children.

Maria: As a mother, I feel happy with having these tools because I have made many mistakes in the past, and now I feel like my life is stable and clearer on how to guide my children.

Jazmin: She was able to identify the misbehavior of her youngest daughter and what she learns from the classes is how to encourage her.

Herbert: He shared thar these classes are helping him personally to process some of his problems as a person and give a better version of himself to his daughters.

Douglas: He learned to communicate with his son without yelling at him and he gives the importance and the time he needs and is seeing the difference in the response he is having from the child.

Basilio: He understood that communication with his son, knowing how to talk to them and spending quality time with then will improve the relationship and become stronger family. Now I understand that is very important for my child spend time with me.

Betty: She learned that the way she talks to her children is the reason why they misbehave and do not obey, they are afraid of her and that is why they do not talk to her because of her voice and body language

Andrea: I have recognized the difference between motivation and praise, and I have identified in my daughter that I have been praising her all this time and did not understand her behavior, now I will change my strategy to obtain better results.

Doralis: She comments that she uses always a Your messages and that in her ignorance she wanted others to realize how bad they were scamming her, now she recognizes how bad she's been, and she wants to stop doing that.

Hipolita: I hold my family meeting every month and I involved everyone in the responsibilities of the house

PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Lao Family Community Development, Inc. (LFCD) Health and Well-Being for Asian Families

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Lao Family Community Development’s (LFCD) Health and Well-Being Program for CCC Asian Families (HWB) continued to focus on delivering PEI services to 120 unique clients targeting South Asian and Southeast Asian immigrant/refugee/asylee residents living in Contra Costa County. This report covers services provided between July 2020 to June 2021. We served 126 participants from both communities representing a diverse group (Nepali, Tibetan, Lao, and Mien): Nepali (55/63= 87%), Bhutan (5/63=8%, Tibetan 2/63=3 %, other 2%) Laos 52% Mien 33% and Other 10% Majority (54%) were aged 26-59; seniors over 60+ years was approximately 44%; and young adults ages 16 to 25 were (2%). For FY 2020 – 2021, a total of 126 participants were enrolled (105% of enrollment goal for this fiscal year).

We provided navigation and timely access to internal and external services including linkages to mental health and other service providers such as: a) Partnerships for Trauma Recovery in Berkeley, a community based organization offering linguistically accessible mental health care and clinical services; b) Contra Costa Regional Hospital in Martinez, West County Health Center in San Pablo, Contra Costa County Mental Health Services in San Pablo, California’s Employment Development Department, and Highland Hospital in Oakland, all public health facilities for physical health services and severe mental health access; c) La Clinica Fruitvale Free Clinic in Oakland for free physical medical and mental health service, d) Bay Area Legal Aid in Oakland and Richmond, for related services in family violence, restraining orders, and other civil legal assistance, e) linkages to access the American Bar Association for pro-bono and consultation in legal services (free or low cost)

consultation), and f) Jewish Family Services – East Bay for naturalization and citizenship services to address our clients’ issues affecting their mental health and recovery needs.

For timely access, we escorted high barrier clients such as seniors with visual and physical disabilities; monolingual language barriers, and those with few other options for transportation to 1) mental/physical health evaluations and appointments at Contra Costa Regional Hospital in Martinez, West County Health Center in San Pablo, Contra Costa County Mental Health Services in San Pablo, Partnerships for Trauma Recovery in Berkeley, Highland Hospital in Oakland, and La Clinica Fruitvale Free Clinic in Oakland; 2) the USCIS office in San Francisco for immigration assistance; 3) Jewish Family and Community Services – East Bay for onsite legal assistance with naturalization and immigration services 4) Federal SSA offices in Richmond or Oakland for SSI benefits or Temporary Protected Status. These access and linkage services were provided for clients by providers located in both inside and outside CCC county in line with participants’ individual service plans.

Enhanced services included: 1) assisting individuals to build connections and links in their cultural communities; 2) strengthening family relationships and communication within their families; 3) reducing stigmas associated with seeking mental health support through education and awareness; and 4) helping individuals learn how to navigate the public and community mental health and well-being systems and in some cases private providers.

The following were activities that were carried out in the first half of the program year:

Strengthening Families Program (SFP) Educational Workshops 1:

LFCD held a total of 10 SFP workshops during the program year. (1 workshop per month from August 2020 to May 2021).

We continued to conduct SFP workshops for the two population groups separately to accommodate their specific needs. SFP workshops for SA and SEA populations varied from 2-5 hours per month. Weekly 1–2-hour SFP sessions were delivered on an as-needed basis. SFP workshops and sessions were delivered in a variety of locations and timeframes conducted via phone, zoom and occasionally in person. Locations included participants’ homes, community parks and community buildings, days and weekends as needed.

From South Asian community, total of 8 SFP workshops from August to March 2021. We did via zoom or in person depending on the client’s time and availability. We focused on graduation and closing out of cases in June 2021.

For our South Asian population, a 2-5 hours SFP workshop session was preferred due to personal, work, and school schedules. The top 5 most significant challenges identified by the South Asian population were: 1) Safety Protocol related to COVID 19 2) Parent Relationship Conflicts 3) Mental and Health Insurance Access, 4) Behavioral health in areas of alcohol and drug abuse and its relationship to well-being, 5) Healthy Communication Conflict Resolution skills within the family, 6) Wellbeing and Resilience in the areas of Immigration status such as Temporary Protected Status (TPS), green cards and citizenship, 7) need for jobs-employment-financial stress. These topics were incorporated into the SFP workshops including having guest trainers and additional ones were provided as requested.

From Southeast Asian community, total of 10 SFP workshops from August to May 2021. The Southeast Asian population preferred monthly 2–5-hour workshops in addition to weekly sessions as needed to allow clients to make up missed workshops. Weekly 1–2-hour SFP sessions were delivered on an as-needed basis. SFP workshops and sessions were delivered in a variety of locations and timeframes conducted via phone, zoom and occasionally in person. Locations included participants’ homes, community parks and community buildings, days and weekends as needed.

The top 5 most significant challenges identified by the SEA population were: 1) Stressor outlet and Safety Protocol related to COVID 19 2) Mental Health/SSI related assistance, 3) Affordable Housing Assistance, 4) Health insurance/Mental Health Access, 5) Citizenship and Employment, 6) Parenting and Reducing Family Conflicts.

Program format for both populations included integration of these identified challenges into each SFP workshop module using discussion and group peer counseling and individual case management and counseling. Linkages and connections to resources were provided to participants in line with their individual goals. Timely access and referral are part of the case management protocol and participants were provided services through internal programs and CBO providers in the community. This timely and relevant menu of linkages are critical in providing positive reputation for successful outreach, engagement and retention of participants, and SFP workshop completion and individual service plan achievement. Program feedback from SFP workshops and/sessions indicated that program participants continue to prefer the following:

- Outdoor settings for peer/individual activities-physical health and mental health benefits (Note: LFCD opened continued the Health and Well-Being Community Garden at the San Pablo office and has facilitated individual and peer group support activities at this location.)
- Strong preference for community and spiritual related events for building social connections
- Preference for interactive socialization time with other participants and outside groups
- Live music/dancing as therapy to help reduce stress, reduce pain, depression, anxiety
- Interactive activities in workshops/social gatherings

Enrollment and Participants Individual and Family Goals

For the reporting year from July 2020 to June 2021, 126 program participants were enrolled. Each intake enrollments took 1.5 to 2 hours to complete. Participants developed individual and/or family written goals working closely with case managers. Exits and entrance are on a rolling basis.

Participant goals examples include:

- To access and obtain treatment for mental healthcare and evaluation for severe mental health issues, PTSD, etc.
- To access SSI benefits for elderly participants with visual impairment and other disabilities
- To access health and mental health services through Covered California exchanges or other low-cost health insurance options including County Basic Care, Medical, Medicare, and free service.
- To obtain/increase access to preventative health care including annual physical examinations
- To access permanent affordable housing (public housing, section 8, foreclosure assistance, etc.)
- To reduce anxiety and depression related to citizenship, naturalization, unemployment and under employment.
- To reduce stress related to financial hardships and lack of money for basic needs (mental health stress and well-being related illnesses)
- To develop and maintain healthier lifestyle behaviors

- To improve their relationships with immediate family members/children/grandchildren
- To be more engaged and civic oriented within their community
- To increase integration into US society through citizenship access

Outreaching strategies continue to include word-of-mouth referral from alums, current participants and South Asian/Southeast Asian community members. LFCD has a strong and established reputation among the communities of the targeted population.

Alumni are important for outreach and referrals through their networks to build awareness of the services available. Case managers must continue to actively do direct outreach at local ethnic events such as community New Year celebrations (e.g., Mien, Khmu, and Nepalese) and social faith-based events. Case managers also conducted outreach at ethnic grocery stores, ethnic community leadership meetings, and other ethnic community gatherings. Outreaching at these events allowed case managers to continue to build awareness of the program services; personally engage and build collaboration and rapport with ethnic group leaders; and to outreach to new community members. The HWB outreach strategy ensured that program staff continue to connect with hard-to-reach populations.

Case managers continued to leverage partner relationships with local service providers. Community building with CBOs and stakeholders has allowed the HWB program to expand deliverable services. An example of this is an MOU signed with Jewish Family Services to provide on-site legal assistance with immigration and citizenship issues at the LFCD San Pablo office once a month. Referral relationships have been valuable in recruiting and retaining program participants by allowing participants to become more aware of different community, public and private resources available to them within Contra Costa County.

Thematic Peer Support Groups

The HWB program participated in 12 thematic peer support groups during this reporting period. These events allowed individuals to 1) make connections in the community, 2) become more aware of available public and private services including mental health assistance, 3) communicate with family members across generations and 4) increase timely access to services by making a personal connection with HWB staff. The following is a summary and highlights of each event.

During the program year, COVID-19 had made a significant impact on our usual in-person Peer Support Groups. Case managers had to get creative to find ways in which our clients could still be supported. The case managers began hosting Facebook Live events bi-monthly focusing on different topics surrounding difficulties living in the pandemic. For example, the topics ranged from isolation, coping with grief after a death related to Covid-19, and financial health during the pandemic.

Additionally, we organized HWB graduation event on 6/27/2021 at 1865 Rumrill Blvd., San Pablo California. Total 126 participants have graduated in 2020/2021 HWB program year. Despite of pandemic situation, we tried our best to provide services and support to our clients. During that event, our program supervisor Ms. Brittany Ferguson, SEA community case manager Mouang Saeyang and SA community case manager Ishwar Sitaula held the event. There were couple of volunteers who helped us a lot during the event time. We had total 72 clients among those 10 were new and prospective clients for the South Asian community. Due to cold weather clients could not stay at the program very long and there was a verity of foods, such as Pizza for the children and fresh chicken and vegetable sandwiches for the adults. There were many gifts to go. Both case managers had distributed gifts and incentives to the participants. Also, both case managers have received 6 gifts cards worth \$25.00 each to give away to our current and active clients. In this way, both case manager has distributed our elderly and needy clients accordingly. In the upcoming social gathering we will have more activities if COVID-19 issues go away

permanently. In this time, our participants have still had a fear of COVID-19, therefore, many of them could not attend the event. Many of them were working during the night shift and could not make at the event. Both case managers, and our program supervisor have thanked the participants for their active involvement in the event and make the program successful. We also thanked all the volunteers for their best efforts.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

Participants were given a Pre and Post Lubben Social Networking Scale (LSNS-6) mental health assessment to help identify mental health needs. The LSNS-6 assessment was administered to each individual program participant at the beginning and end of their time in the program. According to program protocol, clients with initial or final scores that indicate a high level of social isolation and/or a lack of social connectivity are recommended and referred for mental health assistance.

The LSNS-6 assessment is a tool that measures social connectivity and gauges social isolation in adults by analyzing the perceived support that the participant receives from family, friends and neighbors. According to Boston College’s School of Social Work, the LSNS-6 “consists of an equally weighted sum of 10 items used to measure size, closeness and frequency of contacts of a respondent’s social network.” This provided quantitative data that measured the effectiveness of our HWB program within the framework of establishing mental health/well-being through social interaction/community building.

NOTE: Based on discussions with clinicians at the Mental Health Services of Contra Costa County, an improved assessment tool will be used to identify mental health needs. The Refugee Health Screener (RHS-15) is a screening tool developed in a community public health setting to detect a range of emotional distress among refugee groups that better aligns with the populations that are served by this program.

A total of 126 clients completed the Pre LSNS assessment and 126 clients completed the Post LSNS assessments. The average progression was 5 with a high correlation between the participant’s progression and level of participation in monthly social peer support groups activities and workshops. Please refer to the table for LSNS results:

	Pre-LSNS	Post-LSNS	Progression
# Of Completion	126	126	
Average Range	12	24	12
(Min) Range	12	19	7
(Max) Range	16	27	11

In addition, case management provides a continuous contact and monitoring of clients to determine if any trauma or event has affected their mental health status. Referrals to link participants to more rigorous mental health assessments and treatment were provided on an as-needed basis.

Internal evaluation of the program includes reviewing cases to ensure strategies for communication consider the cultural competency of the counselors. Cases are reviewed to ensure participants in the program receive services that are linguistically and socially appropriate. Examples of these services include communicating in their native language (Mien, Lao, Thai, Nepalese, etc.) and understanding the cultural norms to address health and well-being issues in an appropriate and effective manner. A thorough review of cases every 6 months ensure that the confidentiality and integrity of the participants' information is protected.

A program activity evaluation form was completed per each activity conducted (e.g., ethnic peer support gatherings and SFP workshops). In each program activity, 5 random participants were asked to complete the activity evaluation form. This process allowed a program staff or volunteer to work one-on-one with the non-English monolingual participant to complete the form. Each set of completed evaluation forms are attached to an activity reflection form for documentation purposes. The evaluation forms are reviewed by the program staff and changes were implemented according to the participants' evaluations. Comments in the evaluations included recommendations for cultural activities, outdoor events including using the recently opened Community Garden at the San Pablo office.

The last evaluation tool used was a general program evaluation form that was created by the program staff to measure the participants' comfort level, participants' engagement, and the cultural competency of the program services. The tool was also used to measure the participants' knowledge of accessing services that were related to their mental health and well-being and the impact of stigma on their will to seek services after receive program services. The evaluation was completed via phone by non-program staff that spoke the same languages as the participants.

The results stated that the 95% (120 of 126 respondents) of the participants were satisfied with the program services, and 5% (6 of 126 respondents) were somewhat satisfied with the program services. Some of the resources the participants listed on the survey were West County Health Center in San Pablo, Contra Costa County Mental Health Services in San Pablo, Community Health for Asian Americans in Richmond, California EDD in Richmond, Department of Rehabilitation in Richmond, Center for Human Development, Contra Costa Regional Medical Center in Martinez, Highland Hospital in Oakland, La Clinica Fruitvale Free Clinic in Oakland, and East Bay Area Legal Aid in Oakland and Richmond, Law office of Laura A. Craig, Jewish Family Services – East Bay in Walnut Creek, etc.

From July 2020 to June 2021, there were 12 participants that were referred to mental health services because of monitoring clients' mental health status. Most of the participants were referred to therapy related to PTSD and expressed symptoms of distress, anxiety, and depression. The average length of time between report of symptom onset and entry into treatment was from 2 to 4 weeks depending on availability of services with an average time of about 3 weeks.

One of our continuing challenges is utilizing the county mental health services as it can take up to 16 weeks to get an appointment. By comparison, access to private low-cost and CBO mental health services takes an average of 3 weeks.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Please refer to Aggregate Data Reporting Form.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

Participants were linked to mental health services and other providers depending on their need and goals identified in the individual service plan. From July 2020 to June 2021, this PEI program referred 12 participants to different agencies inside and outside Contra Costa County using the following step-by-step procedure:

1. We carefully, patiently and attentively listen to the participants in a safe confidential setting as they explained their needs. Through our culturally competent counselors, we begin to establish understanding and trust with the participants.
2. We gave support to participants while helping them develop their individual service plan with step-by-step goals and tasks including identifying linkage providers.
3. Then, we encouraged individual participants to access and seek service provided by others. This process can take from 1 to 8 weeks in duration.
4. Once the participant feels strongly that they can trust us with their confidential information, then we escort them (most of the time) to the provider for the warm handoff.
5. If we are not able to do this, we set up a phone conference call to provide an introduction and assure that there is a translator available when they go to their appointments. We also provide the participants with name and address to assist them. If the provider is not available, we send an email and call while the participant is there to witness this.
6. Next, we followed up with the participant and referral partner within the week. Then we stay in contact either weekly, every two weeks, 3 weeks, or monthly depending on the length of time in their treatment and in the program with more attention upfront until the treatment is complete. Average time from the referral to consultation first appointment, evaluations and then entering the treatment at the referral partners' office is 1 to 8 weeks (depending on availability of interpreters and appointment slots at the outside partners; we have found public providers take longer than CBOs or private).

This is the list of the external services including linkages to mental health and other service providers such as:

1. West County Health Center in San Pablo, Contra Costa County Mental Health Services in San Pablo, Community Health for Asian Americans in Richmond, California EDD in Richmond, Department of Rehabilitation in Richmond, Center for Human Development, Contra Costa Regional Medical Center in Martinez, Highland Hospital in Oakland, La Clinica

- Fruitvale Free Clinic in Oakland, Trauma Recovery in Berkeley, and Regional Center of the East Bay in Concord for physical health services, severe mental health access and/or developmental disability services.
2. Dr. Lee Hee, MD, a private practice medical doctor in Oakland for affordable medical care.
 3. Soledad Miranda, a medical enrollment navigator from Center for Human Development, Mrs. Miranda assist our client with faster and more accessible connection to Medical and Cal Fresh needs.
 4. Bay Area Legal Aid in Oakland and Richmond, East Bay Sanctuary Covenant in Berkeley, law office of Judith Lott in Oakland for related services in family violence, restraining orders, immigration assistance and other civil legal assistance and linkages to access the American Bar Association for pro-bono and consultation in legal services (free or low-cost consultation) for our participants' needs affecting their mental health and recovery needs.
 5. Jewish Family Services–East Bay with naturalization and immigration services.

VALUES:

Reflections on your work: How does your program reflect MHSa values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

At the end of the 12-month period, we reflect on our work and partner linkages. Our evaluation is that our program values reflect MHSa values in these areas:

- Our written program policies and agency commitment and practice of providing a safe, trusting, and confidential setting at LFCD and elsewhere engenders feelings that there is no stigma. We patiently listen to understand. Knowing that anything shared is safe and that no one other than who they authorized will know.
- We have a zero-tolerance policy for discrimination or prejudice based on race, place of origin, gender, religion, disabilities, etc. and our practice gives participants confidence that they are not discriminated upon.
- Our practice and demonstration of our commitment to timely access for our clients. This results in the high level of satisfaction feedback we get from our clients with service provided in terms of case management, peer support, reduction of isolation, comfort in asking for helping and talking to others about mental health and increased knowledge of services in the community. Our services are provided daytime, nighttime, weekends, and escorted assistance.
- Our strategy to establish trust first through case management-leads to participants engaging at a higher level and higher graduation from the program and accomplishment of their goals. Our Case Managers are well-respected members of the communities that they serve which allows for an engaging relationship with participants.
- Providing participants with timely access and warm handoffs to linkages (specific person with the linguistic competency) to the mental health PEI services and providers helps participants to begin their recovery path sooner.

Our thematic peer group activities; individual connections to the counselors, linkage providers, and each other; cultural activities, food, music, and indoor/outdoor physical activities selected based on participants' wants and needs engenders resiliency and wellness. They activities help participants build their resiliency and their recovery from crisis.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

During this period, we have had several clients with mental health stress as a result of issues concerning immigration, housing, finances and physical health. Here are a few stories:

A 61-year-old Mien client passed her naturalization interview and received her Naturalization Certificate the same day. The client came to seek my support and services almost a year ago. The client has no family in the country and the client has limited English ability and was very stressed about being able to pass her interview. When she enrolled in the HWB program, she was stressed and full of anxiety because she was worried if she was going to pass. The HWB

Case Manager assisted her and assured that she will pass because she is eligible for interpreting assistance from Case Manager. With the support, and multiple study sessions, the client was ready to take her naturalization exam. One year later, the client successfully passed her Naturalization interview. The client expressed how happy she was because now she does not have to worry about her status, and she travel back to her county to visit her family. The completion, and successful passing of her naturalization exam allowed the client to gain a newfound sense of confidence in her English and her ability to advocate for herself in this country.

Another HWB participant G. Acharya, recently purchased a large single-family home in Richmond Annex despite the difficulties during the COVID-19 pandemic. The client was suffering from extreme mental distress and anxiety due to family violence occurring back home. An additional stressor on the client was that they were unable to return home to Nepal to assist with aiding for their ill father. In addition to the family stressors, the client lost his job driving for Uber due to the pandemic. With the assistance of Ishwar, the client was able to develop a savings plan and goal to purchase their new home. The accomplishment has made a significant positive impact on the mental health of the client. And has allowed the client to gain a sense of stability during these unprecedented times.

Lastly, we had a client who was a 62-year-old Male Mien, client was on disability benefits and was discontinued due to lack of health benefits for check up on his illnesses. The client needed his medical coverage so he can refill his medications. The client also experienced a great deal of various illnesses, which includes mental health-depression, high blood pressure, muscles, and bones weakness. Client found out from friends in the community that HWB case manager can assist him with applying for medical benefits. Client came to meet with the Case Manager and was assisted in applying for benefits so the client could regain his financial benefits. However, the client's application was mistakenly downloaded into his son's medical account with the county's end of work. Together, client and case manager connect with a community medical navigator to resolve the issues. Finally, the client's file was found and downloaded in his correct file and now the client's application is approved for his medical health coverage. The client now can go see a doctor and get his medication refill.

PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: LifeLong Medical Care

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / ACTIVITIES:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

LifeLong Medical Care’s SNAP program provides seniors in Richmond with opportunities for social engagement, creative expression, lifelong learning, and case management support. Program goals include reducing isolation and promoting feelings of wellness and self-efficacy; increasing trust and openness to reveal unmet needs and accept support services; improving quality of life by reducing loneliness and promoting friendships and connections with others; and improving access to mental health and social services for underserved populations.

LifeLong provided services on-site at three housing developments: Nevin Plaza, Friendship Manor, and Harbour View Senior Apartments, as well as at the Native American Health Center. Throughout the reporting period LifeLong provided services in observance of COVID-19 safety protocols and local mandates and ordinances with services provided primarily in a virtual format. Virtual services took place via telephone and zoom and include telephonic wellness checks and social calls, case management and referrals to mental health and community resources, screening for depression and isolation, as well as meal and grocery distribution in person, thanks to donations from Sojourner Truth Church, Help Berkeley, and Bridge Storage and Artspace. While it was deemed unsafe to resume activity groups on-site in person during the reporting period, LifeLong did provide two enrichment events in accordance with COVID-19 safety protocols.

Throughout the reporting period seniors facing isolation, depression, and other stressors benefited from creative activities and supportive interactions with LifeLong staff. A health fair organized in collaboration with the Native American Health Center,

postponed due to shelter-in-place restrictions in 2020, is still on hold. In May 2021, we were able to present 2 live Brazilian music and dance performances in collaboration with Brasarte, a Brazilian Cultural Center in Berkeley. The event also included raffles and audience participation in the dancing. The outdoor performances were safely spaced and masked, following Covid guidelines. Participants identified “A Taste of Brazil” performances as one of the most enjoyable experiences of the year; after such a long stretch of isolation because of the pandemic it provided both entertainment and the opportunity to safely reconnect with the community.

Seniors who worked with LifeLong’s case manager received needed resources as well as emotional support around grief and loss, family stress, medical issues, and other challenges. Common resource requests included food, durable medical equipment, glasses, and clothing.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

LifeLong assesses mental health at the initial enrollment and during regular interactions with case management staff. The SNAP enrollment form includes questions about mental health symptoms and whether participants would like support to access services. The enrollment form also screens for depression using the PHQ-2 and PHQ-9 as appropriate. If the participant is unable to complete a form, staff are trained to ask these questions verbally. In addition to this formal process, we also check in with participants throughout the year to identify emerging issues.

In addition to the use of the PHQ-2, LifeLong historically measures mood, isolation, and program satisfaction through a confidential annual survey developed with consumer input. COVID-19 challenges prevented LifeLong from conducting the annual survey this year. LifeLong is developing plans to conduct the annual survey in FY 21-22. LifeLong staff completed regular wellness checks and social calls to participants throughout the year and administered the PHQ-2 assessment when appropriate. Data on all services provided was collected and submitted through the SNAP program as part of our monthly reporting.

SNAP staff are not mental health clinicians and therefore do not conduct clinical histories/assessments or provide therapy. This information is therefore not available to report. Referrals to mental health providers are provided as follow up to a positive PHQ-2 screen or upon client request.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

This year, with the limitations of Covid-19, outreach to new SNAP members primarily happened through our weekly food distribution, which draws SNAP members as well as residents who were not previously involved with SNAP. The food distribution program allows staff to meet new people and build relationships of trust. We offer support to potential and current participants at these events.

Once a resident not previously involved with SNAP, is willing, we ask them to fill out an enrollment form that includes questions about mental health symptoms and whether they would like support to access services. The enrollment form also screens for depression. If the participant is unable to complete a form, then staff asks these questions verbally. For residents who are already involved with SNAP, staff regularly check in on their well-being and offer mental health referrals as appropriate.

For participants who are open to mental health or community support referrals, the SNAP case manager does regular check-ins to determine if the referral was met. She also checks in with participants with established mental health services, to offer support should barriers to access arise.

The average length of time between referral and engagement with mental health resources was approximately eight weeks. This estimate is based on the date a referral was made and the date that a consumer reported to the SNAP Case Manager that they followed up with the referral (n=7). Another eight consumers declined mental health referrals suggested by SNAP staff.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

Please refer to Aggregate Data Reporting Form

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

SNAP promotes MHSA values to the fullest, as described below:

1. **Wellness, recovery, resilience:** SNAP staff create inclusive, welcoming, and accepting environments where participants support and encourage each other. During COVID-19, in-person activities are limited, but SNAP staff check in regularly via telephone and during on-site food distribution.
2. **Access and linkage:** SNAP offer highly accessible services in the buildings where our target population live, with extensive telephone contact added during COVID-19. Staff get to know and develop the trust of each resident, so that participants have a safe channel to disclose their needs. The SNAP case manager links participants to social services and facilitates referrals to mental health resources as needed. If the participant already sees a mental health provider, staff checks in regularly to encourage them to participate with external care providers.
3. **Timely access for underserved populations:** Services are provided directly in the building or local neighborhood (and now over the phone) to promote accessibility for elderly residents; culturally sensitive services are provided for this low-income and primarily African American population.

Non-stigmatizing, non-discriminatory: SNAP staff use a strength-based approach in resident outreach, engagement and services. When operating in-person, SNAP facilitators create group environments that support diverse social thought processes, energy levels, and abilities, allowing each participant's strengths to surface and shine. Participants can come and go

from groups as they need, and it is each person's choice to participate or not. Participants have become comfortable and trusting enough in these groups to talk freely about their mental health issues, without fear of being judged. While we are mainly "remote" now, we continue to support consumers in a manner that is non-stigmatizing and non-discriminatory (and have normalized food distribution to reduce stigma around food insecurity). In addition, LifeLong staff are offered and regularly participate in training to support non-stigmatizing, non-discriminatory approaches including trauma informed care, motivational interviewing, and cultural humility.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

One of our participants who contracted COVID-19 has struggled to recover. The effects have been long-lasting and prevented her from preparing her own meals. The meal distribution coordinated by LifeLong's case manager through Help Berkeley has been the major source of this participant's meals as she continues to build back strength. LifeLong delivers meals to the door, then knocks to let her know they're there. Each week when she gets her meals, she calls to let us know she got them and thanks us.

When offering "A Taste of Brazil" at 2 Richmond locations for participants in collaboration with Brasarte, some residents were hesitant to come outside to join the performance after so many months isolating indoors. Others were uncertain about trying something new like experiencing a foreign language, different music and culture. In the end with encouragement and support to address hesitations both performances were attended at maximum capacity allowable for the current COVID-19 restrictions. The participants reported being extremely moved and grateful for this offering and requested similar events in the future for continue to bring music and dance back to senior residences.

PEI ANNUAL REPORTING FORM

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Native American Health Center- Native Wellness Center Richmond

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include qualitative and quantitative data depicting: 1) the types and settings of potential responders you reached during the past reporting period; 2) methods used to reach out and engage potential responders; 3) any strategies utilized to provide access and linkage to treatment, and 4) strategies utilized to improve timely access to services for underserved populations.

Types and settings of potential responders

Despite the impact of COVID-19 shelter in place, the Native American Health Center continued to use the strategy of outreach by providing prevention and early intervention services to increase the awareness of early signs of mental illness, assist community members to access culturally appropriate mental health services. We accomplished this through virtual Native American cultural groups, community events, mental health and wellness workshops. These services increase social connectedness, cultural connection, and general awareness of community and county resources to improve member's overall well-being while providing an opportunity for linkages to other required services.

Strategies to provide access and linkage to treatment

From July 2020 to June 2021, Native American Health Center (NAHC) served the Contra Costa County Native community as well as underserved and underrepresented populations. NAHC strongly believes that culture is prevention and integrates Native American cultural practices and traditions throughout our programming.

Throughout Contra Costa County, we provide advocacy for the needs of the community and build partnerships with local organizations within our PEI network and throughout Contra Costa County. These partnerships have grown the network of

potential responders for our service population. We can increase access and linkages to treatment that are unique to individual needs and medical preferences. For example, most of the time we are using the 211-phone number to connect members to services. Typically, we call together with the member to ensure timely access to care.

Strategies to improve timely access to services for underserved populations

We conduct an intake to enroll members into our prevention services. During intake interviews (either by phone or virtually through RingCentral) staff assess members for potential resources or services. Referrals by appointment are encouraged so that staff can dedicate a significant amount of time to ensure the needs of members are fulfilled. Staff ensures that all referrals issued to members are followed up within a 48-hour window. Referrals are issued to both continuing and new members for services that are offered inter-agency and externally. Inter-agency services include Medical, Dental, youth or transitional- age youth, and behavioral health services. In instances where we cannot provide the members with the resources they are looking for; our goal is to ensure their needs are met in other ways by providing them with information about the services we do provide and connecting them with other local organizations that may have the resources that they need.

During this reporting period we have pivoted our tracking on Smartsheets, a web-based project management program. This fiscal year, we made 33 referrals to behavioral and related services, for 13 individuals through our early intervention one-on-one services.

Methods to engage potential responders

We engage potential responders through our culturally based services that include peer support, cultural groups and workshops, wellness checks, virtual community events, and one on one resource support. We effectively use collaboration with community partners to support and network while sharing vital resources with each other. This reporting period we served 349 participants, 139 unduplicated through our group, peer support, cultural workshops, wellness checks, virtual events and one on one resource support. All services were provided virtually except for one in-person event.

On-Going Prevention Groups

On-going prevention groups are a key component to reaching first responders. NAHC hosts weekly prevention groups to serve the needs, empower, uplift, motivate, and connect with potential first responders. Groups are facilitated by traditional consultants and trained NAHC staff members on site with a focus on traditional arts integrated with mental health and wellness messaging. These groups at the Native Wellness Center are a great resource and foundation for the services that take place here. They allow us to engage community members through culture and help translate mental health concepts in an informal and safe space. These different ways include:

- Exposure to and in-depth practice of Native Culture and Tradition
- Participating in and learning ceremony and etiquette
- Learning skills and various techniques associated with Native American focused crafts
- Community building and social connectedness
- Promotion of health and wellness
- Awareness and destigmatizing of mental health and behavioral health services

It is important to distinguish between the different ways people engage in our groups; our community is vastly diverse in cultural practice. Therefore, providing services based on the Holistic System of Care for Urban Natives is so important and useful. Being in the Bay Area, most of our clients are a long way from their homelands. Participation here in an urban setting means that ceremonies and traditions are upheld despite our small numbers, and that makes the resiliency factor that much more important to positive mental health outcomes. Our groups are offered to all and serve a diverse group of individuals. This plays an important role in bridging the gap between people of different cultures and experiences. It allows for the

opportunity for non-Natives to learn about the Native community first-hand, reduces misconceptions, corrects misrepresentations, and increases cultural humility. Our ongoing groups are Wisdom Holder's, Traditional Drum Circle and Pow Dance Practice, Beading Circle, Art for Therapy, Quarterly Basket Weaving, Quarterly Quilting, and Health and Fitness Workshop. All these groups share a common goal; to foster learning, connect members to cultural practices, provide a safe space, empower members, all while promoting healthy lifestyles, and both health and wellness education.

Wisdom Holder's Elder Support Group

This group meets virtually and over the phone on a weekly basis to provide our elders a positive outlet to communicate any issues or concerns that they may be struggling with. There are also opportunities for them to gain knowledge on issues surrounding health and nutrition, Native culture, family support and prevention regarding depression and isolation. Monthly events are planned by the group to do outreach and interaction within the Native community. We have recently implemented a formal curriculum of goals we hope to accomplish with the elders. The curriculum includes three important components: Formal health and Wellness education- which includes workshops ranging from healthy food demonstration to information on "how to fall" for example. The second component is cultural education-which focuses on teaching Native history, bringing awareness to issues surrounding the Native community, and providing positive entertainment that sparks awareness and constructive conversation within the group. The third component and most recent is the implementation of scheduled activities that focus on exercising the mind. Understanding that elders are commonly diagnosed with Alzheimer's and Dementia, we are more frequently scheduling activities that will help with combatting the diseases. For example, facilitating days dedicated to playing games that are proven to support brain function. In collaboration with Lifelong Medical, we partner once a month to provide our Elder's with additional support and activities they may need or want to have. Our groups combine in an effort for both programs to expand membership and build healthy relationships within the elder community. There is also a social worker with Lifelong who regular attends our elders' group to provide additional support and access for wellness outside of our abilities. Throughout programming staff continually assesses attendees for way in which we may provide support or resources and the goal is to support the members to achieve independence and empower them to take control of their own well-being.

Our elders continue to express their gratitude and appreciation for this group specifically. Many of the group members have expressed their dependence on these meetings for support because they either live alone or are facing challenges. They have expressed their need for social connection to combat depression and isolation. The group facilitator also ensures that their needs outside the group are addressed as well as doing regular wellness check-ups when members are not in attendance.

Elder's Fruit Day at NAHC Oakland: Combination of Elder's Support groups from Richmond and Oakland where they gather every second Wednesday of the month. This group uses a similar strategy as the Wisdom Holder's group on a larger scale, while also providing each participant with package of fresh fruit, vegetables, and other nutritious foods

Traditional Arts Circle

This group has become well established in our Center and in the community and has transformed from in person to virtually. As the group gathers more, the beading skills improve, and they are getting to do more advanced projects. It has been amazing to see members begin the group with no skills at all, and now they are making beautiful jewelry, medicine bags, and accessories with intricate designs that incorporate many traditional techniques. Also, to see people that started with no patience and get frustrated easily, be able to sit for 2 hours in a very calm environment and focus on their beading techniques. While in transition of instructors, this group had remained a drop-in group where members are able to work individually on their own projects in a safe and welcoming space until the new instructor had begun facilitation in February of 2018. Since then, she has established a specific curriculum focus on developing the coordination of members necessary to complete beadwork. She also focuses on the therapeutic aspects that beading provides to members and impact that on mental health this class promotes by providing a way in which the Native community can connect to cultural practices they are unable to

learn at home. Beadwork is a common practice in the American Indian/Alaskan Native community and the skill is typically passed down through familial interaction. For many urban Natives, this tradition is not as common and by providing this class we have the opportunity to allow members to relearn lost traditions and promote cultural connectedness.

Traditional Drum Circle and Pow Wow Dance Practice

This group is offered virtually for Men of all ages, and often combines youth, adults, and their families. The facilitator teaches various types of Pow Wow songs like Honor Songs, Northern and Southern Drum styles with a focus on learning the words to the songs which are majority in the Sioux language. Each song is broken down into the English phonetics spelling of the words for members to learn in a visual and auditory way. This group is important because it exposes members to cultural tradition and practices, promotes healing through traditions and spirituality, and provides a sense of identity and cultural connection to our Urban Native community. The facilitator has been successful in ensuring that the members not only learn songs and drum techniques, but rather they understand the stories and reasons behind specific traditional practices. This speaks to the high importance of the Oral tradition within the Native community. Recently, we have added the Pow Wow dance practice aspect to the group to attract more women and families to the center because traditionally drumming is a men's practice, and the center does not want to encourage disconnection and separation. Through doing this both genders can learn about the culture and the reason why certain practices are gender exclusive. This is part of the cultural education component of our work.

In response to the pandemic, NAHC has moved our groups to a virtual platform. We now offer weekly classes and workshop through the RingCentral platform. New members are required to pre-register and adhere to our virtual group guidelines. Our data has shown this transition has had both negative and positive impacts on our program. In terms of deliverables, the program has seen a significant decrease in numbers because we are unable to open our doors and provide our normal services. Many of our members lack access to electronic devices, cell phones, and even adequate housing. This has created a communication barrier and a huge challenge for the staff to address their needs and provide crucial services. We also serve a large elder population in Richmond and many of our members have since declined services until they can return in person. Some positives outcomes since the transition include reaching a larger target population, members who experience transportation barriers and/or have mobility issues do not find our program to be more accessible, and we are not able to record lessons and workshops to send out to those who have missed a class or are unable to attend due to scheduling conflicts.

Urban Rez Book Club and Story Time

This group has just emerged during the COVID-19 Shelter in Place. During the Drum Group, there had been many questions and stories shared to further enhance the learning of the songs and understanding of the history and traditions of our Native people. We quickly realized there were so many stories to be told there was not enough time and space to tell and share stories. This group is important because it give Native Americans the opportunity to tell our own stories of our people, from our people instead of the misunderstandings and misrepresentations many of us experience in public schools and in the media at large. This group also allow us to teach members about cultural traditions and practices, promotes healing through traditions and spirituality, and provides a sense of identity and cultural connection to our Urban Native community.

Virtual Events

Community events are a fundamental approach to reaching first responders. Traditionally, we host many in person events, such as: Traditional Medicine Workshop, Dream Catcher Making Workshop, Health and Wellness Fair in collaboration with Lifelong Medical SNAP Program, as well as many others. Community events allow us the opportunity to outreach to potential responders and link critical resources to prevent a mental health crisis. The pandemic negatively impacted our ability to host in person events, however also provided an opportunity for virtual collaboration with other programs, expanding our reach and capacity to serve new individuals.

This fiscal year, we were able to hold 4 virtual community events and 2 in-person socially distanced events.

Virtual Running Is My High

This event has been a long-standing event in the community since the 1970s and is normally a friendly competition run/walk. Due to COVID-19 Shelter in Place, we moved the event to virtual platform, planning week-long of wellness activities and events to promote health and wellbeing and social connectedness during a time of isolation. The weeklong wellness activities reached 300 attendees and included the following:

Virtual Cooking Demonstration: This wellness activity was partnered with an indigenous chief from the community, Crystal Wahpepah and Wahpepah's Kitchen. This was a virtual cooking demonstration of traditional indigenous foods. The chief talked about the importance of healthy eating and how to provide self-healing through cooking and eating, of what we put into our foods and into our bodies. The teachings were promoting foods as our medicines.

Virtual Mindful Movement: This wellness activity promoted mindfulness and how to use mindfulness and meditation as a form of healing and promoting a healthy mind to combat some of the stress and anxiety experienced during isolation and the COVID-19 pandemic. During the activity participants learned about what mindfulness is and different breathing techniques. We had a mini discussion and lead a meditation to practice formal and informal mindfulness.

Virtual Zumba: This wellness activity was a fun and energizing fitness dance class to promote movement, and exercise in a fun and safe way.

Virtual Round Dance: This wellness activity promotes fitness in a traditional way. The Round Dance is a traditional social dance in Native American culture. We thought this would be the best way to close out the wellness activities because this dance brings the people together. Traditionally this dance is done at a pow wow or other social gatherings. The dance is done in a circle while holding hands and moving in a clockwise direction taking one step at a time. This is a dance everyone with legs can do, elders, babies, adults and teens. The songs are also a very important part in where the beat signifies the heartbeat of Native American people. We have to keep the drum as a center of all of our traditions.

Virtual Gathering of Native Americans

Prevention staff attended (2) family virtual GONAs and facilitated mindfulness activities. This collaboration was an opportunity to outreach and recruit individuals into early intervention services. This event reached an estimated 60 people.

Virtual Suicide Prevention Media Campaign Event

In collaboration with the suicide prevention programs, the Program Coordinator attended, and facilitated mindfulness activities at the campaign event. This event included a youth-led photo voice project that fostered resiliency and hope. This collaboration was an opportunity to outreach and recruit individuals into early intervention services. This event reached an estimated 27 people.

Virtual Teachings of the Water

In partnership with San Francisco-based Prevention programming, the Teachings of the Water allows community to learn about the traditional and spiritual connectedness water gives to the people. The outcomes of Dr. Masaru Emoto's water experiment was taught to the group, which concludes that the energy you put into water reflects the shape and energy the water holds. We used this fact to encourage participants to give that same logic to how they treat themselves and foster positive thinking and positive self-talk to prevent a mental health crisis. During this event, we had the opportunity to link members to one another during a time of isolation to foster social wellbeing during a vulnerable time. Participants reported

back that they felt more connected to community, and that it is important to share the knowledge of water with generations to come.

39 people attended this virtual event.

In-Person Events

This fiscal year we were unable to host our normal events such as Traditional Medicine workshop, Dream Catcher Making Workshop, and Health and Wellness Fair with Lifelong Medical SNAP Program. However, in June we were able to host our first in-person basket weaving workshop since shelter-in-place, as well as a Mental Health Awareness Month at the Indigenous Red Market with Socially Distanced Beading Circle.

Social Distance Basket Weaving Workshop

Basket Weaving has a similar goal and curriculum as our Beading Circle. Basket Weaving is also an important part of Native history and tradition, and we offer workshop with the goal that each participant complete one basket project. All the materials are “natural” and either gathered or purchased from specialized stores. Our first in person workshop of the year took place in June and had a total of 13 participants. We were able to meet outside in our parking lot, all socially distanced. Lifelong medical center came over to promote the COVID-19 vaccine and testing site available close by. This event was a huge success as we are able to connect community to valuable resources and connect with our members who are not able to join in our virtual services.

This event is a valuable tool to connect our community with traditional cultural teachings. The weaving technique that is taught is often referred to as a form of meditation because it requires deep focus. This technique is a healing traditional to combat a mental health crisis as it allows individuals to connect their mind and body while making beautiful art.

Mental Health Awareness Month at the Indigenous Red Market with Socially Distanced Beading Circle

This event is a staple in the Native American community at large across all bay area counties. We gather to sing, dance, socialize and practice our culture. Indigenous Artists come to sell and promote their artwork. This is a socially healing event to connect and nourish our social wellbeing and connectedness. The Richmond site of Native American Health Center held a socially distanced beading circle during this event. We gave out beading kits and promoted our weekly virtual group. During this event we were able to connect our community to our services in Richmond. We reached 61 individuals.

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OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **Include a list of indicators measured, how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served**

The Center's program evaluation uses an electronic health record system and a web-based project management system to manage and track data such as member demographics, participation and satisfaction surveys. We discuss the data along with regular debriefs on services at the weekly program status meeting. Additionally, we use a Plan, Do Study, Act approach to improve programming informed by qualitative and quantitative data.

A key piece of community feedback is collected through our annual satisfaction survey normally administered twice a fiscal year. This reporting period, due to COVID-19, we used a web-based platform and distributed the survey in June 2022. We received 6 responses from members engaged in the Center services. Given this was our first year of on-line surveys, we will work to increase the number of surveys and improve survey recruitment.

Outcome 1: Engage 150 community members through prevention service programming.

Result: This fiscal year we engaged 143 community members through prevention programming, 95% of our goal.

Outcome 2: 65% of our members utilizing referral services will be successful in accessing (connecting with) services over a 12-month period.

Result: 100% of the 13 members who accessed individual referrals services were successfully linked to the requested aid, such as food, behavioral health.

Outcome 3: Program staff will participate in 20 outreach events or activities throughout the course of the year.

Result: Program staff participated in 6 events or activities throughout the course of the year.

Outcome 4: 10 participants, including NAHC staff, community members, volunteers and interns, and partner agencies will be trained in Mental Health First Aid.

This fiscal year, we NAHC trained 2 interns and 1 staff in prevention and intervention modalities. This staff participated in Question Persuade and Refer, an emergency response training to self-harm and suicide. She participated in a virtual 8-week San Francisco MHSA certification training that focused on behavioral modalities such as Wellness Recovering Action Plan, Motivational Interviewing, Mental Health First Aid, and Safety Planning.

Outcomes, FY 20-21

Members will have increased access to prevention activities and mental health support.

During this reporting period, 6 of 6 members report they are having an increased ability in accessing resources.

Members will increase their engagement in NAHC mental health prevention and treatment services.

When asked what areas improved due to NAHC prevention services, the 6 participants, reported mental health, emotional stress, substance abuse prevention. In examining the annual data comparing FY 19-20 and FY 20-21, attendance has doubled. In FY 19-20 we offered 506 points of contact in prevention services. In FY 20-21, we offered 1004. This data tells us that members has been an increased engagement in NAHC mental health prevention services since the onset of the pandemic.

NAHC will engage a diverse population of first responders throughout Contra Costa County.

Members, Peers, and Staff will be trained in behavioral health related topics including but not limited to Mental Health First Aid.

During this last year Center staff trained 2 interns in partnership with the SPIRIT (Service Provider Individualized Recovery Intensive Training) Program of Contra County Behavioral Health, Office of Consumer Empowerment and Contra Costa College. This 8-week intensive program trained peer interns the valuable tools necessary to become a Peer Support Specialist. Throughout the program participants were educated on how to use and apply 211 resources to community members, QPR (Question, Persuade, Refer) Suicide training, data entry, Microsoft Office skills, and effective goal coaching techniques.

One Center staff also received training on Question, Persuade, Refer, and participated in an 8-week virtual training that focused on behavioral modalities such as Wellness Recovering Action Plan, Motivational Interviewing, Mental Health First Aid, and Safety Planning.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Historical traumas and mistreatment have resulted in the Native community disproportionately experiencing generational poverty, substance abuse, and mental illness. NAHC aims to address these social determinants of health using a cultural framework. We focus on overall wellness, recovery, and resilience. These principles are embedded in traditions and culture and are aligned with MHSA values.

Our philosophy, culture is prevention, is the driving force behind our service strategies and goals. Traditions and culture are embedded in all our programming. Exposing members to traditional practices has been proven to reduce stress by providing an outlet as well as played a key role in promoting healing from historical trauma (which we as a community understand causes those to suffer from mental illnesses). Participants report feeling a sense of belonging to community through our groups and events. The social connectedness and pride developed here directly supports wellness and recovery. It allows individual members to build relationships and prevent isolation. Our program builds upon the resiliency of our members to empower them toward the goal of self-sufficiency and self-efficacy.

NAHC also takes an intentional approach to bridging both western and traditional modalities. We integrate health related topics such as nutrition, diabetes prevention and management, self-care strategies, and insurance eligibility are all discussed in a group or event setting. Topics are covered sensitively and are mindful of language and presentation style. The values of NAHC strongly enforce a drug and alcohol-free policy while also encouraging healthy lifestyle choices outside the center. We offer events focused celebrating sobriety and recovery as well as referrals to drug and alcohol counselors.

Native Wellness Center staff are specifically trained in Mental Health first aid, trauma-informed care, suicide prevention and intervention, and are well versed in identifying outside resources useful to members. Our Community Health Workers, serve as system navigators bridging relationships with local agencies, and ensuring members are linked with reliable providers internally and externally.

Lastly, external outreach efforts are targeted toward visibility of our program and advocacy for the community. NAHC ensure our presence on various committees as well as our involvement in a number of city, county, and overall healthcare events, meetings, and groups. By doing this we provide an outlet for our staff to advocate and provide a voice for our member population. The Native community has a history of misrepresentation and under-representation. This community has its own unique identity and rich history to be proud of and it is our intention to represent so accurately and effectively.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Our program participants are the heart and soul of our community at the Native American Health Center. Before the pandemic, the Native American Health Center played a vital role in the community for support and a safe space from the busy city life. We created a drop-in space where members can come in and have a safe space to relax and remove themselves from environments that may cause stress or be triggering to bad habits. Throughout this difficult year of shelter-in-place, many of our members expressed their gratitude for the program and staff despite not being able to meet in person.

For example, one member told us that our virtual groups were the only form of human connection they had while isolating at home. This person knew how important it was to stay in tune with their community who grew into family, as we all shared time and space with each other every day through a tiny screen.

Another program participant was able to remain sober through our cultural groups and workshops. This person was taught the value of cultural traditions and practiced spirituality through our Traditional Arts Circle. To make art and sit in the circle, they were required to remain true in their sobriety. They stated to myself and the group as a whole, "beading saved my life." Never in a million years would I have thought that a Native American elder would be willing to teach through a virtual platform because of historical traditions and values always had been in person with hands on teaching. There were many ups and downs with learning new technology, but when this member told us how the Traditional Arts Circle transformed their life, they were even more committed to keep teaching. This sacred Traditional Arts Circle is more than putting beads on a string, it brings in a sense of focus and perseverance to be one's higher self.

Multiple members conveyed their dire need for crucial resources, such as weekly COVID-19 testing and linkage to the COVID-19 vaccine. Serving a community of some of the most vulnerable population in the Bay Area, this connection to resources is our pledge to ensure a healthy community. One of the members who received these resources told us that we saved their life and potentially the lives of those around her. The Native American Health center is committed to linking services as prevention and early interventions of a mental health crisis, a public health crisis and beyond.

PEI ANNUAL REPORTING FORM
PREVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: The Contra Costa Clubhouses, Inc.

DBA Putnam Clubhouse

PEI STRATEGIES:

Please check all strategies that your program employs:

- Provide access and linkage to mental health care
- Improve timely access to mental health services for underserved populations
- Use strategies that are non-stigmatizing and non-discriminatory

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

For Project A, during the contract year of this report (2020/2021), 500 unduplicated members (target: 300) spent 58,642 hours engaged in Clubhouse programming activities (target: 40,000 hours). 54 newly enrolled Clubhouse members (target: 70) participated in at least one Clubhouse activity; 16 of these new members were young adults aged 18 to 25 years (target: 12 young adults). In addition, at least 62 activities (target: 40) were held specifically for the young adult age group.

Table 1: Clubhouse Membership Activity

	Target Goal	Actual	% Of Target
Number of unduplicated members served	300	500	167%
Number of Hours spent in Clubhouse programming	40,000	58,642	147%
Number of new members participating in at least one Clubhouse activity	70	54	77%
Number of young adults (age 18-25 yrs.) participating in at least one Clubhouse Activity	12	16	133%
Number of activities specifically for young adults (age 18-25 yrs.)	40	62	155%

Other services:

Members helped prepare and eat 26,432 meals at the Clubhouse (target: 9,000). This is significantly higher than in past years due in large part to the implementation of a food pantry in response to COVID-19. Although a target had not been set for rides, 376 rides were provided to members to and from Clubhouse activities, job interviews, medical appointments, and more. During the contract year 523 in-home outreach visits (no target set) were provided. Again, the significant increase is directly attributable to shifts made in response to COVID-19 which resulted in more outreach visits, walks, mobile wellness calls, and visits to members receiving food delivery.

Additionally, under Project B, 126 postings (target 124) were made on the Career Corner Blog and 6 career workshops were held (target 4). The workshops included 1) Making Friends, September 23, 2020 (49 attendees); 2) Developing Best Friends, September 30, 2020 (36 attendees); 3) Becoming Ready for Romance, October 13, 2020 (39 attendees); 4) Interagency Resource Fair, May 18, 2021 (89 attendees), and 5) Sweep Away Stigma, Mental Health Awareness Month, May 1 - 14, 2021 (147 attendees).

Table 2: Other services provided to Clubhouse Members

	Target Goal	Actual	% Of Target
Number of Meals prepared and eaten at Clubhouse	9,000	26,432	294%
Number of Rides to and from Clubhouse Activities	No target set	376	
In-home outreach visits	No target set	523	
Number of Blog Postings	124	126	102%
Number of Career Workshops	4	6	150%

For Project C, the SPIRIT graduation was successfully coordinated by the Clubhouse, although it was held in two different events due to COVID restrictions. The first event was a drive through graduation on September 29, 2020 (65 attendees), and the second event was virtual with a video of the drive through graduation and speakers held on October 5, 2020 (179 attendees). The virtual holiday party on 12/11/20 had 376 people in attendance. Multiple agencies delivered meals to guests at their homes throughout the County, and hosted activities to celebrate together virtually. The annual Community Picnic was held virtually on 6/25/21 and was well attended with 361 participants. Multiple agencies participated in the event which included catered meal delivery and lots of engaging activities including Jeopardy, bingo, a music concert, and other fun games.

The final portion of Project C requires the Clubhouse to recruit, coordinate, and supervise volunteer consumers to assist the County with the Adult Consumer Perception Surveys (MHSIP) administration at three Contra Costa County mental health clinics twice a year. The first Survey Week (November 2020) was canceled due to COVID restrictions, but the second Survey was administered in 6 county adult and children's clinics in June 2021.

Under Project D, the Clubhouse assisted County Mental Health in implementing the Portland Identification and Early Referral (PIER) program for individuals at risk of psychosis, First Hope, by providing logistical and operational support as per contract

OUTCOMES AND MEASURES OF SUCCESS:

Please provide quantitative and qualitative data regarding your services.

- **List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**

Project A data is collected upon initial membership in the Clubhouse and then daily through a combination of self-completed forms, surveys, sign-on logs, and phone calls. None of the program-level outcome data is confidential and it is recorded in the program database. Any confidential information provided on individual intake forms is securely kept in the locked office of the Director of Putnam Clubhouse. Data from annual self-reported member surveys, including the hospitalization survey, is collected on Survey Monkey, an online survey site, and analyzed by Hatchuel Tabernik and Associates, an external evaluation firm.

In June 2021, members and their family members (called caregivers in this report) were encouraged to complete the annual Clubhouse survey via Survey Monkey. The number of members and caregivers completing the survey was 89 (the target was 120), of whom 24 were caregivers and 65 members. Among members in the survey, 3.1% were aged 18-21, 4.6% were 22-25, 30.8% were 26-35, 13.8% were 36-45, 21.5% were 46-59, and 26.2% were 60 years or older. The age distribution is representative of the age range of Clubhouse members overall.

Because not all respondents answered each item, all survey data reported below reflects the responses of those completing each individual survey item. The survey percentages referenced in this report consist of those who 'Agree' or 'Strongly Agree' with the given statement. Those who responded 'Don't know' or 'No opinion' were not included in the analysis.

Caregiver Respite

The data in this report represents only those caregivers completing the survey who reside in Contra Costa County (N=24). Of the 24 Contra Costa County caregivers who responded to the survey, 75% were parents or guardians of a Clubhouse member, 12.5% were the child of the Clubhouse member, 4.2% were siblings, 4.2% were a husband/wife and 4.2% were grandparents.

Caregivers who participated in this year's survey reported the highest level of satisfaction with 100% of respondents Agreeing/Strongly Agreeing that they were satisfied with the Clubhouse activities and programs that their family member attended and 100% reporting satisfaction with the Clubhouse activities/programs that they themselves participated. In both areas the target of 75% was exceeded. Most caregivers (90%) also reported that Clubhouse activities and programs provided them with respite care. Such respite is intended to reduce their stress and lead to more independence for the Clubhouse members. Ninety-two percent of the members agreed or strongly agreed that in the last year, their independence had increased and 100% of caregivers who responded also perceived that their family member had become more independent in the last year. Both these measures finding far exceed the goals of 75% and indicate how important Contra Costa Clubhouse is always to both members and caregivers, but especially during these trying times of COVID

Table 3: Caregiver Respite

		Goal	Actual
Measures of Success	N	%	%
% Caregivers reporting Clubhouse activities provided them with respite care	10	75	90.0%
% Caregivers reporting high level of satisfaction with Clubhouse activities and programs in which their family member participated	24	75	100%
% Caregivers reporting high level of satisfaction with Clubhouse activities and programs in which they participated	16	75	100%
% Caregivers reporting an increase in member's independence	20	75	100%
% Members reporting an increase in independence	63	75	92.1%

Below are some responses from the caregiver survey to the question of what was liked best about the Clubhouse

"I like that the clubhouse members have a safe place to stay active. I love the job search support, job placement, and activities. The members also put on a great show during events, plays, fundraisers, etc. " (Caregiver)

"Based on my son's feedback. The Putnam Clubhouse provides him with an environment where he interacts with people and contributes to others." (Caregiver)

"It provided support and companionship for my son during some difficult times this past year." (Caregiver)

"They create a community for young adults with mental health to have a safe environment." (Caregiver)

"It is a nurturing community" (Caregiver)

Member and Caregiver Well-Being

Several survey items addressed improvements to the well-being of the caregivers and the members in terms of emotional, physical, and mental health. When averaging responses to self-perceived improvement of their own mental, physical, and emotional well-being, 83.6% of caregivers agreed or strongly agreed their health (emotional, physical, mental well-being) had improved. When asked the same questions about the well-being of their family member, 98.2% also agreed or strongly agreed that their family members overall health had improved.

The member ratings for their own improvements in these categories averaged 92.7%, far greater than the goal of 75%. The combined family members rated improvement and the member's self-ratings for improvement in these areas averaged 88.2%. Additionally, 93.8% of the members reported that they had more interactions with peers during the year (75% target).

Table 4: Member and Caregiver Well-Being

		Goal	Actual
Measures of Success	N	%	%
% Caregivers reporting increase in their own health (mental, physical, emotional well-being)	17	75	83.6%
% Members reporting increase in their own health (mental, physical, emotional well-being)	64	75	92.7%
% members & caregivers combined reporting increase in their health (mental, physical, emotional well-being)	80	75	88.2%
% Members reporting an increase in peer interactions	64	75	93.8%

Other comments made on the surveys by members and caregivers include the following:

"It gives my daughter purpose and meaning when she feels lost" (Caregiver)

"I love that there is such a place where one can go and feel that they are no different from anyone else. My daughter was treated with respect, and it gave her confidence knowing that she can be supported in anything she needs. " (Caregiver)

"Everybody is caring and cordial. Make you feel like you are part of it" (member)

"Supportive and no judgement, could talk about issues in safe place" (member)

"Being in a warm, supportive community of my peers." (member)

Hospitalizations

For the 11th year in a row, members were asked to report on their hospitalizations and out-of-home placements (residential treatment) for the three years prior to joining the Clubhouse and for three years since joining the Clubhouse. Data was collected from a total of 52 active members in June 2021. If data had already been collected for the member in the previous year (June 2020) then this data was entered, and information was garnered for the previous reporting year only (since July 1, 2020). Data was not collected from those who had been Clubhouse members for more than four years since the date of their joining since the period of observation is a six-year span from three years prior to membership to three years post-joining the Clubhouse.

Information on hospitalization was gathered in terms of "episodes" with an episode defined as each time a member was hospitalized or placed in a residential treatment program (NOT including board and cares or other long-term group living situations that are simply where the member lives but do not involve receiving treatment at his or her place of residence). Data was also collected on total number of days hospitalized or in residential care.

Of the 52 members, one member was dropped from the analysis because they showed that they had been hospitalized for an extended time (454 days) prior to Clubhouse and represented an outlier to the data of other members. The final number of members included in the analysis was 51. The number of hospital days prior to Clubhouse membership for those 51 members

included in the analysis ranged from 0-68 days, with a mean of 9.12days. Post Clubhouse membership, the number of days hospitalized ranged from 0-82 days with a mean of 2.26 days of hospitalization. In terms of episodes of hospitalization prior to Clubhouse membership, the Clubhouse members experienced 0-5 episodes of hospitalization (a mean of .82episodes). After Clubhouse membership, members experienced a range of 0-3 episodes (a mean of 0.12 episodes). In terms of change of episodes, 46% of those providing data showed a decrease in hospitalizations or maintained zero hospitalizations (48%) from before to after clubhouse membership, and 4% showed an increase in hospitalization episodes from before to after Clubhouse membership. One person maintained with one hospitalization episode before and one after Clubhouse membership.

Table 5: Percentage of # of episode changes before and after Clubhouse Membership

Episode Change (prior &after Clubhouse membership)	N	%
Decrease Episodes	23	46%
Maintained 0 episodes prior and after	24	48%
Maintained 1 episode prior and 1 after	1	2%
Increase Episodes	2	4%
TOTAL	50	

In terms of number of days (total) that Clubhouse members were hospitalized or in out-of-home placements, paired T-tests were used to look at change in days before Clubhouse membership and after Clubhouse membership. Findings showed a statistically significant decrease in average number of hospitalization days from 9.3days (range 0-68 days) before Clubhouse membership to 2.3 days (range 0-82 days) after Clubhouse membership (t=2.94, df=49, p<.01).

Hospitalizations were assessed in terms of change in number of episodes and days of hospitalization prior to and since Clubhouse membership, both of which decreased from before to after membership. In conclusion, the program achieved its goal (100%) of reducing hospitalizations in Clubhouse members.

To investigate the effect of longevity of clubhouse membership on hospitalizations, Members were split into three groups according to their number of years as a Clubhouse member (less than 1 year(n=10), 1 to less than 2 years(n=20), and 2 to 3 years, but less than 4 years(n=20)(see Table 6).Looking at episode change from prior membership to post membership, it would seem that those members who have been with clubhouse for more than a year show a higher percentage of those who had decreased or maintained zero hospitalization episodes prior to post member (95% for both 1-2 years and 2-3 years) compared to those who had been a member less than a year (90%). The findings indicate that longevity of Clubhouse membership is beneficial in helping prevent hospitalizations.

Table 6: Percentage of # of episode changes before and after Clubhouse Membership

Years of Membership	Less than 1 year		1 to less than 2 years		2-3 years but less than 4 years	
Episode Change (prior and after Clubhouse membership)						
Decrease	2	20%	15	75%	6	30%
Maintained 0 prior and 0 after	7	70%	4	20%	13	65%
Maintained: 1 prior and 1 after	1	10%	0	0	0	0
Increase	0	0	1	5%	1	5%
TOTAL	10		20		20	

When looking at actual number of Hospitalization episodes Before and After Clubhouse membership (Table 7a) using paired t-tests, the results show a statistically significant decline in number of episodes from Before to After Clubhouse membership for those who have been members for a year or more but no significant change for those who had been a member for less than a year.

Table 7a: Change in number of episodes from before (Prior) to After (Post) Club Membership.

Years of Membership	Less than 1 year		1- 2 years		2-3 years but less than 4 years	
Episodes Hospitalization Prior Membership	10	0.40	20***	1.50	20*	0.40
Episodes Hospitalization After Membership		0.10		0.15		0.10

*p<.05;**p<.01;***p<.001

Paired t-tests were also used to look at number of hospitalization days prior to Clubhouse membership compared to number days after clubhouse membership for each membership category (<1 year, 1 to < 2 years, 2-3+ years) (see Table 7b). Although members showed a decrease in number of hospitalization days from prior to post membership for members of less than a year, the decrease for those member 1-2 years was statistically significant (t=3.50, df 19, p<.01). However, for those respondents who had been members for more than 2 years, there was a very slight increase in number of days hospitalized but this was not significant.

Table 7b: Change in number of days from before (Prior) to After (Post) Club Membership.

Years of Membership	Less than 1 year		1- 2 years		2-3 years but less than 4 years	
Days Hospitalization Prior Membership	10	4.10	20***	16.60	20*	4.60
Days Hospitalization After Membership		0.40		0.65		4.80

*p<.05; **p<.01; ***p<.001

Overall, using the self-report data of Clubhouse members, it seems evident that members of Putnam Clubhouse consistently show a decrease in hospitalization in terms of episodes and for those who have been members 2 years or less, a decrease in total days from before to after Clubhouse membership.

Career Development Unit

During the 2020-21 contract year the Clubhouse made career support services available to all members including the 237 members working in paid employment and the 124 members who attended school during this period. The Clubhouse provided support to all members who worked and attended school during the contract year including the 18 who began jobs during the year and the 14 who returned to school. Of the members completing the member survey who used career services (n=36) 94% said they were satisfied or very satisfied with the services related to employment or education (target 75%).

During the contract year Clubhouse members completed personal career plans (21 had employment goals and 15 had education goals). 100% of members who indicated employment as a goal in their career plan successfully completed their goal and were referred to employers, applied for jobs, and/or has a job interview within three months of indicating goal (target 80%). In addition, 100% of the members who indicated education in their career plan as a goal (return to school/finish degree/enroll in a certificate program) successfully completed their goal and were referred to appropriate education resources within 14 days (target 80%).

Table 8: Career/ Educational Development of Clubhouse Members

		Goal	Actual
Measures of Success:	N	%	%
% Members satisfied/very satisfied with services related to employment/education (of those using Career Unit services)	36	75	94.4
% Members referred to appropriate education resources within 14 days (of those indicating education as goal)	15	80	100%
% Members referred to appropriate employment resources, applied for a job, or had a job	21	80	100

interview within three months (of those indicating employment as goal)			
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Importance of Clubhouse programs to Members and Caregivers

Clubhouse Members and Caregivers were asked to indicate how satisfied they were with the different programs and activities provided by Clubhouse during the 2019-20 contract year.

Table 9 shows the percentage of members and caregivers were satisfied or very satisfied with the program. Those who did not participate in the program or whose family member did not participate did not respond to the survey item. As can be seen from the responses in Table 9, members and caregivers alike were satisfied or highly satisfied with Clubhouse programs, with a satisfaction rate of over 90% for all programs and activities, except Rides (members 86%) and Career service (Caregivers 87%). Members were most satisfied with the Healthy Living Program (100%) and least satisfied with the Rides program (86%). Caregivers were 100% satisfied with almost all the programs offered bar WOD (94%) and Careers Development Unit (87%).

Table 9: Member and Caregiver Satisfaction with Program Activities that Member or Caregiver's Member Participated in (% Satisfied/ Very Satisfied)

Clubhouse Programs/Activities	Member	Caregiver
	% Very Satisfied/Somewhat satisfied (N)	% Very Satisfied/Somewhat satisfied (N)
Healthy Living Program	100% (45)	100% (8)
Meals	98% (54)	100% (18)
Work-Ordered Day (Monday–Friday daytime activities)	98% (51)	94% (18)
Virtual Shelter in Place Programming	98% (51)	100% (15)
Holiday programs	98% (49)	100% (17)
Young Adult Activities	96% (28)	100% (12)
Evening Programming (e.g., Putnam Gamers, Music Appreciation, Time to Unwind, Writing/Reflecting)	96% (47)	100% (15)
Career Development Unit (assistance with education and/or employment)	94% (36)	87% (15)
Weekend Activities	91% (43)	100% (19)
Rides Program (transportation to/from Clubhouse)	86% (29)	100% (11)

Finally, both members and caregivers were separately asked to rank 10 Clubhouse programs/activities in order of importance to them. Programs/activities were ranked from 1-5 in terms of importance. Using a point system where #1 Rank carried 5

points and #5 Rank carried 1, points were averaged for each activity and the highest mean indicated the most important activity. For the members the top three ranked programs/activities were Work Ordered Day, Healthy Living, and Meals. For caregivers, the top ranked activity/program was also Work Ordered Day, followed by Career Development Unit, and Weekend Activities.

Table 10: Ranking of Program Activities in terms of Importance by Caregiver and Member

Clubhouse Programs/Activities	Member Mean (N)	Caregiver Mean (N)
Work-Ordered Day (Monday –Friday daytime activities)	3.72 (32)	4.00 (10)
Healthy Living Program	3.46 (28)	2.20 (5)
Meals	3.40 (35))	3.00 (12)
Virtual Shelter in Place Programming	3.36 (36)	2.71 (14)
Career Development Unit (assistance with education and/or employment)	3.11 (18)	3.83 (12)
Weekend Activities	3.03 (30)	3.31 (13)
Evening Programming (e.g., Putnam Gamers, Music Appreciation, Time to Unwind, Writing/Reflecting)	3.00 (27)	2.58 (12)
Rides Program (transportation to/from Clubhouse)	2.55 (20)	3.00 (10)
Holiday programs	2.32 (22)	2.89 (9)
Young Adult Activities	2.07 (15)	2.14 (7)

*program/activities ranked for Members

Overall, the caregivers and members alike had many positive things to say about the Clubhouse programs and activities:

"I enjoy the work ordered day. There is a lot of work to do. I do enjoy the outings and programs like healthy silvers." (member)

"I liked the incredible variety of programs that the program has to offer, including the virtual programming." (member)

"The clubhouse gives me the opportunity to learn and grow and positively contributes to my learning and growth. the clubhouse is amazing" (member)

"I want to explain above--the virtual programming was so very important during covid --I don't want to look like i gave it a 5 .. but once covid lifts -I think the in-person work ordered day is just so essential and great and is very very important" (caregiver)

"Having my loved one meet new people. Engaging in outings/social activities together. Having my loved on learn & develop new life skills" (caregiver)

Caregivers and Virtual Programming

Clubhouse Programs/Activities		Caregiver Response
Virtual Programming	N	
Loved one participated in virtual programming during shelter in place	23	87%
Loved one used the Putnam Pantry grocery delivery	24	45%

Comments from Caregivers about how Virtual Programming Supported their loved one:

Caregivers described how Clubhouse virtual programming supported their loved one in terms of helping with the isolation experienced during Shelter in Place and making them feel connected to others:

"He felt connected. He also led some programming"

"...it provided a huge source of comfort and community and helped with the isolation."

"Kept her from feeling alone and depressed. She had more enthusiasm, joy and blossomed with peace and became more outgoing and happier."

"She was in lots of meetings and had great interaction."

"Through outings, zoom calls, meal delivery, family group support, wrap around, COVID information."

Comments from Caregivers about what they liked about Virtual Programming for their loved one:

"I liked that the clubhouse would keep in contact with their members. It would give them contact with other people during the shelter in place."

"Kept my wife's spirits up, kept her engaged. Kept her from slipping away during Covid. She especially liked the tours of famous places. Never stop doing that!"

"My daughter is able to participate, even from home. Seeing her friends and feeling like she is still apart."

"She loved the Zoom groups as she could choose different things every day and still safe from having to go out. She liked the beginning of the Putnam Peas-in-a-Pod, and the check-ins with Sandy."

"That It was very easy to use, and she didn't have to drive anywhere it was easily accessible and had many options for interactions."

Comments from Caregivers about what they would change about Virtual Programming for their loved one:

Half of the caregivers were completely happy with the virtual programming. A few had some comments on issues they had or of ways they thought the virtual programming could improve.

"Better in person meetings when this pandemic is over."

"Keep it somewhat intact instead of letting it go!!"

"Less cross talk"

"...more physical activities, sports maybe"

"My son really benefits most from in person but virtual helped him to build community"

"Sometime the links for zoom are down"

Comments from Caregivers about continuing Virtual Clubhouse (hybrid programming) beyond Shelter in Place

The majority of caregivers wanted the hybrid model to continue beyond shelter in place.

"Definitely needs to continue"

"I believe it will help so much more individuals who cannot be physically in the clubhouse."

"I think it is a good option for those who still don't what to go into the bldg. and for those who have do half day at the space and half at home. It's also good for members because attendance is limited in the bldg. itself until COVID is more of a thing of the past "

"I think the Virtual Clubhouse is a valuable option for those unable to physically or emotionally attend an in-person event/activity."

"It may have to for some especially those who are immunocompromised"

"It is great to have something for the clients to do even from home. Yes, it's great to get out and be there, however it's good to be seeing people that your familiar with and used to doing things with."

"Please continue the hybrid!! My daughter also has social anxiety, and they are a good way for her to connect wi5 others, which is what she needs."

A couple of Caregivers voiced their preference to stay in-person

"It might be nice; however, I feel in person activities are so much more rewarding"

"I think in person is great for vaccinated members for those who are not vaccinated virtually makes sense"

The Clubhouse was successful in achieving all of its contract goals and objectives for the year 2019-20 contract.

Members and Virtual Programming

Members were asked which Virtual programs they participated in. The responses were open-ended, but a large proportion of members claimed to participate in the Work Order Day. Other programs mentioned included meditation, Spanish with Lily, Book club, ASL, Healthy Slivers, Making Do and Morning Meditation. Over half (54%) of the members reported utilizing the Putnam Pantry.

How did Clubhouse (programming and reach out) support Members?

Members indicated that clubhouse helped support them by helping them with the isolation by staying connected and informed, by keeping them occupied and helping in practical ways such as rides and resume help.

"Amazing, got me out of my shell and to interact with others-led to cohosting groups"

"Gave me less isolation, people to talk to and meet new people"

"Helped me with housing situation. Also, structure"

"It gave me purpose during the day."

"Helped me with resume's, good to check in and see what everyone is doing"

"It made it really convenient for me to connect with the Clubhouse and other members and the programs that the Clubhouse has to offer. It was so helpful when I felt isolated because of social distancing and other circumstances due to COVID -19.

Being able to access the Putnam community provided me the type of support that I really needed at the time. I was also very impressed with how the Putnam Clubhouse switched to virtual programming and made the experience so seamless."

"Mentally and emotionally supportive"

What did you like about Virtual Clubhouse and what would you change?

When asked what they liked about Virtual Clubhouse, members frequently referred to the accessibility and convenience of the program as well as the connectedness it provided to the members.

Being able to access the Putnam community provided me the type of support that I really needed at the time. I was also very impressed with how the Putnam Clubhouse switched to virtual programming and made the experience so seamless. My virtual experience with the Putnam Clubhouse has been very user friendly.

"Access from home, more activities online."

"Accessibility-couldn't participate without it"

"Allows access since transportation is barrier and mobility"

"Being able to connect and participate"

"Being able to see friends"

"Being connected and included"

"Convenient, could leave if wanted to, didn't have to leave house"

"During the shelter in place I was lonely, so I looked forward to speaking to someone"

When asked what they would change about Virtual Clubhouse, many members responded with "nothing" they liked it as it was.

"It is very welcoming I wouldn't change anything"

Some members mentioned the timing of different programs and how they would prefer that to change:

"I preferred Virtual Clubhouse when it was held from 8:30a.m.-5p.m. as opposed to 9a.m.-12p.m. Being as I appreciated Virtual Clubhouse quite a lot, aside from longer hours, I am currently at a loss as to how I might improve Virtual Clubhouse."

"Timing would like later in evening"

"Probably make gamer night longer or make additional nights of gamer night"

"I would bring back work ordered day following lunch until the end of day."

Others mention technical issues or problems with zoom:

"Inconsistency with links"

"ZOOM gets awkward when there are too many participants in one room. Maybe break things up into smaller groups??"

When asked about their feelings about keeping a hybrid programming model for future Clubhouse membership, all but two of the members who responded enthusiastically supported the idea:

"I think it's a great idea. It will keep people connected wherever they are."

"I think it's good because I can be in my own space and communicate comfortably because I have social anxiety"

"I would love to continue virtual along with in-house!"

The two members who were not supportive, were not against the idea, just ambivalent:

"Ambivalent. I am much more in favor of physical attendance!"

"Mixed feelings"

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

EVIDENCE-BASED OR PROMISING PRACTICES:

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

Since 2011, Putnam Clubhouse has been continuously accredited by Clubhouse International, the SAMHSA-endorsed, evidence-based recovery model for adults with serious mental illness. All Putnam Clubhouse programming meets the 37 standards of Clubhouse International. Arduous accreditation process and maintaining fidelity to the model require Putnam Clubhouse to provide comprehensive program data to Clubhouse International annually, participate in ongoing external Clubhouse training, conduct structured self-reviews, and receive an onsite reaccreditation review every three years by Clubhouse International faculty. Learning about, discussing, and adhering to the 37 standards of the model are built into the work-ordered day structure. All program staff and program participants of Putnam Clubhouse commit to following the standards during program activities. Program participants are included in all aspects of program evaluation and accreditation.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Putnam Clubhouse is an intentionally formed, non-clinical, working community of adults and young adults diagnosed with SMI. The Clubhouse Model followed has been designed to promote recovery and prevent relapse. Putnam Clubhouse operates under the belief that participants are partners in their own recovery—rather than passive recipients of treatment. That is why Clubhouse participants are intentionally called members rather than patients, clients, or consumers. These members work together as colleagues with peers and a small, trained staff to build on personal strengths, rather than focusing on illness. The term “member” reflects the voluntary, community-based nature of the Clubhouse, making clear that members are significant contributors to both the program and to their own well-being. Thus, the term “member” is empowering rather than stigmatizing. Clubhouse membership is voluntary and without time limits. It is offered free of charge to participants. Being a member means that an individual is a valued part of the community and has both shared ownership and shared responsibility for the success of the Clubhouse.

All activities of the Clubhouse are strengths-based, emphasizing teamwork and encouraging peer leadership while providing opportunities for members to contribute to the day-to-day operation of their own program through what’s called the work-ordered day. The work-ordered day involves members and staff working side-by-side as colleagues and parallels the typical business hours of the wider community. Work and work-mediated relationships have been proven to be restorative. Clubhouse participation reduces risk factors while increasing protective factors by enhancing social and vocational skill building as well as confidence. The program supports members in gaining access to mainstream employment, education, community-based housing, wellness and health promotion activities, and opportunities for building social relationships.

Putnam Clubhouse operates under the belief that every member has individual strengths they can activate to recover from the effects of mental illness sufficiently to lead a personally satisfying life. Fundamental elements of the Clubhouse Model include the right to membership and meaningful relationships, the need to be needed, choice of when and how much to participate, choice in type of work activities at the Clubhouse, choice in staff selection, and a lifetime right of reentry and access to all Clubhouse programming including employment.

Additional components include evening, weekend, and holiday activities as well as active participation in program decision-making and governance. Peer support and leadership development are an integral part of the Clubhouse. The programming also incorporates a variety of other supports include helping with entitlements, housing and advocacy, promoting healthy lifestyles, as well as assistance in finding quality medical, psychological, pharmacological and substance abuse services in the wider community.

VALUABLE PERSPECTIVES:

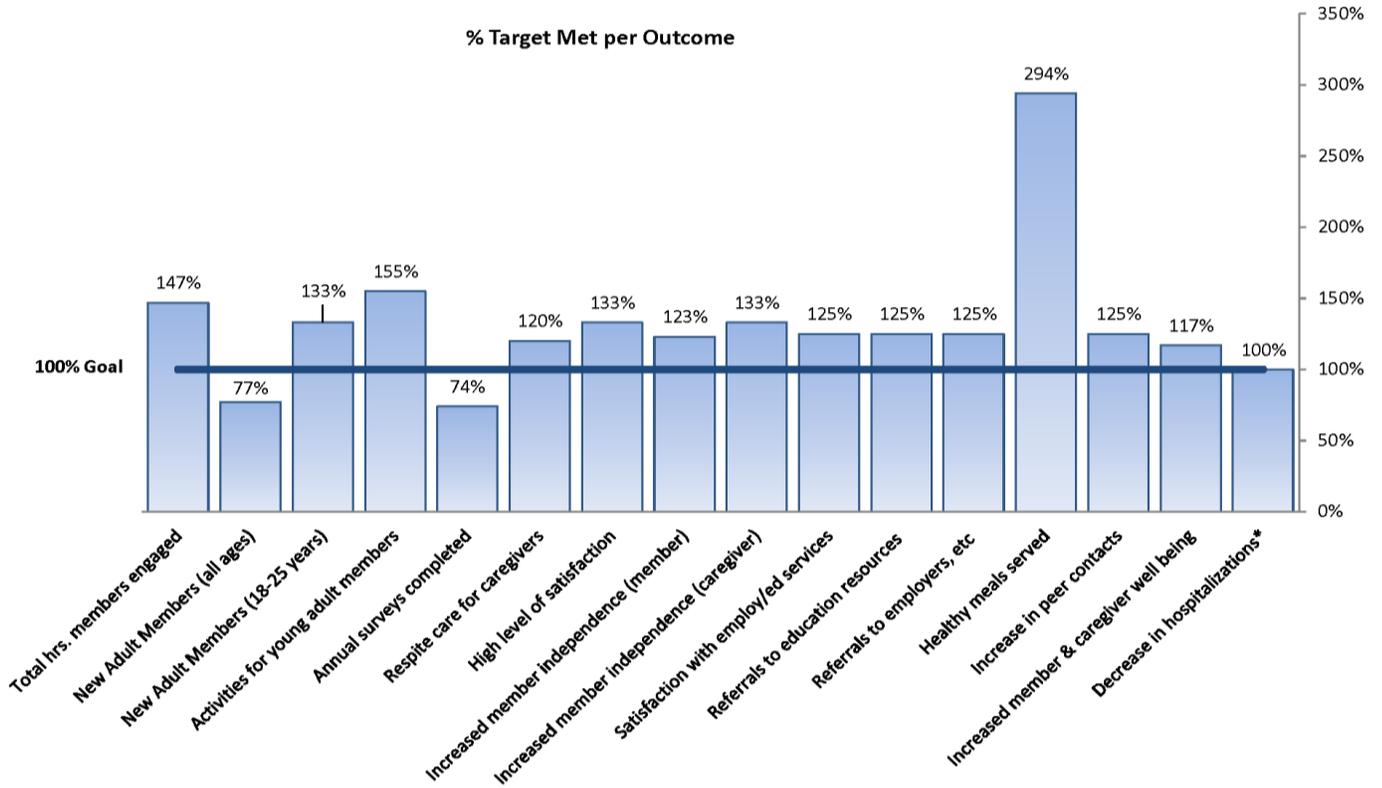
Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Throughout this report we have included quotes from program participants and family members describing personal experiences and perspectives about the Clubhouse’s impact on their lives.

	Measure	Outcome
A	Members will spend at least 40,000 hours annually engaged in Clubhouse programming.	Members spent 58,642 hours engaged in Clubhouse programming.
B	At least 70 newly enrolled Clubhouse members will participate in at least one Clubhouse activity, including 12 young adults ages 18-25 years.	54 newly enrolled Clubhouse members participated in at least one Clubhouse activity, 16 of whom were young adults ages 18-25 years.
C	At least 40 activities held for young adult members ages 18-25 years.	62 activities were held for young adult members ages 18-25 years.
D	At least 120 members & caregivers will complete the annual survey.	89 members and caregivers completed the survey.
E	At least 75% of caregivers completing the annual survey will report that Clubhouse activities and programs provided them with respite care.	90% of caregivers who completed the annual survey reported that Clubhouse activities and programs provided them with respite care.
F	At least 75% of caregivers completing the annual survey will report a high level of satisfaction with Clubhouse activities and programs.	100% of caregivers who completed the annual survey reported a high level of satisfaction with Clubhouse activities and programs.
G	At least 75% of caregivers and members completing the annual survey will report that the member’s independence increased.	100% of caregivers and 92% of members completing the annual survey reported that the member’s independence had increased.
H	At least 75% of Clubhouse members who use the Career Unit will indicate that they are “very satisfied” or “satisfied” with the services related to employment and education.	94% of Clubhouse members who used the Career Unit indicated that they were “very satisfied” or “satisfied” with the services related to employment and education.
I	At least 80% of Clubhouse members who indicate education in their career plan (return to school/finish degree/enroll in a certificate program) as a goal will be referred to education resources within 14 days.	100% of Clubhouse members who indicated education in their career plan (return to school/finish degree/enroll in a certificate program) as a goal were referred to education resources within 14 days.

J	At least 80% of members indicating employment as a goal in their career plan will be referred to employers, apply for jobs, and/or have a job interview within 3 months of indicating goal.	100% of members who indicated employment as a goal in their career plan were referred to employers, applied for jobs, and/or had a job interview within 3 months of indicating goal.
K	At least 9,000 meals will be served to members.	26,432 meals were served to members.
L	At least 75% of members completing the annual survey will report an increase in peer contacts.	94% of members completing the annual survey reported an increase in peer contacts.
M	At least 75% of members & caregivers completing the annual survey will report an increase in mental, physical, and emotional well-being.	93% of members & 84% of caregivers (88% combined average) completing the annual survey reported an increase in their health and well-being (mental, physical, emotional).
N	Decrease in hospitalizations and out-of-home placements of active Clubhouse members.	The program achieved its goal of reducing hospitalizations and out-of-home placements of active Clubhouse members.

Measures of Success Chart: Progress to Target Annual Report: July 1, 2020–June 30, 2021



*Hospitalizations: Goal met by statistically significant decrease in number of episodes/days of hospitalization/out-of-home placement post-Clubhouse membership.

Prepared by Hatchuel, Tabernik and Associates.

PEI ANNUAL REPORTING FORM

PREVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: People Who Care Children Association

Project: PWC Clinical Success After-School Program

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please summarize the Scope of Services as outlined in the Service Work Plan. Please also address any other relevant activities or events that took place during the reporting period.

The fiscal year began amidst the continued COVID-19 Pandemic, school closures, the consequent disconnection students experienced from school, and the lack of community support. However, during this past year, PWC successfully provided our clients services needed to reduce the likelihood of school failure, disengagement, and recidivism that threatened their emotional health due to separation from school and community as the closures persisted

Even though the Pandemic continued to provide challenges to providing services in a safe and secure setting, PWC successfully implemented safety guidelines to secure and provide Mental Health services at its Community Service program. We offered twice weekly zoom mental health counseling to 8th to 12th grade students in Pittsburg in the first half of the year. In addition, PWC simultaneously conducted community service social distancing activities working with Pittsburg City and Cal Works Employees and at the Pittsburg Senior Center by performing landscaping, clean-up, and other activities weekly on Tuesdays, Thursdays, and Fridays. Nicolasa Munoz, a Post-Doctoral Fellow, began to work with PWC in September 2020 from Portia Bell Hume Behavioral Health Center Pittsburg and Paramjit S. Virk Student of Post MSN in Psychiatric Mental Health Nurse Practitioner both from the Portia Bell Hume Behavioral Health Center, Concord. In addition, PWC simultaneously conducted community service social distancing activities working Downtown Pittsburg with Cal Works Employees and at the Pittsburg Senior Center by performing landscaping, clean-up, and other activities weekly on Tuesdays, Thursdays, and Fridays.

The PWC's program/office site was closed to the public this year; however, the clinician, Paramjit, Post MSN, provided brief mental health interventions offsite in the community. He also developed behavioral plans with the youth, worked on social skills building, and offered supportive mental health services as needed. Also, through the community service component of its program, PWC successfully provided support to the schools. Schools were having challenges with students signing on to school via Zoom during school hours; thus, the Students Attendance Review Board (SARB) assigned students to the PWC Community Service Program to perform community service hours due to attendance issues. PWC was creative in providing students the opportunity to earn community service hours during school by signing onto Zoom during school hours and making additional hours for performing physical community service hours after that. While working with Downtown Pittsburg employees and Cal Workers, Lumpy's Diner provided PWC clients with internet and a safe space outside the patio to log on to Zoom and school. At the Senior Center, Park and Recreation Departments Official did the same. Thus, students were successful with completing their required community service hours on time.

While Paramjit, Post MSN, provided community support, Ms. Pope followed the triage model to identify clients with mental health needs, provide resources, and refer accordingly and help link with the clinicians. As the primary clinician for the PWC Clinical Success Program, Ms. Nicolasa reviewed surveys with clients and parents, provided short-term therapy and case management, and coordinated and provided anger management groups via Zoom weekly or as needed. She also assisted PWC with its financial assistance program funded by the East Bay Community Foundation to provide direct financial assistance funding to PWC's clients and families. She provided counseling services to the families as well. PWC provided 82 client families Visa Gift Cards in the amounts of \$200, \$350, and \$500 totaling \$30,000.

PWC reserved Wednesdays for online Community Awareness Workshops to middle-school clients conducted by Ms. Raquel Curran of the Pittsburg Police Department. Discussions included, for example, therapeutic conversations around topics like police brutality and institutional racism. Unfortunately, as the shelter-in-place continues, we delayed much of what we planned for our Green Jobs Training Program for safety reasons. However, we have found innovative ways to keep students on board and connected to the Green Jobs "Eco" Friendly Car Wash Program services, such as offering remote courses in personal financial health and life skill-building, finance, and holding Zoom workshops conducted on Thursdays by Wells Fargo Bank.

Moreover, as the Pandemic continues to impact our clients and families, an essential qualification of PWC's staff is its continued commitment to racial/social justice. Additionally, the team shares the belief that mental and emotional health supports are a fundamental human right (not a privilege) while demonstrating awareness of the disparities that our clients need in terms of access in our community. PWC is committed to on-going professional development to ensure it remains culturally responsive and non-discriminatory in every sense and situation.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **Numbers served during the fiscal year (See the attached)**
- **Describe any adaptation of services due to COVID-19 that may be relevant (Please See Attached Appendix)**
- **For PEI – Prevention programs, please describe:
List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed.**

Due to limitations established due to Covid-19, our client's mental and emotional health assessment continued weekly through self-report online or telephone check-ins around their emotional state and sense of well-being. Additionally, they meet through online groups and individually for counseling via phone or Telehealth. We offer clients the opportunity to meet

on-site, via phone, through the web while providing additional access to staff members such as central office personnel has been vital in maintaining clients engaged and connected. They are welcomed to myriad online and on-site programs throughout the week to foster a sense of belonging, build resilience and emotional stability. Metrics such as improved school attendance decreased incidents of behavioral problems and completed community hours support the efficacy of our program.

PWC's triage and assessment approach ensures that clients receive the most appropriate level of care. This approach offers clients on-site preventative services in the Community service program and telehealth services for clients interested in individual or group therapy and making referrals to outside mental health services needed. PWC's use of a triage model allows us to maintain clear pathways for client receipt of mental health services. Participants first complete an intake packet, identifying their unique reasons for working with PWC. Our mental health resource specialist, Miss Pope, meets all clients and their families who sign up at PWC, sharing and discussing any possible community resources that may be available to the client and their family. This intervention allows her to build the necessary relationships needed to discover each client's needs and provide resources and initial recommendations.

This system allows for initial assessment information to be gathered, facilitating the identification of clients that would benefit from further mental health support services. Ms. Pope then places a referral for the clinician, consults with the client, and provides all pertinent information. The clinician then contacts the client and the client's parent to welcome the family to the program and explains the clinician's role, confidentiality, limits to confidentiality, and informed consent. Once the warm welcome is established, and roles are defined, the clinician reviews the client's initial survey. During this initial contact, the clinician works on rapport building, assessing the client's needs, and building on the client's motivation to engage in treatment through motivational interviewing. Once the client is involved in treatment, ongoing scheduled sessions are established either via telephone or Telehealth.

Additionally, youth become familiar with supportive staff, looking out for additional support needed or signs of distress. The supporting team, in this case, Ms. Adriana, has also played a key role in identifying and linking clients and families to PWC's mental health services. Her cultural competence and bi-lingual skills have helped facilitate the linkage between families with mental health services provided at PWC. This internal referral system, frequent open communication, and clear protocols all play a vital part in making the triage model work, which effectively eliminates barriers to mental health access. Being mindful of cultural differences and perceived shame or stigma around mental health services, staff members offer support to families in an understanding, compassionate, and accepting way.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

CULTURAL RESPONSIVENESS:

Please provide quantitative and qualitative data regarding your services.

- **How have services been informed and structured to meet the diverse cultural needs of your clients/members/participants? What is being done by your organization to support cultural responsiveness both within the workforce and for those served by your organization?**

Here at PWC, its staff and clinical team are aware that the agency's cultural responsiveness begins in each of our awareness and understanding of how our own culture may affect clients' families from racial backgrounds different from our own. Our staff is a diverse group of professionals, including African American and Latinx backgrounds. PWC's staff receives weekly

consultation from Porta Bella Hume Counseling Center in its work setting. Through this service, we better understand the organization and the culture of the clients we serve. We anticipate how clients will interact in conflict situations and support one another in conflict prevention. Because PWC's clients consist of many young people of color, understanding race, implicit biases, privilege, and lived experience is essential to our efficacy.

Additionally, in a more logistical sense, both our primary instructor and curriculum lead and our office manager speak fluent Spanish to communicate and support many clients/families who come from Spanish-speaking homes. Due to the demography in Pittsburg and to further expand our ability to provide inclusive and culturally responsive programming to our clients, PWC is currently seeking a bilingual Spanish and English-speaking individual to join our staff as Program Facilitator. Latinx clients, upon entering PWC's office/program site, often seek Spanish-speaking individuals. Our values around diversity center on the core belief that mental and emotional health supports vital and effective when cultural awareness is one of many extensive considerations that involved ineffective treatment.

Our mental health specialist and countless other routines, behaviors, and interventions educate clients with loving sincerity and genuine concern for their safety. We require all clients to break habits like cutting class and other delinquent behaviors that might make them more likely to invite contact with law enforcement. These protective measures are examples of risk reduction measures specifically related to issues of race and bias in our society as they affect the youth of color.

One example of programmatic supports that promotes cultural literacy in our clients is our emotional/life-skills groups; these offer a safe space to have the critical conversations necessary to build better understanding between students from different cultures. Clients explore their own lived experiences and confront their own biases in a way that creates an environment of mutual respect and strengthens their ability to empathize with people different from themselves. All therapeutic groups online follow agreed-upon norms around listening and speaking respectfully etc. PWC's emotional and life-skills groups, which are a vital component of every program we offer, help young people see characteristics in each other that appear to be irreconcilable. Creating clashes with their personalities is better understood through a culturally responsive lens. This way, students unpack biases and build relationships that change their perspectives. PWC continues to commit to the constant need for educating our clients on dealing with challenges caused by racial conflict and misunderstanding of cultural differences. Thus, we create opportunities for clients to learn from and about one another and to engage in ways that honor who they are while challenging clients to be mindful and respectful of others. PWC works to influence the culture of its organization so that its policies and practices inform guiding principles of cultural proficiency and responsiveness.

COLLABORATIVE PRACTICES::

- **Describe how you are working with any other agencies or organizations to better serve clients/members/participants? If this is currently not being done, please describe any effort to build relationships with other community service providers?**

The People Who Care (PWC) Children Association has collaborated with several East Contra Costa County nonprofits throughout the years. Today, PWC and its Executive Director have established relationships with several collaborating agencies/organizations as follows:

The Pittsburg Afterschool Community Collaborative (PACC). Established in 2010, PACC consisting of the Pittsburg Unified School District, City of Pittsburg, Success Through Self (STS) Academy, People Who Care, and many other local programs, was created to support collaboration between critical partners afterschool activities for youth in Pittsburg.

Since 2012, PWC has had an ongoing relationship with Future Build, a nonprofit organization located in Pittsburg, CA. In partnership with the Pittsburg Power Company, Contra Costa Workforce Development Board, Pittsburg Adult Education

Center, Contra Costa Building and Construction Trades Council, Future Build provides a Pre-Apprenticeship Certificate Training to low-income individuals over 18 Pittsburg/Antioch areas of East Contra Costa County. PWC has referred several of its Green Jobs Training Program participants to the Future Build program throughout the years.

In addition, since 2014, PWC's Executive Directors has been a member of the East County ED Support Group, consisting of ED's from Opportunity Junction, Loaves and Fishes, St Vincent DePaul, Village Community Resource Center, White Pony Express, and People Who Care. This group meets twice monthly to provide emotional support, address common issues, and shared knowledge and information. Collaboration through this relationship has benefited PWC and its clients in many ways. For example, PWC and Opportunity Junction, which provides employment training and job placement for low-income adults over 18, has created an employee partnership arrangement. Where OJ has referred, and PWC has hired its former Officer Manager and its current Officer Manager. In addition, in collaboration with Loaves and Fishes, Loaves and Fishes, PWC will provide free lunches for its program participants once PWC open their offices when students return to school in the fall.

Furthermore, since 2016, the People Who Care (PWC) Children Association has collaborated with several East Contra Costa County nonprofits. These agencies include Opportunity Junction, Loaves & Fishes, Brighter Beginnings, Monument Impact, Village Community Resource Center, Contra Costa County CASA, Winter Nights, Cope Family Support Center, Rainbow Community Center, and Dream Catchers Empowerment Networks. Established in August 2019, the East Contra Costa Alliance (ECCCA) through this partnership, with the long-term goal of strengthening the ecosystem of organizations addressing poverty in East Contra Costa through direct services, community organizing, and advocacy for systems change. Finally, and most recently, on May 5, 2021, PWC, Monument Impact, and La Clinica in Pittsburg collaborated to provide COVID-19 Vaccine Registration to residents of the El Pueblo Apartments, Contra Costa County housing in Pittsburg. These units contain low-income residents, many of whom are seniors, African Americans, and Latino/a families, including PWC's clients and families.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Timely access to mental health services is an important ongoing goal. Outreach and community participation are paramount in maintaining visibility among the community while providing multiple forms of access, such as, on-site, internet, or telephone help maintain PWC accessible to the community we serve. Additionally, PWC multidisciplinary relationships have built relationships among the community professionals and paraprofessionals that facilitates our community accessing mental health service through PWC.

Our mental health program is continuing with the theme of self-discovery while beginning to intertwine concepts of teamwork and community building. By providing a safe space where clients can process their unique life situations and begin building healthier relationships, they build confidence, problem-solving skills and resilience that serves them in many contexts both at home, at school, and in life.

Building relationships in the community is particularly important in the process of wellness, recovery, and resilience. Clients have ample time and space to practice serving others by participating and engaging in community events, such as crab feeds, supporting local parades, or participating in City events that celebrate diversity. These opportunities not only provide practice in building social skills, but also improves the client's sense of belonging and sense of self.

Due to the high levels of stigma related to mental health, PWC offers mental health supportive services that take a traditional and nontraditional stance to mental health services. This year one clinician provided onsite services in the Community Service

program. This was a unique approach, which allowed clients to develop a relationship with the clinician while completing community service hours required by SARB or the Court. This also gave the clinician the opportunity to address behavioral difficulties in vivo. Moreover, often a client may begin participating in PWC programs, and with the support of friendly staff, reveal specific needs that could be addressed by being linked to other services in the community. Clients and families may experience lack of food, anxiety around housing stability, or health concerns. PWC staff can then provide referrals and linkage to resources that support these individuals and families. When basic needs of housing and food are met, individuals can then experience relief and begin to focus on inner growth. By normalizing mental health services and restorative conversations, we de-stigmatize and dismantle preconceptions about therapy and mental health care. It is no secret that mental health disparities are rampant in underserved communities and our program provides much-needed support to our community.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Clinician Vignettes:

The following stories show the diverse perspective and background of PWC's participants, as well as the traditional and non-traditional mental health strategies utilized by the program to support and help clients and families succeed. Please note that to respect confidentiality and HIPAA regulations pseudo names will be used and identifying information will not be included. Federico was referred to the organization by his probation officer. Initially Federico was not interested in therapy, or anything related to mental health support. Federico was not required to receive mental health treatment, and so the clinician simply introduced himself and made himself accessible and visible to the client. The clinicians' visibility and accessibility created a sense of safety leading to the client responding to and seeking mental health support. Once the therapeutic relationship was established, the client began to open up to the clinician and discuss experiences of loss and abandonment. The client slowly after began to increase his group participation which is evident of his increased self-esteem. Not only did Federico complete his court mandates, but eventually took on a leadership role among his peers and was referred to a youth training program after he completed his required court mandates.

A second client, Margaret, also came into PWC for community work needs as part of legal mandates; however, Margaret was familiar to PWC staff as she had participated in the Greens Job program in the past. The client had a significant history of angry outburst and disruptive behavior in group settings. Margaret had experienced difficulties maintaining positive relationships with peers and reported significant conflict with her mother. The trusting relationship PWC staff had developed with Margaret facilitated and helped get through the mental health stigma this particular client had. Throughout consistent efforts and encouragement from PWC staff the client agreed to speak with a clinician at least once. Once the clinician spoke with the client, the client agreed to meet for a few more sessions which ultimately led to her active participation in therapy. The client eventually opened up and began to process past experiences of sexual trauma, intimate partner violence, and grief and loss. She not only completed her required legal mandates, but she successfully interviewed and obtained employment. She continued to work with the clinician in therapy even after completing PWC's program and her relationship with her mother began to improve.

Another client who I will call, Mario, was referred to PWC by the school system due to truancy. Mario had recently immigrated to the USA, and unfortunately, he was not aware of how the school system worked and failed to inform the school that he was ill when absent. Mario presented as a polite and kind young man; however, PWC's office manager began to develop a relationship with his legal guardian who disclosed to the office manager that Mario had been abducted in his country of origin and held for ransom. This incident led to him coming to the USA. The client was then referred to the clinician. Mario was not interested in individual therapy, but he agreed to check in with the clinician in addition to participating in group therapy. In

group therapy, Mario was engaged and actively participated despite his limited English knowledge. The clinician utilized the weekly calls to educate the client on how to navigate the school system and helped him identify main contacts in the school setting. Additionally, although Mario's aunt was not a client herself, the clinician also provided the space for her to express her concerns and share her story.

Lastly, Marquese was a young man who was referred to PWC by his probation officer. Marquese was referred to the clinician by PWC staff due to high levels of stress per client's report. Marquese was another client that was not interested in traditional therapy; however, he agreed to weekly check in calls. Initially the check-in calls were brief, yet as the client began to feel safe and a relationship was established, the client openly shared about his mother's financial hardship that resulted in him and his mother being homeless. Marquese and his mother luckily moved in with family relatives. The clinician used brief motivational interviewing interventions during the check in calls, often pointing out Marquese progress and encouraging his good work.



The purpose of this evaluation is to help discern if program elements and activities are resulting in significant outcomes for targeted youth. Thus, the focus is to track the progress of the objectives set for the program at the beginning of the year according to funder expectations as aligned with actual program activities as follows:

1. PWC Knowledge Test-A participant pre-/post-test designed to measure Financial Education and Entrepreneurial knowledge was not created for this fiscal year due primarily to challenges encountered due to the pandemic.
2. PWC Student Survey–Replicated as previously approved by Mental Health Administration staff, this year's participant pre-/post- PWC designed the survey to measure the following: resiliency, community support; recidivism; and program satisfaction.

Students take the pre-survey at program intake and the post-survey at the end of the usually 12-week program. As shown in Table 1, we divided the participants into cohorts based on when they started the PWC After-School Program. It is important to note that many students chose to re-enroll in multiple courses upon completion. To that end, we recorded these students' surveys and stated the methodology used for the analysis.

Table 1. Participant Survey Administration (July 1, 2019 – June 30, 2020)

PWC Survey					
	Participants N	Cohort	Period	Pre-	Post
Quarter 0	30	0	July-September	30	27
Quarter 1	33	1	October-December	30	26
Quarter 2	67	2	January-March	62	58
Quarter30	29	3	April-June	29	23

School Day Attendance Data from Pittsburg Unified School District (PUSD)

Due to the pandemic and school closure this fiscal year, student attendance data was not available. However, as previously mentioned, PWC was very successful with assisting schools in approving student's school attendance by having students on community service log on to school and participate in school activities during school hours while also performing their community service hours.

Probation Data from the Contra Costa County Juvenile Services Department

PWC provided the Contra Costa County Juvenile Services Division, Director of Field Services, a list of the program participants and duration in the PWC After-school program. PWC asked the Director to report on the number of students who committed an offense or who re-offended or went to the juvenile hall during their participation in the PWC After-School Program.

EVALUATION FINDINGS:

In this year of implementation, PWC continues to make notable progress in assisting at-risk youth in striving for a higher quality of life by providing them with a safe and supportive environment to get vocational training, mentoring, counseling, and peer group support. Clients are encouraged to stay in school, develop goals for their future and lead a purposeful, healthy life. The following pages summarize the program's progress this year as related to its tangible goals and targets.

Outreach and Participation

PWC planned to serve a targeted number of 175 unduplicated participants in this reporting year. (See Table 2.) the actual number of unduplicated participants was **140**.

Table 2. Program Participation by Quarter (July 1, 2019 – June 30, 2020)

	#Students (duplicated) served each Quarter	#New students served each Quarter
Quarter 1 July-September	30	30
Quarter 2 October-December	33	19
Quarter 3 January-March	67	56
Quarter 4 April-June	29	35
Total Served	159	140

Our data collecting methods help to maintain clients' confidentiality. The client's confidential personal data are assured by following strict guidelines for collecting and managing the client's information. Clinical data are being filed away at the Hume Center while clients' program information is locked in the PWC office in double-locked file cabinets away from reach of our clients.

Goal 1: Enhance the Quality of and Access to Resources

Objective 1.1: 65% of the total number of green jobs program participants will increase their knowledge and skills related to entrepreneurship, alternative energy resources and technologies, and "green economy" according to program curricula for the duration of their program participation. Result. As indicated above, unfortunately, as the shelter-in-place continued, we delayed much of what we planned for our Green Jobs Training Program for safety reasons. However, we have found innovative ways to keep students on board and connected to the Green Jobs 'Eco' Friendly Car Wash Program services, such as offering remote courses in personal financial health and life skill-building, finance, and holding Zoom workshops conducted on Thursdays by Wells Fargo Bank. Although this objective did not meet the 65% target in this instance; 100% of the participants enrolled in the remote courses did gain knowledge in aspects of business such as marketing/advertising, accounting, and banking skills, which was very successful.

Goal 2: Develop a safer environment for at-risk youth who are chronically truant or on probation.

Objective 2.1: 65% of the 175 youth program participants will show improved youth resiliency factors (i.e., self-esteem, relationship, and engagement.) **Result:** Of the 117 students enrolled in the after-school program which answered the resiliency questions on pre-and-post Student Surveys, 81% demonstrated improved resiliency. This percentage exceeds the target objective that 65% of participants would demonstrate resiliency.



Objective 2.2: 75% of the 175 youth program participants will not re-offend for the duration of their program participation. **Result:** PWC provided the Contra Costa County Juvenile Services Division, Director of Field Services, a list of the program participants and duration in the PWC After-school program. PWC asked the Director to report on the number of students who committed an offense or who re-offended or went to juvenile hall. Of the 23 probation students enrolled in PWC After-School Program, (99%) did not re-offend during their participation in the PWC After-School Program. This percentage exceeds the target objective of 75% of participants will not re-offend during their program participation.

Objective 2.3: 70% of 175 youth participants will report that they have a caring relationship with an adult in the community or at school during their program participation. **Result:** Of the 117 students enrolled in the after school the program which answered the survey questions about caring adults on their post Student Surveys (72%) indicated that they had caring relationships with adults in their lives. This percentage exceeds the target objective that 70% of participants would have a loving relationship with an adult in the community or at school during their program participation.

Goal 3: Create a culture of career success among at-risk youth.

Objective 3.1: There will be a 60% increase in school day attendance and a 60% decrease in school tardiness among the 175 youth participants for the duration of their program participation. **Result:** As previously mentioned, due to the pandemic and school closure last year, student attendance data was not available; however, as also previously mentioned, PWC was very successful with assisting schools in approving student's school attendance by having students on community service log on to school and participate in school activities during school hours while also performing their community service hours. Thus, PWC was very successful in meeting this goal of improving school day attendance.

Summary of Findings

Outcome Measure	Target	Actual	Percent
65% of the total number of green jobs program participants will increase their knowledge and skills related to entrepreneurship, alternative energy resources and technologies, and “green economy” according to program curricula for the duration of their program participation.	65%	N/A	N/A
65% of the youth program participants will show improved youth resiliency factors (i.e., self-esteem, relationship, and engagement.)	65%	81%	124%

75% of the youth program participants will not re-offend for the duration of their program participation.	75%	99%	132%
70% of youth participants will report that they have a caring relationship with an adult in the community or at school during their program participation.	70%	72%	103%
There will be a 60% increase in school day attendance among youth participants for the duration of their program participation.	60%	N/A	N/A
There will be a 60% decrease in the number of school tardiness among the youth participants for their program participation.	60%	N/A	N/A

Overall, PWC has fully met its targets in regard to the resiliency items in the surveys. One of the most significant tributes to the program is that the youth continue to choose PWC to complete their community services hours, despite the ability to achieve their hours with other programs, churches, or in another city.

The above data indicates that the PWC Program serves the high-risk youth population that it has always intended to do. In addition, this fiscal year, we planned to provide services for 175 multicultural youth residing in the Pittsburg communities; however, despite the pandemic and school closure, a total of 140 unduplicated students participated in the program as of June 30, 2021. This year PWC Clinical Success After-School Program has been an enormous success.



PEI ANNUAL REPORTING FORM

IMPROVING TIMELY ACCESS TO SERVICES FOR UNDERSERVED POPULATIONS REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Rainbow Community Center of Contra Costa County

PEI STRATEGIES:

Please check all strategies that your program employs:

- Provide access and linkage to mental health care
- Improve timely access to mental health services for underserved populations
- Use strategies that are non-stigmatizing and non-discriminatory

SERVICES PROVIDED / PROGRAM SETTING:

Please describe the services you provided in the past reporting period. Please include who the program has targeted and how your services have helped in improving access to services. Where are services provided and why does your program setting enhance access to services?

Rainbow Community Center implemented community outreach and early intervention services targeting members of Contra Costa County’s Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, plus (LGBTQI+) community with a special emphasis on reaching LGBTQI+ seniors, people living with HIV, transgender community members, and community members with unrecognized health and mental health disorders.

Pride and Joy (Tiers 1 and 2) activities raised awareness about existing mental health/health disparities within the LGBTQI+ community such as community members’ increased rates of depression, anxiety, suicide, substance abuse and victimization (e.g., bullying, family rejection, Intimate Partner Violence ‘IPV’, sexual assault, and hate violence). The programs described in further detail in this reporting section assisted our historically underserved community members in finding culturally affirming/welcoming health and mental health support services and increased their ability to cope with oppression when they accessed health and mental health services delivered by Rainbow Community Center of Contra Costa County.

Increases in isolation, depression, anxiety, and vulnerability to multiple intersections of trauma remained acute particularly for those community members who are marginalized due to race, socioeconomic status, and other risk factors. Rainbow thoughtfully and rapidly adjusted its outreach and service model to move most of its services into the virtual platform. In addition to responding to the ongoing public health emergency, the projects outlined here continued to deliver health promotion messages and increase LGBTQI+ community members’ knowledge of local and national resources available to

provide mental health support – including Contra Costa County’s Access Line, 211 services, CC County HIV/STI testing services, local domestic violence and sexual assault services, national suicide helplines and East Bay health and mental health services.

Clinical Services Provided:

In our Clinical Department we switched our mental health services to virtual while continuing to improve access to services. The availability of virtual clinical services has increased and enhanced access, particularly with our adoption of Simple Practice as an electronic health records platform. Furthermore, the addition of a Medi-Cal Billing Specialist to our staff enabled our agency to authorize clinicians to provide services for Medi-Cal recipients and streamlined the ability of clients to receive those services. In the past year, we have seen a significant increase in the demand for our services from various parts of the state along with an increased demand in more remote parts of the county. As our virtual outreach has increased to meet the demand, we have been able to offer LGBTQI+ clinical support groups in schools, for example, that have been offered district-wide rather than being limited to individual sites as was the case prior to the pandemic with our in-person service model.

Senior Services Provided:

Prior to the pandemic, Rainbow Community Center’s Senior Program (RCCSP) offered a senior luncheon the first and third Friday of every month, where regular and newcomer senior attendees socialized, ate healthy meals, and gained information from other community resources. Due to COVID-19, we had to adapt our services. During this last fiscal year, while in shelter-in-place, we launched virtual services for all our “lunch programs.” In the fall of 2020, we added a virtual support group for Older Adult Women entitled “Women of the Rainbow” which has enabled us to serve women identified community members who have suffered isolation and lack of community exacerbated by the pandemic. For several older adults who lacked technology skills and adequate technology, we started our Tablet Program which provided loaner tablets for seniors in order for them to gain experience with handheld devices and enable them to attend social zoom events, furthering the impact of decreasing feelings of isolation and depression for all who participated.

In addition, we were able to offer a handful of limited in-person interactions after the restrictions on outdoor in-person gatherings were lifted in the spring of 2021. RCCSP coordinated free congregate meals to LGBTQI+ seniors at various local restaurants in Concord and surrounding areas. We continued with virtual luncheons via video conferencing every two weeks. The Older Adults Program Manager organized volunteers to outreach to 200+ senior clients to encourage luncheon participation, which increased to weekly check-ins during this past year of shelter-in-place. In the fourth quarter of the fiscal year alone, we provided case management/wellness calls to 60 seniors, totaling 110 phone calls.

Our adapted Friendly Visitor Program (FVP) was facilitated to help members with various needs, providing resources and referrals, such as: reducing isolation in the community, assessing their supply needs, physical, mental, emotional, and overall wellness. Additionally, our Older Adults Program Manager continued to cross collaborate with RCC’s HIV Prevention Manager. This collaboration helped with health promotion for older adults through outreach, free testing services and referrals to PrEP and PEP education and navigation, which primarily occurred via virtual promotion and mobile in-home testing services, along with limited testing at RCC’s Concord location.

In collaboration with our Housing and Youth Care Manager, seniors received meal deliveries as part of our Kind Hearts Food Pantry Service described in detail in the next section. As part of that collaboration between the two managers, we restructured the distribution of the Senior Nutrition Program to enable client choice while receiving their nutritional package. During shelter-in-place with cross collaboration with our FVP and SOAP programs we were able to assess seniors’ needs and facilitate a delivery service, providing basic materials, health/medical supplies, and all other necessary items.

Our Senior Outreach and Advocacy Program (SOAP) addressed the needs of seniors living or transitioning into higher care. The goal of the program is to ensure that our senior members are respected as they transition into these facilities, i.e., appropriate pronouns, access to gender appropriate clothing, visitation rights for partners, etc. We utilized the time while in shelter-in-place to strategize on how to outreach and promote SOAP and other senior program services.

In addition to SOAP and Friendly Visitor, senior programming provided individual case management on an as needed or long-term basis. Clients benefitted from a myriad of services as well as internal and external resources and referrals to other agencies through our many regional partnerships.

Kind Hearts Food Pantry Services Provided:

Rainbow Community Center's Kind Hearts Food Pantry (RCCKHFP) delivered 148 meals and food resources to 24 unduplicated and 49 duplicated LGBTQI+ Seniors (55+), and HIV positive community members throughout Contra Costa County this past fiscal year. Additionally, due to COVID-19 restrictions and safety concerns for our staff and volunteers, we successfully partnered with Monument Crisis Center, and the Food Bank of Contra Costa County which provided an off-site pick-up location (1990 Market St. Concord, CA 94520), food, and Ensure food supplements for community members with a positive HIV diagnosis. Additionally, RCC partnered with the county's Extra Helpings Food Program which specifically supplements community members with nutritional support with immunocompromised statuses and diagnoses.

Our program implemented separate COVID-19 safety protocols consistent with wearing masks, maintaining safe recommended distances, providing gloves, and serving aprons to all our staff and volunteers. As the virus, along with the Delta Variant, continued to spread throughout Contra Costa County we promoted safety for our community members, offering "social distance" drop off services, leaving food and resources in a pre-designated area or at the client's front door when requested. As a result, we received more requests for food service deliveries amongst our Seniors, community members with a positive HIV status, and marginalized populations, including LGBTQI+ people of color, and Black Trans identified community members in the county we serve.

Youth Programs Services Provided:

The Rainbow Community Center Youth Program (RCCYP) pivoted from in person to virtual programming for this past fiscal year. This program supported 200+ unduplicated LGBTQI+ Youth and Allies utilizing virtual platforms and a handful of in person sessions after the state reopened in June. Additionally, we collaborated with Acalanes Unified School District and offered a virtual six-week QscOUTs LGBTQI+ Allyship training for students. All training was led by our Youth Program Outreach Coordinators. Other virtual programs included weekly Gender and Sexualities Alliances (GSA) support groups, hybrid support for the Parents/Guardians of Transgender & Gender-Nonconforming Children group, Action Changes Things High/Middle School Workshops, and Artistic Expression for LGBTQI+ Youth.

We will continue to expand our programs with safety first as the Delta Variant continues to spread and increase LGBTQI+ Youth rates of isolation and mental health risks according to the Trevor Project's two research studies conducted three months into the pandemic and in May 2021, a year into the pandemic: <https://www.thetrevorproject.org/survey-2021/> Additionally, we are outreaching to more at risk youth that are marginalized, Black Trans identified, and people of color throughout Contra Costa County offering Sexual Orientation, Gender Identity and Expression (SOGIE) training, QscOUTs training, and more partnerships with school districts in West Contra Costa County.

HIV Services Provided:

Our HIV Prevention outreach has been strongly present during this fiscal year. We have been focusing on targeting many of our underserved communities as well as covering multiple areas in Contra Costa County. Virtual outreach increased and was directed in many of our social media platforms such as Facebook and Instagram with targeted email blasts as well as dating apps like Grindr. When COVID-19 restrictions were lifted in June, we managed to create multiple events in different cities, where we spoke about all the services we offer through our agency. We have been learning continually that many of our community members have been experiencing increased depression and isolation. Because of this awareness, we were able to be responsive and offer multiple programs where our clients felt welcomed, cared for and seen.

The HIV Prevention Manager continued to organize “Men Who Have Sex with Men” (MSM) targeted groups and events that helped promote all our services. Those services include Contactless HIV, Gonorrhea and Chlamydia Testing along with Contra Costa County’s “Home Is Where the Swab Is” mobile in-home testing alternative. We also stayed in touch with many clients who called to receive information about PrEP, Testing, Social and Support Groups and our Safer Sex Packages Drop Off Program. We continued to offer a range of monthly social groups which all pivoted to virtual including “Amigos” for our MSM Spanish-speaking clients, “Mocha” for our MSM of color that are living with HIV, and our “Social GuyZing” group that is open and welcoming to all male identified folx including transgender and non-binary men.

During periods of allowable outdoor gatherings, we were able to offer a small number of in-person socially distanced events including a successful Day of the Dead event in November in Brentwood that targeted LGBTQ Latinx community members who were all new to our services. In the spring we continued to pilot pandemic relief in-person gatherings which brought in new clients eager for social connection, some of whom were less interested in on-line/virtual support. Returning and new clients welcomed in-person gatherings and celebrated the opportunity to reconnect and socialize face-to-face.

HIV Services for Seniors Provided (Weekly HIV+ Support Group):

The Rainbow Community Center’s HIV Prevention Program has continued to offer various groups for MSM individuals each month. These groups include a weekly HIV Support Group where attendees have a safe space to share health and personal concerns. The group’s attendance has been remarkably consistent during COVID-19 restrictions and during the shifting landscape of occasional lifting of some of those restrictions. Many long-time group members have gradually joined the virtual meetings, continuing to focus on one another’s health in a supportive communal environment. As some shelter-in-place restrictions were lifted, we were able to offer the option of an outdoor dinner once a month while continuing to hold online support groups after the dinner gathering, ensuring that all members enjoyed the social aspect of the group whether or not they could participate in-person.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used.**

Quantitative and Qualitative Data Summary:

During FY 2021, RCC served a total of 677 unduplicated clients. Tier 1 and Tier 2 reached 396 unduplicated clients. Tier 1 provides community-based programming through events and outreach. Tier 2 is group-based programming such as support groups and food pantry deliveries. Community event and outreach numbers dramatically decreased during the pandemic due to the inability to hold in-person gatherings for most of the fiscal year; however, we had a significant increase in our return rates of clients for support groups conducted via telehealth.

Tier 3 served a total of 281 clients. Tier 3 is our one-on-one clinical services such as school-based counseling, clinical counseling, and case management. 2009.68 hours of services were provided to clients with Tier 3 alone. Our school-based counseling dramatically dropped because schools were closed during the pandemic. Limits on partnerships and constraints of “virtual school” presented few options to offer 1:1 clinical services or support group options in partnership with public school districts and other educational agencies.

Even with those restrictions we were able to offer some services to schools through contract agreements for virtual services and through our receipt of a Kaiser Grant for Trauma Informed Support Group Services at two secondary school sites (one in Mount Diablo Unified and the other in West CC Unified). Overall, we saw a dramatic increase in the community’s need for individual mental health counseling with challenges of waiting lists echoing the demand.

(Note: The data presented above does not include reporting of our virtual events, post pandemic events/outreach, training and housing data.)

Participant Identification (Assessment and Treatment), Length of Time between Onset and Treatment, Indicators, Data Collection and Evaluation including cultural competency:

Clinical participants are identified through assessing functional impairment. We also assess people for Domestic Violence and Substance Abuse for referrals outside of our agency. While we do treat acute diagnoses, we are not a Crisis Center. The average length of time between symptom onset and entry into treatment is dependent on our waitlist rather than symptom severity. Data is collected through various assessments at the beginning of each treatment plan along with as needed and annually. If something needs to be changed in the treatment plan, clinicians pivot accordingly because of those regular assessments. Each clinician is required to participate in an annual cultural competency training offered by the county through Relias. We also offer psychoeducation sessions for our Mental Health professionals on how to work with LGBTQI+ folx.

For Tier 3, clinicians and case managers submit service logs once a week. The RCC Data Specialist creates a report based on the service log once a month. Our Billing Specialist collects Medi-Cal data by utilizing the Electronic Health Record System provided by RCC and The County (Simple Practice and ShareCare respectively).

In the past fiscal year, we transformed our Medi-Cal Billing systems. From July 2020-December 2020 we had authorizations for 3 Medi-Cal clients. Once our newly hired Medi-Cal Billing Specialist did an internal audit some systemic issues came to light. She realized that the agency had less clarity on what data needed to be collected and clinicians had to manage various impacts of the pandemic. After supporting clinicians to improve our data collection, in the beginning of 2021 we were able to capture more clients for Medi-Cal Billing. From January 2021 to June 2021, we were able to bill for 14 additional clients who were all authorized through the Utilization Review in Contra Costa County.

For Tier 2, Program Managers and Coordinators submit data after each support group and/or program session. The Data Specialist creates monthly reports reflecting attendance and demographic information. We also collect demographic information for new attendees and also encourage returning clients to complete demographic forms on an annual basis.

Most of our community events and outreach, which encompass Tier 1, happened virtually this year which made it more difficult to collect data. For example, we had numerous virtual events to celebrate LGBTQI+ Pride in October along with celebrating our 25th anniversary. Events that are streamed live on FB and other media make it more difficult to track participants as only some participants choose the “event registration” option. With limited return to small in-person gatherings at the end of the spring and early summer, we also were challenged by adhering to social distancing requirements in our ability to approach community members at special events. In the virtual, we did have incredible return rates for many clients - coming to programs. This was especially true for our older adult population who relied on pivoting to virtual programs to decrease isolation and depression.

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including how the PEI program: 1) provides encouragement for individuals to access services; and 2) follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

We provided encouragement for individuals to access services by advertising various support groups that we offer on our website along with promoting our services on multiple social media platforms including our Facebook and Instagram pages. We continued to provide case management and wrap-around support services for many clients who regularly access our support groups. Also, our Clinical Intake Coordinator provided referrals to clients for faster access to services when we were not able to meet their needs immediately. In terms of methodology, we switched to an on-line intake form as part of our move to virtual. While some time was needed to adjust to a new intake system, we were able to continue with serving clinical clients on a first come/first served basis. As part of our intake process, we were also able to prioritize special needs including pairing clients with a Spanish speaking clinician, EMDR, alternative relationship styles, and enabling BIPOC clients to be seen by BIPOC clinicians.

Our Training and Curriculum Manager and our Director of Adult Programs and Training reached out to public school districts and private schools, highlighting our youth programs, along with offering our teacher training programs for educators, administrators, and other school-based services professionals. Additionally, we trained public health employees, community-based organizations, and other private sector professionals on how to work with LGBTQI+ youth and adults. A revamp of our Sexual Orientation, Gender Identity and Expression (SOGIE) curriculum and training modules for a virtual audience enabled us to surpass previous training records creating a regional and global demand for our offerings that continues to grow our audiences of allies and LGBTQI+ community members who are culturally competent and can address bias and discrimination.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

There is no better reflection on an agency's work than its Mission, Vision and Values. Amazingly, during the pandemic year of much upheaval and tenuousness for many local CBOs, Rainbow Community Center came together as an agency combining input from staff and Board members to revisit all these nonprofit cornerstones. The MHSA values of wellness, recovery and resilience coupled with our foundational strategies that are non-stigmatizing and non-discriminatory are reflected in our revised statements on our website, <https://www.rainbowcc.org/aboutus> and also included below:

Mission: Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies.

Vision: Rainbow envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement.

Rainbow transcends its vision from inclusive to expansive*, as we will be able to represent by centering and reaching a wider scope of Marginalized LGBTQI+ and Intersectional Identities more effectively.

Historically Marginalized and Intersectional LGBTQI+ Identities encompass:

- Transgender and Gender Non-conforming
- Black, Indigenous and People of Color
- Women
- Neurodiversity & Mental Health Abilities
- Physical Abilities
- Body Diversity
- HIV Status
- Elders
- Youth
- Immigrants
- Interfaith
- Familial Composition
- Class/Socioeconomic Status

*'inclusive' with its implied power differential, whereas 'expansive' refers to centering power with marginalized people

Values:

Authenticity: We are legitimate and true, able to express hope, pride, joy, love, compassion, and support with one another and ourselves.

Bravery: We cultivate emotional strength building spaces for ourselves and one another that inform and redefine safety.

Education: We teach in welcoming, dynamic, fluid, open-hearted, and impactful ways demonstrating we are always learning.

Healing: We believe in holistic, restorative, and transformational approaches and processes.

Liberation: We are committed to racial and economic justice through the work of solidarity, positive representation, equity, and advocacy, to achieve freedom of limits.

In addition to the above core Rainbow Values, each of our department/program areas reflect focused MHSA values of wellness, recovery, and resilience that shape how each department operates to best serve the subgroups in our care.

Clinical /Training Values:

We improve timely access by giving referrals. Our whole organization is based in serving the underserved and centering the most marginalized and vulnerable. We focus more on members of the LGBTQI+ community for 1:1 counseling while allies are referred to broader group-based services or referrals out to partner agencies like PFLAG. Allies remain central to our service base in our training department, where we value underserved and intersectional communities as a deep part of our education and professional development work. We target specific instances of discrimination-based trauma in our treatment plans using wellness, resiliency and recovery reframed as measurable outcomes. We strategize as thought partners to ensure that all our training and curriculum work is non-discriminatory and non-stigmatizing. All of our training work is embedded with an intersectional lens towards our understanding of gender identity and sexual orientation-based discrimination and bias.

Senior Services Values:

Rainbow's Kind Hearts Food Pantry especially reflects our value of serving the client's individual needs in a non-stigmatizing manner. Because of the Food Pantry's market-like experience, and its stigma and shame-free environment, clients can supplement their nutrition while also reducing feelings of isolation and increasing their sense of acceptance. Throughout our older adult program model, we infuse the value of supporting LGBTQI+ seniors viewed from a wellness arc on the life continuum. Deeply embedded in our approach to working with the older adult population is the notion of honoring elders, with the awareness that many of our clients did not receive that respect when they were younger and may not have opportunities to experience that respect from families of origin now or in their earlier lives. We honor the history/herstory of the LGBTQI+ community while valuing membership in vital, expansive, and expressive communities.

HIV Services Values:

We maintain regular contact with many of our community members that are interested in the services we provide. Our underserved populations include people who are living with HIV, are undocumented, uninsured, and unemployed along with people who are monolingual Spanish speakers. We recognize that all these people often require more than one of the services we offer, including our support groups, Sexually Transmitted Infection (STI) testing, Food Pantry and access to PrEP. Continuing to reflect MHSA values of wellness, recovery, and resilience, we employ a multi-pronged approach to HIV Prevention enabling clients to access a range of support and care options.

The HIV Prevention Program plans each event and outreach opportunity aimed at various community members who are underserved. We create bilingual content, reach out to businesses throughout Contra Costa County, Alameda County and beyond. We make our events accessible, safe, and friendly for folk to attend. We provide access and linkage to mental health care by promoting our services during events and through one-to-one interactions with community members. Our HIV

Prevention Manager is also a regionally and internationally recognized drag queen who can link clients to services in engaging and creative ways whether it is from the stage or walking through the crowd, speaking directly to community members in need of connection and services.

HIV Services Values for Seniors (HIV+ Support Group):

Amazingly, our Monday HIV Support Group has not stopped its weekly meetings during the past fiscal year. We learned how to navigate throughout COVID-19 restrictions while also having the ability to bounce back and forth between virtual and in-person meetings. Some of the conversation topics that came up during the group were loneliness, isolation, depression, mental health, and addiction. Many of our attendees are over the age of 55 and require a safe space to meet and process many of the struggles that come with living long term with HIV.

Youth Programs Values:

At the heart of our youth program is the valuing of relationships and sustained contact over time. Rainbow Community Centers Youth Outreach Coordinators check in with LGBTQI+ Youth weekly during our Wednesday drop-in support groups. Without this support most of our Youth would not have the support of a Peer Leader who is able to mirror our 12-25-year-old clients. They provide and offer the perspective of a parallel life experience as a LGBTQI+ youth themselves. During the pandemic we also offered in person events that allowed our program participants to experience fellowship and socialize with other LGBTQI+ Youth. At the foundation of all our Youth Programs is the goal of decreasing isolation and suicide rates amongst LGBTQI+ Youth.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Enveloping our vignettes is our adoption of the recently created LGBTQI+ “Progress Flag.” In addition, our updated Rainbow logo has an added Progress Pride bar of colors underscoring the words “Community Center” with our Transgender flag colors alongside of Black and Brown sections acknowledging our People of Color in community and folx we have lost to the AIDS Epidemic ongoing and our Trans Women of Color who are being murdered at an increased rate year after year.



In the month of June 2021, we raised the Progress Pride flag, designed by Daniel Quasar, at our current center building, Concord City Center, Clayton City Hall, and several cities in the county!

Senior Services Valuable Perspectives:

Winter Break Story: Right before most of our staff went on winter break, our Older Adults Program Manager and one of our clinicians worked together closely to support a senior client who was in the hospital in serious condition after a house fire. Staff coordinated contacting the client, helping to coordinate care for him upon his release along with referring him to housing services. They also reached out to his brother to coordinate care for the client and his dog who was also displaced by the fire. The same client had only recently been assessed for suicide risk by the Program Manager. Coordinated care is at the heart of RCC’s valuable perspectives.

Paul-Program Participant and Fabulous Rainbow Volunteer: <https://www.rainbowcc.org/paul>

When Paul and his husband Ben moved to Concord from San Francisco shortly after retiring, the first thing they wanted to do was “sink some roots and meet some people.”

“So, I went online to look for places to connect with other gays,” Paul says, “and the first thing I ran across was Rainbow. I’m a joiner—I like to pitch in. And I consider myself very lucky to be a vigorous 73-year-old. I hope to be of service as long as possible.”

Paul has dedicated his time and talents to many organizations over the years, including over 25 years to the National AIDS Memorial in Golden Gate Park. When he found Rainbow online, he was eager to support our programs any way he could and began attending Rainbow senior lunches a couple of Fridays each month before the lockdown.

“Paul has been a great member and contributor to Rainbow,” says Christopher Holden, Rainbow’s Older Adults Program Manager. “He and his husband Ben have always stepped up to the plate to help in any way possible. They both bring enrichment to the senior zoom lunch and other activities they join.”

“It’s been very rewarding,” Paul says, “because we moved away from our San Francisco communities so to find contemporaries who were interested in keeping things going, that was a real reward. And, of course, when COVID came along, those connections became even more important.”

Once safety precautions required pausing the in-person senior lunches, Paul was among those who stepped in to help contact our participants by phone to ensure they felt cared for and connected. He also delivered biweekly meals, and he and Ben made Christmas deliveries for Rainbow as well.

A former journalist, Paul’s memoir, “Never Felt Better, Looked Worse, Nor Had Less: Growing Up Off Center in the Middle West” is filled with his vivid and poignant descriptions of growing up in the Kansas City area. “My parents were very social, always playing cards,” says Paul, “and I was an impressionable kid always taking notes.”

Paul has entertained the seniors at Rainbow lunches by reading chapters from his book, including the one about coming out to his father, powerfully describing the tension in the air as he waited for his father to speak:

“All else was silent, except for the murmur of the radio and the nearby electric ice cream maker whirring and gushing salt water into the gravel. I cleared my throat, then took another drag on my cigarette.”

“My father was a pretty hard-shelled old-school dyed in the wool Republican,” Paul says now, “and I had thought it would be easy to come out to my mother and very difficult with my father.” But as Paul describes in the book, his father responded by tossing him a cold beer and saying, “The way I see it, if the others can’t accept that, well then, screw ‘em. It’s none of their dadburned bidness.”

Today, Paul sees his volunteer work with Rainbow as an essential part of his week. “I honestly believe that we are called on to show up for each other, even strangers—especially strangers.”

We deeply appreciate Paul and our other wonderful volunteers who show up for our community! “I am grateful every day,” Paul says. “I’m the luckiest guy.”

HIV Services Valuable Perspectives: (Social Groups):

JP is one of our community members who has been suffering from depression over the last few months. He has learned to socialize with other people within our community, especially in groups and events that are geared towards LGBTQI+ Spanish-speaking communities. He has also learned about services and linkages such as testing and PrEP Education.

HIV Services Valuable Perspectives (HIV+ Support Group):

RR is a community member that has been attending our HIV Support group for over 12 years. He has made many strong friendships during the group, and it has helped him throughout many struggles, especially during this past year. These include isolation, depression, living with HIV and living with an alcoholic partner who suffers from Vertigo.

Another HIV+ Support group member recounted, “I joined the group in 2003 because I found I had become disconnected from the gay community after moving out of SF. It is primarily an opportunity to socialize with gay men. One aspect of the group I enjoy is the opportunity to share my experience with newly infected people to help ease their anxiety. Having been infected for over twenty years when I joined the group, I was a good example of a survivor.”

Food Pantry Valuable Perspective:

MS, 90-year-old Kind Hearts Food Pantry Participant:

MS is a 90-year-old participant in the Kind Hearts Food Pantry who receives delivered food and food resources every 2 weeks. MS stated that not only does he appreciate the nutritional vegetables and fresh fruits from our program, but also looks forward to having a visitor come to his home to socialize with, even if it's only for no more than 5 minutes. MS continued that without this interaction from our Volunteers he would remain isolated with very little socialization, and that our Volunteers always leave him feeling more connected and appreciative of the food he receives.

Youth Services Valuable Perspectives:

DM, 43-year-old School Administrator, attended Action Changes Things High/Middle School Conference, Rainbow Community Centers Youth Programs:

DM acknowledged that the students who attended our LGBTQI+ Allyship training were engaged in the training and wanted to receive more information related to supporting LGBTQI+ Youth on campus. DM said due to the training they would hang the PRIDE flag in their on-campus office, so that it signaled LGBTQI+ Allyship for their students and provide a safe space for LGBTQI+ students in support and discussions.

Marie, participant in Housing and Youth Programs:

“The difference that Rainbow has made in my life is that I'm alive. I'm not dead. I'm not homeless. If it wasn't for getting in touch with Rainbow, I would have killed myself, to be honest. I wouldn't be alive today so to them I'm truly grateful. I'm grateful for my life—to be able to eat, to be able to speak, to have a job, to be able to give back to the community that I love and that I'm so passionate about. That's how Rainbow has changed my life: that I'm still living.

Bringing people of all ages together is amazing. When you're young you don't necessarily see a representation of who you are. For instance, if you're a trans man, you don't necessarily see peers who are trans as well so you might think you're the only one. We have our separate groups by ages but we're all here together, and it's very important for youth to see there are elders just like them that they can look up to. It's important to see the elders who are here, and they're just like you. They are LGBTQ, living their lives to the fullest. If you have a question, or a concern, or you're feeling awkward— don't worry, we've all felt that way. We've come out or we haven't come out, and we know how you feel. We come together as a unity and as a whole, and that's what the rainbow flag is, bringing the community together and uniting us all.”

**PEI ANNUAL REPORTING FORM
PREVENTION REPORTING FORM**

FISCAL YEAR – 2020-2021

Agency/Program Name: RYSE

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / PROGRAM SETTING:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

MHSA services provided by RYSE in the past reporting period continue to facilitate access and linkage to mental health care (through a racial & gender justice, trauma-informed, healing centered approach), improve timely access to mental health services for young people in West County strategies that non-stigmatizing, on-discriminatory, and which actively address stigma and discrimination that creates physical, mental, and emotional harm and burden for young people in West County. Direct Service Amidst the profound changes and impacts of the pandemic and the uprisings on our communities, we stay steadfast in all our relationships and connection. RYSE works in persistent proximity with young people to listen to, validate, and hold their lived experiences and articulations of distress, as well as those of resistance and resilience. We also work in proximity to the organizations and agencies responsible for young people. Now, over a year into the shifts caused by the pandemic, RYSE's community care has looked like virtual education, career and therapy supports, arts-based healing workshops, direct financial and fundamental needs support, community resource guides and presentations, convening partners across the County, amplifying young people's voices in protest, in policy reimagination, and in participating in decisions affecting their lives, and holding grief for and with each other through countless losses. The RYSE community experienced a devastating loss on January 3rd, 2021, when Marissa Snoddy, RYSE Clinical Director, passed away suddenly at the age of 35. The RYSE community has been stunned, shocked, and saddened beyond measure. Throughout January, we created spaces for members and staff to remember Marissa and grieve her passing -and RYSE's leadership continues to plan ways to honor her legacy and ground our work moving forward. As a queer, Black practitioner, RYSE benefited profoundly from her deep and intentional partnership with young people in crisis; her dedication to believing young people and believing in their power and ability to heal; and her commitment to creativity, culture and collective care at the root ending violence in all its forms. As a practitioner and supervisor,

Marissa's powerful life and beautiful spirit have profoundly influenced the wellbeing of program participants and RYSE's approach to healing and gender justice. Over the past 6 months, RYSE's community health team, with the support of the greater RYSE staffing system, has reconfigured roles and responsibilities while holding this loss for one another, for young people, and for the community. RYSE's Associate Director is directly supervising the team RYSE's contracted clinical supervisor Erica Woodland has taken on an expanded role, and in July a new part-time therapist and clinical case manager were hired. Hiring is still underway for the Clinical Director role.

Health and Wellness

RYSE's integrative program model works to improve the social and material conditions for young people in Richmond and West Contra Costa County. RYSE recognizes that a community mental health model must incorporate multiple modalities and points of entry for a youth to seek out the services they need to thrive. Beginning in March 2020, virtual programming and teletherapy were developed and activated and have continued throughout the FY20-21 year. Clinical and case management staff were deemed essential workers to provide in-person supports where needed. In-person supports have included hospital bedside support, emergency triage meetings, clinical therapy, case management when a safe virtual meeting space cannot be determined, juvenile custody transition/reentry meetings, and emergency transportation support. Health and wellness content promoted via social media (Instagram Live videos and TikTok) also engaged youth in our community. This year has called us to illuminate a path towards liberation and healing for the larger community rooted in young people's priorities.

In FY20-21, we served 255 young people virtually, plus hundreds of youth and adults engaged through online/events. RYSE primarily engaged young people and community members through virtual programs and events and through trainings and workshops in high schools, continuation schools, partner agency sites and within juvenile hall. While unduplicated numbers of enrolled youth members reached were lower than our annual goals in years when we operate in-person, RYSE reached hundreds of additional young people who were not formally enrolled through social media engagement, virtual events, and in providing emergency financial support to young people and their families.

COVID-19 Response: Through RYSE's Youth COVID-19 Direct Supports Fund, we have provided over 300 \$500 disbursements to-date, including participants impacted and hospitalized by gun violence. RYSE staff and therapists worked directly with young people to identify needs, and provide acute financial support as needed, as well as comprehensive wellbeing care. The circumstances young people are navigating continue to bring to bear the severe lack of economic security they carry, as well as their lack of access to welcoming and helpful financial institutions and systems. In our intake forms, rent housing, food, utilities continue to be main areas where financial crises are felt, and support is needed. In all cases where mental health support was indicated as a need, RYSE staff followed up and coordinated care. Most participants do not have bank accounts; there has never been a month without young people needing support who are marginally housed or without an address. When needed, RYSE has been issuing cash gift cards, and have launched a new partnership with Community Financial Resources (CFR) about providing more tools and resources needed to build a financial portfolio (credit building/ wealth building) to youth members, preparing to launch in Fall 2021. With partner organizations, we are also in conversation about the need and opportunity to guarantee basic income for all residents. RYSE continued to convene bi-weekly West Contra Costa COVID Community Care Calls, as well as to work closely with Contra Costa County Health Services to maintain up-to-date and relevant resources for our community, including testing and vaccination sites, community-level data, and mutual aid/health resources as conditions and access have shifted. •Education & Economic Justice—At least 97 members have engaged in direct academic and career supports including 1:1 case management, education& career workshops, and mentorship/coaching.

Education & Economic Justice: At least 97 members have engaged in direct academic and career supports including 1:1 case management, education& career workshops, and mentorship/coaching. COVID care funds were used to fund 25 RYSE Scholars, students who were provided with a \$500 disbursement to help with meeting immediate school-related expenses in Fall 2020. They continued to receive 1:1 support, join in College Access workshops, and attend different programs and events to support

their interests and skill building (i.e., photography, credit management, budgeting and basics, youth justice and workshops on professionalism, budgeting and time management). One of the students shared with us that they utilized the money for tuition and expressed the impact that this disbursement made for them and their higher education journey. Many of these students joined a group of 24 youth attendees for Life After High School, a series of workshops that seeks to expose young people to different post-secondary opportunities and learn about tools like LinkedIn. Members participated RYSE's Photovoice project, a collaboration project with Richmond Promise that seeks to share the experience of youth as they navigate higher education through film photography. Many young people continued to hold the additional economic and caretaking responsibilities throughout this past year, and RYSE worked to create flexible paid leadership opportunities that considered these dynamics. RYSE Education 4 Liberation (E4L), District Local Control & Accountability Plan (DLCAP), Richmond Youth Organizing Team (RYOT), and Freedom is A Verb (FIV) Interns met virtually throughout the year. Each cohort worked together 1) learn about how to challenge our inequitable school system & become peer educators for other youth in our community 2) to advocate with and for their peers in school and hold space for students to share their needs and plan together, and 3) to design community-based solutions to the problems they face, beyond police, prisons, and punishment. E4L, DLCAPS and RYOT interns work closely together in their advocacy and organizing, they have collaborative meetings, trainings, planning sessions, and support each other's organizing efforts throughout the year. They learned about and conducted research, reviewed and shared understanding and recommendations for policies, and served on panels, and held community events. Interns served as part of the Healthy Richmond Coalition of organizations and school district representatives, who advocated for a focus on mental health/social emotional learning in the LCAP.

Identity Groups and Peer Support: RYSE identity groups have met virtually throughout the year. Fewer of these groups have been active this year compared to prior years, yet the groups have been consistent and trusted spaces for tailored programming that engages small groups of young people. Identity group programming includes a mix of youth development and wellness-support workshops, as well as 1:1 support and coaching. 21 young people engaged in identity groups (LGBTQQ group, Young Men's Group, Sister Circle). One of the benefits of virtual programming was the ability to incorporate health and wellness supports into all programming: RYSE's Community Health Manager has collaborated with the College Access, Education 4 Liberation, Young Men's Group, and other programs to hold Health and Wellness workshops tailored to each group.

Leadership Cohorts & Career Pathways: At least 42 youth participated in leadership cohorts, projects, led campaigns, and training in RYSE's Youth Leadership Institute. Youth leadership cohorts have included Video, Visual Arts, Music Production, Performing Arts, Immigrants Justice Fellowship, Education for Liberation, Freedom is a Verb, Richmond Youth Organizing Team, and District Local Control and Accountability Plan Team. Young people have led workshops, spoken on local and statewide forums, and organized and conducted research into issues affecting their families and communities. RYSE established and announced the first-ever Richmond Youth Poet Laureate, provided youth-led trainings for WCCUSD teachers, and engaged young people and architects in skill-sharing to include youth-designed components in our new facility. Youth Organizing members researched, developed, and held workshops in May to engage their peers on community topics such as mental health, food justice, unhoused communities, and the history of ICE. Despite the challenges of the past year, young people continue to be met with intention, love, resources, fortitude, and movement. 28 young people participated in RYSE's Youth Leadership Institute in April 2021. Staff and Youth Leadership Retreats included tours of the new RYSE Commons building, sessions re-grounding in Theory of Liberation values and impact planning; collecting visioning/questions/ideas for RYSE Commons; and creating virtual community-building spaces. All youth participants received wellness kits, lunch gift certificates, and were invited to join in a group virtual yoga/movement session. As part of the retreats, the RYSE Community Portrait Project process was launched with staff and youth members, rooting community building and belonging for Commons in embodied arts. The project is inspired by artist Mickalene Thomas, and includes staff, youth members, partners, and families creating self-portraits that will be installed in a grid in the new RYSE Commons building. This is a process of embodied

arts, of designing belonging in the building before it even opens and ensuring that the visual identities of our community are centered and celebrated.

Sexual and Reproductive Health Promotion: RYSE has established a partnership with Brighter Beginnings and hosted their staff to begin a cross-referral process between agencies. RYSE distributed Health and Wellness kits to members of RYSE's identity groups and cohorts. Monthly sexual and reproductive health social media posts begun that are culturally relevant, healing-centered and promote destigmatization.

Arts-Based Healing: RYSE staff and youth alumni have led dynamic music, visual, and performing arts workshops online supporting skill-building in creative writing (songwriting/ poetry), visual arts, videography, theatre, and event production. We worked with the Probation Dept. on virtual access to arts/ music programs. We increased collaboration with local and national partners, ensuring youth artists' voices are shared with a broader audience. Many RYSE interns need to support households with paid work, so RYSE developed systems for more one-on-one work with interns to build out more flexible projects. We've collaborated with the Richmond Arts & Culture Commission to develop the city's first Youth Poet Laureate, who will help develop a collective poetry anthology by Richmond youth. Paid arts interns are developing a theatrical production, *The Land of Sankofa*, to premier RYSE Commons' new Black Box theater. Education & Justice, Youth Organizing, and Community Health programming have all collaborated closely with artists at RYSE to integrate creative youth development and healing. Examples include: 1) RYSE's Photovoice project, a collaboration project with Richmond Promise that seeks to share the experience of youth as they navigate higher education through film photography. 2) A youth-created podcast by members of RYSE's Breaking the Frame Anger Management peer support group, to increase young people's access to coping tools while also providing youth with messaging that uplifts their righteous anger. 3) Creating poetry and artwork as part of the Education for Liberation youth cohort's role in the Dignity in Schools California Youth Political Education Series, a shared learning space around Police-Free Schools with youth leaders and organizers from across the state.

Youth-Led Community Events: Young RYSE artists and activists co-created events and social media campaigns during RYSE's themed months, such as Black Cultures Month (February 2021) and Pride Month (June 2021). Black Cultures month included events such as Black Poets Stand Up, Family Feud, Music & Movements Workshop, Night Out for Safety and Liberation, and a virtual movie night. RYSE's social media campaign for Pride month highlighted local queer artists and activists, information on pronoun use, and included a Fly Your Flag snack and create event.

- <https://rysecenter.org/blog/2021/2/25/05aoyeffy9yg5zfgb4ibixcikt0lkl>
- <https://rysecenter.org/blog/2021/6/24/june-recap-ryse-pryde-2021>

RYSE's *Ask-A-Doc* Series has continued in partnership with John Muir Hospital –youth co-developed monthly Social Media events with doctor's answer to youth questions about COVID-19, safer sex practices, nutrition and exercise, substance use, and overall general health. In March 2021, RYSE's Board of Directors hosted a community discussion and expert panel: Sick of White Supremacy: Medical Racism, Vaccine Inequity, BIPOC Immunity. A recording is available at <https://vimeo.com/527525905>. Password: RYSE31721.

Throughout the year, RYSE artists were commissioned or planned/led/ co-facilitated events and workshops that included:

- Cooking Demos and Tasty Tuesday
- Create CA's youth led webinar, Student Role & Participation in Advocacy, with youth reps from RYSE, Generation UP, and ACLU's Arts Justice fellowship
- Youth Art Exchange's Youth Arts Summit Virtual Gallery

- Invention Corps Berkeley, Black Liberation Art Gallery
- Land of Sankofa script reading
- The Alliance for Media Arts + Culture Video Roundtable on Access
- Young Black Voices: Trans-Atlantic Live
- Arts Now Community Arts Integration Professional Development Workshop Series for West Contra Costa Unified School District (8 workshops)
- KiND (Kids in Need of Defense) Workshop for asylum seeking youth
- Reimagining Our Schools Poetry workshop for Californians for Social Justice
- Odes to Home *Staying Power* poetry performance with guest writer, Kiese Laymon
- Youth Power Open Mic
- RYSE x Youth Empowerment Project: Rhythm & Poetry Workshop
- Building Blocks for Kids Anniversary Show Poetry Performance
- RYSE's Racial Reckoning Series (5 sessions)
- Music AMP Mixtape party-celebration of beats produced by Music Advanced Media Producer Interns
- East Bay RYSING live performances at UC Theater (four performances)
- RYSE Anthology, The Mic & Our Glory, Release Party
- Out of the Mouths of Beings (Richmond Talent Show with three local arts organizations)
- WCCUSD Black/ African American Graduation poetry performance (commissioned poetry for graduation)

Trauma Response and Resiliency

RYSE staff have also seen how the health burdens of young people have only been exacerbated by conditions of the past year. As too many in our community are engulfed in survival mode to tend to basic needs, we are working to respond to those needs and the compounded distress. As too many in our community are engulfed in survival mode to tend to basic needs, we are working to respond to those needs and the compounded distress. We are responding to an increase in severe mental illness, suicidal ideation, anxiety, and depression. We are fielding increases in domestic violence and intimate partner violence, human trafficking, eviction and displacement, and gun violence -all alongside the ongoing harms and disregard by the systems responsible for young people. Some of specific ways we are responding:

- Prioritized staff health and status as information bearers, with ongoing COVID-19 presentations, social media and online resources, care supports, and wellness activities. Held space during all programming to answer questions and provide information about SIP and COVID-19, including hosting "Ask a Doc" on Instagram; and posting public health and vaccine information on RYSE social media.
- Clinical and case management staff were deemed essential workers to provide in-person supports where needed.
- Telehealth services and teletherapy services were increased and expanded, and all programming went online.
- Our approach remains direct services for systems change, with integrative strategies grounded in racial and gender justice, economic justice, harm reduction, healing-informed and trauma-informed care, and youth leadership.
- Many young people have lost loved ones over the past year. We are conscious of how the transitions coming up must make space within RYSE to hold and heal for our community.

Community Triage and Care: RYSE has engaged in continued need for support and coordination around community crises and critical incidents. We have coordinated with leadership teams and clinical staff at both Kennedy and Richmond High and the Office of Neighborhood Safety in response to community violence and loss, including multiple deaths among young people in Richmond and West Contra Costa. This coordination has supported sharing of critical updates, identified needed supports, and created response plans. Support RYSE has offered included connecting to language interpretation, financial support to families, and hospital-based intervention. These experiences underline the interconnectedness of youth, family, and school communities, especially concerning community loss and acute and atmospheric trauma.

Case Management & Clinical Therapy: At least 80 members engaged in 1:1 case management and/or clinical therapy with RYSE staff. Young people led the process of identifying goals, completing community service and other system-oriented projects, enrolling in school, creating plans for employment, securing documentation, health insurance, transportation, legal support, relationship and safety support, and housing. RYSE staff provided relationship-based, trauma and healing-informed support, coaching and care as well as built relationships with CBOs and County services to increase responsiveness and relevance for young people.

- Services provided include but are not limited to: welcome home care packages; support with transportation to and from court; providing information to incarcerated client's family; clothing support; DMV appointments; transportation; grocery shopping; housing assistance; character letters; community service hours support; anger management programming.
- Individual clinical therapy ranged from 3-6 stabilizing counseling sessions to continuous relationship and monitoring between the therapist and young person over the entire year. RYSE's bilingual therapist was able to provide Spanish services when needed. New hires in July 2021 include a part-time bilingual therapist and a bilingual clinical case manager.

Probation, District Attorney's Office: This year, RYSE has continued to deepen our partnership with the Department of Probation and the District Attorney's Office. Continued to provide restorative justice diversion and transition & reentry supports with young people in custody via virtual telehealth and in-person when needed. RYSE has also been working with juvenile justice systems partners to plan for relocation of young people from DJJ and coordinate throughout the pandemic. We adapted our partnership with the CCC Juvenile Hall to offer a virtual version of our Freedom Beatz program.

Inclusive Schools

RYSE continues to raise visibility and promote action on gender justice and queer liberation in WCCUSD as integral to youth leadership and to creating safe space for young people of color. By staying committed to serving young people through all their varied experiences, self-discovery, and changing identity awareness and expression, RYSE served youth identifying as LGBTQ, and maintains an environment that prioritizes queer safety and leadership for all members.

- DLCAP Interns conducted an analysis of WCC District funding and mental health supports available for youth and other measures ensuring safe environments for LGBTQ youth. Worked with partners at Healthy Richmond to advocate for inclusion of youth recommendations in the Local Control and Accountability Plan for the 21-22 school year.
- For RYSE Pride Month, youth and staff co-organized Vibrant & Visible Celebrations across RYSE including a Pose-Themed Social Media Contest highlighting Queer Community Members; An LGBTQ+ Terminology Workshop hosted by Young Men's Group; social media content about pronouns developed by youth

members; Community Health resources in partnership with East Bay Getting to Zero/LGBTQ+ Connection and Children's Hospital Oakland.

- RYSE engaged in a contract through the school district to provide professional development services in arts integration to WCCUSD teachers with a focus on outreach to the Kennedy family of schools. These services were developed and coordinated by the Arts NOW Community organizations, including RYSE, East Bay Center for the Performing Arts and The Junior Center of Art and Science. This work advanced positive school climate goals by helping teachers build capacity for arts-based healing in their classrooms and cultivating trauma-informed and racially just spaces. As part of this work, RYSE partnered with local CBOs to ensure questions about arts access are part of school board candidate forums and future conversations.
- RYSE partnered with parents and staff from Healthy Richmond and Building Blocks for Kids to host a WCCUSD School Board Candidate Meet & Greet open to youth, parents, teachers, and community. The Meet & Greet provided space for students and parents to connect with candidates directly, to ask questions, learn about the values that centered their campaigns and build relationships. The Meet & Greet was attended by 51 students, parents, candidates, and community members.
- E4L interns developed and shared a survey about mental health experiences of youth in WCCUSD, including impacts from COVID-19, shelter-in-place, and distance learning. They developed questions and facilitated 1:1 interviews for youth to share their experiences on mental Health and wellness. The inquiry included 208 survey responses, and 4 interviews, including 50 Kennedy High students and 21 Richmond High students.
- Throughout the year, RYSE Commons construction continued, and RYSE began to hold tours with our systems and community partners. The new Superintendent, Dr. Hurst, as well as the prior Superintendent, Matt Duffy, attended the RYSE Commons tour on one Dr. Chris Hurst's first days on the job. Partners from the County Office of Education, DA's Office, Public Defender, Probation, and Richmond Office of Neighborhood Safety were also in attendance, and it was an opportunity to convene, dream and plan for a community-based hub that center's young people and can further support linkages and community care across systems.
- RYSE's gender justice model was featured in the Obama Foundation: MBK Leadership Forum: Breaking Barriers, Building Dreams, as well as in the MBK Equity Framework Guide. RYSE youth and staff presented at the 2021 Gender Spectrum Professionals' Symposium.

Systems Change

As 2021 advances and we consider a post-pandemic reality, RYSE's work continues to be showing up for Black, Indigenous and POC young people and their families. Our Theory of Liberation and service-for-systems change frame requires proximity, loving support and response, and collective power-building. It has allowed RYSE to center communities that experience disproportionate harm by systems and pandemics. RYSE continued to coordinate mutual aid and rapid response through the WCC Care Coalition, The R3F, and RYSE's COVID-19 Youth Fund.

Rapid Response for Systems Transformation: Since March 2020, RYSE has convened monthly WCC COVID Community Care calls with up to 100 WCCC city and public systems, health and social services providers. Community-wide coordination through these meetings has included sharing of resources for the community and youth-specific materials about COVID-19 and school requirements/policies/supports, including updates/presentation/ social media posts about COVID-19 public health research, guidelines, and local ordinances. Many partners on the calls shared with their families. RYSE leadership communicated directly with CCC Health Services Dept., the CCC Board of Supervisors, City of Richmond staff, and WCCUSD leadership to share needs, understand, and coordinate resources and response.

Racial Reckoning Series: RYSE partnered with Trauma Transformed to launch the Racial Reckoning Series, known in previous years as the Trauma and Healing Learning Series.

At least 609 adult stakeholders have attended the Series to date, which has included 4 sessions. Youth members helped open and ground each space, as well as provided graphic recordings.

- Part 1: Revealing White Privilege and Healing Racial Trauma
- Part 2: Revealing White Privilege and Healing Racial Trauma
- Part 1: Revealing the Racial Harms of Public Education and the School to Prison Pipeline
- Part 2: Revealing the Racial Harms of Public Education and the School to Prison Pipeline

Reimagining Public Safety: RYSE is engaged in Reimagining Public Safety efforts and is cited as a model for what a non-police response to addressing mental health issues looks like.

Department of Children Youth and Families: RYSE continued to monitor and engage in implementation of the Department of Children Youth and Families in Richmond. In July, the City of Richmond approved the first round of grants to 20 youth-serving organizations. When organizing for Kids First over the past decade, RYSE did so to enliven the vision of young people and establish the infrastructure (& resources) needed to best serve the health of Richmond/North Richmond youth.

Office of Racial Equity and Social Justice: In response to the uprisings for racial justice in 2020, many of which were organized by young people, and acknowledging the work young people have led for years in naming racialized inequities and harms in Contra Costa County, County leadership called for an Office of Racial Equity and Social Justice. The strategies will be enacted through a community planning process grounded in active listening, witness-bearing, truth and healing. Core partners include: Supervisor John Gioia, Supervisor Federal Glover, Contra Costa Health Services, Family Justice Center -Central/East Care Call Convener, RYSE -West Contra Costa Care Call Convener, Trauma Transformed, Public Health Advocates, with Contra Costa Regional Healthcare Foundation. The following tenets of community engagement will ground and guide the work in all phases and eventually into the Office itself. These tenets will withstand and inform any and all changes to timeline and phases: Acknowledge ~ Affirm/Apologize ~ Amend ~ Align ~ Activate ~ Assess and Adapt.

The first ORESJ Community Update on December 16, 2020, had 300 attendees. Below is a snapshot of key sentiments shared.

How do we move at a righteous, reparative pace? Some of us are ahead, some of us have just arrived, and some of us are still figuring out if we want to show up. How do we move at the pace of trust? And whose trust?

How do we hold and switch between the internal and external work?

How do we engage in the being and the doing, in ways that we are not moving too fast but also not becoming stagnant?

How will we stay updated on and engaged in the planning process for the Office?

Who will run and staff the Office?

How do we build loving power in which the Office is an outcome, but not the outcome?

How do we ensure radical inclusivity and meaningful engagement of all BIPOC communities across intersections of gender, class, ability, sexual orientation, faith, status, language, age/generation, region?

How do we ensure we are naming and addressing white supremacy and anti-Blackness at every step, and across and within our communities?

How will we ensure prioritizing BIPOC resident and BIPOC-led partner engagement and decision-making?

How do we ensure we are not caretaking our white kin at the burden of our BIPOC kin?

How do we prepare for when our white kin and systems leaders get scared or threatened by our power and demands?
How do we prepare for backlash while we build power?

How do we ensure healthy struggle does no harm? And where this is harm, how do we engage in restorative/transformational accountability?

Preparing for and Practicing Racial Justice with Dr. Ken Hardy -January 21, 2021. This gathering was open to residents and organizations in Contra Costa County to build collective understanding, commitment, and practice for racial justice and healing. This session followed and responded to recommendations and suggestions from the December 16th Info Session about the Office and Process. 100 attendees. Dr. Hardy discussed the tasks of the privileged and the tasks of the subjugated, as well as the necessity of internal soul work for meaningful systems transformation. Learnings from the gathering will contribute to the County Office of Racial Equity and Social Justice Community Engagement Process.

ORESJ Listening Session -RYSE hosted -April 27, 2021. This session was open to residents and community workers in Contra Costa County and was one of a number of Listening Sessions held by the ORESJ core partners. 26 attendees, majority of whom identified as BIPOC in registration. The slides for the Listening Session are included [HERE](#). Witnessing and deep listening, transcription and notes were taken to document the experiences of racism endured by BIPOC community members in Contra Costa.

Finally, on June 22, 2021, a presentation of preliminary learnings and recommendations from the 1st phase was brought to the Board of Supervisors.

- The presentation and public comments brought beauty, pain, fortitude, tenacity, and tenderness, and can be seen here: https://contra-costa.granicus.com/MediaPlayer.php?view_id=1&clip_id=2334 (starts at 3:34)
- The slide deck can be viewed at <https://drive.google.com/file/d/1dIXyD9GJUN98cdhr1ph9mO5ZbrvdXM7f/view?usp=sharing>

Training and Sharing Praxis (CCHS, Health Partners): Through this unprecedented year, RYSE continued to work in close relationship with CCHS and health partners to respond, pivot and avoid tendencies toward a normal that dehumanizes and minimizes the lives and wellbeing of Black, brown, and indigenous young people. RYSE remains in partnership and advocacy along with public health practitioners across the state. RYSE staff and youth leaders participated in and led in 2-5 conferences, trainings or webinars per month. A list is available if requested.

RYSE Commons & Health Home: RYSE still has a construction project for the RYSE Commons 45,000 square foot campus moving ahead, to be completed Fall 2021. The RYSE Commons vision runs resolutely through everything that we do. The pandemic required us to call and build upon an already strong network of partners, leaders, and advocates. Our collective work, our love, rage, and hope, our radical community care—this is what RYSE Commons is all about. RYSE Commons is more than just a building. RYSE Commons is a container for the transformative work our youth and adult leaders are presently doing and will only continue to grow. Youth and staff have begun reopening and impact planning. Systems partners have been

invited and begun to tour the space, and a table of health partners have convened to begin working to activate a co-located health clinic on site.

Investment in Youth Wellbeing: We continue to be engaged in local efforts to track and allocate resources from the American Recovery and Reinvestment Act and ensure reinvestment in West Contra Costa County through a number of community working groups and committees. We are proud to be listed among 286 groups who received a significant investment from individual donors MacKenzie Scott & Dan Jewett. RYSE's statement shares our intentions and the possibility connected with these funds: <https://rysecenter.org/blog/investing-in-bipoc-youth-power>

Earlier today, MacKenzie Scott and Dan Jewett announced a \$2.7 billion contribution to 286 organizations. RYSE is incredibly honored to be announced alongside these groups. We are grateful to Ms. Scott, Mr. Jewett, and their team for this profound financial investment in our work. RYSE exists because twenty years ago, queer, BIPOC young people had the courage to organize and demand a space in their city that centers their collective healing, bold visions, and immense creativity.

This investment allows us to take huge steps forward in 1) completing RYSE Commons—a 45,000 sq. foot campus and youth-led hub in Richmond, CA for organizing, power-building, educational advocacy and support, creative expression, joy and play, healing and restorative justice, youth-led businesses and community projects, media and technology; 2) launching Phase 2 of the Commons campaign, a co-located health clinic designed for and by BIPOC youth; 3) dreaming Phase 3, housing security for our most structurally vulnerable youth and their families; and 4) building a strong infrastructure to grow and sustain BIPOC youth power throughout the Bay Area. RYSE appreciates this transformational approach to sharing and reallocating wealth, investing deeply and with deep trust for BIPOC-led organizations. For understanding what it means and what it takes to redistribute justly. For valuing and affirming RYSE as a BIPOC, queer, women-led organization that cultivates community, creativity, and power for all BIPOC young people to dream and build what is best and just for them and their communities.

OUTCOMES AND MEASURES OF SUCCESS:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators that measured reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning. Please include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**

RYSE works in persistent proximity with young people to listen to, validate, and hold their lived experiences and articulations of distress, as well as those of resistance and resilience. We also work in proximity to the organizations and agencies responsible for young people. Amidst the profound changes and impacts of the pandemic and the uprisings on our communities, we stay steadfast in all our relationships and connection. We have had to make pivots within pivots, reacting, responding, and still stewarding our vision and values for a long-term vision of liberation. The shelter in place and pandemic required us to adjust and adapt all operations and efforts, including our evaluation and inquiry. While we were not able to conduct our annual member survey, below are findings from our various program impact surveys conducted during Fall 2020 and Spring 2021 that reflect key measures in our service workplan. We are working with our internal team and evaluation partners to recalibrate our member impact tools to continue to stay attuned to and center member experiences, needs, and priorities as we return to hybrid and in-person programming. All surveys also asked young people to share basic needs and ways that RYSE could support them during the pandemic, with staff assigned to follow up roles.

Key measures:

- 70% of RYSE members report benefits of RYSE programs and services that support mental health and wellness.
- 70% of RYSE members report positive or increased sense of self-efficacy, positive peer relations, youth-adult relations, and agency in impacting change in the community.

Findings (n=85); As a result of participating in RYSE programming:

- 95% of members who responded agreed or strongly agreed that they felt a sense of safety, respect, and community with RYSE staff and young people
 - 97% of members who responded agreed or strongly agreed RYSE staff created clear, engaging, accessible workshop.
 - 45% of members responding said they would try something new and 35% that they would maybe try something new.

"K is probably the best instructor I've ever had; I'm learning so much from him. He makes sure I understand the topics while doing it myself - that's probably one of the qualities I admire most about him."

"I always thought that I wasn't capable of staying engaged in long zoom meetings, but I realized it's not me, RYSE is doing it right! I was engaged the whole time because of everyone's energy!"

"I liked that even though I didn't know anyone, we were able to go into random breakout groups and build a house together"
"The warm and fuzzies made me feel so seen"

- 94% of members who responded agreed or strongly agreed that they are paying more attention to their and others' emotions and feelings and that mental health supports are okay and positive.
- 90% of members who responded agreed or strongly agreed that they are interacting more with people of different cultures than their own, speaking up more, and believe they can make a positive difference in their school or community.
- 97% of members who responded agreed or strongly agreed that counseling or case management is space of safety, mutual trust, and helping with emotional and navigation goals.

"I learned about the Restorative Justice approach, when it is necessary to use, and how to use this in needed situations."

"I learned I am not alone :) "

"They are very inclusive; all mama bees have a very positive vibe, and they do a great job connecting you with resources you needs."

"Throughout counseling I've learned more deeply how my actions affect me, and now every day I move differently."

Key measures: 70% of members demonstrate progress toward desired skills/goals related to their participation at RYSE (subset of members with a defined plan)

Findings: 97% of members with a case plan made progress in their goals. 95% of members responded that they learned something new during the RYSE programs and that they will be able to use what they learned.

“I learned a lot about why local elections are so important & also gained communication skills.”

“I think this internship was helpful because i learned the business aspect of the music industry.”

“I personally have a huge passion of learning about the LGBTQ+ community and I am also queer, so I like learning about my community.”

Key Measures: 70% of RYSE members report an understanding and capacity to build community with races, cultures and sexual orientations and genders different from their own.

Findings: 90% of members responded that they have a better understanding of people of different cultures than their own. 87% responded that they have a better understanding of LGBTQ identity. 93% responded that they have a better understanding of how different groups in their schools share common challenges.

“I have learned that there are so many issues that the immigrant community faces, such as access to health care, their basic human rights are being denied to them.”

“I was able to learn about the many important terms that apply to discrimination.”

“The lesson we learned on cat calling women “

“I am thinking about our conversations about body image and mindfulness.”

Key Measures: 80% of the total number of stakeholders involved in TRRS series will report increased understanding and capacity to practice trauma-informed youth development.

100% of session evaluation respondents from the Racial Reckoning Series, Session 1 (N=92) answered that they would recommend the series to colleagues and co-workers. Select participant quotes:

“It means that I have more to do as a part of the system to be active, aware, and productive in dismantling oppression and working towards liberation.”

“I appreciate the deepened conversation on what it looks like for organizations to disrupt their systems for the purposes of healing racial trauma.”

Inquiry into the WCC Care Coalition has included the following: 75% reported being able to provide more resources and supports to partners and communities because of the Coalition, and 63% reported deepening their understanding of white supremacy, structural racism, and/or racial trauma and healing through the Coalition.

“Knowing that there energized young folks in our community who are leading and teaching a better way to ‘Be’ ”

“Healing from trauma through the trainings and connections with other partners, as well as the amazing performances from RYSE youth and staff!”

“It’s been very important to me emotionally and it’s given me examples of language and ways of doing things that have helped my organization figure out “who” to be during this time.”

“The tone and opportunity to be human together. I get a lot of clarity out of the meetings, and it helps me keep my resolve around the work we are doing.”

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

While the total number of youths served during this year is 255, the Race section adds up to more because youth marked both more than one race and the races they identified. Similarly, the Gender Identity and Sexual Orientation sections add up to more because some youth selected multiple responses.

- Part 2 is blank because we collect info on race and ethnicity together and with some differentiated categories than MHSA.
- Part 5 is blank because RYSE does not ask about specific disability on the member application. We noticed that there is no place to document atmospheric trauma and distress our member’s experience.
- Regarding referrals out for Part 7. We do refer youth to outside services (clinical and non-clinical); however, they often report negative or uncomfortable experiences with outside referrals. In most cases, RYSE staff continue to provide case management to support engagement in external nonclinical services. On occasion, members will inform us that they were unable to make an appointment.
- Regarding Part 7: Item 10 requesting the average duration of untreated mental health issues, RYSE defines and addresses trauma and distress as historical, structural, and atmospheric, operationalized through racial oppression and dehumanization of young people of color (RYSE Listening Campaign, 2013; Hardy, 2013; Leary, 2005; Van der Kolk, 2015). Therefore, RYSE’s work is focused on addressing the conditions and systems that induce and perpetuate distress and atmospheric trauma, cultivating and supporting community building for collective healing and mobilization to address the harmful conditions and their generational impacts, and providing tailored supports and services necessary to provide safety, stabilization, and hope for individual young people and as a community.

We measure impacts related to RYSE’s core strategies and prioritization of relationships as prevention and early intervention of mental health issues (reflected in our service workplan). We do not measure duration of untreated mental health issues, as it does not fully reflect, and is dismissive of, the context and magnitude of what young people are experiencing and embodying. It falls short of the rigor and dynamism we employ as a community mental health and healing organization. That said, we work in persistent proximity with individual members to listen to, validate, and hold their lived experiences and articulations of distress, as well as those of resistance and resilience.

EVIDENCE-BASED OR PROMISING PRACTICES:

What evidence-based, promising practice, or community practice-based standard is used in your program and how is fidelity to the practice ensured?

Please see previous reports sharing RYSE’s Theory of Liberation and Radical Inquiry.

RYSE’s Leadership Pathways (RLP) provides opportunities for personal and professional growth within the organization. The purpose of the RLP is to engage and empower youth in becoming informed community leaders, develop skills that will allow them to effectively advocate for themselves and their community, and prepare youth for college and career. This includes predictable, loving, and empathetic relationships with adults and opportunities to build creative and leadership confidence

within their community. The pathways include an organizing and leadership program that elevates youth from a RYSE member to an active participant in RYSE's internship program. Young people who may have previously engaged in any number of drop-in workshops, community projects or events, and individualized health, academic or career supports may apply to join one of 10+ internship cohorts in an area of their interest such as Digital Storytelling, Public Health Youth Participatory Action Research (YPAR) or Richmond Youth Organizing Team. The paid internship begins with the Youth Leadership Institute, a week-long intensive focused on political education, healing practices, cultural tools and narrative-building, and organizing. Throughout internships, youth complete individual and community projects, as well as engage in Education and Career and/or Wellness Plans to holistically support individual goals. Internships prepare youth who wish to apply for RYSE's Fellowship Program. The model structure includes introductory, intermediate, and advanced levels of leadership training, skill building, youth leadership retreats, and workshops on social justice and communication. YPAR interns have developed mixed-method projects and reports into critical experiences affecting BYMOC such as trauma, coping and peer/adult relationships both in and out of school. Interns have led workshops for adult practitioners in the community, created resources for their peers, and are currently engaged in planning for the re-opening of RYSE Commons. In the coming year, RYSE is planning for greater economic skill-building and support for interns, policy and advocacy/leadership coaching, and a pathway to health-related careers through RYSE's public health model and health clinic.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

RYSE has developed robust public health and safety protocols that inform our meetings, programming and use of physical space. These have been adjusted as conditions change, are informed by CDC and county health guidelines, and have been shared with partners in our community. We remain closely connected and cognizant of Contra Costa County surges, hotspots, and inequities in vaccination rates and health burden in our communities. Along with the young people we serve, of our 38-person team, many staff are also navigating significant system barriers related to documentation status, aging out of the foster care system, family incarceration, and supporting childcare or family members with chronic illness, unstable employment, etc. One third of our staff are youth pathway leaders: still young people themselves who were formally members. This deep relationship within our community impacts how we reopen our physical center. Some of the questions we are considering, and sharing in conversation with partners:

- Who and what are we opening for?
- Who is most burdened? Most protected?
- What are the implications for our ecosystem/safety net?
- Where are we seeing the forces of disaster capitalism playing out in our systems and ecosystem?
- How do we engage in healthy struggle against these forces and towards belovedness?

Along with this response to current and exacerbated conditions, over the last 5 years, we have heard more frequently from members the desire for RYSE to have a health clinic - a physical space at RYSE to tend to primary, behavioral, and tertiary health that feels loving, non-judgmental, responsive, and affirming. Conversations with young people and providers about the idea and concept for a health home by and for young people have been met with resounding agreement and enthusiasm for the need of such space. Through these conversations, the following needs have surfaced: culturally appropriate and culturally rooted services; youth development competency of providers; gender and sexuality affirming services and care; sexual health

services; family planning; wound care; mental and behavioral health; health services for young people who are most vulnerable to systems harm, neglect, and/or policing “hard to reach” youth (e.g. undocumented, commercially and sexually exploited, engaged in trafficking, homeless, queer and transgender youth); dental services; health insurance and health care navigation; and accessibility/transportation.

An exciting development is the advancement of plans to create an onsite health clinic at RYSE, which will be able to open not too long after the RYSE Commons campus is complete. This will be a health home rooted in young people’s healing and safety (physical, emotional, political), expanded onsite primary care, sexual health, clinical case management, and mental health care linkages and resource navigation for youth and families. Current building renovation into a fully accessible health home includes a wheelchair ramp that connects the clinic with the RYSE Commons healing garden, HVAC, outdoor spaces, equipment. Health partners have begun to tour the space and provide insight for center activation.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

The Richmond Youth Organizing Team (RYOT) Interns and DLCAPS Fellows closed out this year’s program by hosting youth-led workshops. RYOT Interns are grounded in social justice principles and values and participate in leadership training, exploring issues in their communities, developing community organizing skills, and coordinate events to educate their peers.

DLCAPS Fellows are the youth representatives on the District Local Control Accountability Plan for Parents and Students Committee. The role of the DLCAPS Fellows is to ensure youth voice and opinions are implemented in the Local Control Accountability Plan at the end of the year. They work together with and advocate for their peers in school, holding space for students to share their needs and plan together.

That said, youth-led workshops are part of our Youth Organizing internship model. All youth interns in our department prepare + train throughout the year to develop and facilitate a workshop at the end of their internship on a topic of their choice and they do it in partnership with another youth leaders or a community organization. They create their own flyers, curriculum, outreach plan, and facilitate their workshops at the end of the year. All workshop sessions are open to all youth ages 13-21.

MENTAL HEALTH & SELF CARE WORKSHOP

May 5th 2021
By Jaquelin



AGENDA

01

Check In & 5 Minute
Meditation

02

Mental Health
Awareness Month &
Stigma

03

Depression &
Anxiety

04

Where to Reach Out
for Help

05

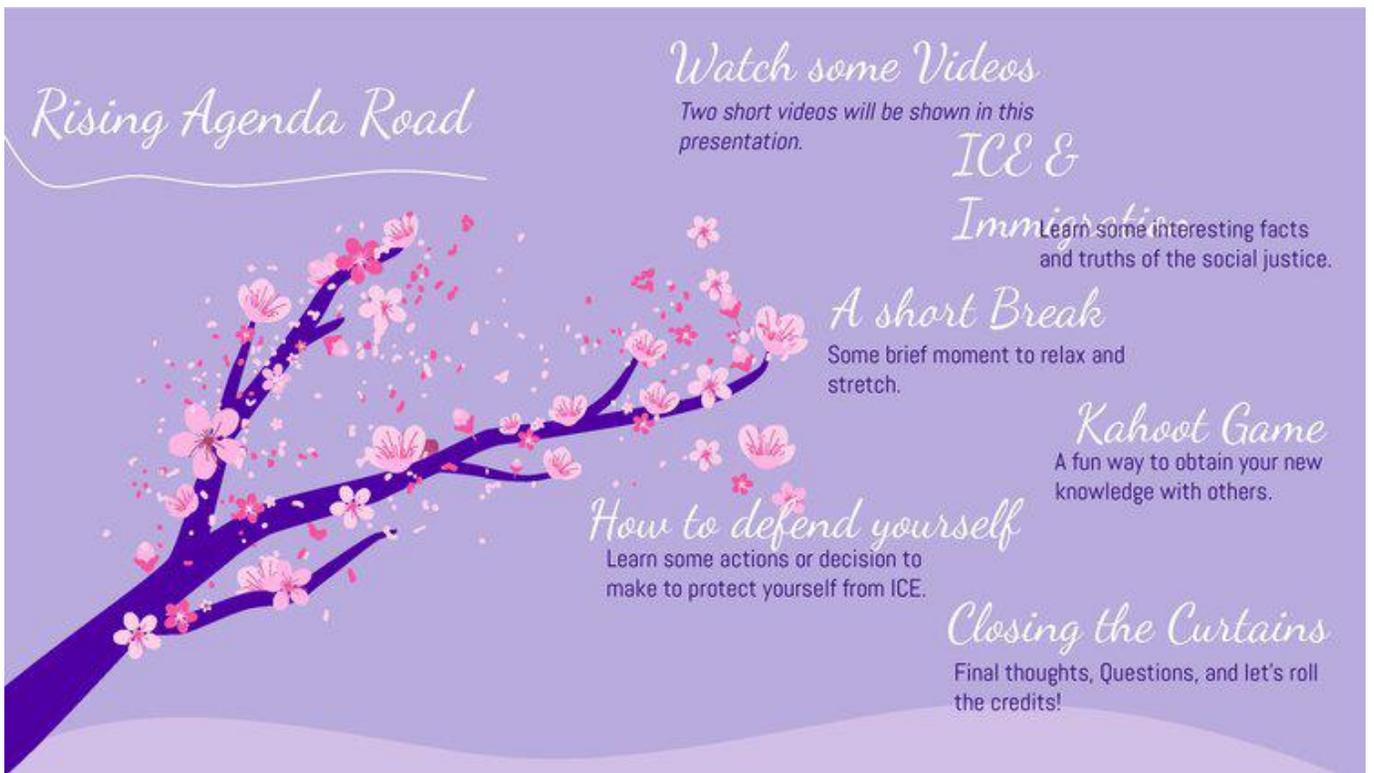
Coping Cards

06

Check Out

RYOT Intern Jaky facilitated a beautiful and needed workshop. She opened the space with a meditation, talked about Mental health Awareness Month, discussed depression & anxiety for students during distance learning & guided youth into an art activity. As a note, feelings of depression and anxiety can present itself in many forms that do not simply look or feel like sadness, especially for BIPOC communities. RYSE recognizes many diagnoses individuals in historically oppressed

communities receive are normal responses to injustice, oppression, and trauma, responses to very real, very valid factors outside of the person.



Yolanda opened the space with a check in, shared a video on the history of ICE and its harmful impacts on community pre-and during COVID. She led a Kahoot game with information and facts on ICE & immigration, closed us out with a session on how to defend & protect yourself from ICE and offered resources. Yolanda's dream is to become an Immigration Defense Lawyer to support undocumented immigrants.



RYOT Intern Malaika & DLCAPS Fellows Michelle and Stephanie hosted an amazing youth-led workshop on Food Justice with 10 youth participants & 4 adults allies.

Homelessness in California

Luis Hernandez



DLCAPS Fellow Luis facilitated his first youth-led workshop! He showed us a video elevating experiences of unhoused folks, created a kahoot game with statistics and data on housing inequities, guided us into a padlet activity for youth to share how they/RYSE can support and closed us out with a call to action through a petition.

PEI ANNUAL REPORTING FORM

ACCESS & LINKAGE TO TREATMENT REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: STAND! For Families Free of Violence

DBA Putnam Clubhouse

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

Our Youth Education and Support Services (YESS) program offers education, prevention and early intervention services that support middle and high school students with navigating healthy relationships. Our You Never Win with Violence workshops (one focuses on teen dating violence and healthy relationships and the other on teen sexual harassment) are offered in individual classrooms. Through these workshops we educate youth on warning signs for teen dating violence, inform them of the reporting process, and link them to supportive services (i.e., student health center, therapy, crisis lines, our support groups, and our STAND! counseling services). Our support groups (Expect Respect and Promoting Gender Respect) work with 10-15 youth for an entire semester utilizing evidence-based curriculum and promising practices to support youth in exploring relationship trauma, healing, and tools for healthy relationship behavior.

Our expected outcomes were to provide primary prevention activities to educate seven-hundred fifty (750) middle and high school youth about teen dating violence, up to sixty (60) school personnel, service providers, and parents, subject to their capacity to participate with Contractor's outreach efforts, with knowledge and awareness of the scope and causes of dating violence, including bullying and sexual harassment, to increase knowledge and awareness of the tenets of a healthy dating relationship.

We served **seven hundred and forty-three (743)** participants and provided **thirty (30)** presentations of “You Never Win with Violence”. We were unable to conduct Expect Respect and Promoting Gender Respect Support Groups due to the Covid-19 Pandemic.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **How are participants identified as needing mental health assessment or treatment?**
- **List of indicators measured, including how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**
- **Average length of time between report of symptom onset and entry into treatment and the methodology used**

Please Note: In March 2020 Contra Costa County was forced to “Shelter in Place”, close all schools, and non-essential services due to the covid-19 pandemic. The closure of schools caused the immediate shut down of YESS program services within the schools. Although STAND! For Families Free of Violence is considered an essential service the agency in effort to keep staff safe and comply with state and county guidelines for combating the Covid-19 pandemic, all staff were reassigned to “Shelter in Place” work mode, using virtual platforms to provide services from March 2020 through June 30, 2020. During this time the YESS team redesigned the entire in-person school base program to a virtual program.

Although we were able to adapt all our services to a virtual format to meet the needs of students our engagement with students strongly relies on our partnership with the schools to provide services. The covid-19 pandemic has had a huge impact on schools’ accessibility, student services, and student learning. Schools were not equipped to accept many supportive services for students from outside providers due to the remote learning structure and student resources at home.

In July 2020 we strived for some normality and was able to provide the following virtual services to students:

1. During this reporting period we served **seven hundred and forty-three (743)** participants in **thirty (30)** presentations of “You Never Win with Violence”. Goal shy of seven (7).
2. **Zero (0)** Expect Respect and Promoting Gender Respect gender-based support groups conducted.
3. Adult Allies: **Thirty (30)** teachers and **forty (40)** other school/community personnel trained. Goal exceeded.

All data collected from pre, and post evaluation surveys are initially reviewed after each presentation and/or support group to determine if clients completed the questionnaire and if the surveys contained information requiring staff immediate follow up and/or intervention services.

DEMOGRAPHIC DATA:

Not Applicable (Using County form)

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

The COVID-19 pandemic presented the YESS team with some challenges collecting student demographics. All demographic data is collected from pre, and post evaluation surveys given to students when services are provided. As mentioned above the

YESS team was able to modify all services to a virtual format including the pre, and post evaluation surveys. However, student's completion of the surveys strongly relied on teachers support with distribution and collection due to the decrease in YNWWV presentation time.

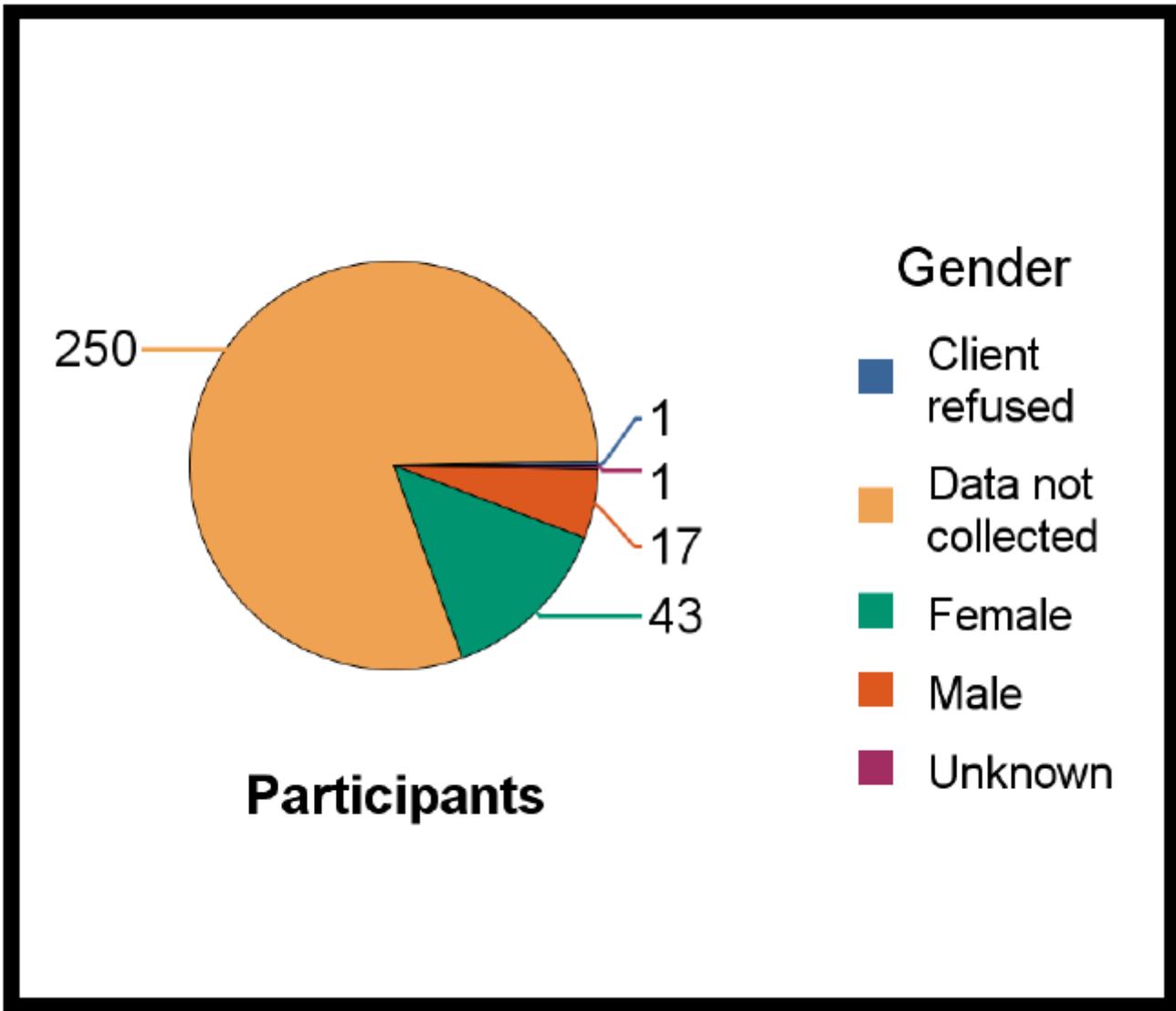
The YESS team provided services to **seven hundred and forty-three (743)** students and **thirty (30)** presentations of YNWWV. The demographics listed below only show **three hundred and twelve (312)** students from the completed and collected pre and post evaluation surveys received back from teachers. 431 students did not complete surveys.

Total Clients Served: (You Never Win with Violence)

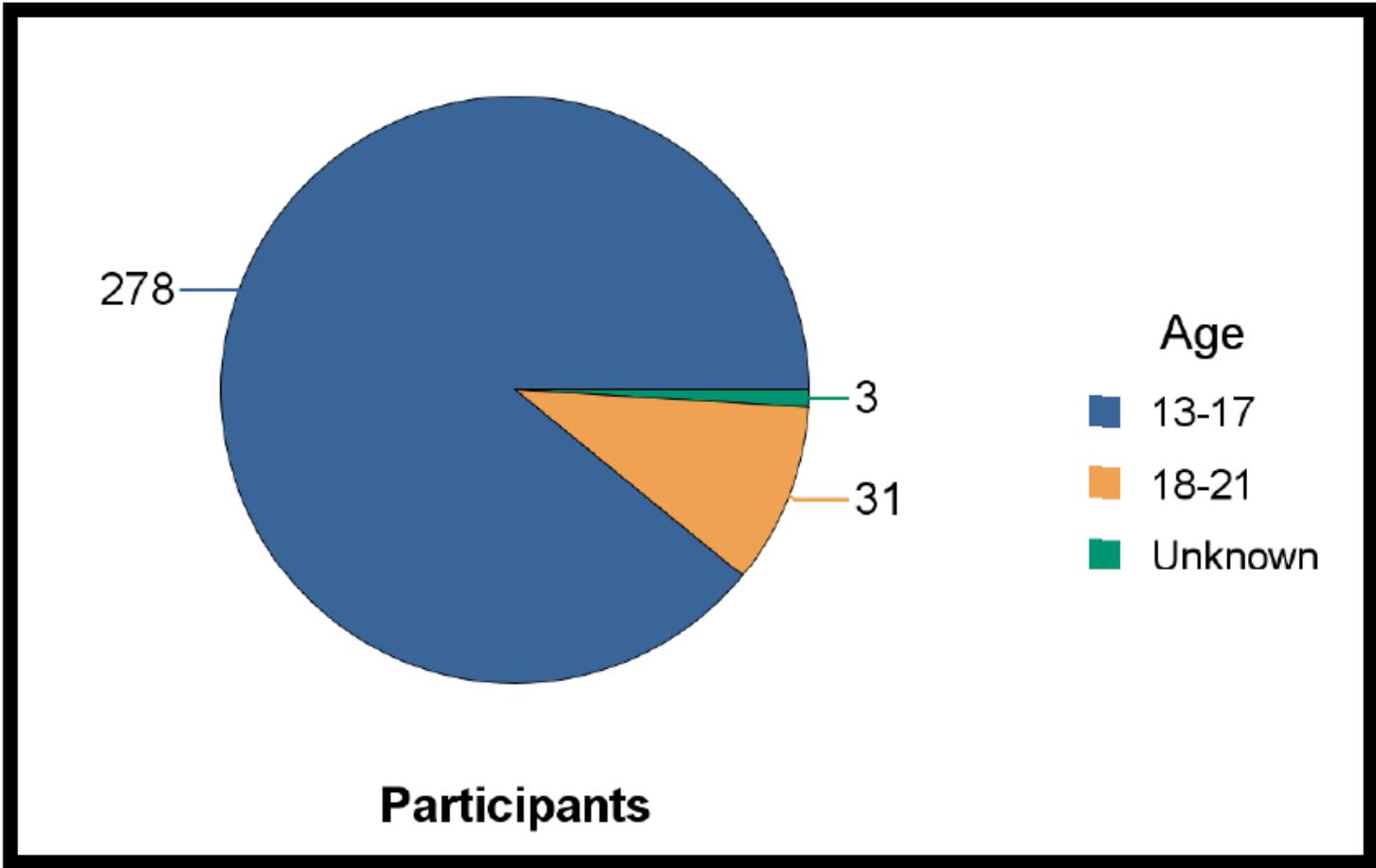
We have served a total of 743 clients through all our Prevention Programs throughout the Fiscal Year.

Gender:

Male Identified: 17 clients; Female Identified: 43 clients; Unknown/Unreported: 252 clients.

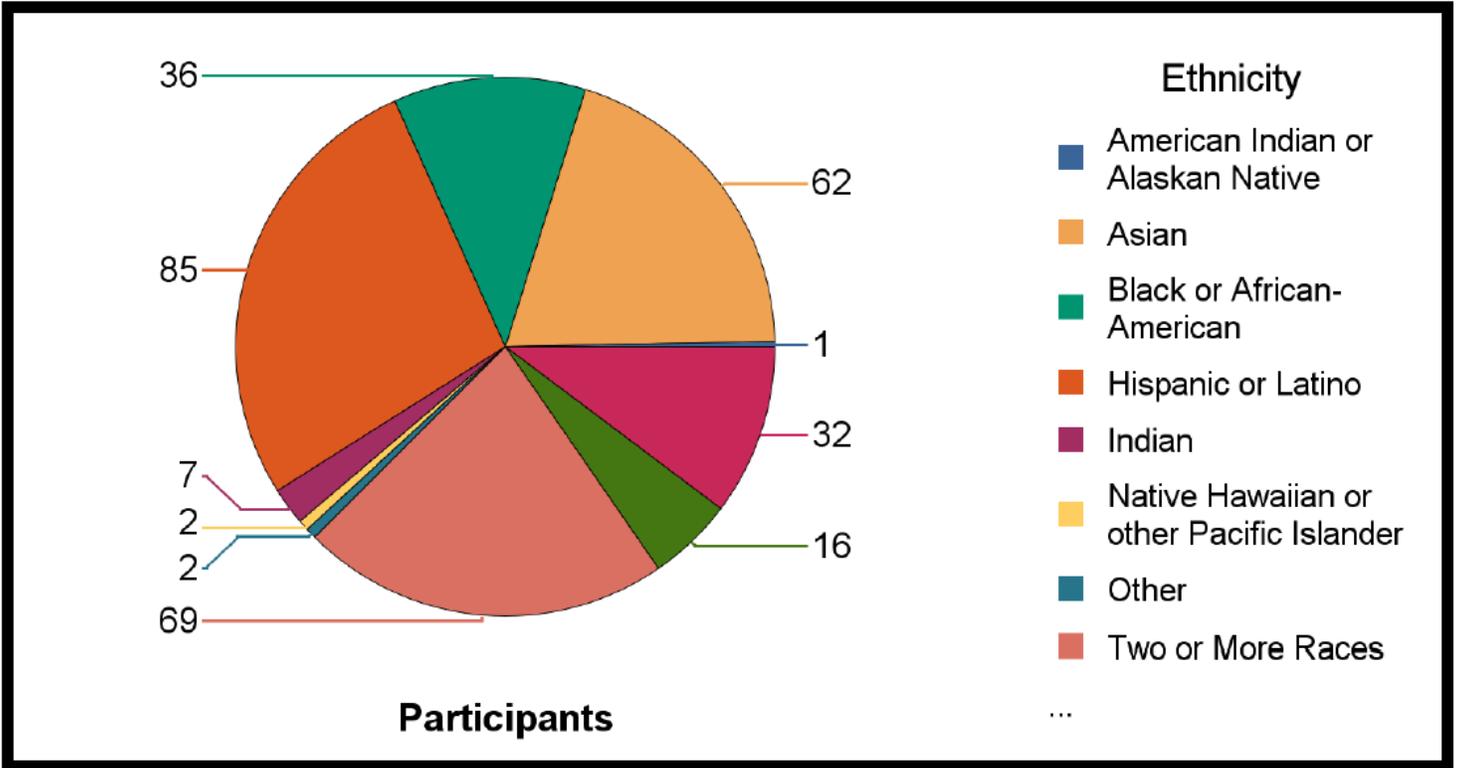


Age: 0-12: 0 participants; 13 – 17: 278 participants; 18-21: 31 participants; Unknown/Unreported: 3 participants.

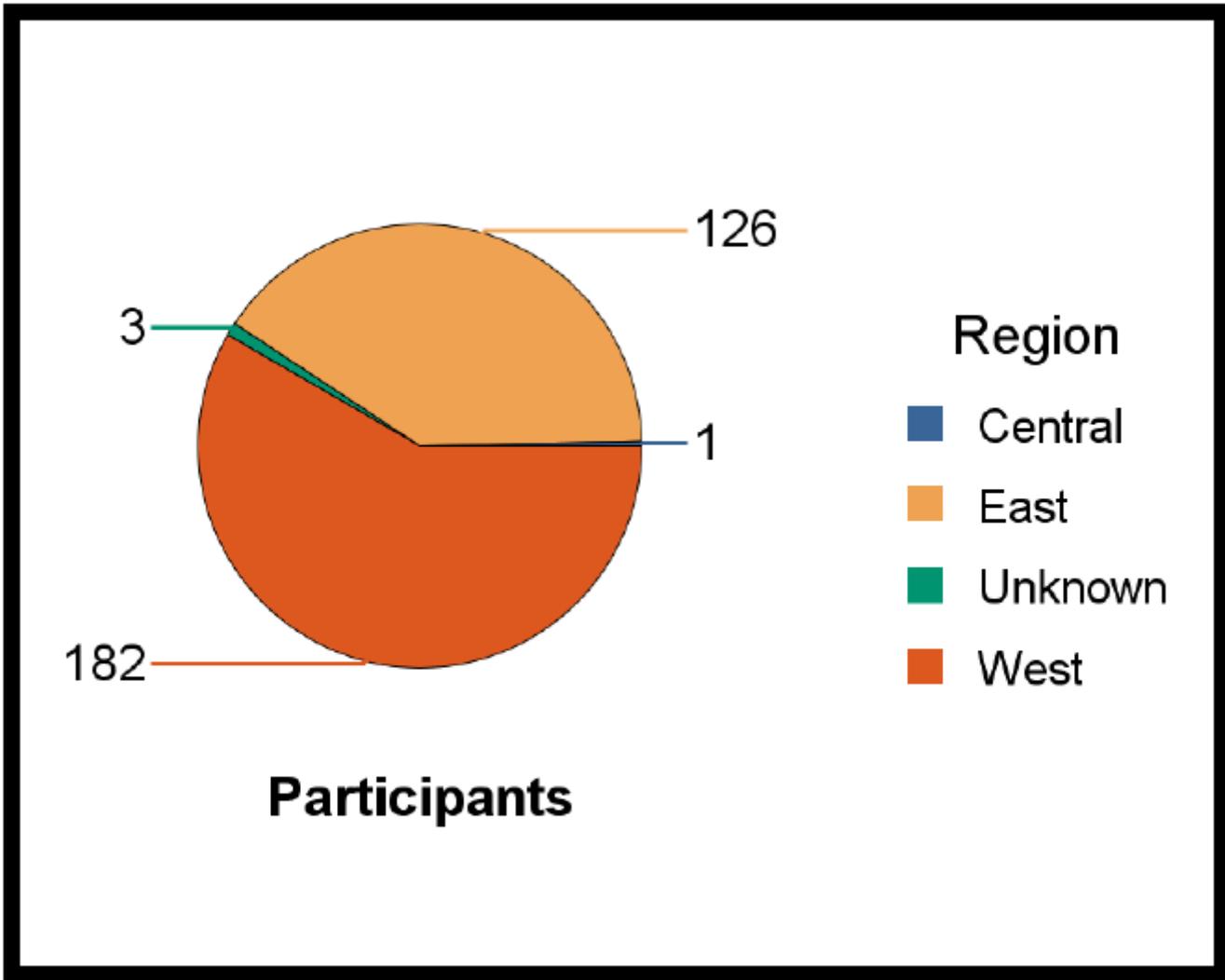


Race/Ethnicity:

African American/Black: 36 participants; American Indian/Alaska Native: 1 participant; Asian: 62 participants; Native Hawaiian/Pacific Islander: 2 participants; Caucasian/White: 32 participants; Hispanic/Latino: 85 participants; Indian: 7 participants; Other: 2 participants; multi-racial: 69 participants; Unknown/Unreported: 16 participants



Region:
 Central County: 1 participant; East County: 126 participants; Unknown: 3 participants; West County: 182 participants.



The following prevention services not provided, and no demographics were collected due to the Covid-19 pandemic:

- You Never Win with Sexual Harassment (YNWWSH)
- Expect Respect (ER)
- Promoting Gender Respect (PGR)

LINKAGE AND FOLLOW-UP:

Please explain how participants are linked to mental health services, including, how the PEI program follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

Students who are identified as needing intervention services which can include therapeutic services will be linked to an appropriate service. Referrals are immediately responded to as it is a warm hand-off to another program.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

The YESS program operates within the policies and procedures of our parent organization STAND! for Families Free of Violence. STAND! is a catalyst for breaking the multi-generational cycle of violence, promoting safe and strong families, and rebuilding lives. This requires that all staff adhere to state laws governing client confidentiality and professionalism. STAND!'s policies and procedures require staff employ a client centered, trauma informed approach to service provision. STAND!'s policy requires staff to respond to client's inquiry within 24 hours of contact with follow up services and support.

STAND! services include: A twenty-four (24)-hour Crisis Line, twenty-four (24) Bed Domestic Violence Emergency Shelter, Seven (7) Transitional Housing Units, Community Services Intervention program located in east, central and west Contra Costa County; a clinical/mental health services program, and a Non-Violence Program for formerly incarcerated clients.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

STAND!'s YESS Team program is most proud of the following events in this reporting period:

1. We were able to successfully transition our operation to virtual programming of services to student during Covid-19, practicing Contra Costa County guidelines for "Shelter in Place" and safety precautions.
2. Youth Against Violence (YAV) was represented at the statewide Domestic Violence awareness month panel hosted by California Partnership to End Domestic Violence (CPEDV) on zoom. A YAV member of three years spoke about the challenges Covid-19 and the impact it has had on providing prevention services to students.
3. STAND! staff and YAV started a YAV/YESS Instagram account. The account has brought awareness and engagement to the issues of Teen Dating Violence in a way that is accessible and appealing to teenagers.
4. YAV volunteers and STAND! staff used the Instagram account to launch their first virtual Teen Dating Violence Campaign, during the Teen Dating Violence Awareness Month (TDVAM). The campaign was called "They Love Me, They Love Me Not", it highlighted some of the internal struggles that someone might have in an unhealthy or abusive relationship. Also, just the overall signs of what love should look like and how it should not. In addition, the campaign highlighted the red flags and helped to spread a positive message of acceptance and loving oneself.
5. The Family Justice Center, Youth Services Network, and the Vice Mayor of Antioch, CA invited STAND! staff to present their You Never Win with Violence workshop and facilitate four (4) discussion groups focused on teen dating violence and healthy and unhealthy relationships for a TDVAM event. Approximately one-hundred eighty (180) students and forty (40) adults about two-hundred twenty (220) people in total.
6. Introduced YNWWV workshops at a new school, Heritage High School in Brentwood, CA. We presented in six (6) classes in a two-day span.

7. Through the months of April 2021 June 2021, the YESS team put in a lot of work and time planning and preparing for the summer 2021 YAV program. The staff and current YAV (summer 2020) developed a new YAV recruitment plan because there were no school based support groups to draw interest and attention to the summer 2021 YAV program. The recruitment plan was successful, we will be kicking off the summer 2021 summer YAV program in July 2021 with eight (8) YAV!

The YESS team has modified the summer curriculum to include some learnings from the Expect Respect (ER) and Promoting Gender Respect (PGR) curriculum for incoming YAV who did not get an opportunity to participate in our school-based support groups due to the Covid-19 pandemic to best support their success as a STAND! YAV

PEI ANNUAL REPORTING FORM

EARLY INTERVENTION REPORTING FORM

FISCAL YEAR – 2020-2021

Agency/Program Name: Vicente Martinez High School & Martinez Unified School District

C.O.R.E. - Community Optimizing Resources for Empowerment

PEI STRATEGIES:

Please check all strategies that your program employs:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Provide access and linkage to mental health care |
| <input checked="" type="checkbox"/> | Improve timely access to mental health services for underserved populations |
| <input checked="" type="checkbox"/> | Use strategies that are non-stigmatizing and non-discriminatory |

SERVICES PROVIDED / STRATEGIES:

Please describe the services you provided in the past reporting period. Please include types of problems/needs addressed, any activities that address these problems/needs, and any functional outcomes targeted by the services provided.

The Prevention and Early Intervention (PEI) program at Vicente Martinez High School and Briones School is called C.O.R.E. which stands for Community Optimizing Resources for Empowerment. C.O.R.E. is an integrated mental health focused learning experience for 9th-12th grade at-risk students of all cultural backgrounds. The program is facilitated by Martinez Unified School District (MUSD). We provide 9th-12th grade at-risk students a variety of experiential and leadership opportunities that support social, emotional and behavioral health, career exposure and academic growth while also encouraging, linking and increasing student access to direct mental health services.

Key services include student activities that support:

1. Individualized learning plans
2. Mindfulness and stress management interventions
3. Timely access and linkage to direct mental health counseling
4. Team and community building
5. Character, leadership and asset development
6. Career-focused preparation and internships
7. Parent involvement
8. Outreach

Services support achievement of a high school diploma, transferable career skills, college readiness, post-secondary training and enrollment, democratic participation, social and emotional literacy and mental/behavioral health. PEI services are provided by credentialed teachers and an administrator, qualified office staff, marriage family therapist, a Pupil Personnel Services credentialed academic counselor. All students also have access to licensed Mental Health Counselors for individual and group counseling.

All students enrolled in Vicente and Briones have access to the variety of PEI intervention services through in-school choices that meet their individual learning goals. Students sometimes switch between Vicente and Briones schools at different points in the school year. Mental health and social emotional activities and services are offered to all students at both schools and are deeply integrated into the Vicente school day. Data is collected for all students who participate in these programs no matter which school they attend, but demographics and statistics are based upon Vicente total enrollment.

This year the PEI program continued providing students experiential opportunities that fostered a strong sense of positive, personal identity, leadership skills and intergenerational connection to the community and place that they live. These opportunities provided students an alternative to a traditional high school education while they continue to make progress toward earning the necessary credits for an accredited high school diploma. Experiences that enriched the curricula are presented below in the following categories:

- Service Learning
- Team-based Projects
- Career-Focused Internships
- Mental Health Focus
- Leadership Development
- Academic Skills Development
- College and Careers
- Teacher Professional Development

Service Learning: Students continue to be involved in short-term, one-day service-learning opportunities and team-based, hands-on, service-learning projects that benefit the local community and environment.

Career-Focused Internships: The internship program continues to be an increasingly important and valuable tool in our efforts to prepare students for rewarding and successful futures as individuals, citizens and community members. To ensure the success of the internships and the growth of the interns, interns learn, present and are evaluated through a series of tiered experiences designed to prepare them for future college and career opportunities. Our academic counselor continues to organize the internships in partnership with community professionals. Academic support is provided by the Vicente teaching staff.

Mental Health Focus: Students continue to participate in holistic health activities and seminars that support their emotional, social and academic health.

Leadership Development: Students continue to participate in leadership programs and mentorships that support students needing increased academic or emotional skill development.

Academic Skills Development: Students continue to receive academic instruction and support from teachers/contracted service providers through integrated, project-based curriculum, specific academic skills instruction and individualized, differentiated instruction.

College and Careers: Students continue to be exposed to a variety of careers and colleges through guest speakers, introduction to internship seminars and field trips to help them prepare for a successful transition into independent adulthood.

Teacher Professional Development: Teachers continue to attend professional development opportunities to increase knowledge about supporting at-risk students.

Outreach: Vicente Martinez High School continues to advertise the program and to inform the public about the educational opportunities that the school offers for at-risk students and to dispel misconceptions about the school and the population who attend the school. This year Vicente had a waiting list of students wanting to attend due to the focus that is placed on mental and social emotional wellness.

Vicente/Briones staff and outside service providers have worked cooperatively to continue to create opportunities for all students to develop academically, socially, emotionally and mentally through participation in hands-on, place-based learning and experiential projects. Currently, all Vicente teachers and staff are actively engaged in supporting and implementing PEI program services.

Of the 155 students who were enrolled at Vicente and Briones over the course of the school year, 97% of the Vicente student body and 54% of Briones students participated in PEI activities. Overall, students participated in an average of six different services per individual over the course of the year.

Service Learning: One of our PEI fundamental values is Service. To that end, staff place great emphasis upon student participation in service-learning opportunities. Vicente and Briones require seniors to volunteer for at least 15 hours their final year and many participate in more than that. Students were involved in short-term, one-day service-learning opportunities and team-based, hands-on, service-learning projects that benefited the local community and environment. Note: This year, due to the school closure because of COVID-19 some students did not complete all hours and were given a waiver for these hours.

- **Alameda Food Bank:** Over the Thanksgiving holiday break, students typically work with the Alameda Food Bank to prepare food packages for those in need. We were unable to participate this year due to COVID-19.
- **Dia de Los Muertos:** Students typically volunteer at the Dia de Los Muertos event in downtown Martinez. This event was canceled this year due to COVID-19.
- **Downtown Martinez Clean-up:** Students typically volunteer at the annual Downtown City Clean-up Day to remove graffiti, power wash windows and streets, remove trash, weed, and prune trees and bushes in the downtown blocks of Martinez. Students report an increased sense of connection to and pride in their community. This event was canceled this year due to COVID-19.
- **MEF Run:** Students and staff volunteered at the Martinez Education Foundation Run for Education, which is a fundraiser for Martinez Unified School District schools. This year the run was virtual
- **Service-learning guest speakers & presentations:** Service-learning focused guest speakers shared their experience, passion and expertise with students. Students were positively engaged, asking questions and some of whom committed to participating in various aspects of the speakers' groups. These experiences were virtual this year.

Career-Focused Internships: The internship program continued to grow. All students at Vicente and

Briones were given the opportunity to apply, interview and participate in these career-focused internships. Internships for the year included:

- **Culinary Academy:** This program was not offered this year due to COVID-19 but will resume next school year. This ten-week program is sponsored by Loaves and Fishes and is located at their headquarters in Martinez where students learn culinary skills four days a week after school. Training in a state-of-the-art kitchen provided by Loaves and Fishes has inspired some of our students to move forward in this career pathway. Students reported going long hours or entire days without eating in their homes, and since attending the culinary program they have gained skills to make food on their own. Students who participate and complete the program become certified food handlers. All students who have participated have been hired in the hospitality industry and have been offered enrollment in Diablo Valley College's culinary certificate program, which is an impacted program.
- **Martinez Early Intervention Preschool Program:** This program was not offered this year due to COVID-19 but will resume next school year. Twice per week there are classroom aides in special needs classrooms at our district's pre-school program. Our Vicente - Briones principal is now the principal of MEIPP as well, so this has helped the availability of internships for our students.
- **Martinez Teen Police Academy:** This program was not offered this year due to COVID-19 but will resume next school year. Students participate in an eight-week teen police academy sponsored by Martinez Police Department. They learn about the work of a police officer and have real life experiences such as working with a police dog, going on a ride along and many other experiences.
- **National Park Service Cultural Landscapes & Phenology Internship:** Students were offered the opportunity to work with the National Park Service at the John Muir National Historic Site.
- **Career and Internship Focused Guest Speakers:** There were a variety of guest speakers throughout the school year.

Mental Health Focus: All Vicente and Briones staff seek to infuse a social-emotional and mental health focus into every aspect of each student's experience. Students participate in holistic health activities and seminars that support their emotional, social and academic health. This school year we had one full time mental health counselor on campus daily. When once students were resistant to participating in mental health counseling, now it is the norm among our students.

- **COPE Family Support Services:** PEI funds were utilized to contract with COPE Family Support Services. Social work and MFT interns provided virtual support for students and parents.
- **Feet First:** Thanks to a generous donor, a group of our students participated in Feet First through the local FightKore gym. This program promotes discipline, self-awareness, empathy and self-control while building self-confidence and increasing focus. We were able to provide this program on a limited basis after our reopening in March 2021.
- **Girls' Groups:** Our mental health counselor continued her Girls Group for each age group: Sophomores, Juniors and Seniors. These groups met weekly to discuss challenges that they were having personally or at school. The group met virtually this year due to COVID-19.
- **Guest Speakers:** Speakers from Martinez Unified School District presented on their career path and educational experience. Mental Health focused guest speakers included a School Psychologist and Special Needs high school teacher. Various other fields were represented as well. These presentations were virtual this year.
- **MFT Counseling Opportunities:** Vicente and Briones students have access to individual and group mental health counseling.
- **Psychology Club:** Psychology Club met virtually once a week for hour-long sessions during the school day with the mental health counselor. Students created group norms which were reviewed and agreed upon at the beginning of each session. Students were given the opportunity to choose what to learn about along the lines of behavioral health, throughout the year twelve students participated in Psych Club. Topics that were covered in depth included:

- stigma of mental and behavioral health
- substance abuse
- parent child relationships
- coping strategies

Allowing students to have a say in what they were learning and using teaching tools they were familiar with created a platform for safe sharing of personal experiences with the content they were learning about simultaneously. Often students had valuable moments of clarity regarding their past or present experiences. Psychology Club students also took field trips to Sacramento to serve on the Mental Health Advisory Workgroup at the California Department of Education that included meeting both the outgoing and incoming State Superintendent. They were invited to speak at a variety of organizations who were interested in mental health in schools and/or who wanted to learn more. The club continued their weekly podcast where they would interview professionals in the field of psychology. They also produced a public service announcement about suicide prevention for the Directing Change contest.

- **Restorative Practices:** Vicente and Briones continued the work that we did over the last two years with Services that Encourage Effective Dialogue and Solutions (SEEDS) for restorative conversations and practices. We began holding restorative circles with students when a wrong needed “righting” and to remedy challenges on campus instead of turning students away through suspension. Teachers and staff also learned strategies for working with students in the classroom in lieu of sending students to the office.
- **Sandy Hook Promise:** Students were trained in the Say Something Program. Students also participated in a variety of Sandy Hook Promise activities that took place throughout the year. The Vicente Psychology Club members were featured in the SAVE Promise Club newsletter.
- **Suicide Prevention:** A representative from the Contra Costa Crisis Center provided a forty-five-minute workshop to all of our students about suicide prevention. This presentation was virtual.
- **Welcoming Schools Summit:** Several students attended this summit virtually to learn more about creating an inclusive and accepting school community for LGBTQ students.

Leadership Development: Many students volunteered for leadership roles in activities and events that were offered.

- **Get Real Academy:** Our Vicente mental health counselor and academic counselor coordinated the virtual participation of sixteen senior girls for the Get Real Academy. The girls “attended” various workshops on how to manage their finances, their health, solutions to violence, how to secure a job and insurance.
- **Senior Community Service:** All Vicente and Briones seniors completed a minimum of 15 hours of community service at various events and organizations. Students reported this assignment was pivotal in learning how to work in a professional environment, as well as manage their time. Note: These hours were adjusted when the school closure took place due to COVID-19.

Academic Development: Students continued to receive common core centered academic instruction and support from their Vicente and Briones teachers. Strategies used included integrated instruction, project/place-based curriculum, specific skill instruction and individualized and differentiated instruction.

- **Alternative School Setting:** Vicente Martinez High School and Briones School are both alternative school options. Both schools offer individualized, scaffolded and differentiated instruction, small class sizes, engaging activities, project-based learning, skills instruction, on-line courses, self-pacing, flexible scheduling and chunking of instructions and assignments.

- **Individual Success Plans:** Teachers, the academic counselor and principal facilitated weekly appointments with students. Students created goals for academic skills, attendance and self-care. Their ultimate goals were chunked into small weekly goals and adjusted which the student reviewed every Friday.
- **Multi-Tier System of Support & Response to Intervention:** Vicente staff met weekly to discuss students of concern and academic progress of students. Staff came up with interventions and support for each individual student as needed based on their challenges and struggles. The principal developed a shared Google Doc where data was recorded on each individual student including attendance, credit accrual and social emotional wellness. Teachers and staff could view the document for insights about each student as well as provide their own comments about what was working for the student.
- **College and Careers:** Students continued to be exposed to a variety of careers and colleges through guest speakers, introduction to internships, seminars and field trips in order to help them successfully transition to young adulthood.

College Visits: Students had the opportunity to virtually visit and tour Diablo Valley College. Note: Our other college visits were cancelled due to the school closure due to COVID-19.

- **Concurrent College Enrollment:** Ten Vicente and Briones students were concurrently enrolled at Diablo Valley College over the course of the school year. Our academic counselor and internship coordinator supported the students who were enrolled by checking in with them weekly. The objective was to provide support for students for them to be able to complete their courses successfully. Discussions took place among students regarding their successes and challenges.
- **FAFSA Workshop:** All seniors received a workshop on how to complete and file the Free Application for Federal Student Aid (FAFSA). Most of our students qualify for some level of free assistance for college and most are unaware of this. Once they realize that funding is available this removes the financial obstacle for our students moving on to college.
- **Resume & Cover Letter Workshop:** In addition to individual appointments with the internship coordinator, students worked in groups to complete their resumes. Support was also given to students to create cover letters for job and internship applications.
- **Senior Portfolios and Exit Interviews:** Each senior was required to complete an extensive career portfolio and prepare a written packet and multimedia presentation that then was 7 subsequently presented at an exit interview in front of staff. The internship coordinator supported students with this process and coordinated the presentations. Note: Due to the school closure due to COVID-19 some students were not able to complete their senior portfolio. Emphasis was placed on completing high school credits in a distance learning environment over completing the portfolio.

Teacher Professional Development: Teachers continued to participate and lead professional development opportunities to increase their knowledge about how to better support at-risk students.

- **Brief Intervention:** An Approach for Substance Using Adolescents: Our administrator was trained in this restorative approach and will be implementing it in the coming school year for students who show up to school under the influence of a substance or who are being impacted by substance use.
- **Restorative Practices:** Vicente and Briones continued to hone the skills they gleaned from their work with Services that Encourage Effective Dialogue and Solutions (SEEDS) for restorative conversations and practices. We held restorative circles with students when a wrong needed “righting” and to remedy challenges on campus instead of turning students away through suspension.

Outreach: Vicente and Briones continued its efforts to promote the program and to inform the public about the PEI opportunities. Most of our activities were adjusted to a virtual format.

- **Community Events:** The staff supported the development and student involvement in many community events such as Martinez Run for Education, Earth Day, Dia de Los Muertos, City Clean Up, Kiwanis Club, etc.
- **Community Organizations:** The principal and other staff members were invited to present to various groups in our community, such as Kiwanis and Rotary. The Vicente-Briones Psychology Club presented to the Martinez Unified School District School Board regarding the mental health services at Vicente-Briones and advocating for services in other schools in the district.
- **Model Continuation School Recognition:** Vicente was again a recipient of the Model Continuation High School Recognition through the California Department of Education and the California Continuation Education Association. The award highlights the mental health focus and other schools have sought guidance from Vicente regarding best practices to support the social emotional growth and development of students.
- **New Family Orientation:** The principal meets one-on-one with each family before enrolling a student to orientate the family as to the school program, including the PEI services offered.
- **Partnerships:** We continued to work in partnership with Martinez Unified School District personnel and other local organizations to connect to various funding streams to support additional internships and service projects. We continued our work with the Contra Costa Crisis Center, Loaves and Fishes, Feet First, Sandy Hook Promise, Contra Costa Food Bank, Roary, Kiwanis, COPE Family Services and the California Department of Education as well as local private families who provide funding for scholarships for our graduating seniors.
- **Western Association of Schools and Colleges:** We remain fully accredited by the Western Association of Schools and Colleges (WASC). This means that all graduates receive a fully accredited high school diploma. In the Spring of 2021, we will have a mid-term visit as a part of our six-year accreditation cycle.

School Closure: A relevant event that took place during this reporting period was the school closure due to the COVID-19 pandemic. During the 2019-2020 school year, the last day of in-person instruction was Friday, March 13, 2020. On Monday, March 16 we instituted distance learning. Distance learning continued through March 26, 2021. We reopened schools on March 29, 2021. Students were given the choice of returning school on a modified schedule or remaining in distance learning at home. This was a significant change for students, staff, families and our community in general. This shift caused our staff great concern for students since so many of our students rely upon our school as a safe place with caring adults that they depend on. We increased outreach to students during this time. Knowing our students well, we did frequent checks with students who let us know previously that home life was extremely difficult or chaotic. We also increased our support for parents who now had children at home and were responsible for making sure they were completing their work. We continued our regular services for students, including individual and group mental health and academic counseling using virtual means. Our social work intern from COPE Family Services also continued her individual and group work with students and families virtually.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- **Which mental illness(es) were potentially early onset?**
- **How participant's early onset of a potentially serious mental illness was determined**
- **List of indicators that measured reduction of prolonged suffering and other negative outcomes, and data to support overall reduction. Include how often data was collected and analyzed, as well as how the program evaluation reflects cultural competency and protects the integrity and confidentiality of the individuals served.**

The following are our outcome measures of success from the 2020-21 PEI work plan.

Engagement Focus:

1. Increase identification of students that have greater risk of developing a potentially severe mental illness and those who need additional supportive/protective factors.
2. Increase engagement of identified Vicente/Briones students in services.

Short Term Focus:

1. Increase timely access and linkage to supportive and mental health services.
2. Increase mental health resilience among Vicente/Briones students.

Intermediate Focus:

1. Increase student ability to overcome social, emotional and academic challenges by working toward reduction of stigma and discrimination while increasing academic success, vocational awareness, relational vitality and the ability to set and achieve life goals.

Outcome Measures of Success

Engagement Focus:

1. At least 85% of enrolled students will receive a) an orientation on program offerings, b) a self-identified needs assessment targeting risk factors that may include, but are not limited to, poverty, ongoing stress, trauma, racism, social inequity, substance abuse, domestic violence, previous mental illness, prolonged isolation.
 - Met. This goal was met at a rate of 97%. The Adverse Childhood Events (ACE) needs assessments showed that Vicente students have an average score of 6. Those with a score of 4 or more are 460% more likely to experience depression and 1220% more likely to attempt suicide.
2. At least 90% of identified students will participate in four services per quarter that supports their individual learning plan.
 - Met. The average number of PEI activities of those who participated was seven.

Short Term Focus:

1. At least 90% of students identified as facing risk factors will be referred to supportive services and/or referred to mental health treatment and will participate at least once in referred support service or mental health treatment during the school year.
 - Met.
2. At least 70% of students participating in four or more services within at least one full semester will report an increase in their Developmental Asset Profile or other risk management tool.
 - Not Met. We did not administer the Developmental Asset Profile. We will revise this goal and use the California Healthy Kids Survey (CHKS) which is completed annually. The goal will need to be an overall percentage since the CHKS does not disaggregate the individual student data, only schoolwide data is available.

Intermediate Focus:

1. At least 70% of students who participate in four or more services and who have had chronic absenteeism will increase their attendance rate by 5% as measured at the end of the school year.
 - Met.
2. At least 70% of students who participated in four or more services and who regularly participate in mental health counseling will earn 100% of the expected grade level credits as measured at the end of the school year.
 - Met.

Our schools closed and transitioned to a distance learning model on March 16, 2020. We continued providing PEI services and even increased services during this time. All services were provided via virtual means. Our outreach increased to families and students seeing that we understood the impact this model was having on our students. We offered times for families and students to meet so that we could provide support.

Indicators that measure reduction of risk factors and/or increase in protective factors that may lead to improved mental, emotional and relational functioning:

- ACE (Adverse Childhood Experiences) Questionnaire
 - Measured: When all students begin at Vicente
- Individual Success and Achievement Plan
 - Measured: Quarterly for all students
- School Attendance
 - Measured: Quarterly, individual and schoolwide percentages
- Credit Accrual
 - Measured: Quarterly, individual and schoolwide data
- Disciplinary Data
 - Measured: Semi-annually, schoolwide data
- Multi-Tier System of Support
 - Measured: Weekly by staff on an individual student basis
- Student Work Samples
 - Measured: Quarterly
- California Healthy Kids Survey
 - Measured: Annually
- Brief Mood Survey
 - Measured: At every mental health counseling session

DEMOGRAPHIC DATA: **Not Applicable (Using County form)**

If your agency has elected to not utilize the County Demographics Form AND have chosen to not collect specific demographic domains (i.e., Veteran Status, Disability, etc.), please provide justification.

EVIDENCE-BASED OR PROMISING PRACTICES:

What evidence-based or promising practices are used in your program and how is fidelity to the practice ensured?

Evidence-Based Teaching Strategies

- Clear lesson goals
- Questioning to check for understanding
- Summarizing new learning in a graphical way
- Time for practice
- Provide students with feedback
- Flexibility for how long learning takes
- Teach strategies not just content
- Collaboration
- Project based learning
- Nurture meta-cognition
- Connections to real life

- Individualized supports to address each student’s needs
- Professional Learning Community
 - Data analysis, results drive programs and instructional practices

School-Based Mental Health Strategies

- Safe and Support School Model
 - Engagement
 - Safety
 - Environment
- Restorative Practices in lieu of punitive measures
- School Climate Assessment Tool
- Positive Behavioral Interventions and Supports (PBIS)
Mental Health First Aid
- Trauma Informed Practices
- Collaborative for Academic, Social and Emotional Learning (CASEL)
 - Self-Management
 - Self-Awareness
 - Social Awareness
 - Relationship Skills

Fidelity of these practices is upheld through teacher and staff training, surveys, classroom observations, staff meeting discussions, academic assessments and consistent monitoring of all practices.

VALUES:

Reflections on your work: How does your program reflect MHSA values of wellness, recovery, and resilience; provide access and linkage to mental health care, improve timely access to services for underserved populations, and use strategies that are non-stigmatizing and non-discriminatory?

Our program reflects MHSA values of wellness, recovery and resilience. Our whole staff embraces these values for our students, and we strive to ensure our students are held accountable and are supported in these ways in order for them to thrive. We provide access and linkage to mental health care by providing individual and group services during the school day and referrals to outside mental health services for students needing longer term support and services. The students at Vicente and Briones are some of our most underserved and at-risk students in our school district. Sixty-eight percent of students are on free and reduced lunch which means their families are in a low socio-economic status. The teaching staff, mental health counselor, principal and special education teacher meet regularly to discuss the needs of students and to review and analyze data. We practice the Multi-Tier System of Support or Response to Intervention Model to provide students with the individualized support that they need to be successful. While there are interventions built into the regular school day such as small class sizes, explicit expectations and universal responses to students, those who need something more are discussed, and it is determined what they need. As a staff we also utilize restorative practices and restorative conversations among ourselves and our students.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of program participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Here is what current students have said about Vicente Martinez High School:

Throughout my academic history I've struggled to thrive or even succeed in a school environment. Every day was a cycle of stress, anxiety, fear, and eventually regret. Even after starting a new year fresh, I eventually fell behind. After transferring to Vicente all those problems dissipated. I was finally meeting and surpassing expectations, becoming more involved with extracurricular activities and volunteer work, and just in general becoming a better version of myself. Classes were no longer just a chore, and I was properly understanding the curriculum.

I believe that the experiences I've had at Vicente and the skills that I've learned here have more than properly prepared me for life post-high school. I am grateful for the opportunities I have been given and, with all of this pushing me forward, I am more than eager to continue my journey through life.

I feel like there are many things about this school that has helped me personally. With that being said, I think that being able to have one on one conversations with teachers is a great way to ask questions. Being at another school where not many teachers really care is sad because they don't pay attention to students as much. Here the teachers ask if "we are ok"? or "How is your day"? This is something you don't see in schools with so many students. I really like how we are still being taught our academics by lectures. We as students also have independence to work freely and be flexible with our work. We can work on our Math independently but still feel comfortable asking our teachers for help. In conclusion this school has helped my mental health in many, many ways which is very important to me. This is why I like this school.

I like Vicente Martinez High School because the small classes have helped my anxiety. The teachers are very welcoming, as well as very helpful. Credits are easy to make up with the teachers' help. Teachers are available to help whenever students need it. If it wasn't for Vicente my grades would still be bad and that goes with my attendance. I love coming to school and talking to the Counselors when I need it. Whenever I leave school I get very sad and can't wait for the next day to get started.

My proposed graduating date is June 2020. Before I went to Vicente Martinez High School, I never liked school. I stopped going to school and I would just stay at home. When I started Vicente I remember being scared, however, I made friends easily and started to catch up on my credits. When I'm in class I feel like I'm being heard and understood. The support the teachers give makes me feel smart, capable and cared for. The thing I like the most is the flexible schedules. I am able to leave school at noon each day. This allows me more time to focus on myself and my goals outside of school.

This school has helped me in many ways. They offer internships and help us apply for jobs. I struggle with school a lot and suffer from anxiety, depression and ADHD. Sometimes these prevent me from working effectively. I would often get overwhelmed and leave class. The teachers here help me to stay motivated and they are very supportive. Not having any homework to bring home each night has helped me majorly. I know at the end of each class that I'm done for the day and I can go home and work on myself and my happiness.

By attending Vicente I've had a much better experience than I have in the past at other schools. The classes are small, and the teachers and counselors are amazing. I actually get up and go to school now. Whereas before while I was attending Alhambra it seemed to make my life worse. The people and energy here at Vicente are much better. I will also get to graduate early if I stay on track. The staff at Vicente has also help me to get a job by helping with writing my resume and check to see who is hiring. They also offer me many other experiences here that I couldn't get anywhere else.

The things I like about Vicente is I don't have any homework and I can earn my credits faster. This will allow me to start college earlier. Here at Vicente, they offer outside activities like kickboxing. I enjoy kickboxing as it is a great way to get rid of stress. The teachers here have helped me with me resume so I could get a job. The teachers are also available to help me whenever I need it. The school also offers Girls Group so we can talk to each other and what is bothering us. This group has helped me a lot and has helped prepare me for the Big World.

Thank you, Lori and staff, for all you do. He is so much happier at your school. His grades are so much better. I always knew it was all the homework at AHS that made him receive low grades. A ton of stress has been lifted off his shoulders. When he does good, he is happy and so are we. Our home life is less stressful. ~ Parents of J.D.

Using the brief mood evaluation of therapy form, here are a few comments from students...

"Learning how to deal with negative thoughts"

"Thinking about the pros of being shy"

"I got helpful tips to help resolve my problems"

"Fighting my anxiety"

"The fact that I was able to express myself"

"Being able to talk"

"Always a good listener and understands"

"Evaluating my problems"

Innovation Annual Report FY 20-21

Contra Costa Behavioral
Health Services

Mental Health Services Act



Table of Contents

Innovation Introduction3

Program Profiles A1

Innovation Project Annual and Final Reports... B1

Innovation Introduction

Innovation is the component of the Three-Year Program and Expenditure Plan that funds new or different patterns of service that contribute to informing the mental health system of care as to best or promising practices that can be subsequently added or incorporated into the system. Innovative projects for CCBHS are developed by an ongoing Community Program Planning Process that is sponsored by the Consolidated Planning Advisory Workgroup (CPAW) through its Innovation Committee.

New Innovation Regulations went into effect in October 2015. As before, Innovative projects accomplish one or more of the following objectives: a) increase access to underserved groups, b) increase the quality of services, to include better outcomes, c) promote interagency collaboration, or d) increase access to services. While Innovation projects have always been time-limited, the Innovation Regulations have placed a five-year time limit on all projects. During FYs 2015-16 and 16-17, CCBHS staff and stakeholders reviewed and ensured that all existing and emerging Innovation projects complied with the Innovation Regulations.

Approved Programs

The following programs have been approved, implemented, and funds have been allocated for Fiscal Year 2020-21:

1) Center for Recovery and Empowerment (CORE). CCBHS recognizes substance abuse/dependence in adolescence as it negatively affects physical, social, emotional and cognitive development. Early onset of alcohol or other drug use is one of the strongest predictors of later substance dependence. This is a priority because CCBHS does not have a coordinated system of care to provide treatment services to youths with substance use and co-occurring mental health disorders. The CORE Project is an intensive outpatient treatment program offering three levels of care: intensive, transitional, and continuing care to adolescents with co-occurring substance use and mental health disorders. Services are provided by a multi-disciplinary team, and include individual, group, and family therapy, as well as linkage to community services. The Center for Recovery and Empowerment project began implementation in FY 2018-19.

2) Cognitive Behavioral Social Skills Training (CBSST). Many consumers spend years residing at County augmented Board and Care (B&C) facilities with little or no mental health treatment provided, and little or no functional improvement taking place. Often this lack of progress results in multiple admissions to the County's Psychiatric Emergency Services and other, more costly, interventions. Cognitive Behavioral Social Skills Training (CBSST) is an emerging practice with demonstrated positive results for persons with severe and persistent mental illness. The CBSST Project applies this therapeutic practice to the population of individuals that have been placed in augmented Board and Care facilities. The CBSST Project includes a clinical team, consisting of a licensed clinician and peer support worker, to lead Cognitive Behavioral Social Skills Training groups at Board and Care facilities. Adults with

serious mental illness learn and practice skills that enable them to achieve and consolidate recovery-based skills. The Cognitive Behavioral Social Skills Training project began implementation in FY 2018-19.

3) Overcoming Transportation Barriers. Transportation challenges provide a constant barrier to accessing mental health services. A comprehensive study was completed via the County's Community Program Planning Process, and a number of needs and strategies were documented. Findings indicated a need for multiple strategies to be combined in a systemic and comprehensive manner. These strategies include training consumers to independently navigate public transportation, providing flexible resources to assist with transportation costs, educating consumers regarding schedules, costs, and means of various modes of public transportation, and creating a centralized staff response to coordinate efforts and respond to emerging transportation needs. Two Peer Specialists address these needs and provide a means to inform the mental health system of care regarding solutions for improving transportation access to care. The Overcoming Transportation Barriers Project began implementation in FY2016-17.

4) Partners in Aging. Older adults who are frail, homebound, and suffer from mental health issues experience higher rates of isolation, psychiatric emergency interventions, and institutionalization that could be prevented. When fully implemented, this project will field three field-based peer support workers to engage older adults who have been identified by their IMPACT clinicians, primary care providers, or Psychiatric Emergency Services as individuals who need additional staff care in order to avoid repeated crises, engage in ongoing mental health treatment, increase their skills in the activities of daily living, and engage appropriate resources and social networks. The Partners in Aging Project began implementation in FY 2016-17.

The allocations for these projects are summarized below:

Project	County/Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 20-21
Partners in Aging	County Operated	Countywide	45	126,596
Overcoming Transportation Barriers	County Operated	Countywide	200	76,536
Center for Recovery and Empowerment	County Operated	West	80	1,158,439
Cognitive Behavioral Social Skills Training	County Operated	Countywide	240	368,489
Administrative Support	County	Countywide	Innovation Support	364,363

Total 565

\$2,094,423

The above concepts have been recommended by the Innovation Committee for development and submittal to the Mental Health Services Oversight and Accountability (MHSOAC) for approval. Detailed project descriptions were submitted to the MHSOAC for approval in a separate document. These concepts have been discussed by stakeholders in this year’s Community Program Planning Process and are consistent with stakeholder identified priorities.

The Mental Health Services Act (MHSA) states that five percent of MHSA funds will be used for Innovation Projects. In order to meet this five percent requirement, additional funds will be set aside for the emerging projects listed above.

Innovation (INN) Component Yearly Program Budget Summary for FY 20-21

Projects Implemented			2,094,423
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Total \$2,094,423

Program Profiles

Center for Recovery and Empowerment.....	A2
Cognitive Behavioral Social Skills Training in Augmented Board and Cares	A3
Overcoming Transportation Barriers.....	A4
Partners in Aging.....	A5

Program: Center for Recovery and Empowerment (CORE)

The Center for Recovery and Empowerment (CORE) Project is an intensive outpatient treatment program located in West Contra Costa County for adolescents with co-occurring mental health and substance use disorders (SUD). CORE follows the disease model of addiction describing addiction as a disease associated with biological and neurological sources of origin. CORE provides a multitude of full-day services to youth that include individual therapy, family therapy, group therapy, social skills training, high school education support, adventure therapy, connection to community recovery services, transportation, and healthy meal and nutrition education.

- a. **Target Population:** Adolescents between the ages of 14-17 with substance use disorders and co-occurring mental health disorders
- b. **Total MHSA Funding for FY 2020/21:** \$1,158,439
- c. **MHSA-funded Staff:** 5.0 Full-time 1.0 Part-time equivalents
- d. **Total Number served:** For FY 20/21: 6 individuals
- e. **Outcomes:**
 - Reduce symptoms of mental illness and decrease substance use
 - Increase academic success
 - Reduce the need for (or return to) in-patient treatment
 - Improve quality of family relationships

Program: Cognitive Behavioral Social Skills Training in Augmented Board and Cares (CBSST)

The CBSST project will involve having a team designed of one Mental Health Clinical Specialist (MHCS) and one Community Support Worker (CSW) whose primary responsibility will be to lead CBSST groups at Board and Care's (B&C's) that house Contra Costa County (CCC) consumers. CBSST is a combination of Cognitive Behavioral Therapy (CBT) Social Skills Training (SST) and Problem-Solving Therapy (PST). This differs from traditional CBT because it not only includes the general concepts of CBT, which focus on the relationships between thoughts, but works with improving communication skills through SST and basic problem-solving skills through (PST). This intervention will be new to the public mental health system and currently has only been implemented in private hospitals or universities.

- a. **Target Population:** Adults aged 18 years and older who are currently living in a Board and Care Home, diagnosed with a serious mental illness and receiving services at a County-operated Behavioral Health Clinic.
- b. **Total MHSF Funding for FY 2019/20:** \$368,489
- c. **MHSA-funded Staff:** 2.0 Full-time equivalents
- d. **Total Number served:** For FY 20/21: 22
- e. **Outcomes:**
 - Patient Health Questionnaire (PHQ-9) and Generalized Anxiety Disorder (GAD-7) will be given to all group participants.
 - Additional measuring tools would include the Recovery Assessment Scale (RAS) and the Independent Living Skills Survey (ILSS).
 - Client Satisfaction Survey
 - 5150's will be tracked for pre/post data and length of hospital stay.

Program: Overcoming Transportation Barriers

The Overcoming Transportation Barriers (OTB) program is a systemic approach to develop an effective consumer-driven transportation infrastructure that supports the entire behavioral health system of care. The goals of the program are to improve access to mental health services, improve public transit navigation, and improve independent living and self-management skills among consumers. The program targets consumers throughout the behavioral health system of care.

- a. **Target Population:** Consumers of public behavioral health services and their families
- b. **Total MHSA Funding for FY 2020-21:** \$76,536
- c. **MHSA-funded Staff:** 2.0 full-time equivalents
- d. **Total Number served:** For FY 16-21: 182 clients
- e. **Outcomes:**
 - Increased access to transportation resources and public transit navigation
 - Decreased stigma and discrimination associated with mental illness.
 - Increased acceptance and inclusion of mental health consumers in all domains of the community.

Program: Partners in Aging

Partners in Aging is an Innovation Project that was implemented on September 1, 2016. Partners in Aging consists of up to two Community Support Workers (CSWs), up to three Student Interns and 8 hours/week of Psychiatric Services to the IMPACT program. The project is designed to increase the ability of the IMPACT program to reach out to underserved older adult populations through outreach at the Miller Wellness Center and Psychiatric Emergency Services. Through Partners in Aging, IMPACT has provided more comprehensive services, including providing linkage to Behavioral Health, Ambulatory Care, and Alcohol and Other Drugs services. Peer support, rehab, and in-home and in-community coaching will allow the skills learned through psychotherapy to be practiced in the community. Partners in Aging also to provided SBIRT (Screening, Brief Intervention, and Referral to Treatment) services and referrals to IMPACT consumers who screen positive for alcohol or drug misuse.

Community Support Workers and Student Interns provide linkage, in-home and community-based peer support, and health/mental health coaching to consumers open to or referred to the IMPACT program. In addition, the CSWs and Student Interns provided outreach to staff at Psychiatric Emergency Services (PES) and Miller Wellness Center (MWC). They were available to meet with consumers at PES and MWC that meet the criteria for IMPACT to provide outreach, and linkage to services. The Student Interns also provide brief AOD screening and referrals, as well as conducting intakes, assessments, and providing individual psychotherapy. Additionally, a Gero-psychiatrist is available 8 hours/week to provide consultation, and in-person evaluations of IMPACT clients.

- a. **Target Population:** The target population for the IMPACT Program is adults age 55 years and older who are insured by Medi-Cal, Medi-Cal and MediCare, or are uninsured. The program focused on treating older adults with moderate to severe late-life depression or anxiety and co-occurring physical health impairments, such as cardio-vascular disease, diabetes, or chronic pain. Partners in Aging also focused on providing outreach and services to older adults who are experiencing both mental health symptoms and alcohol or drug misuse.
- b. **Total MHSA Funding for FY 2019/20:** \$126,596
- c. **MHSA-funded Staff:** 2.0 full-time equivalents
- d. **Total Number served:** For FY 20/21:
- e. **Outcomes:**
 - Reductions in Level of Care Utilization System (LOCUS) scores.
 - Reductions in Psychiatric Emergency Service visits and hospitalizations.
 - Decreased Patient Health Questionnaire (PHQ-9) scores.

Innovation Project Annual and Final Reports

Center for Recovery and Empowerment.....	B1
Cognitive Behavioral Social Skills Training in Augmented Board & Cares.....	B6
Overcoming Transportation Barriers... ..	B15
Partners in Aging	B2

INNOVATIVE PROJECT ANNUAL REPORTING FORM

FISCAL YEAR: 2020/21

Agency/Project Name: **Center for Recovery and Empowerment (CORE)**

SERVICES PROVIDED:

Please describe the services you provided in the past reporting period.

The Center for Recovery and Empowerment (CORE) Project is an intensive outpatient treatment program located in West Contra Costa County for adolescents with co-occurring substance use (SUD) and mental health disorders. CORE follows the disease model of addiction describing addiction as a disease associated with biological and neurological sources of origin. CORE provides a multitude of full-day services to youth that include individual therapy, family therapy, group therapy, nursing (including medication management and toxicology screening), social skills training, high school education support, adventure therapy, connection to community recovery services, transportation, and healthy meal and nutrition education.

Referrals to the CORE program are made by psychiatrists, social workers, school counselors and nurses, probation, Kaiser, John Muir Behavioral Health Center, community-based organizations or self-referrals. Referrals are initially screened over the phone by the Program Supervisor or other dedicated staff and then the client and/or family member are asked to come to the center for an assessment. To be accepted into the project, clients need to meet an appropriate mental health diagnosis, SUD level of need and willingness/ability of client and family (if appropriate) to participate in program. Once admitted, program enrollment and on-site treatment begin.

Day program schedule is as follows:

- 1) Transportation provided by van pick-up
- 2) Check-in with teacher for Golden Gate School Program
- 3) Complete Daily Goals Worksheet
- 4) School
- 5) Lunch and social skills integration
- 6) Individual therapy – clients are pulled from milieu twice a week, or as needed throughout the day.
- 7) Group therapy: Moral Reconciliation Therapy – 1x/week, Recovery Assignments are done in group 5x/week
- 8) Toxicology screening and individual consultation with nurse to discuss results 1x/week

- 9) Adventure Therapy – ecotherapy, mindfulness, and recreational activities for youth after lunch
- 10) Family therapy – Family therapy is conducted 1x/week per client in the late afternoon or evening
- 11) Community recovery meetings – Clients are transported to and from Young People in Alcoholics Anonymous (YPAA) meetings 2x/week. They attend with Recovery Coach and work with an individual sponsor from YPAA
- 12) Sober social events – Clients attend social sober events, weekly, in order to develop and establish a sober peer group. These events are sponsored by YPAA and linkage is provided by Recovery Coach. They include events such as sober dances, parties, bowling, dinners, camping, etc.

Service Impact from Shelter-in-Place Restrictions (COVID-19)

During FY 20-21, the CORE program provided a hybrid curriculum for the majority of the year. In-person services included adventure therapy (bike rides and other outdoor activities), while education support through Golden Gate Schools, YPAA (12-Step) meetings, and individual therapy were offered via Zoom. By the spring of 2021, the remaining three staff members left their positions, which made the program impossible to continue in its current state. A decision was made to temporarily close the program and conduct an extensive re-design. The six existing clients were transferred to the West County Children’s Clinic where they were offered the opportunity to continue clinical and case management services. The CORE program began its re-design phase immediately and a workgroup was developed to guide this process.

LESSONS LEARNED:

Please describe any lessons learned (positive and negative) throughout the implementation of this project. If applicable, how have you used these lessons to change the model?

From the onset, the CORE program has faced significant personnel challenges, including high turnover and difficulty maintaining a fully staffed team. This was exacerbated during the pandemic when we also faced a workforce shortage. In addition, enrollment and retention were low. The general concept of this project, an intensive outpatient program for dually diagnosed youth, can only thrive in an in-person setting. Both staff and clients became disillusioned during COVID and found it difficult to maintain integrity to project.

When the program closed in the spring of 2021, Behavioral Health Services leadership seized the opportunity to re-design the program to better meet the needs of the community. This began with the implementation of a CORE Workgroup made up of key staff from both Mental Health and Alcohol and Other Drugs (AOD). Initial tasks included interviewing former clients, parents/caregivers and staff to determine what worked well and what should change. Valuable feedback was received, including the following suggestions: adopting a harm reduction framework to be less punitive and more welcoming, revising some of the recovery curriculum to be more orientated toward a cognitive behavioral framework, providing substance use disorder (SUD) training to staff, hiring an SUD counselor as part of the multi-disciplinary team, and incorporating more youth development opportunities. Other goals for CORE include providing more direct clinical and administrative

support and oversight, as the program is in a stand-alone location. Workflows and policies are being reviewed to allow for greater enrollment and program completion/success.

PROJECT CHANGES: No changes

Please explain whether any changes were made to the Innovative Project during the reporting period and the reasons for the changes, if applicable.

The CORE program was very difficult to transition to a virtual platform. Staff attempted to provide telehealth services for individual therapy, and academic support to the extent clients were able to engage. They did deliver grocery bags to clients' homes, which was helpful for families who were struggling to make ends meet during the pandemic, particularly before a vaccine was available. As many families were experiencing economic hardship, some teens were forced to work to help support the family. Focusing on individual school and treatment became a luxury many could not afford. Vital elements of the program were shut down during the pandemic including sober social events and the physical space to connect with peers in a recovery-oriented environment.

In the spring of 2021, the supervisor and remaining three staff members all left their positions. A decision was made to put the program on hiatus due to extremely low enrollment and logistical problems operating the program during COVID. Stakeholders were informed. A workgroup was developed to focus on the CORE Re-Design. The group is led by administrators from Children's Behavioral Health and Alcohol and Other Drugs (AOD). During the workgroup's initial phase, they took the opportunity to speak to former staff, clients and family / caregivers through interviews and focus groups. It was determined that multiple improvements could be made to make the program more welcoming and accessible. These included embracing a harm reduction framework (vs. abstinence only) to prevent youth from being dismissed from the program for a relapse or in the event a family member used drugs or alcohol (which is out of their control), and increasing staff training and youth development opportunities.

OUTCOMES AND PROGRAM EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- *What are the learning goals of the project?*
- *Which elements of the project are contributing to outcomes?*
- *List of indicators measured; including results and an explanation as to how often data was collected and analyzed.*

The learning goals of the project are to see if treating adolescents with substance related and co-occurring mental health conditions in an ASAM compliant intensive outpatient program will 1) result in abstinence or reduced use of substance; 2) reduce symptoms of mental illness; 3) reduce/prevent need for/or return to inpatient mental health/substance dependence treatment; 4) increase academic success.

Assessment Tool. This project used the Teen Addiction Severity Index (T-ASI) to measure many of its outcome goals upon enrollment and at discharge. The T-ASI can be defined as a semi-structured interview tool that was developed to fill the need for a reliable, valid, and standardized instrument for a periodic evaluation of adolescent substance abuse. The T-ASI uses a multidimensional approach to assessment and is an age-appropriate modification of the Addiction Severity Index. It yields 70 ratings in seven domains: chemical (substance) use, school status, employment/support status, family relations, peer/social relationships, legal status, and psychiatric status.¹

Demographics. During FY 20-21, CORE served a total of 6 youth (5 male, 1 female). No new enrollments were made during the FY because of the severe impact of COVID on the program viability. The program typically serves BIPOC youth from the western part of the County.

Learning Goal Outcomes:

Learning goal outcomes were not obtained due to staff leaving their positions and the program going on hiatus during COVID.

LINKAGE AND FOLLOW-UP: Not applicable

Please explain how participants are linked to mental health and/or support services, including, how the INN program follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

CORE provides an extensive intake process upon enrollment. If the program cannot meet the needs of the client, they may be referred out to various other services. Besides residential SUD, CORE refers youth and parents/providers on behalf of youth to the following:

- WCCAS (West County Child & Adolescent Services) mental health
- WCCAS outpatient SUD
- PES
- Seneca Mobile Response Team
- Kaiser CDRC
- John Muir Behavioral Health
- EBYPAA
- Young People Narcotics Anonymous
- REACH
- Hanna Boys Center (residential but not primarily SUD)
- Rebekah House (residential but not primarily SUD)
- RYSE Center
- MISSEY (for CSEC youth)
- Golden Gate Schools/County Office of Education - Alternative Education
- Contra Costa County Child & Family Services (CFS)
- First Hope
- James Morehouse Project
- Behavioral Health Access Line



Contra Costa Behavioral Health
Mental Health Services Act
1340 Arnold Dr, Suite 126
MARTINEZ, CA 94553-4639
PH: (925) 313-9525 FAX: (925) 957-5156 E-MAIL:
Jennifer.bruggeman@cchealth.org

- West County Health Center
- Richmond Works Program
- West County High Schools Health Centers
- Monument Crisis Center
- Familias Unidas
- Latina Center

If a client is enrolled in the program and needs additional services specifically in phase two, they may be referred to activities such as sports, art, dance, summer jobs and other similar programs. There is no lapse in referral time therefore this is not a measured outcome.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of project participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Not available due to the program being on hiatus during COVID.

INNOVATIVE PROJECT ANNUAL REPORTING FORM

FISCAL YEAR: FY 20-21

Project Name:

Cognitive Behavioral Social Skills Training in Augmented Board and Cares

Innovation Project Type:

Increase the quality of services, including better outcomes

OVERVIEW:

Cognitive Behavioral Social Skills Training (CBSST) is an evidenced-based practice that combines Cognitive Behavioral Therapy (CBT), Social Skills Training (SST) and Problem-Solving Therapy (PST) into one treatment protocol. It's been effectively used around the world as a therapeutic, non-medication-based intervention for clients with SPMI diagnoses. Contra Costa Behavioral Health Services' Innovation project uses CBSST to assist clients residing in Board and Care Homes (B&C's). The intent is to offer a more service-enriched housing model by optimizing B&C's with the goal of them becoming healing centers where residents are able to learn and practice skills in the environment in which they live. B&C's have historically served to house our most functionally impaired clients but offered little in the way of recovery services. The CBSST in Board and Cares Project seeks to bring evidenced-based practical interventions to the settings where problems are most likely to occur and assist B&C residents in achieving practical goals to enhance wellness, self-sufficiency and improve overall quality of life.

The project involves a team consisting of one Mental Health Clinical Specialist (MHCS) and one Community Support Worker (CSW) whose primary responsibility is to lead CBSST groups at B&C's that house Contra Costa Behavioral Health Services (CCBHS) clients. Long term goals include expanding to include additional Clinician / Peer teams that can serve a greater geographic area. The project is in its third year. It was approved in 2017 and began implementation in 2018.

SERVICES PROVIDED:

Please describe the services you provided in the past reporting period.

The CBSST project is designed to enhance the quality of life for those residing in B&C's by incorporating meaningful activity and skills into their daily routines and increasing overall functional improvement. This involves both group and individual work provided by a licensed clinician or a peer support worker. During FY20-21, the project provided the

following services:

- Served seven small (6-bed) Adult Residential Facilities (ARF)
- Served 1 large (70-bed) Residential Center for the Elderly (RCFE)
- Provided CBSST individual and group rehabilitation services to 22 individuals this FY, and 45 cumulatively (unduplicated)
- Support to Board and Care operators (psychoeducation, partnering on goals utilizing CBSST framework and skills, consultation re: concerns/consumer needs)
- Served individuals (alumni of programs at ARFs) living in other settings including family home, room & board, and MHSA-funded shared housing

LESSONS LEARNED:

Please describe any lessons learned (positive and negative) throughout the implementation of this project. If applicable, how have you used these lessons to change the model?

As we worked through year two of the pandemic, we continued to incorporate many of the lessons learned from the previous year. Some of these included: longer engagement periods to develop rapport with B&C operators and clients; repeating module content to consolidate learning (due to a significant number of clients presenting with cognitive impairment and/or symptoms interfering with learning); and generally going at a slower pace to improve clients' ability to absorb and retain information, as well as strengthen the therapeutic relationship.

We continued to do much of the work on an individual basis and utilized telehealth where appropriate. Staff discovered some clients did better with this type of engagement. It also allowed those who were reluctant or less able to participate in groups (due to symptoms of their mental illness such as paranoia, thought blocking, or active auditory hallucinations) to engage more successfully with providers and better absorb content. In-person group sessions were also held throughout the year in outdoor settings, as appropriate, due to varying Covid restrictions.

PROJECT CHANGES: No changes

Please explain whether any changes were made to the Innovative Project during the reporting period and the reasons for the changes, if applicable.

During FY 20-21, the project operated fully under COVID conditions. This meant restrictions around in-person work. Clients received appropriate support with

existing technology so they could continue to participate in the program to the fullest extent possible. It was discovered that some clients required one-on-one assistance, which was offered via Zoom, telephone and in-person (outdoors) during times of the year when it was safe to do so. Groups resumed outdoors in Spring 2021. In order to address the issue of *access to technology*, the project received approval to purchase laptops to be used in the B&C's, and is in the process of having them set up as "kiosks" by our IT department. Through kiosks, clients will have access to the internet, basic Microsoft Suite programs, and telehealth appointments. Easier access to technology will further support clients' participation and growth.

Similar to last year, we experienced the closure of another small B&C home. The team worked with residents and used the Problem-Solving Skills module to help with this transition. Clients were moved to alternative housing such as apartment, Room & Board or other B&C homes.

CBSST staff worked closely with B&C operators to advocate for clients' self-care needs. During the shelter-in-place, operators were reluctant to allow residents to leave the house. CBSST staff helped negotiate compromises that allowed residents to take walks and have opportunities to get fresh air, which supported mental health. Staff also took residents on outings that included hiking and picnics in local regional parks.

OUTCOMES AND PROJECT EVALUATION:

Please provide quantitative and qualitative data regarding your services.

- *What are the learning goals of the project?*
- *Which elements of the project are contributing to outcomes?*
- *List of indicators measured; including results and an explanation as to how often data was collected and analyzed.*

The goals of the project are to learn the following:

- 1. Will CBSST have a positive effect on the client's mental stability and growth? (e.g., decrease need for intensive clinic services, reduce 5150 holds, increase likelihood of compliance with mental health treatment, increase likelihood of reaching out voluntarily to mental health supports when needed)**
- 2. Will CBSST lead to a higher overall functionality and quality of life? (e.g. , increase engagement with community resources and social supports, increase independent living skills, increase self-reported life satisfaction)**
- 3. Will CBSST help clients develop skills to maintain a stable living environment?**

Client Satisfaction Survey

In 20-21, we introduced a Client Satisfaction Survey, an additional tool to help gauge improvements in overall functionality and quality of life. The survey elicits direct feedback *from the clients' perspective* as to whether the project is having a positive impact. Questions relate to quality of life, independence and ability to maintain a

stable living environment. Surveys were administered annually and a total of 12 surveys were received. Overall, responses were highly favorable.

Survey Questions <i>N=12</i>	Average Response
Q1: CBSST has given me tools that improve my overall quality of life	4.75/5
Q2: CBSST has taught me skills that help me live more independently	4.25/5
Q3: CBSST has helped me maintain a stable living environment	4.58/5
Client Comments	
<ul style="list-style-type: none"> • <i>It was a great experience to gain tools to learn in almost any situation</i> • <i>Shaunna and Anna coming out and answering questions we have is helpful. I would like the modules to be more detailed.</i> • <i>Happy to be here!</i> • <i>I am glad I am here!</i> • <i>I thought that group sessions have helped me stay stable and I've learned many valuable lessons, thank you! Anna and Shaunna, thanks a bunch!</i> • <i>Better to have the group, rather than being alone.</i> • <i>The therapy was very helpful. The way they let me express my feelings openly and being there to talk to me.</i> 	

Table 1: Client Satisfaction Survey Results FY20-21

Decreasing Psychiatric Emergency Services (PES) Utilization

Of the 22 clients enrolled in CBSST during FY20-21, there were a total of nine trips to PES by six different people. During the previous year (FY19-20), that same group of 22 had 25 visits to PES by ten different people. This indicates that enrollment in the CBSST has an overall beneficial influence on reducing PES utilization. This could be attributed to development of new tools and coping skills, which can be implemented by individuals when feeling stressed and anxious, and potentially avoid the need to access crisis care.

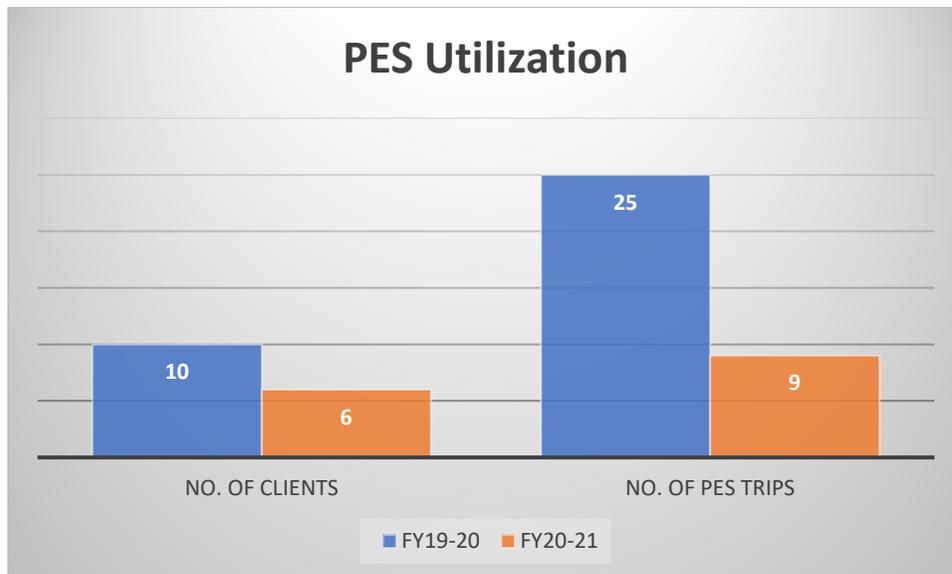


Table 2: PES Utilization 19-20, 20-21 Comparison, Epic

CBSST Standardized Surveys

We utilize four different surveys to measure the impact on participants’ symptoms, self-perception and functioning. These include:

- **PHQ-9 (Patient Health Questionnaire)** assessment monitoring presence/severity of depressive symptoms (self-report, self-administer) – Pre and post each module
- **GAD-7 (Generalized Anxiety Disorder)** assessment monitoring presence/severity of anxiety symptoms (self-report, self-administer) pre and post each module
- **RAS (Recovery Assessment Scale)** assessment measuring aspects of recovery with focus on hope and self-determination (self-report) Pre and post each module
- **ILSS (Independent Living Skills Survey)** assessment obtaining individual’s view of his/her own community adjustment (self-report structured interview) Pre and post for all three modules. Only administered once all three modules were completed.

The PHQ-9 and GAD-7 were adopted to align with tools utilized in the regional specialty mental health clinics to track symptoms for all clients. The ILSS is used to assess functional impairment primarily for individuals with schizophrenia-related diagnoses. Using the RAS aligns with our goal of increasing recovery orientation for project participants. In line with the recovery model, this assessment looks beyond “what’s wrong” to participants’ view of their own capabilities, hopes and sense of self. Strengths of the tools may include: providing a consistent way to flag an uptick in symptoms and identify unhelpful thoughts and beliefs. Weaknesses may include

inconsistencies in administration (not administering the same survey to the same individual repeatedly over time), and survey fatigue.

Changes in data collection during this period included administering the RAS, PHQ-9 and GAD-7 separately from group. Responses appear to be more genuine if completed during an individual meeting, after trust and rapport have been established. The ILSS is administered only at the end of modules. Survey results are now entered directly into the electronic health record (EHR). This allows providers easier access to tools that can monitor client progress and supports overall coordination of care.

The CBSST team remains connected to CBSST-trained staff in the county clinics and is part of the existing Evidence Based Practice Workgroup. They meet regularly and receive training and supervision around the CBSST framework and best practices, which supports fidelity to the model.

Table 1: Percent Change in Average PHQ-9 Scores, July 1, 2020 through June 30, 2021					
Fiscal Year	Average Score of First Survey of this Fiscal Year (n=16)	Range	Average Score of Second Survey of this Fiscal Year (n=7)	Range	Percentage of Change
2020/21	4.9	(0-14)	4.6	(0 - 10)	-6.1%
PHQ-9 Score Key: 1-4 Minimal Depression, 5-9 Mild Depression, 10-14 Moderate Depression, 15-19 Moderately Severe Depression, 20-27 Severe Depression					

Table 2: Percent Change in Average GAD-7 Scores, July 1, 2020 through June 30, 2021					
Fiscal Year	Average Score of First Survey of this Fiscal Year (n=17)	Range	Average Score of Last Survey of this Fiscal Year (n=8)	Range	Percentage of Change
2020/21	4.1	(0 -18)	5.0	(0 - 8)	22%
GAD-& Score Key: 0-4 Minimal Anxiety, 5-9 Mild Anxiety, 10-14 Moderate Anxiety, 15-21 Severe Anxiety					

Table 3: Percent Change in Average RAS Scores, July 1, 2020 through June 30, 2021					
Fiscal Year	Average Score of First Survey of this Fiscal Year (n=14)	Range	Average Score of Final Survey of this Fiscal Year (n=2)	Range	Percentage of Change
2020/21	102.1	(75-115)	108	(96-120)	5.8%
Total possible RAS score = 152					

LINKAGE AND FOLLOW-UP: Not applicable

Please explain how participants are linked to mental health and/or support services, including, how the INN Project follows up with the referral to support successful engagement in services. Additionally, please include the average length of time between referral and entry into treatment and the methodology used.

All clients that participate in CBSST groups are connected to the County Behavioral Health Clinics. Many have psychiatrists and/or case managers and regularly scheduled visits. If a client is not participating in services and needs to be connected, the CBSST provider will proceed with linking the client to appropriate services by reaching out to clients’ assigned clinic and collaborating to further engage the client in care. The CBSST team also advocates with clinics to provide the appropriate level of service (i.e. case management services instead of money management services), as well as the optimal level of housing. In June 2021, Putnam Peer Connections opened its doors in Contra Costa County. This is a drop-in day program operated with the support of peers to provide wellness support, links to resources, community outings, daily lunches and transportation. The CBSST team supported clients in membership applications to the Putnam Peer Connections program.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of Project participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

Vignette: JM – Afu’s One Voice Board & Care

JM is a 33-year-old female living in a six-bed board and care (ARF). She came from Crestwood Pleasant Hill (The Bridge), a 66-bed facility. While there, she participated in DBT, which gave her skills that helped her connect well with us in our CBSST groups.

Upon entrance to Afu’s One Voice on 1/3/2020, she struggled with anxiety, disorganized thoughts, and difficulty communicating in a linear way. She also struggled with topics from her past that made her uncomfortable and often worried about what other’s views of her were (family, housemates, teachers and people of authority.)

Most services over the past year have been virtual, but during the in-person groups that we could hold, she demonstrated how to “lay out a plan” and role-played scenarios she had prepared including “making positive requests” and “expressing unpleasant feelings”. She practiced these role-plays at home with housemates, and she called us to excitedly share her experience.

Due to Covid-19, most of our services shifted to individual telehealth via Zoom, which allowed us to develop stronger one-on-one relationships. JM thrived with the consistency. She utilized the “thought checking” and connected to her feelings accurately. When in doubt, she reached out and shared her thoughts and made requests to help her understand situations. She often advocated for herself with providers, asking questions, and getting her needs met. She spoke up for what she needed from care managers and psychiatrists. At one point, she fired her care manager and requested a new one (which she got).

Really aware of the understanding of our group, she took notes, asked questions for clarity and shared her appreciation of our time. She shared her success by practicing how to apply the skills in real time. She continues to be enrolled in school, taking classes 3-4 days a week. She has reunited with her family and child. She shares her feelings in a positive way, sets healthy boundaries, and speaks up for what she needs.

Utilizing CBSST with her knowledge of DBT, along with the support and consistency of check-ins, she has persevered and continues to grow daily. She is an exceptionally smart and wonderful young lady. Leading by example, demonstrating how she incorporates and manages a meaningful life.

Client Journal Entry - Anonymous

Yesterday a group of us, headed by Anna and Shaunna, went to Point Pinole Regional Shoreline Park for a picnic. It was a bright sunny day, nicely mild. After a slow start to get the food, we left Family Courtyard, a board & care facility.

It took about twenty minutes to get to the park, which was not bad. I had a problem getting in the van, because of my stiff, sensitive left knee. It was hard to bend it, and awkward traveling, but worth the effort.

To get to the picnic area, with a view of the Bay, it took longer, but again worth the effort! It was so nice, the panorama of the water – so different from where I live! It was pleasant, with good company – especially with my boyfriend, RF. And the food that was laid out was very delicious! I pigged out on the chicken, but I was starving for protein! I do not eat red meat or pork – so that presents a problem where I live. They cannot cater to one individual's diet needs.

So I enjoyed the spread very, very much!

Afterward, RF and I, and a few others went on a walk. I was busy with my cell phone taking pictures or videos of the scenes, so foreign to our hum-drum lives. Then I spotted something fascinating – a pier jutting out over the Bay. I persuaded by boyfriend to venture with me. RF uses a walker, for fear of falling only. Nearing the end of the pier, RF had to sit and rest while, but I continued to its end. Then there was an excitement. A fisherman had caught something large! So RF got up and joined me at the pier's end in time to see the fish fighting being caught – it was a two or three foot long leopard shark! I had only seen one in Steinhart Aquarium in San Francisco. I turned around for I did not want them to catch it to eat it – I eat fish, but shark, no!

But then another commotion. I turned around in time to see the fisherman raising the net, empty! For there was a hold in it that led to the shark's escape, yeah! On that positive note, it was time to return to our uneventful Family Courtyard. RF tried to remind me it is the only place we have. Still that feeling of freedom, like the shark's escape permits me to doubt!

INNOVATION PROJECT FINAL REPORT

Fiscal Years: 2016-2021

Agency/Project Name:
**Contra Costa Behavioral Health Services /
Overcoming Transportation Barriers**

INNOVATIVE PROJECT TYPE:

Increased Access to Mental Health Care

INNOVATION:

Please provide a summary of the priority issue related to mental illness or to an aspect of the mental health system for which this program/project tests the idea of an innovative concept.

During the fall of 2011, Contra Costa Behavioral Health Services' (CCBHS) Transportation Committee (comprised of peer providers, clinical staff, administrative staff, community stakeholders and one member of the mental health board) engaged in a stakeholder process to address barriers to accessing behavioral health services that are caused by transportation challenges. Goals of the Committee were to:

- Understand the current need for better transportation options for clients
- Understand current capacity
- Examine current policies and procedures on transportation of clients
- Examine current job roles and functions in both the Children's and Adult's Systems of Care for Case Managers and Community Support Workers

Building on the work of the Committee, the MHSA Three Year Program and Expenditure Plan for FYs 2014-2017 identified transportation priorities including: getting to and from services, navigating the system and assistance with engaging in meaningful activity. With this roadmap in place, the Innovation Committee further developed the idea for a transportation project, which resulted in the Overcoming Transportation Barriers (OTB) Innovation project.

The project began implementation in September 2016 with the goal of helping clients (existing consumers of Contra Costa Behavioral Health Services) build self-sufficiency and independent travel skills, while increasing access to behavioral health services.

The initial phase of the project involved a community survey, which was made available between November 2016-May 2017. A total of 601 responses were received from clients and care givers (9%

of responses were in Spanish). Surveys examined barriers to appointments and transportation concerns, as well as other related issues such as travel times to appointments and modes of transportation. The below table identifies **transportation** as the number two reason for missed appointments and **cost** the number one concern around transportation.

Table 1. Barriers to Appointment Adherence (n=330)

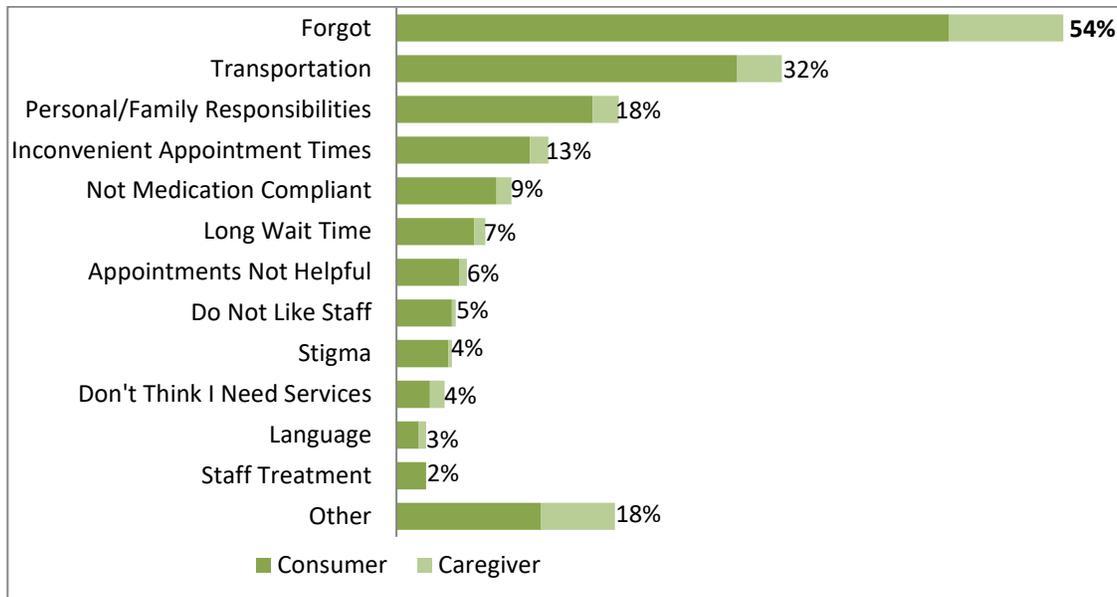
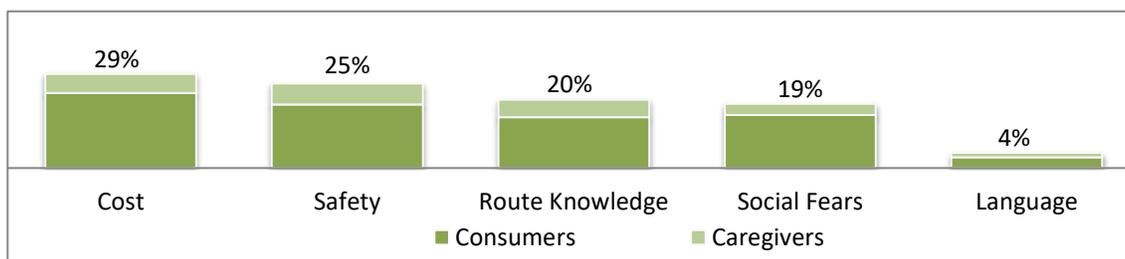


Table 2. Public Transportation Concerns (n=54)



PROJECT OVERVIEW:

Please describe the services you provided in the past reporting period.

The Overcoming Transportation Barriers (OTB) was a five-year Innovation project that was implemented from 2016 – 2021 to address the problem of transportation and access to care. The project proposed a unique and different service model including peers helping peers through the

coordination and utilization of transportation resources. The project was fully operated and staffed by peer support workers and those with lived experience. The target population was consumers of behavioral health services and their family members (or caregivers) or those trying to get connected to the behavioral health system of care. The project offered a systematic approach to develop an effective client/family/caregiver-driven transportation infrastructure that supports the entire Behavioral Health system of care. Goals of the project included the following:

- Help build self-sufficiency
- Apply independent travel skills
- Increase access to behavioral health services
- Improve transit system navigation
- Expand independent living and self-management skills
- Encourage self-advocacy
- Identify transportation barriers faced by clients

PROJECT CHANGES: No changes

Please explain whether any changes were made to the Innovative Project during the reporting period and the reasons for the changes, if applicable.

The project was located in CCBHS Administration's Office for Consumer Empowerment and primarily consisted of 2 FTE staff working in the Community Support Worker (Peer) role. Their duties evolved over the course of the project. The initial phase consisted of networking with various transit service providers to fully understand the resources available to the community. They built relationships through regular meetings. A great deal of effort was put into outreach and education. Multiple presentations were done early in the project phase to county programs, community providers, stakeholders and members of the public. Once the project was fully operational, most of the time shifted to directly supporting clients and family members with accessing public transit resources.

Staffing changes and COVID 19 Impact

The project was staffed by 2 FTE Community Support Worker (CSW) positions. During year four, one of the CSW's was promoted to a position in a different department. This left the remaining CSW to work on the project solo for the final year. Since it was during COVID and there were restrictions placed on public transportation, the remaining staff person was able to fulfill the essential duties associated with keeping the project going. Community members were not utilizing transportation services as much, as most of their appointments were conducted via telehealth. OTB staff continued to host regular Transportation Committee meetings via Zoom. The OTB Ride Sharing initiative remained in its planning phase and was never able to fully launch due to pandemic-related delays.

Addition of Flex Fund

As transportation costs were identified in the community survey as the number one concern, the OTB project was able to initiate a transportation Flex Fund to address this barrier. Through a

collaboration with Putnam Clubhouse, one of our CBO partners, flex funding was available to cover one-time costs specific to transportation needs for existing CCBHS clients or caregivers to support treatment engagement. Examples included: purchasing a pre-loaded Clipper card; providing gas cards; one-time costs associated with auto registration, smog or repair; walking shoes; bicycle; bike lock; and bike helmet. Flex fund requests were made by the provider (therapist, case manager, community support worker). OTB staff developed a relationship with a local auto body shop, who became the preferred referral source for car repair as they were supportive of the project's mission and provided services at a reasonable rate.

OUTCOMES AND DELIVERABLES:

Please provide quantitative and qualitative data regarding your services.

2016-2017 – Implementation Phase.

- Service Improvement Survey administered to define transportation needs for individuals receiving services at County Clinics
- Established collaboration efforts with transit agencies and compiled transportation resources available in each region of the County
- Regional brochure/Transportation guide developed which provided key information in one document that clients could utilize when having difficulty understanding available resources in their community
- Standardized Bus Ticket Log across regional clinics
- Began directly serving clients in April 2017

2017-2018

- Dedicated Peer Support Transportation Line established.
- Services provided included: peer support, mapping bus routes, links to resources, discount/disabled transit passes, fare information.
- Travel training provided in partnership with Tri Delta to deliver direct support and “field trip” including accompanying clients on bus rides to support learning new routes.
- Provided support to SPIRIT students – navigation and mapping transportation routes to class. Participated in Work Study Fair and Internship program.
- Established Transportation Sub-Committee – bi-monthly meetings, provided peer support, resource sharing, agency presentations, learn about self-advocacy

2018-2019

- East County Transportation Guides, 2018 (in Spanish and English)
- Central County Transportation Guides, 2018 (in Spanish and English)
- Transportation Coping Wallet Cards, 2019
- All County Transportation Guides, 2019 (in Spanish and English)

2019-2020

- Transportation Sub-Committee moves to Zoom platform
- Flex Funds introduced – pilot began in Central County Clinic
- Kept participants up to date on transportation changes during COVID

- Tri-fold Wallet Cards – translated to Spanish
- OTB posters designed with client input

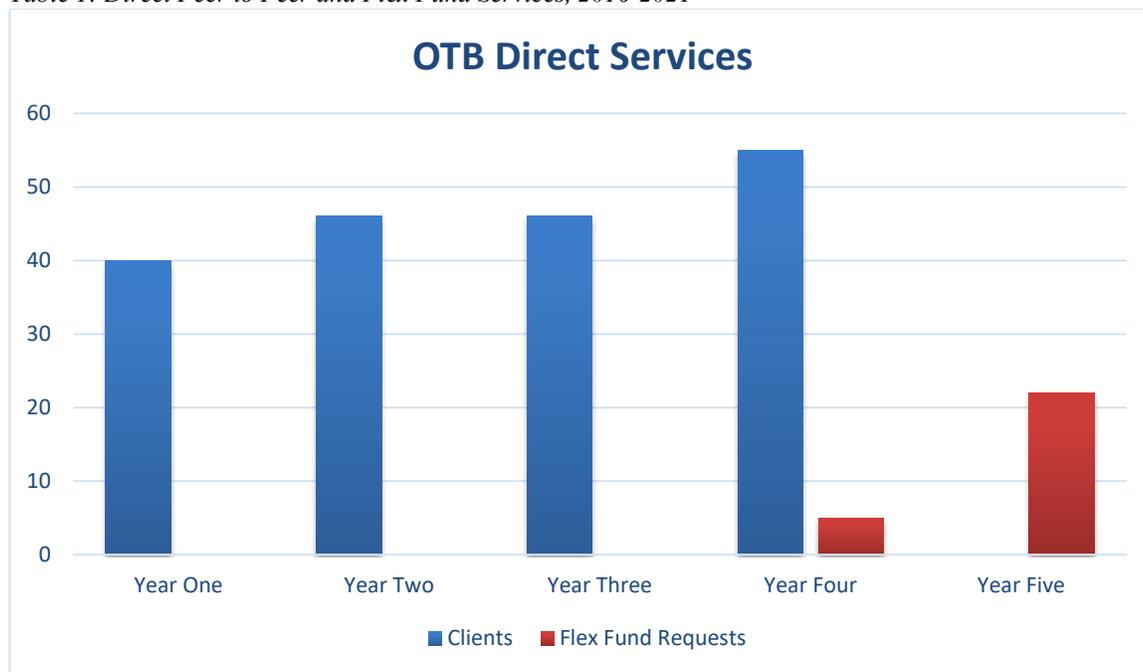
2020-2021

- Suspended 1:1 Peer Travel Training Program due to COVID
- Continued to provide resources and updates to community during COVID
- Acted as liaison between county staff and transportation agencies around transportation updates and route changes
- Continued to host Transportation Sub-Committee meetings via Zoom
- Created and distributed Transportation Packets to East County Clinics for new clients which included:
 - ADA Paratransit application
 - BART transit schedules
 - Regional Transit Connection (RTC) Discount ID Card application
 - OTB brochure and OTB trifold cards
- Assisted in production and dissemination of the Peer Perspectives Newsletter
- Engaged with local transportation providers
- Facilitated four virtual Community Transportation Meetings
- Planning around Rideshare Program (potential new pilot) – did not launch

OTB Project Highlights:

Transportation Guides
Coping Wallet Cards
Tri Fold Coping Wallet Cards
Hosted Transportation Sub Committee Meeting
Transportation Flex Funds
Transportation Hotline
One-on-one direct assistance to learn and practice new bus routes
Outreach and Education

Table 1: Direct Peer to Peer and Flex Fund Services, 2016-2021



PROJECT EVALUATION:

Please provide quantitative and qualitative data regarding evaluation during the course of the project.

Below is a list of competed objectives.

Action #1: Compile and develop resources and workshops to share transportation information with 200 stakeholders, comprised of staff and clients and their families.

- Action Met. Finalized and distributed approximately 350 Transportation Guides; Organized and planned a Clipper Card Workshop; Shared various transportation related materials with 96 clients and staff members during reporting period; Created maps with direction to seven CCBHS events and distributed to over 200 people.

Action #2: Liaise between CCHS service providers and transit authorities, as well as act as County Representative in community forums related to transportation.

- Action Partially Met. Attended transit authority meetings and advocated for clients; Represented the County at a Disaster Preparedness event geared toward seniors and persons with disabilities.

Action #3: Attend at least one transportation meeting per month, and share information with stakeholders.

- Action Met. Attended 6 Advisory Committee meetings for County Connection and 7 Tri Delta Transit Board of Directors meetings during reporting period; attended Senior Mobility Action Council meetings approximately every other month; Shared related information with stakeholders.

Action #4: Facilitate four Transportation Sub-Committee meetings per year.

- Action Met. Transportation is a Sub-Committee of the Committee for Social Inclusion. At these meetings, transportation and behavioral health-related information was shared and input on the project was received. Attendance at meetings ranged from 10-19 participants.

Action #5: Hold Transportation Trainings.

- Action Partially Met. Facilitated Clipper Card Workshop. The task was limited due to COVID 19.

During the course of the project, a log was kept to track and monitor inquiries and requested services. Initially, requests were geared more toward mapping bus routes, providing transportation resources and providing direct peer to peer navigation support. As COVID hit in early 2020 and staffing was reduced, the focus of the program also shifted. The Flex Fund was introduced, so much of the work was around fielding those requests which supported various modes of transportation including auto repair, bicycle, wheelchair and walking shoe requests. As public transit was reduced or shut down during the pandemic, people relied on alternative forms of transportation and project was able to shift gears in order to accommodate that need.

Other Outcomes Achieved:

- Increased access to wellness and behavioral health services
- Helped decrease missed appointments by addressing transportation barriers
- Increased empowerment, knowledge and skills around transportation navigation
- Increased acceptance and inclusion of behavioral health consumers in all domains of the community

FUNDING:

Please explain whether and how the project will be sustained after Innovation funding. Include the source of ongoing funding, if applicable, the reason for the decision, and how stakeholders are involved in the decision-making process.

Overcoming Transportation Barriers was a County-operated program housed within the Office for Consumer Empowerment in Contra Costa Behavioral Health Services Administration. As the Innovation project sunset in the fall of 2021, stakeholders were in support of retaining certain

elements of the project and incorporating them into the System of Care. These included:

- Transportation Hotline
- Transportation Flex Fund

These continue to be operated by OCE staff and are available to the community. The ongoing funding source has been changed to PEI.

LEARNING GOALS:

Please explain whether the project achieved its intended outcomes or learning goals and a summary of what was learned.

The OTB Project set out to achieve the goal of assisting clients of Behavioral Health Services in Contra Costa County with improving access to services by addressing transportation barriers. Other goals included decreasing the stigma associated with mental illness and increasing acceptance and inclusion of behavioral health consumers in all domains of the community. With increased access to transportation, individuals are empowered to live more independent lives and achieve optimal wellness while continuing their journey toward recovery.

A summary of learning goals and achievements is listed below:

1. Transportation Flex Fund - piloted in East County, and later offered County wide.
2. Transportation needs changed during COVID 19. While public transit ridership was drastically decreased, the Flex Fund was still in operation to support various modes of travel (auto repair, bicycles, wheelchairs, walking shoes, etc.). Transportation comes in many forms!
3. Transportation Sub Committee successfully shifted to a virtual platform and continued to meet during the pandemic. This provided a safe space for peers, providers and community members to network and share resources.
4. During the final project year, OTB Staff became very involved with local transportation agencies including Contra Costa Transportation Authority and attended regular meetings regarding the Accessible Transportation Strategic Plan. Peer advocacy was supported throughout this process.

INFORMATION SHARING:

Please describe how the results of this Innovative Project have been shared with stakeholders, and if applicable, beneficial to other mental health systems or counties. Please attach any relevant presentations, brochures or other marketing materials.

The Innovation Project has been shared routinely with stakeholders throughout the course of the project. During the launch phase, staff gave presentations to multiple groups throughout the Behavioral Health System of Care to introduce the project and educate community on how to access OTB services. Similarly, when the Flex Fund initiative launched, presentations were also offered and information distributed throughout the stakeholder networks. OTB staff regularly attended the Innovation Committee Meeting, where they provided updates to the group. OTB staff also attended the MHSa monthly advisory workgroup (CPAW), where they shared updates as requested during the project's lifespan. Most recently, they gave a final presentation just after the project ended at the 10/7/21 monthly CPAW meeting.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of project participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

During COVID, a survey was developed to assist project staff in gauging impact and eliciting feedback. Below is a sample of valuable perspectives obtained through survey responses:

1. To what extent did your client find the services received from OTB helpful?

- Due to OTB's help, my client was able to attend in-person appointments without the fear and anxiety of breaking down on the side of the road or being in an accident. Overall, it has helped the attend to other basic needs as well, such as getting groceries and going to medical appointments. The client has expressed deep gratitude for OTB's assistance.
- Client found the service extremely helpful to be able to get around to not only appointments but other activities to improve his independent living skills.
- Due to OTB's help, my client was able to attend in-person appointments without the fear and anxiety of breaking down on the side of the road or being in an accident. Overall, it has helped the client attend to other basic needs as well, such as getting groceries and going to medical appointments. The client has expressed deep gratitude for OTB's assistance.

2. Would you recommend our services to other clients in the future?

- I would absolutely recommend the services of OTB. OTB immensely helped my client manage and reduce their environmental stressors while ensuring my client can use their funds for other necessities.
- Absolutely!
- I would absolutely recommend the services of OTB. OTB immensely helped my client manage and reduce their environmental stressors while ensuring my client can use their funds for other necessities.

3. How did the services provided by OTB benefit your client's ability to make it to their future appointments?

- Without this financial support, my client would likely have had to continually choose between driving an unsafe vehicle and obtaining necessary in-person care.
- Client lives a good distance from Bart and bus stops, so it helps cut the travel time drastically.
- Without this financial support, my client would likely have had to continually choose between driving an unsafe vehicle and obtaining necessary in-person care.

4. Was the turnaround time fast enough for your client to get the most benefit from the services from OTB?

- OTB was incredibly responsive to questions, followed up, and was quick to act.
- Yes, turnaround was about 2 weeks which I thought was fast.
- OTB was incredibly responsive to questions, followed up, and was quick to act.

5. Is there anything you would like to have seen done differently in your experience with OTB?

- Understandably, there was some questions the car mechanic had that I could not answer as a case manager/the person not in charge of billing. Since there were four parties involved (client, case manager, OTB, auto shop) it took some additional coordination. Perhaps in the future, if schedules allow, there could be a conference call between some of the parties. However, the auto shop may become more familiar with the process in the future as well.
- Yes, once order is submitted and approved it should not be changed. My client has a disability that requires a key lock and that was changed to a much cheaper combo lock, I had to purchase out of pocket a new key lock for my client because I wanted him to have a lock he could use.
- Understandably, there was some questions the car mechanic had that I could not answer as a case manager/the person not in charge of billing. Since there were four parties involved (client, case manager, OTB, auto shop) it took some additional coordination. Perhaps in the future, if schedules allow, there could be a conference call between some of the parties. However, the auto shop may become more familiar with the process in the future as well.

Vignette:

“Rose”, 71 year old female, 2021

Rose is a 71 year old female who is a client in the CCBHS Older Adult Clinic. During a home visit, her social learned that Rose, who uses a wheelchair, was having difficulty with transportation. She was unable afford a proper wheelchair and her insurance would not cover this benefit until 2023. In order to perform her daily tasks and errands independently, she had been using a transport wheelchair, which has small wheels and is not intended for daily use. In the past month, she had crashed or fallen off the transport



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wheelchair five times, including falling off a bus ramp. The social worker was concerned for her safety and immediately put in the referral. Through the use of Flex Funds, the client was able to obtain a new manual wheelchair which allowed her to maintain optimal health and wellbeing by attending her appointments and performing errands independently.

FINAL INNOVATIVE PROJECT REPORTING FORM

FISCAL YEARS: 2016-2021

Agency/Project Name: Partners in Aging

INNOVATIVE PROJECT TYPE:

Community Support Services

INNOVATION:

Please provide a brief summary of the priority issue related to mental illness or to an aspect of the mental health system for which this program/project tests the idea of an innovative concept.

The Partners in Aging Innovation Project was based on the innovative idea to add Community Support Workers (CSWs) and Interns to the IMPACT Program. Our IMPACT Program provides psychotherapy services to older adults, who are 55 and above. The goals were to find out if clients of the IMPACT Program would benefit from these new additions to the treatment team. Community Support Workers are able to provide linkage to community resources, advocacy and in-home and in-community rehab support and coaching. This addition expanded the reach of the IMPACT Program beyond the therapy session. The addition of an Intern expanded the ability to serve additional clients and develop a workforce that has skills and passion for working with older adults.

PROJECT OVERVIEW:

Please provide an overview of the innovative project.

The Partners in Aging Innovation Project began on September 1, 2016 with the hiring of one Community Support Worker (CSW), and one Intern. Every Fall we welcome a new Intern into our program. Most of our Interns have chosen a dual track for the Internship with Older Adult Mental Health. They have split their time between our Intensive Care Management Program and IMPACT. This has given our Interns a breadth of experience by providing services to clients ranging from mild to severe and persistent mental illness. They have also been able to provide services that are clinic based and home or community based. They have provided a wide range of services, including individual therapy, case management, collateral contacts and crisis intervention. Our Interns have also frequently engaged in outreach or research projects, including outreach to West County, and the development of a binder of resources for clients experiencing cognitive decline. Interns always bring a spark of curiosity and passion to our clinic and we are happy to be able to increase the mental health workforce that can specialize in providing services to older adults. We were able to hire one of our Interns as a Permanent Full-Time Mental Health Clinical Specialist in January 2021.



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Our first Community Support Worker joined the Partners in Aging Program on 9/1/2016. We were also able to purchase a car for this CSW to transport IMPACT clients. She left our program on 1/31/19 due to her extensive commute and finding a job closer to her home. We filled her position in June 2019 and expanded the program to hire a second CSW in July 2019. These two CSWs have continued with our program. We purchased a second vehicle with the addition of the second CSW. One of the CSWs transitioned to a Permanent CSW II position in February 2021 on our East County Intensive Care Management Team. We did not fill her position due to not knowing whether or not this position would be funded past August 31, 2021.

In fiscal year 2016-2017 the CSW and Intern provided services to 25 to 30 clients. During fiscal year 2017-2018 the CSW and Intern provided services to 38 clients. During fiscal year 2018-2019 the CSWs and Intern served 32 clients. During fiscal year 2019-2020 our CSWs and Intern served 27 clients. Our CSWs and Interns served 27 clients during the 2020-2021 fiscal year. Throughout the Partners in Aging project most of these clients received multiple services.

Our CSWs are able to build rapport and provide peer support, coaching, multiple linkage and mental health rehabilitation services. They connect with clients in different ways than our clinicians since they are in the community with the clients and can relate to them as a peer. They collaborate with the clinicians and provide a valuable perspective. The CSWs have aided in linking clients to important resources such as In-Home Support Services, legal services, Social Security Administration, housing resources (including linking to Housing Navigators at Care Centers and linking to organizations that assist with rent payments), Monument Crisis Center, food banks and medical appointments. They also assist clients with completing housing applications. They can assist with reminding clients to attend their appointments and link clients to their appointments with their IMPACT clinicians. They can also check in with the clients in between their sessions with their IMPACT clinician. Our CSWs have become quite knowledgeable on support service resources for older adults. The CSW that was hired in June 2019 created an online resource binder that is used by all of the Older Adult Mental Health staff. During the COVID-19 pandemic our CSWs provided regular food deliveries to several of our vulnerable older adult clients.

When our original CSW left the Partners in Aging Program in January 2019 we lost the frequent communication that she was having with the CSWs at Psychiatric Emergency Services (PES). We did not receive referrals from PES during this reporting period. The lack of referrals from PES was also impacted by the switch in the IMPACT program to seeing clients with mild to moderate symptoms in November 2017.

Our Intern served a caseload of approximately 5 IMPACT clients during FY 20/21. He completed intakes and provided psychotherapy. He was able to develop rapport with a range of clients and make progress towards therapeutic goals. Prior to terminating with his clients he provided them with community referrals, and made recommendations for the next Intern regarding next steps for treatment, or discharge from IMPACT.



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PROJECT CHANGES: No changes

Please explain whether any changes were made to the Innovative Project during the course of the project and the reasons for the changes, if applicable.

The IMPACT Program has gone through several changes during the course of the Partners in Aging Project. As referenced above, in November 2017 the IMPACT Program switched from providing Specialty Mental Health services for adults 55+ with moderate to severe depression, anxiety and PTSD to provide services to adults 55+ with mild to moderate depression, anxiety and PTSD through the Federally Qualified Health Center system. In January 2021 the IMPACT Program returned to providing services to older adults 55+ with moderate to severe depression, anxiety and PTSD through Specialty Mental Health. Our clinicians had been located at Concord Health Center 2, Pittsburg Health Center and West County Health Center. In January 2021 the clinicians were brought back to the Behavioral Health Adult System of Care. Our clinicians are now located at Older Adult Mental Health in Concord, Pittsburg Adult Mental Health and West County Adult Mental Health, and they serve clients who have Medi-Cal or Medicare/Medi-Cal benefits.

These changes in the IMPACT Program affected the Partners in Aging Project in several ways. From November 2017 to January 2021 the CSWs were primarily unable to bill Medi-Cal for the services provided to IMPACT clients. In the Federally Qualified Health Center (FQHC) billing system services can only be billed that occur at the FQHC, and by a Licensed Clinical Social Worker or Licensed Psychologist. We were assured that the inability of the CSWs to bill during this time period would not affect the assessment of the ability to sustain the project at the end of the Innovation funding. In addition, as stated above the change to provide services to clients experiencing mild to moderate symptoms reduced the need to remain in contact with Psychiatric Emergency Services for client referrals.

Due to the ongoing pandemic our IMPACT clinicians and Intern provide telehealth services by phone or Zoom to their clients as well as in-person services. This has made IMPACT therapy services more available for clients who have difficulty attending sessions in person. It has also allowed clients to more easily be matched with a therapist who speaks their native language. It has also changed the role of the CSW as they are spending less of their time transporting clients to their IMPACT appointments and are focused on linking the clients to other resources in the community and providing telephone support.

There were several changes that were made at the start of the project due to changes within the health care system. Originally we had planned that our Intern would be administering the Screening, Brief Intervention and Referral to Treatment (SBIRT) in the health centers. This is now completed by health center staff. Also, we had planned for the Intern and CSW to be stationed at PES at times and this was not possible due to space issues at PES. There was also less focus on linkage to Alcohol and Other Drugs Services (AODS) as this need did not come up as often as was anticipated. Our CSWs and Student Interns have frequently attended the monthly Alcohol and Other Drugs Case Conference to understand the substance use issues our client population is struggling with.

OUTCOMES:

Please provide summarized information on any data collected during the project, including demographic info, if available.

Demographic data for the Partners in Aging Project will be provided in a separate report submitted by the MHSA Team.

We began utilizing the PEARLS (Program to Encourage Active and Rewarding LiveS) Questionnaire in approximately August 2017 with Partners in Aging clients. The PEARLS is administered when the client begins receiving a service from our Partners in Aging Intern or CSW, every 6 months, and at closing. The PEARLS Questionnaire includes the Patient Health Questionnaire-9 (PHQ-9), and also includes questions on general health, social activities, physical activities and pleasant activities. This questionnaire was developed by researchers at the University of Washington to be used in their community-based, evidence-based treatment program designed to reduce depression in physically impaired and socially isolated people. We worked collaboratively with the Business Intelligence Team to develop a report that would show differences in PEARLS scores over time. At the time of writing this report, the Business Intelligence Team is working to fix this report. The changes in billing systems described above have made it complicated to create a report to show the outcomes of the Partners in Aging Project. We do not have updated data.

Preliminary results of the PEARLS data indicated that all participants showed a decrease in depressive symptoms as measured by the PHQ-9. These decreases ranged an average of 1 point for clients with mild and moderate depression to 5 points for clients with severe depression, which was about 25% of the clients. Clients with severe depression were shown to improve in their overall evaluation of their physical health. Clients with mild to moderate depression were shown to improve their social connections and activities.

PROJECT EVALUATION:

Please provide quantitative and qualitative data regarding evaluation during the course of the project.

- *What was the evaluation methodology?*
- *What are outcomes of the project that focus on what is new or changed compared to established mental health practices?*
- *If applicable, was there any variation in outcomes based on demographics of participants?*
- *List of indicators measured, including how often data was collected and analyzed.*
- *How did the project evaluation reflect cultural competency?*

In addition to the data from the PEARLS (described above) we have also used PHQ-9 scores, chart

review, Monthly Service Summaries, and qualitative interviews with our staff to evaluate the Partners in Aging Project. The PHQ-9 are administered frequently by the IMPACT clinicians. We have requested a report from the Business Intelligence Team to track PHQ-9 scores over time. Building this report was put on hold due to urgent demands on the Business Intelligence Team due to the COVID-19 pandemic.

The PEARLS results described above as well as information from the other sources indicate that the Partners in Aging Program had a positive impact on our IMPACT clients. The preliminary PEARLS results showed different trends depending on the level of severity of the client. It is notable that clients with the most severe depression benefited the most in terms of the reduction in depressive symptoms. This indicates that the current focus of the IMPACT and Partners in Aging Programs on serving clients with moderate to severe depression is likely to lead to significant benefits for the clients served as we go forward. The addition of CSWs to our IMPACT Program has greatly increased the scope of the services that our clients receive and has improved quality of life in countless ways for many clients.

We consistently see the incredible benefits of the collaborative relationship between our CSW, Intern and IMPACT clinicians. Our CSWs provide a different perspective on client functioning based on their experiences with clients in the community. This has had a positive impact on client functioning, progress towards treatment goals, and maintaining client safety. The CSWs have become an essential part of our IMPACT Program!

Unfortunately, we were not able to evaluate this data to see any variation in outcomes related to demographic data due to limitations of the report. As described above the PEARLS was administered at the beginning of Partners in Aging services, every 6 months and at closing. The PEARLS includes the PHQ-9, which assesses depression, and questions that assess general health, social activities, physical activities, and pleasant activities.

Cultural competency is an essential element of all our programs at Older Adult Mental Health. In addition to required yearly trainings our staff frequently engages in additional trainings and discussions related to cultural competency. We serve a diverse group of older adults and provide services in the client's native language through the use of the Language Line. We also have clinicians who speak languages other than English, including Korean, Spanish and Arabic. We are open to feedback from our clients and staff related to cultural competency and committed to continuous growth in this area. The PEARLS was administered in the clients' preferred languages with the assistance of bilingual staff and the Language Line.

FUNDING:

Please explain whether and how the project will be sustained after Innovation funding. Include the source of ongoing funding, if applicable, the reason for the decision, and how stakeholders are involved in the decision-making process.

Our goal is to secure funding to continue to have two Community Support Workers in the Partners in

Aging Program. These CSWs have become vital to the functioning of all of our Older Adult Mental Health programs and can continue to support IMPACT as well as our Intensive Care Management Program. We have converted one of these position to a Permanent CSW II position that is now funded under MHSA CSS funding. We are advocating to have the second CSW II position funded. We are collaborating with the MHSA Team and Behavioral Health Administration to have this position created and funded. All MHSA funding for these positions is supplemented by the Medi-Cal billing that our CSWs and Intern complete for billable services. The funding for our Intern will be transitioned to MHSA WET Funds. Our current CSW II has spent approximately 48% to 50% of her time providing direct billable services to Medi-Cal beneficiaries in January, February and March of 2022.

We have attended the Innovations Committee Stakeholder Meeting to advocate for the continuation of the Partners in Aging Program. We have also met with the MHSA Team several times to discuss strategies to continue funding for the Partners in Aging Project, and to advocate for continued funding. We have the support of the Adult and Older Adult Program Chief, Jan Cobaleda-Kegler, Psy.D., to continue this project, and hope to receive approval to create and fill the second CSW II position. We also plan to provide a presentation to the Consolidated Planning and Advisory Workgroup (CPAW) in the near future on the Partners in Aging Project.

LEARNING GOALS:

Please explain whether the project achieved its intended outcomes or learning goals and a summary of what was learned.

The Partners in Aging Project learning goals are described below.

- 1) Do older adults access IMPACT services with the assistance of peer support workers?

Yes. Our CSWs successfully provided services to approximately 22 IMPACT clients to improve their access to IMPACT services during FY 20/21.

- 2) Do older adults engage in SBIRT?

All patients seen at the health centers engage in SBIRT evaluation.

- 3) Do older adults develop life skills with the assistance of peer support workers?

Yes, our Partners in Aging clients have developed numerous life skills with the assistance of our CSWs, including obtaining free phones and learning to utilize these phones, ensuring that medical needs are met, completing housing applications, maintaining benefits, being able to utilize transportation resources, working towards financial independence, learning ways to manage clutter and increasing comfort with asking for help from others when needs arise. Our CSWs, in conjunction with the IMPACT clinicians, have been able to empower clients to engage in new activities and activities that they thought were no longer

possible for them, and have been able to increase independence.

- Do clients use them regularly and how can we increase utilization?

Yes, they are using these skills regularly, and our CSWs encourage clients, and provide reminders and support.

- 4) Do clients develop self-management goals?

Yes, our Partners in Aging clients have been able to identify and carry out self-management goals with the assistance of our CSWs and IMPACT clinicians. For example, clients have been utilizing sleep hygiene tools, are learning to set reminders to eat at regular intervals and also learning the benefits of creating a schedule. CSWs have also been coaching clients in decluttering their homes and organizing paperwork. In addition, clients have been assisted in setting up myccLink profiles to improve communication with their medical providers through their smartphones.

- Do clients use them regularly and how can we increase their utilization?

Yes, some clients use these skills regularly, including going for walks. We can encourage them, remind them and provide support.

- 5) Does the use of peer support workers increase the number of linkages made between clients and community resources?

Yes, prior to the implementation of Partners in Aging, IMPACT clients were not being linked to community resources. Referrals were provided, but it was up to the clients to obtain transportation and follow through on these referrals. Our PIA CSW has greatly expanded the scope of the IMPACT Program, and the ability to provide linkage.

- 6) Does the 60-day recidivism rate of older adults being readmitted to PES decrease?

Yes, our client that was referred from PES in March 2017 has not returned to PES. She was linked to psychotherapy through an IMPACT clinician and participated from June 2017 to June 2018. A review of ccLink indicate that she continued to participate in Health Coaching services through April 2021.

- 7) Does social isolation decrease?

Yes, we have observed that social isolation decreases through the support of Partners in Aging. Our CSWs connect clients to community resources, including Senior Centers and Adult Day Health Care Programs. In addition, we have connected clients to support groups, including grief support groups. Our CSWs have formed positive rapport with many of our

clients and have become important sources of support, which has also reduced social isolation.

8) Does quality of life increase?

Yes, we have observed increases in quality of life, including clients feeling more able to engage in activities, and increase the range of activities that are available to them. For example, clients have increased their ability to use transportation independently through coaching and peer support. This greatly increases their ability to engage in social, medical and self-management activities. In addition, we have assisted one client with signing up for classes at a local community college.

9) Do older adults have improved depression scores?

Yes, over the 17/18 fiscal year on average 75.8% of IMPACT clients experienced an improvement in depressive symptoms based on their PHQ-9 scores, and 51.6% of these clients experienced a significant improvement (5 points or more). We have requested a new report to evaluate the PHQ-9 scores over time. When IMPACT started using the Ambulatory Medicine documentation tools, and the Federally Qualified Health Center model of billing in November 2017, they gradually stopped using a PHQ-9 tracker since this data was entered in ccLink. We are hoping that this report can separate the clients who received Partners in Aging services from the other IMPACT clients to see if there is a difference in the change in the scores over time between these two groups. The development of this new report was put on hold due to the Business Intelligence Team's need to respond to urgent requests related to the COVID-19 pandemic.

The initial results that we have received from the PEARLS report show that depression was reduced in all the cases with a range from approximately one point on the PHQ-9 to five points showing a small to significant decrease in depressive symptoms.

Summary: The Partners in Aging Project has achieved its learning goals. We have shown that adding an Interns and CSWs to the IMPACT Program has a positive effect on our clients. Clients engage with peer support workers and greatly benefit from these connections, including developing life skills, meeting self-management goals, linkage community resources, decreasing social isolation, improving quality of life, and reducing depression. The goal related to the SBIRT was no longer relevant to the Partners in Aging Project since this is administered to all patients at the Health Centers. The goal related to reduced recidivism at PES was met with the one client that was referred to us from PES. It is difficult to extrapolate from this one client.

INFORMATION SHARING:

Please describe how the results of this Innovative Project have been shared with stakeholders,



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and if applicable, beneficial to other mental health systems or counties. Please attach any relevant presentations, brochures or other marketing materials.

The Partners in Aging Project has been shared with stakeholders throughout Contra Costa County. We have presented on our programs to several groups, including presenting twice to the Adult Protective Services Multi-Disciplinary Team Meeting. This MDT brings together providers from several disciplines who serve older adults together to discuss complex cases. We also present our programs to newly hired Adult Protective Services Social Workers. We have also presented to the SPIRIT Program on a yearly basis. We have presented our programs to the Behavioral Health Access Line approximately once a year. In addition, we have presented our programs to the West County Senior Coalition and have presented twice to the Advisory Council on Aging. We also presented to the Health Center MDs, and to the Senior and Disabled Adult Provider Network for Contra Costa County. In addition, we presented to a group of older adult providers convened through the Family Justice Center.

VALUABLE PERSPECTIVES:

Please include the stories and diverse perspectives of project participants, including those of family members. Feel free to attach case vignettes and any material that documents your work as you see fit.

We have provided several vignettes to illustrate the positive effects of the Partners in Aging Project.

Our CSW assisted a 71-year-old female patient with multiple health issues including blindness and s/p double organ transplants. She worked to assist this client find an IHSS caregiver. She called IHSS and requested a list of caregivers on registry. Due to the absence of a caregiver and blindness this client had trouble going to see her doctors. The CSW provided transportation support so that she could get her medical care. Shelby also picked up her medications after she had a minor surgery. This client benefitted greatly from the support of our CSW, which contributed significantly to her mental health treatment.

Our CSW has been helping a 61-year-old male, who is diagnosed with PTSD, obtain food and pick up his prescriptions. She found a pharmacy service that can mail his prescriptions to him and has been working with the clinician, the client and his Primary Care Provider to work to resolve this. She also took him to the DMV to get an id card after his wallet was stolen.

Our CSW worked with a 56-year-old divorced Caucasian female with a history of Post-Traumatic Stress Disorder, Generalized Anxiety Disorder (severe), Major Depressive Disorder (moderate), fear and low self-esteem. She was going through a very difficult phase in her life which was triggering her and causing her mood dysregulation and severe depression. Around the time she came to see us, the main reason for her distress was her nearly becoming homeless but with the help of our CSW she ended up finding a room for rent in a home with other roommates and was very happy with this. She desperately needed to get her own place and live independently, but her credit status as well as her finances were in poor shape. Our CSW was able to help her link with financial counseling services in



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Contra Costa County which included support in filling out multiple forms. She has maintained this residence for over a year. The CSW also helped the client complete job applications countless times after she lost her job. The CSW supported client on multiple occasions, was consistent and always available, in person and by phone. The CSW worked with her to build her Wellness Recovery Action Plan (WRAP). She has been learning to recognize when she is not feeling well and learning to utilize her wellness tools as well as reaching out for help when needed. The CSW continues to work with her on building hope, practicing positive thinking and building self-esteem. Our CSW's care for this client provided great mental health support, in that she became less anxious, less depressed, and more emotionally regulated. These changes greatly contributed to client's stability and increased her hopefulness that she could overcome her financial difficulties to eventually become more independent and have her own living arrangement. She has now been hired at a new job. The support provided by the CSW was invaluable to support us in complementing her mental health treatment.



3-YEAR MHSA PLAN UPDATE

Contra Costa Behavioral Health Services
Mental Health Services Act
As submitted for MHOAC

FY 2022–2023

cchealth.org/mentalhealth/

EXECUTIVE SUMMARY

We are pleased to present Contra Costa Behavioral Health Services (CCBHS) Mental Health Services Act (MHSA) Three Year Program and Expenditure Plan Update (Plan Update) for fiscal years 2022-23. This Plan Update starts July 1, 2022 and updates the MHSA Three Year Program and Expenditure Plan (Three Year Plan) that was initiated in July of 2020. We look forward to continued community partnerships that have emerged since 2020 to address the pandemic, health inequities and community crisis response services. These on-going efforts will continue to provide learning opportunities that guide our work moving forward.

The Three-Year Plan describes programs that are funded by the MHSA, what they will do, and how much money will be set aside to fund these programs. The Three-Year Plan includes the components of Community Services and Supports (CSS), Prevention and Early Intervention (PEI), Innovation (INN), Workforce Education and Training (WET), and Capital Facilities/ Information Technology (CF/TN). Also, the Three-Year Plan describes what will be done to evaluate plan effectiveness and ensure that all MHSA funded programs meet the intent and requirements of the Mental Health Services Act.

California approved Proposition 63 in November 2004, and the Mental Health Services Act became law. The Act provides significant additional funding to the existing public mental health system and combines prevention services with a full range of integrated services to treat the whole person. With the goal of wellness, recovery and self-sufficiency, the intent of the law is to reach out and include those most in need and those who have been traditionally underserved. Services are to be consumer driven, family focused, based in the community, culturally and linguistically responsive, and integrated with other appropriate health and social services. Funding is to be provided at sufficient levels to ensure that counties can provide each child, transition age youth, adult and senior with the necessary mental health services and supports set forth in their treatment plan. Finally, the Act requires the Three-Year Plan be developed with the active participation of local stakeholders in a Community Program Planning Process (CPPP).

Highlights of changes and updates to the Plan Update for 2022-23 include the following:

- Budget updated to reflect estimated available funding for FY 22-23 (Pg. 60)
- Full-Service Partnership performance indicators for FY 20-21 (Pg. 20)
- Prevention and Early Intervention Data & Performance Indicators (Pg. 36)
- Housing updates (Pg. 26-28)
- Innovation project updates (Pg. 50)

TABLE OF CONTENTS

Executive Summary	2
Vision	4
Needs Assessment	5
The Community Program Planning Process.....	8

THE PLAN

Community Services and Supports.....	18
Prevention and Early Intervention.....	33
Innovation.....	48
Workforce Education and Training.....	50
Capital Facilities/Information Technology.....	54
The Budget.....	55
Evaluating the Plan	57
Acknowledgements	59

APPENDICES

Mental Health Services Maps.....	A-1
Glossary	C-1
Funding Summaries	D-1
Public Comment and Hearing.....	E-1

VISION

The Mental Health Services Act serves as a catalyst for the creation of a framework that calls upon members of our community to work together to facilitate change and establish a culture of cooperation, participation, and innovation. We recognize the need to improve services for individuals and families by addressing their complex behavioral health needs. This is an ongoing expectation. We need to continually challenge ourselves by working to improve a system that pays particular attention to individuals and families who need us the most and may have the most difficult time accessing care.

Our consumers, their families and our service providers describe behavioral health care that works best by highlighting the following themes:

Access. Programs and care providers are most effective when they serve those with behavioral health needs without regard to Medi-Cal eligibility or immigration status.

They provide a warm, inviting environment, and actively and successfully address the issues of transportation to and from services, wait times, availability after hours, services that are culturally and linguistically competent, and services that are performed where individuals live.

Capacity. Care providers are most appreciated when they can take the time to determine with the individual and his or her family the level and type of care that is needed and appropriate, coordinate necessary health, behavioral health and ancillary resources, and then are able to take the time to successfully partner with the individual and his or her family to work through the behavioral health issues.

Integration. Behavioral health care works best when health and behavioral health providers, allied service professionals, public systems such as law enforcement, education and social services, and private community and faith-based organizations work as a team. Effective services are the result of multiple services coordinated to a successful resolution.

We honor this input by envisioning a system of care that supports independence, hope, and healthy lives by making accessible behavioral health services that are responsive, integrated, compassionate and respectful.

Suzanne K. Tavano, PHN, Ph. D
Behavioral Health Services Director

INTRODUCTION

In 2019 CCBHS conducted a triennial quantitative and qualitative needs assessment of public mental health needs in preparation for developing the Fiscal Year 2020-23 MHSA Three Year Plan. This data driven analysis complements the CPPP, where interested stakeholders provided input on priority needs and suggested strategies to meet these needs. Data was obtained to determine whether CCBHS was doing the following:

a) reaching the people, it is mandated to serve, b) appropriately allocating its resources to provide a full spectrum of care, and c) experiencing any significant workforce shortfalls.

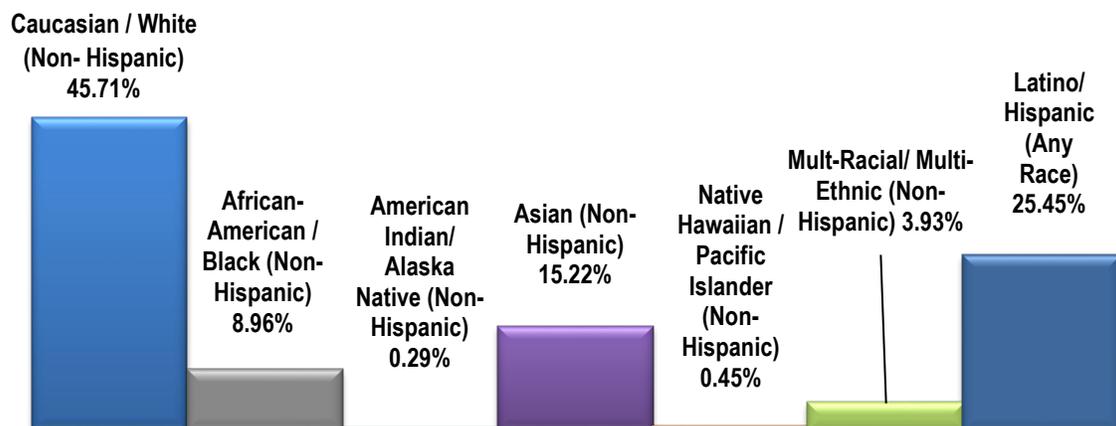
In 2019 Contra Costa Health Services (CCHS) also launched its Envision Health planning process to understand, think about, deliver and support health in Contra Costa County to collectively address changing realities. As part of this process CCBHS is working with the community and partners in planning for health realities for 10, 20 and even 30 years into the future.

CONTRA COSTA COUNTY POPULATION SUMMARY

According to the most recent 2018 U.S. Census Bureau estimates, the population size in Contra Costa County was estimated at 1,150, 215. It's estimated that about 9% of people in Contra Costa County are living in poverty and about 30% of the non-institutionalized residents have public health coverage, however with the passing of the Affordable Care Act the numbers of people eligible are foreseen to grow as Medi-Cal eligibility is considered for some cases to be up to 322% Federal Poverty Level (FPL). Information released by the State of California's Department of Finance projects that population size is expected to grow. Latino/Hispanic and Asian/Pacific Islander communities will see larger population growth.

An estimate of current racial/ethnic demographic data is illustrated below in Figure 1. In addition, more than half of the population is 18 or older, with about 30% of the population being children. About a quarter of Contra Costa County residents are foreign born.

Figure 1: Contra Costa County 2019 Projected Racial/ Ethnic Populations



METHOD

The data collected and used in this Needs Assessment included quantitative and qualitative data studies collected from various County sources, as well as State and other reports referenced in the report. The following areas of inquiry were identified in analyzing the information presented in this Needs Assessment:

- 1) The populations in Contra Costa County CCBHS intends to serve and which populations are being served.
- 2) The demographic composition of the Contra Costa County population.
- 3) How CCBHS is aligning its resources to provide a full spectrum of services at the appropriate level, while also being culturally and linguistically responsive.
- 4) How CCBHS is developing its workforce to address and implement identified service needs.
- 5) Identified service gaps and how CCBHS addresses these service gaps.

FINDINGS

Data analysis supports that overall, CCBHS is serving most clients/consumers/peers and families requiring services, and that CCBHS serves more eligible clients than most counties in California. This is based upon prevalence estimates and **penetration rates** (meaning proportion of people being served in CCBHS in comparison to total Medi-Cal eligible population in the County) of economically under privileged children with serious emotional disturbance and adults with a serious mental illness, as compared with other counties. Whether consumers are appropriately served (in ways that align with their cultural values and linguistic needs) is an issue that has been raised by community stakeholders and advocates and is something that warrants on-going assessment and evaluation. This has become even more relevant during the pandemic, as existing social and racial inequities have been exacerbated.

Findings revealed through this Needs Assessment include the following:

- 1) Persons who identify as Asian/Pacific Islander, and very young children are slightly under-represented when considering penetration rates in comparison to other demographic groups within Contra Costa County.

- 2) There continues to be an ongoing shortage of affordable housing and housing supports for those individuals and families affected by serious mental illness.
- 3) Based on data analysis and stakeholder input, there is a need to strengthen services that can support children, youth and adults who are most severely challenged by emotional disturbances or mental illness.
- 4) Suicide prevention, awareness, and training is needed throughout the County, with special consideration for youth and young adults.
- 5) Workforce analysis indicates a continued shortage of staff capable of prescribing psychotropic medications.
- 6) There are minimal career progression opportunities for the classifications of peer specialists and family partners.
- 7) Staff capacity for communicating in languages other than English continues to be a need, specifically for Spanish and Asian/Pacific Islander languages.
- 8) Persons identifying as LatinX /Hispanic and Asian/Pacific Islander are under-represented in the CCBHS workforce.
- 9) CCBHS is lacking a state-of-the-art electronic data management system to support more effective decision-making, evaluation of services and communication with stakeholders.

RECOMMENDATION

CCBHS recognizes the importance of fielding programs and services that are responsive to clients and their families as well as the development of a workforce that can support and respond to the needs of those served. Input gathered through this data driven analysis complements the CPPP, where stakeholders, to include clients, family members, service providers, allied health and social service agencies and the community in general provide input in various methods to prioritize needs.

The above findings are addressed in this MHSA Three Year Program and Expenditure Plan Update for FY 2021-22. It is recommended that CCBHS work together with all stakeholders to make the very best of the resources provided by this Three-Year Plan.

The full Needs Assessment Report can be found at: <https://cchealth.org/mentalhealth/mhsa/pdf/2019-Needs-Assessment-Report.pdf>

Additionally, CCBHS releases an annual **Cultural Humility Plan (CHP)** which outlines efforts and initiatives CCBHS is supporting in relation to diversity, equity and inclusion. The most recent CHP can be found at:

<https://cchealth.org/bhs/pdf/2021-2022-CHP-Update.pdf>

THE COMMUNITY PROGRAM PLANNING PROCESS

Each year CCBHS utilizes a Community Program Planning Process (CPPP) to gather meaningful stakeholder input toward accomplishing the following:

- Identify issues related to mental illness that result from a lack of mental health services and supports
- Analyze mental health needs
- Identify priorities and strategies to meet these mental health needs

Consolidated Planning and Advisory Workgroup (CPAW)

CCBHS continues to seek counsel from its ongoing stakeholder body, the Consolidated Planning Advisory Workgroup (CPAW), which convenes monthly. Over the years CPAW members, consisting of consumers, family members, service providers and representative community members, have provided input to the Behavioral Health Services Director as each Three-Year Plan and yearly Plan Update has been developed and implemented. CPAW has recommended that the Three-Year Plan provide a comprehensive approach that links MHSA funded services and supports to prioritized needs, evaluates their effectiveness and fidelity to the intent of the Act, and informs future use of MHSA funds. CPAW has also recommended that each year’s Community Program Planning Process build upon and further what was learned in previous years. Thus, the Three-Year Plan can provide direction for continually improving not only MHSA funded services, but also influencing the County’s entire Behavioral Health Services Division. In addition, CPAW utilizes part of its monthly meeting time to be the planning and implementation resource for fielding each year’s Community Forums.

COMMUNITY MEETINGS

During the fiscal year, MHSA hosts approximately **60 community stakeholder meetings**. These are all open to the public and currently conducted via Zoom.

Meeting	Purpose	Frequency
CPAW – Main Meeting	Opportunity for members of the public to dialogue with the Behavioral Health Director; discuss issues relevant to MHSA, including review existing programming, funding and evaluation	Monthly
CPAW Sub Committee – Systems of Care	Learn, discuss, and provide input on new and emerging MHSA related programs that impact Behavioral Health Services system of care.	Bi-Monthly

CPAW Sub Committee – Steering	Develop monthly agenda for CPAW main meeting, including identifying presentation & discussion topics	Monthly
CPAW Sub Committee – Membership	Review new applications for CPAW Membership	As Needed
CPAW Sub Committee – Innovation	Review and discuss both existing and emerging Innovation projects	Bi-Monthly
Suicide Prevention Coalition	Countywide collaborative co-hosted with the Contra Costa Crisis Center. Responsible for Suicide Prevention Strategic Planning	Monthly
Youth Suicide Prevention Sub-Committee	Youth-focused collaborative that serves as a platform for networking and information sharing around issues related to youth mental health and suicide prevention	Quarterly
Reducing Health Disparities	Focus on diversity, equity, inclusion and reducing disparities within the behavioral health care system with an ongoing goal of being trauma informed, working against racism, addressing historical barriers to services, and promoting equity, wellness, recovery and resiliency both in service delivery and within the workforce. Provides input related to the annual Cultural Humility Plan.	Bi-Monthly
Training and Advisory Workgroup	Analyzes training needs within the Behavioral Health System and recommends new trainings. Also reviews training for CE eligibility.	Quarterly
Assisted Outpatient Treatment Workgroup (AOT)	Discussion and support around the work of County AOT providers, including Forensic Mental Health, Justice Partners and Community Based Organizations	Quarterly

MHSA PRESENTATIONS AND ORIENTATION

At the beginning of 2022, MHSA Orientations resumed following a pandemic-induced hiatus since early 2020. MHSA Orientations are held quarterly during the hour prior to the monthly CPAW meeting. Community members are invited to attend and learn more about the MHSA and Behavioral Health System of Care. Topics identified for the 2022 Calendar Year include:

WHAT IS THE CONSOLIDATED PLANNING AND ADVISORY WORKGROUP (CPAW) AND WHAT IS CPAW MEMBERSHIP?

- Understanding the MHSA, Advocacy and Stakeholder Participation
- Mental Health Programs – County and Contracted Services
- How Does Budgeting and the Money Work?

An annual MHSA presentation is also provided to the Service Provider Individualized Recovery and Intensive Training (SPIRIT) class. SPIRIT is a nine-unit college course taught in collaboration with Contra Costa College which offers peers and those with lived experience an opportunity to develop skills, obtain certification and ultimately find employment within the behavioral health care field. In addition, MHSA staff regularly attend the Mental Health Commission (local board) meetings and provide information and presentations related to MHSA, as requested.

SURVEYS

In January 2022, a community survey was launched through SurveyMonkey. It was distributed to at least 800 community members and offered in seven different languages. Two hundred and thirty responses were received. The survey was intended to elicit feedback from the community regarding prioritization of MHSA funds. Topics that emerged were grouped by theme and included the following (in priority order):

- Behavioral Health Treatment Services – more available programming and services for mental health, substance use disorders and pandemic-related stressors
- Housing and Homelessness
- Care for Specific Cultural Groups / Populations – including BIPOC, recent immigrants, LGBTQI
- Access to Care – timely, affordable, culturally and linguistically appropriate
- Community Building and Support – health and wellness education, parenting and family support, employment support, family events, resource sharing, green community spaces
- Crisis Services
- Prevention and Early Intervention Services
- Justice Involved/Community Violence
- School-Based Programming
- Suicide Prevention
- Transportation

Surveys received from non-English speakers and recent immigrants included the above priority issues, but also highlighted needs specific to their experience. Some of these included: addressing the stress and trauma related to escaping a war-torn country; access to quality, affordable health care; resettlement services including assistance getting connected to appropriate resources in a new community, English language classes; general health and wellness supports; resources for those with co-occurring issues including mental health, physical disability and/or substance abuse.

COMMUNITY FORUMS INFORMING FISCAL YEAR 2022-23

With the onset of the COVID-19 pandemic in 2020, all stakeholder meetings and events shifted to a virtual platform. Two community forums were held during this Plan Update year. One was during September to honor Suicide Prevention Week and address the timely issue of Youth Mental Health and Suicide Prevention. The forum was developed through strong collaboration with the Contra Costa Youth Suicide Prevention Coalition, whose membership includes teens and young adults living in Contra Costa County. The second was focused more generally on Understanding the MHSA with special attention toward Innovation and the development of new local projects.

YOUTH SUICIDE PREVENTION FORUM (9/9/21)

- Event sponsored in partnership with the Contra Costa Youth Suicide Prevention Coalition
- Total Registered: 231

The community forum provided information on the MHSA, as well as guest speakers working in the field of youth mental health, information on grassroots youth advocacy efforts, information on community crisis resources and space to allow input through small group discussions. Data including the recent [Contra Costa Suicide Prevention Report September 2021](#) was also shared.

The table below reflects 26 survey responses received.

Race/ Ethnicity		Affiliation	Age Range	Gender Identity	Sexual Orientation	Previously Attended a BHS Forum
American Indian/Native American/ Alaska Native	0%	Peer/Consumer/ Client 39%	18-25 years 12%	Female 81%	Bisexual 12%	Yes 48%
Asian/Pacific Islander	23%	Family Partner 31%	26-35 years 8%	Male 15%	Gay 0%	No 48%
Black/African American	4%	Service Provider 46%	36-45 years 19%	Transgender 0%	Heterosexual/ Straight 80%	Don't Know 4%
Caucasian White	50%	Member of the Community 54%	46-55 years 23%	Gender-queer 0%	Lesbian 4%	
LatinX/Hispanic	12%	Other 8%	56-65 years 15%	Questioning 0%	Queer 0%	
Middle Eastern/ North African	4%	Decline to State 0%	66+ years 19%	Decline to State 4%	Questioning 0%	
Pacific Islander	0%		Decline to State 4%	Prefer to Self-Describe 0%	Decline to State 4%	
Prefer to Self- Describe	4%				Prefer to Self-Describe 0%	
Decline to State	3%					

The table below reflects responses from a poll offered at the beginning and end the forum with the prompt: “If you or someone you know is in crisis, do you know how to reach out for help?”

	YES	NO	I’M NOT SURE, BUT I’D BE ABLE TO LOOK IT UP
START OF FORUM	65%	7%	28%
END OF FORUM	100%	-	-

Small Group Discussion: The following questions were used to engage in small group sharing. Participants also had the chance to bring up other items in relation to behavioral health and wellness. The information provided by stakeholders is summarized below.

HOW DO WE CREATE A SAFE SPACE FOR CONVERSATIONS ABOUT YOUTH MENTAL HEALTH AND/OR WELLNESS? WHAT NEEDS TO CHANGE? WHAT HAS WORKED?

- Better communication and coordination of resources
- Better promotion of existing resources and organizations
- Wellness centers on campus – expand, promote, utilize

WHAT IS THE BIGGEST CHALLENGE/BARRIER FACED BY YOUNG PEOPLE STRUGGLING WITH MENTAL HEALTH ISSUES?

- Cultural and generational perceptions about mental health
- Not comfortable talking to family about mental health
- People dismiss or don't believe them
- Stigma
- Side effects of medication
- Temptation to self-medicate with drugs

HOW CAN SYSTEMS (INCLUDING SCHOOLS) AND FAMILY MEMBERS BETTER SUPPORT PEOPLE STRUGGLING WITH MENTAL HEALTH?

- Provide earlier intervention in schools, i.e., teach mindfulness starting in elementary school
- Provide a peer training program for youth who want to help others
- Encourage more mental health clubs on campus

WHAT ADDITIONAL RESOURCES/SUPPORTS/TOOLS ARE NEEDED?

- Youth need more mentors with lived experience
- Provide more opportunities for youth to engage in hands-on group/collaborative projects, such as camping, cooking, art
- Interventions that can prevent young people from turning to drugs to deal with their mental health

MHSA INNOVATION COMMUNITY FORUM (3/4/22)

Total Registered: 154

The community forum provided information on the MHSA and focused discussion on new and emerging Innovation projects in Contra Costa, including Psychiatric Advanced Directives (PADs) and Micro Grants for Community Defined Practices. Space for community input was allowed through breakout discussion groups and public comment. A community program planning process survey was conducted prior to the forum date and shared with forum attendees.

The table below reflects 230 total survey responses received. Participants were able to skip questions if they did not want to answer.

Race/ Ethnicity (n=227)	Affiliation (n=228)	Age Range(n=227)	Gender Identity (n=228)	Sexual Orientation (n=228)
American Indian/Native American/ Alaska Native: 1 or .44%	Peer: 73 or 32.01%	10-13 years: 1 or .44%	Female: 163 or 71.8%	Bisexual: 13 or 5.7%
Asian: 28 or 12.33% (20 Afghani, 1 Chinese, 5 Filipino, 1 Hawaiian, 2 Indian, 2 Iranian, 2 Japanese, 1 Jordanian, 1 Palestinian, 4 Decline to State, 4 Other)	Consumer/ Client: 51 or 22.36%	14-18 years: 1 or .44%	Male: 52 or 22.8%	Gay: 3 or 1.31%
Black/African American: 21 or 9.25%	Family Partner: 104 or 45.61%	19-25 years: 14 or 6.16%	Transgender: 2 or .87%	Heterosexual/Straight: 170 or 74.56%
Caucasian/White: 113 or 49.77%	County Behavioral Health: 26 or 11.4%	26-35 years: 24 or 10.57%	Genderqueer: 2 or .87%	Lesbian: 7 or 3.07%
Latino/a/X/Hispanic: 30 or 13.21%	Behavioral Health CBO: 53 or 10.08%	36-45 years: 50 or 22.02%	Questioning: 0	Queer: 2 or .87%
Pacific Islander: 3 or 1.32%	Community Member: 105 or 46.05%	46-55 years: 42 or 18.5%	Decline to State: 8 or 3.5%	Questioning: 0
Decline to State: 23 or 10.13%:	Decline to State: 13 or 5.7%	56-65 years: 51 or 22.46%	Prefer to Self-Describe: 1 or .43%	Decline to State: 26 or 11.4%
Prefer to Self-Describe: 8 or 3.52%	Other: 18 or 7.89%	66+ years: 38 or 16.66%		Prefer to Self-Describe: 7 or 3.07%
		Decline to State: 6 or 2.64%		

Small Group Discussion: The following questions were used to engage in small group sharing. The information provided by stakeholders is summarized below.

WHAT'S WORKING WELL?

- Community Based Organizations (CBO)
- Older Adult program– multi disciplinary teams, home visits
- MHSA funded and blended programs
- FSP, AOT
- CBO's providing school-based services have done a great job
- Individual counseling when available – more of this is needed (for MH and AOD)
- Collaboration and partnership with provider networks are very positive

WHAT'S NOT WORKING? GAPS? WHAT WOULD YOU LIKE TO SEE MORE OF?

- Access Issues
 - Lack of timely access, long wait lists
 - Services later in the evening, more virtual services, flexible schedules
 - Shortage of therapists, especially for youth
 - More needed in East County, West County
- Youth
 - More awareness and outreach to youth at a younger age
 - Access to MH services for non-system involved youth
 - Youth need info about their legal rights
 - More prevention and early intervention for youth
 - Fear of stigma in screening for MH in school, leads to more problems down the road.
 - Getting mental health programs into schools
 - More free structured activities for kids (i.e., after school)
 - More support for homeless youth
 - AOD programs in schools, like TUPE
- Cultural Humility
 - Providers who are from (and reflect) the community
 - Linguistically appropriate care – including different dialects of the same language
 - Need more culturally responsive services – providers of color
 - Recent immigrants need more support – language, cultural differences
 - Need to heal cultural divides – tension between communities
 - Culture specific programming – e.g., AAPI, African American, Latino/Latinx, non-English speaking communities
 - Outreach to BIPOC communities

- Immigrants with trauma need more help
- More peer partners, peer run programs
- Families and Community
 - More support to families
 - More parenting education and support – especially considering new challenges over the past couple years
 - County-funded family community events – street fairs, food trucks, various community activities/events/programs open to the public. Need to be free.
 - Risk assessment and tools for parents
 - More outreach via social media
 - More education & coordination on how to access services
 - One-stop shop for resources, more resource coordination
 - Holistic services
- Specific Services
 - More programs for dually diagnosed and SUD services
 - Step-down services for those coming out of locked facilities
 - Day treatment, respite
 - More focus on the impact of trauma
 - Coping with Covid-related stressors
 - Lack of housing, including for people with mental health challenges
- Funding and Planning
 - Planning needs to consider the bigger picture/longer view
 - CBO's need more resources, all vying for the same funds

WHAT INNOVATION PROJECT IDEAS ARE YOU IN FAVOR OF?

- PADs – a good idea. CBO's can help support clients with this too
- PADs and Community Defined Practices discussed as new projects
- Micro grants – to provide culturally relevant services
- Laughter based programs
- Transitional housing for those dismissed from conservatorship

Summary: The community program planning process identifies current and ongoing mental health service needs and provides direction for MHSA funded programs to address these needs. It also informs planning and evaluation efforts that can influence how and where MHSA resources can be directed in the future.

The full array of MHSA funded programs and plan elements described in this document are the result of current as well as previous community program planning processes. Thus, this year's planning process builds upon previous ones. It is important to note that stakeholders did not restrict their input to only

MHSA funded services but addressed the entire health and behavioral health system. The MHSA Three Year Program and Expenditure Plan operates within the laws and regulations provided for the use of the Mental Health Services Act Fund. Thus, the Three-Year Plan contained herein does not address all the prioritized needs identified in the community program planning process but does provide a framework for improving existing services and implementing additional programs as funding permits.

The following chapters contain programs and plan elements that are funded by the County's MHSA Fund and will be evaluated by how well they address the Three-Year Plan's Vision and identified needs as prioritized by the Community Program Planning Process.

COMMUNITY SERVICES AND SUPPORTS

Community Services and Supports is the component of the Three-Year Program and Expenditure Plan that refers to service delivery systems for mental health services and supports for children and youth, transition age youth (ages 16-25), adults, and older adults (over 60). Contra Costa County Behavioral Health Services utilizes MHSA funding for the categories of Full-Service Partnerships and General System Development.

First approved in 2006 with an initial State appropriation of \$7.1 million, Contra Costa’s budget has grown incrementally to approximately \$41.1 million for FY 2022-23 in commitments to programs and services under this component. The construction and direction of how and where to provide funding began with an extensive and comprehensive community program planning process whereby stakeholders were provided training in the intent and requirements of the Mental Health Services Act, actively participated in various venues to identify, and prioritize community mental health needs and developed strategies by which service delivery could grow with increasing MHSA revenues. The programs and services described below are directly derived from this initial planning process and expanded by subsequent yearly community program planning processes.

FULL-SERVICE PARTNERSHIPS

Contra Costa Behavioral Health Services both operates and contracts with mental health service providers to enter collaborative relationships with clients, called Full-Service Partnerships. Personal service coordinators develop an individualized services and support plan with each client, and, when appropriate, the client’s family to provide a full spectrum of services in the community necessary to achieve agreed upon goals.

Children (0 to 18 years) diagnosed with a serious emotional disturbance, transition age youth (16 to 25 years) diagnosed with a serious emotional disturbance or serious mental illness, and adults and older adults diagnosed with a serious mental illness are eligible. These services and supports include, but are not limited to, crisis intervention/stabilization services, mental health and substance use disorder treatment, including alternative and culturally specific treatments, peer and family support services, access to wellness and recovery centers, and assistance in accessing needed medical, housing, educational, social, vocational rehabilitation, and other community services, as appropriate. A qualified service provider is available to respond to the client/family 24 hours a day, seven days a week to provide after-hours intervention. As per statute requirements, these services comprise most of the Community Services and Supports budget.

Performance Indicators: The rates of in-patient psychiatric hospitalization and psychiatric emergency service (PES) episodes for persons participating in Full-Service Partnerships indicate whether Contra Costa’s FSP programs promote less utilization of higher acute and more costly care. For FY 2020-21 data was obtained for 515 participants who were served by FSP programs. Use of PES and in-patient psychiatric hospitalization was compared before and after FSP participation, with the following results:

- A 58.1% decrease in the number of PES episodes
- A 54% decrease in the number of in-patient psychiatric hospitalizations
- A 39.2% decrease in the number of in-patient psychiatric hospitalization days

The following full-service partnership programs are now established:

Children. The Children’s Full-Service Partnership Program is comprised of four elements, 1) personal services coordinators, 2) multi-dimensional family therapy for co- occurring disorders, 3) multi-systemic therapy for juvenile offenders, and 4) county operated children’s clinic staff.

1. **Personal Service Coordinators.** Personal service coordinators are part of a program entitled Short Term Assessment of Resources and Treatment (START). Seneca Family of Agencies contracts with the County to provide personal services coordinators, a mobile crisis response team, and three to six months of short-term intensive services to stabilize the youth in their community and to connect them and their families with sustainable resources and supports. Referrals to this program are coordinated by County staff on a countywide assessment team, and services are for youth and their families who are experiencing severe stressors, such as out-of-home placement, involvement with the juvenile justice system, co-occurring disorders, or repeated presentations at the County’s Psychiatric Emergency Services.
2. **Mobile Crisis Response.** Additional MHSA funding supports the expansion of hours that Seneca’s mobile crisis response teams are available to respond to children and their families in crisis. This expansion began in FY 2017-18 and includes availability to all regions of the county. Seneca has two teams available from 7:00 A.M. until 10:00 P.M. with on call hours 24/7 and the ability to respond to the field during all hours if indicated and necessary.
3. **Multi-dimensional Family Therapy (MDFT) for Co-occurring Disorders.** Lincoln Child Center contracts with the County to provide a comprehensive and multi-dimensional family-based outpatient program for adolescents with a mental health diagnosis who are experiencing a co-occurring substance abuse issue. These youth are at high risk for continued substance abuse and other problem behaviors, such as conduct disorder and delinquency. This is an evidence-based practice of weekly or twice weekly sessions conducted over a period of 4-6 months that target the youth’s interpersonal functioning, the parents’ parenting practices, parent-adolescent interactions, and family communications with key social systems.
4. **Multi-systemic Therapy (MST) for Juvenile Offenders.** EMBRACE Mental Health formerly known as (Community Options for Families and Youth (COFY)) contracts with the County to provide home-based multiple therapist family sessions over a 3–5-month period. These sessions are based on nationally recognized evidence-based practices designed to decrease rates of anti-social behavior improve school performance and interpersonal skills and reduce out-of-home placements. The goal is to empower families to build a healthier environment through the mobilization of existing child, family and community resources.
5. **Children’s Clinic Staff.** County clinical specialists and family partners serve all regions of the County and contribute a team effort to full-service partnerships. Clinical specialists provide a comprehensive assessment on all youth deemed to be most seriously emotionally disturbed. The team presents treatment recommendations to the family, ensures the family receives the

appropriate level of care, and family partners help families facilitate movement through the system.

The Children’s category is summarized below. Note that the total amount of these programs is funded by a combination of Medi-Cal reimbursed specialty mental health services and MHSA funds.

Amounts summarized below are the MHSA funded portion of the total cost for children programming:

Program/Plan Element	County/Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 2022-23
Personal Service Coordinators	Seneca Family of Agencies (FSP)	Countywide	75	843,600
Multi- dimensional Family Therapy	Lincoln Child Center (FSP)	Countywide	60	982,146
Multi-systemic Therapy	Embrace Mental Health (FSP)	Countywide	65	931,434
Children’s Clinic Staff	County Operated	Countywide	Support for full-service partners	556,524

TOTAL 200\$3,313,704

Transition Age Youth: Eligible youth (ages 16-25) are individuals who are diagnosed with a serious emotional disturbance or serious mental illness, and experience one or more of the risk factors of homelessness, co-occurring substance abuse, exposure to trauma, repeated school failure, multiple foster care placements, and experience with the juvenile justice system.

1. **Fred Finch Youth Center** is in West County and contracts with CCBHS to serve West and Central County. This program utilizes the assertive community treatment model as modified for young adults that includes a personal service coordinator working in concert with a multi-disciplinary team of staff, including peer and family mentors, a psychiatric nurse practitioner, staff with various clinical specialties, to include co-occurring substance disorder and bilingual capacity. In addition to mobile mental health and psychiatric services the program offers a variety of services designed to promote wellness and recovery, including assistance finding housing, benefits advocacy, school and employment assistance, and support connecting with families.
2. **Youth Homes** Youth Homes is in East County and contracts with CCBHS to serve Central and East County. This program emphasizes the evidence-based practice of integrated treatment for co-occurring disorders, where youth receive mental health and substance abuse treatment from a single treatment specialist, and multiple formats for services are available, to include individual, group, self-help, and family.

Amounts summarized below are the MHSA funded portion for Transition Age Youth Full-Service Partnership programming:

Program	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Transition Age Youth Full Service Partnership	Fred Finch Youth Center	West and Central County	70	1,595,369
Transition Age Youth Full-Service Partnership	Youth Homes	Central and East County	30	770,915
County support costs				32,782

TOTAL 100 \$2,399,066

Adult. Adult Full-Service Partnerships provide a full spectrum of services and supports to adults over the age of 18 who are diagnosed with a serious mental illness, are at or below 200% of the federal poverty level and are uninsured or receive Medi-Cal benefits.

CCBHS contracts with Portia Bell Hume Behavioral Health and Training Center (Hume Center) to provide FSP services in the West and East regions of the County. Prior to COVID-19, the Hume contract was increased to provide enhanced services including housing flex funds as well as serving 40 additional clients. Mental Health Systems takes the lead in providing full-service partnership services to Central County, while Familias Unidas contracts with the County to provide the lead on full-service partnerships that specialize in serving the County’s LatinX population whose preferred language is Spanish.

Amounts summarized below are the MHSA funded portion for Adult Full-Service Partnership Programming:

Program/ Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Full-Service Partnership	Hume Center	West County	70 (Adult) 5 (Older Adult)	4,400,285
		East County	70 (Adult) 5 (Older Adult)	

Full-Service Partnership	Mental Health Systems, Inc.	Central County	47 (Adult) 3 (Older Adult)	1,114,343
Full-Service Partnership	Familias Unidas	West County	28 (Adult) 2 (Older Adult)	288,742

TOTAL 230 \$5,803,370

Additional Services Supporting Full-Service Partners: The following services are utilized by full-service partners and enable the County to provide the required full spectrum of services and supports.

Adult Mental Health Clinic Support: CCBHS has dedicated clinicians at each of the three adult mental health clinics to provide support, coordination and rapid access for full-service partners to health and mental health clinic services as needed and appropriate.

Rapid Access Clinicians offer drop-in screening and intake appointments to clients who have been discharged from the County Hospital or Psychiatric Emergency Services but who are not open to the county mental health system of care. Rapid Access Clinicians will then refer clients to appropriate services and, when possible, follow-up with clients to ensure a linkage to services was made. If a client meets eligibility criteria for Full-Service Partnership services, the Rapid Access Clinician will seek approval to refer the client to Full-Service Partnership services. Clinic management act as the gatekeepers for the Full-Service Partnership programs, authorizing referrals and discharges as well as providing clinical oversight to the regional Full-Service Partnership programs. Full-Service Partnership Liaisons provide support to the Full-Service Partnership programs by assisting the programs with referrals and discharges, offering clinical expertise, and helping the programs to navigate the County systems of care. Community Support Worker positions are stationed at all three adult clinics to support families of clients as they navigate and assist in the recovery of their loved ones. This year, six additional CSW positions were added to support the work in the Adult and Children’s Clinics.

Amounts summarized below are the MHPA funded portion for Adult Mental Health Clinic Support:

Program/Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHPA Funds Allocated for FY 22-23
FSP Support, Rapid Access	County Operated	West, Central, East County	Support for Full-Service Partners	1,967,672

TOTAL \$1,967,672

Assisted Outpatient Treatment: In February 2015, the Contra Costa Board of Supervisors passed a resolution authorizing \$2.25 million of MHPA funds to be utilized on an annual basis for providing mental health treatment as part of an assisted outpatient treatment (AOT) program. The County implements the

standards of an assertive community treatment team as prescribed by Assembly Bill 1421, and thus meets the acuity level of a full-service partnership. This program provides an experienced, multi-disciplinary team who provides around the clock mobile, out-of-office interventions to adults, a low participant to staff ratio, and provides the full spectrum of services, to include health, substance abuse, vocational and housing services. Persons deemed eligible for assisted outpatient treatment are served, whether they volunteer for services, or are ordered by the court to participate. CCBHS contracts with Mental Health Systems, Inc. to provide the Assertive Community Treatment (ACT), while CCBHS has dedicated clinicians and administrative support within the Forensic Mental Health Clinic to 1) receive referrals in the community, 2) conduct outreach and engagement to assist a referred individual, 3) conduct the investigation and determination of whether a client meets eligibility criteria for AOT, 4) prepare Court Petitions with supporting documentation and ongoing affidavits, 5) testify in court, 6) coordinate with County Counsel, Public Defender and law enforcement jurisdictions, 7) act as liaison with ACT contractor, and 8) participate in the development of the treatment plan.

Amounts summarized below are the MHSA funded portion for Assisted Outpatient Treatment programming:

Program/Plan Element	County/Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Assisted Outpatient Treatment	Mental Health Systems, Inc.	Countywide	70 (Adult) 5 (Older Adult)	2,266,775
Assisted Outpatient Treatment Clinic Support	County Operated	Countywide	Support for Assisted Outpatient Treatment	637,714

TOTAL..... 75 \$2,904,489

Wellness and Recovery Centers. Putman Clubhouse contracts with the County to provide wellness and recovery centers situated in West, Central and East County to ensure the full spectrum of mental health services is available. These centers, known as Putnam Peer Connection Centers, offer peer-led recovery-oriented, rehabilitation and self-help groups that teach self-management and coping skills. The centers offer Wellness Recovery Action Planning (WRAP), physical health, nutrition education, advocacy services and training, arts and crafts, and support groups.

Amounts summarized below are the MHSAs funded portion for Wellness and Recovery Centers:

Program/Plan Element	County/Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Wellness and Recovery Centers	Putnam Clubhouse	West, Central, East County	200	\$1,067,999

TOTAL 200 \$1,067,999

Hope House - Crisis Residential Center. The County contracts with Telecare to operate a 16-bed crisis residential facility. This is a voluntary, highly structured treatment program that is intended to support seriously mentally ill adults during a period of crisis and to avoid in-patient psychiatric hospitalization. It also serves consumers being discharged from the hospital and long-term locked facilities that would benefit from a step-down from institutional care to successfully transition back into community living. Services are designed to be short term, are recovery focused with a peer provider component, and treat co-occurring disorders, such as drug and alcohol abuse.

In addition, CCBHS is in the process of developing a Request for Proposal (RFP) for a second Crisis Residential Center, following the recent closure of Neireka House.

Amounts summarized below are the MHSAs funded portion for the Crisis Residential Center programming:

Program	County/Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Hope House - Crisis Residential Center	Telecare	Countywide	200	2,338,279
New Crisis Residential	TBD	Countywide	TBD	TBD

TOTAL 200 \$2,338,279

MHSA Funded Housing Services. MHSA funds for housing supports supplements that which is provided by CCBHS and the County’s Health, Housing and Homeless Services Division, and is designed to provide various types of affordable shelter and housing for low-income adults with a serious mental illness or children with a severe emotional disorder and their families who are homeless or at imminent risk of chronic homelessness. Annual expenditures have been dynamic due to the variability of need, availability of beds and housing units, and escalating cost. Housing supports are categorized as follows; 1) temporary shelter beds, 2) augmented board and care facilities or homes, 3) scattered site, or master leased housing, 4) permanent supportive housing, and 5) a centralized county operated coordination team.

1. **Temporary Shelter Beds.** The County’s Health, Housing and Homeless Services Division operates several temporary bed facilities for adults and transitional age youth. CCBHS has a

Memorandum of Understanding with the Health, Housing and Homeless Services Division that provides MHSA funding to enable individuals with a serious mental illness or a serious emotional disturbance to receive temporary emergency housing in these facilities. This agreement includes 400 bed nights per year for the Bissell Cottages and Appian House Transitional Living Programs, staff for the Calli House Youth Shelter, 23,360 bed nights for the Brookside and Concord temporary shelters, and 3,260 bed nights for the Respite Shelter in Concord.

2. **Augmented Board and Care.** The County contracts with several licensed board and care providers and facilities to provide additional funds to augment the rental amount received by the facility from the SSI rental allowance. These additional funds pay for facility staff care to enable those with serious mental illness to avoid institutionalization and enable them to live in the community. An individualized services agreement for each person with a serious mental illness delineates needed supplemental care, such as assistance with personal hygiene, life skills, prescribed medication, transportation to health/mental health appointments, and connection with healthy social activities. Of these augmented board and care providers, there are currently seven that are MHSA funded, and augment their board and care with additional agreed upon care for persons with seriously mental illness. These include Divines, Modesto Residential, Oak Hill, Pleasant Hill Manor, United Family Care (Family Courtyard), Williams Board and Care Home, and Woodhaven. An eighth provider, Crestwood Healing Center, has 64 augmented board and care beds in Pleasant Hill, and has a 16-bed Pathways program that provides clinical mental health specialty services for up to a year (with a possible six-month extension) for those residents considered to be most compromised by mental health issues. During this three-year period CCBHS will seek to maintain and increase the number of augmented board and care beds available for adults with serious mental illness.
3. **Scattered Site Housing.** Shelter, Inc. contracts with the County to provide a master leasing program, in which adults or children and their families are provided tenancy in apartments and houses throughout the County. Through a combination of self-owned units and agreements with landlords, Shelter, Inc. acts as the lessee to the owners and provides staff to support individuals and their families to move in and maintain their homes independently.
4. **Permanent Supportive Housing.** Until 2016 the County participated in a specially legislated state-run MHSA Housing Program through the California Housing Finance Agency (CalHFA). In collaboration with many community partners the County embarked on several one-time capitalization projects to create 56 permanent housing units for individuals with serious mental illness. These individuals receive their mental health support from CCBHS contract and county service providers. The sites include Villa Vasconcellos in Walnut Creek, Lillie Mae Jones Plaza in North Richmond, The Virginia Street Apartments in Richmond, Tabora Gardens in Antioch, Robin Lane apartments in Concord, Ohlone Garden apartments in El Cerrito, Third Avenue Apartments in Walnut Creek, Garden Park apartments in Concord, and scattered units throughout the County operated by Hope Solutions (formerly Contra Costa Interfaith Housing).

The state-run MHSA Housing Program ended in 2016 and was replaced by the Special Needs Housing Program (SNHP). Under SNHP, the County received and distributed \$1.73 million in state level MHSA funds to preserve, acquire or rehabilitate housing units, and added 5 additional units of permanent

supportive housing at the St. Paul Commons in Walnut Creek. The Department of Health Care Services (DHCS) notified county mental health plans that the deadline to use SNHP funds was June 30, 2023.

In July 2016 Assembly Bill 1618, or **No Place Like Home**, was enacted to dedicate in future years \$2 billion in bond proceeds throughout the State to invest in the development of permanent supportive housing for persons who need mental health services and are experiencing homelessness or are at risk of chronic homelessness. Local applications for construction and/or re-purposing of residential sites have been developed and submitted to the state.

Round 1 - Contra Costa was awarded competitive funding in partnership with Satellite Affordable Housing Association (SAHA) in the amount of \$1,804,920 for construction of 10 dedicated NPLH units for persons with serious mental illness at their *Veteran's Square Project* in the East region of the County.

Round 2 - Contra Costa was awarded funds to construct permanent supportive housing units in the Central and West regions of the County. An award was granted to Resources for Community Development (RCD) in the amount of \$6,000,163 for 13 NPLH Units at their *Galindo Terrace* development. In 2020, CCBHS received a non-competitive allocation amount of \$2,231,574 which was awarded to RCD for a combination project (use of both competitive and non-competitive funds) for a total amount of NPLH financing in the amount of \$14,456,028.

Round 3 – 8 units located at *699 Ygnacio Valley Rd* in Walnut Creek via non-competitive funds.

Round 4 – CCBHS submitted two competitive applications. If awarded, the first would result in 21 units located in Walnut Creek in partnership with RCD. The second application would result in 8 units located in Richmond in partnership with Community Housing Development Corporation (CHDC).

In the past year, the State and Federal government have released multiple housing infrastructure-related grant opportunities for Counties. The County continues to apply for those as they are released. CCBHS recognizes supported housing for people living with a mental health condition as a priority issue and is committed to leveraging existing resources to meet that need by fortifying our existing housing continuum of care.

1. **Coordination Team.** The Housing Services Coordination Team provides support to residents, facilitates linkages with other Contra Costa behavioral health programs and services, and provides contract monitoring and quality control. A Chief of Supportive Housing Services oversees the Coordination Team and MHSA funded housing units.

Amounts summarized below are the MHSa allocation for MHSa funded housing services:

Plan Element	County/ Contract	Region Served	Number of MHSa beds, units budgeted	MHSa Funds Allocated for FY 22-23
Shelter Beds	County Operated	Countywide	75 beds (est.)	2,048,912
Augmented Board and Care *	Crestwood Healing Center	Countywide	80 beds	1,210,356
Augmented Board and Care *	Various	Countywide	335 beds	7,083,324
Scattered Site Housing	Shelter, Inc.	Countywide	119 units	2,420,426
Permanent Supportive Housing	Contractor Operated	Countywide	81 units	State MHSa funded
Coordination Team	County Operated	Countywide	Varies	1,089,982

TOTAL BEDS/UNITS 690 ** \$13,853,000

*Augmented Board and Care facility contracts vary in negotiated daily rate, and several contracts have both realignment as well as MHSa as funding sources. Thus, the budgeted amount for FY 22-23 may not match the total contract limit for the facility and beds available. The amount of MHSa funds budgeted are projections based upon the 1) History of actual utilization of beds paid by MHSa funding, 2) History of expenditures charged to MHSa, and 3) Projected utilization for the upcoming year. CCBHS will continue to look for and secure additional augmented board and care beds. Annual Three-Year Plan Updates will reflect adjustments in budgeted amounts.

**It is estimated that over 1,000 individuals per year are receiving temporary or permanent supportive housing by means of MHSa funded housing services and supports. CCBHS is and will continue to actively participate in state and locally funded efforts to increase the above availability of supportive housing for persons with serious mental illness.

NON-FSP PROGRAMS (GENERAL SYSTEM DEVELOPMENT)

General System Development is the service category in which the County uses Mental Health Services Act funds to improve the County’s mental health service delivery system for all clients who experience a serious mental illness or serious emotional disturbance, and to pay for mental health services for specific groups of clients, and, when appropriate, their families. Since the Community Services and Supports component was first approved in 2006, programs and plan elements included herein have been incrementally added each year by means of the community program planning process. These services are designed to support those individuals who need services the most.

Funds are now allocated in the General System Development category for the following programs and services designed to improve the overall system of care:

Supporting Older Adults. There are two MHSA funded programs serving the older adult population over the age of 60, 1) Intensive Care Management, and 2) IMPACT (Improving Mood: Providing Access to Collaborative Treatment).

- 1) **Intensive Care Management.** Three multi-disciplinary teams, one for each region of the County, provide mental health services to older adults in their homes, in the community, and within a clinical setting. The primary goal is to support aging in place and to improve consumers’ mental health, physical health and overall quality of life. Each multi-disciplinary team is comprised of a psychiatrist, a nurse, a clinical specialist, and a community support worker. The teams deliver a comprehensive array of care management services, linkage to primary care and community programs, advocacy, educational outreach, medication support and monitoring, and transportation assistance.
- 2) **IMPACT.** IMPACT is an evidence-based practice which provides depression treatment to older adults in a primary care setting who are experiencing co-occurring physical health impairments. The model involves short-term (8 to 12 visits) problem solving therapy and medication support, with up to one year follow-up as necessary. MHSA funded mental health clinicians are integrated into a primary treatment team.

Amounts summarized below are the MHSA funded portion for Older Adult Mental Health Program:

Program	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Intensive Care Management	County Operated	Countywide	237	3,180,657
IMPACT	County Operated	Countywide	138	404,992

TOTAL 375 \$3,585,649

Supporting Children and Young Adults. There are two programs supplemented by MHPA funding that serve children and young adults: 1) Wraparound Program, and 2) expansion of the Early and Periodic Screening, Diagnosis and Treatment Program.

- 1) **Wraparound Program.** The County’s Wraparound Program, in which children and their families receive intensive, multi-leveled treatment from the County’s three children’s mental health clinics, was augmented in 2008 by family partners and mental health specialists. Family partners are individuals with lived experience as parents of children and adults with serious emotional disturbance or serious mental illness who assist families with advocacy, transportation, navigation of the service system, and offer support in the home, community, and county service sites. Family partners participate as team members with the mental health clinicians who are providing treatment to children and their families. Mental Health Specialists are non- licensed care providers, often in successful recovery with lived experience as a consumer or family member, who can address culture and language specific needs of families in their communities. These professionals arrange and facilitate team meetings between the family, treatment providers and allied system professionals.
- 2) **EPSDT Expansion.** EPSDT is a federally mandated specialty mental health program that provides comprehensive and preventative services to low-income children and adolescents that are jointly involved with Children and Family Services. State realignment funds have been utilized as the up-front match for the subsequent federal reimbursement that enables the County to provide the full scope of services. This includes assessment, plan development, therapy, rehabilitation, collateral services, case management, medication support, crisis services, intensive home- based services (IHBS), and Intensive Care Coordination (ICC). Recently the Department of Health Care Services has clarified that the continuum of EPSDT services is to be provided to any specialty mental health service beneficiary who needs it. In addition, Assembly Bill 403 mandates statewide reform for care provided to foster care children, to include the County’s responsibility to provide Therapeutic Foster Care (TFC) services. This significant expansion of care responsibility, entitled Continuing Care Reform (CCR), will utilize MHPA funds as the up-front match for the subsequent federal reimbursement that enables the County to provide the full scope of services, and includes adding County mental health clinicians, family partners and administrative support.

The MHPA funded portion of the Children Wraparound Support/ EPSDT Support are summarized in the following:

Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHPA Funds Allocated for FY 22-23
Wraparound Support	County Operated	Countywide	Supports Wraparound Program	1,428,167
EPSDT Expansion	County Operated	Countywide	Supports EPSDT Expansion	728,220

TOTAL..... \$2,156,387

Concord Health Center. The County’s primary care system staffs the Concord Health Center, which integrates primary and behavioral health care. Two mental health clinicians are funded by MHTSA to enable a multi-disciplinary team to provide an integrated response to adults visiting the clinic for medical services who have a co- occurring mental illness.

The MHTSA allocation for the Concord Health Center is summarized below:

Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHTSA Funds Allocated for FY 22-23
Supporting the Concord Health Center	County Operated	Central County	Supports clients served by Concord Health Center	269,995

TOTAL \$269,995

Liaison Staff. CCBHS partners with CCRMC to provide Community Support Worker positions to liaison with Psychiatric Emergency Services (PES) to assist individuals experiencing a psychiatric crisis connect with services that will support them in the community. These positions are on the CCBHS Transition Team, and schedule regular hours at PES.

The allocation for the Liaison Staff is as follows:

Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHTSA Funds Allocated for FY 22-23
Supporting Liaison Staff	County Operated	Countywide	Supports clients served by PES	154,793

TOTAL \$154,793

Clinic Support. County positions are funded through MHTSA to supplement clinical staff implementing treatment plans at the adult clinics. These positions were created in direct response to identified needs surfaced in prior Community Program Planning Processes.

- 1) **Resource Planning and Management.** Dedicated staff at the three adult clinics assist consumers with money management and the complexities of eligibility for Medi-Cal, Medi-Care, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) benefits. Money management staff are allocated for each clinic, and work with and are trained by financial specialists.
- 2) **Transportation Support.** The Community Program Planning Process identified transportation to and from clinics as a critical priority for accessing services. Toward this end one-time MHTSA funds were purchased in prior years to purchase additional county vehicles to be located at the clinics. Community Support Workers have been added to adult clinics to be dedicated to the transporting of consumers to and from appointments.
- 3) **Evidence Based Practices.** Clinical Specialists, one for each Children’s clinic, have been added to provide training and technical assistance in adherence to the fidelity of treatment practices that have an established body of evidence that support successful outcomes.

The MHSa allocation for Clinic Support are as follows:

Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Resource Planning and Management	County Operated	Countywide	Supplements Clinic Staff	730,595
Transportation Support	County Operated	Countywide	Supplements Clinic Staff	302,777
Evidence Based Practices	County Operated	Countywide	Supplements Clinic Staff	404,992
Additional Clinic Support	County Operated	Countywide		588,440

TOTAL \$2,026,804

Forensic Team. Clinical specialists are funded by MHSa to join a multi-disciplinary team that provides mental health services, alcohol and drug treatment, and housing supports to individuals with serious mental illness who are either referred by the courts for diversion from incarceration, or on probation and at risk of re-offending and incarceration. These individuals were determined to be high users of psychiatric emergency services and other public resources, but very low users of the level and type of care needed. This team works very closely with the criminal justice system to assess referrals for serious mental illness, provide rapid access to a treatment plan, and work as a team to provide the appropriate mental health, substance abuse and housing services needed.

Mobile Crisis Response Team (MCRT). During the FY 2017-20 Three Year Plan the Forensic Team expanded its mobile crisis response capacity from fielding a mobile Mental Health Evaluation Team (MHET) with law enforcement to fielding a full Mobile Crisis Response Team to respond to adult consumers experiencing mental health crises in the community. Mental health clinicians and community support workers will work closely with the County’s Psychiatric Emergency Services and law enforcement, if necessary, to respond to residents in crises who would be better served in their respective communities. MHSa funds will be utilized to supplement funding that enables this team to respond seven days a week with expanded hours of operation and the addition of two positions.

The MHSa allocation for the Forensic Team are as follows:

Plan Element	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Forensic Team	County Operated	Countywide	Support to the Forensic Team	269,995
MCRT	County Operated	Countywide	Supplements MCRT	1,288,752

TOTAL \$1,558,747

Quality Assurance and Administrative Support. MHSAs funding supplements County resources to enable CCBHS to provide required administrative support, quality assurance and program evaluation functions for statutory, regulatory and contractual compliance, as well as management of quality-of-care protocols, such as fidelity to Assisted Outpatient Treatment and Assertive Community Treatment. County staff time and funding to support the mandated MHSAs community program planning process are also included here. County positions have been incrementally justified, authorized and added each year as the total MHSAs budget has increased.

The MHSAs allocation for the following functions and positions are summarized below:

1) Quality Assurance.

Function	MHSAs Funds Allocated for FY 22-23
Medication Monitoring	255,845
Clinical Quality Management	770,816
Clerical Support	226,053

TOTAL\$1,252,714

2) Administrative Support.

Function	MHSAs Funds Allocated for FY 22-23
Program and Project Managers	1,211,242
Clinical Coordinator	127,990
Planner/Evaluators	539,867
Family Service Coordinator	114,931
Administrative and Financial Analysts	973,454
Clerical Support	413,848
Stakeholder Facilitation (contract)	15,000
ACT/AOT Fidelity Evaluation (contract)	100,000

TOTAL\$3,496,332

Community Services and Supports (CSS) FY 22-23 Program Budget Summary

Full-Service Partnership (FSP Programs)		Number to be Served: 1,380	\$33,647,579
	Children	3,313,704	
	Transition Age Youth	2,399,066	
	Adults – Includes total funding listed in <i>Adult Full-Service Partnership Programming</i> table and <i>Adult Mental Health Clinic Support</i> table.	7,771,042	
	Assisted Outpatient Treatment	2,904,489	
	Wellness and Recovery Centers	1,067,999	
	Crisis Residential Center	2,338,279	
	MHSA Housing Services	13,853,000	
Non-FSP Programs (General System Development)			\$14,501,421
	Older Adult Mental Health Program	3,585,649	
	Children’s Wraparound, EPSDT Support	2,156,387	
	Concord Health Center	269,995	
	Liaison Staff	154,793	
	Clinic Support	2,026,804	
	Forensic Team	1,558,747	
	Quality Assurance	1,252,714	
	Administrative Support	3,496,332	

Total\$48,149,000

PREVENTION AND EARLY INTERVENTION

Prevention and Early Intervention (PEI) is the component of the Three-Year Plan that refers to services designed to prevent mental illnesses from becoming severe and disabling. This means providing outreach and engagement to increase recognition of early signs of mental illness and intervening early in the onset of a mental illness.

First approved in 2009, with an initial State appropriation of \$5.5 million Contra Costa’s Prevention and Early Intervention budget has grown incrementally to approximately \$9 million annually in commitments to

programs and services. The construction and direction of how and where to provide funding for this component began with an extensive and comprehensive community program planning process that was like that conducted in 2005-06 for the Community Services and Support component.

Underserved and at-risk populations were researched, stakeholders actively participated in identifying and prioritizing mental health needs, and strategies were developed to meet these needs. The programs and services described below are directly derived from this initial planning process, and expanded by subsequent yearly community program planning processes, to include current year.

New regulations for the PEI component went into effect on October 6, 2015. Programs in this component now focus their programming on one of the following seven PEI categories: 1) outreach for increasing recognition of early signs of mental illness; 2) prevention; 3) early intervention; 4) access and linkage to treatment; 5) improving timely access to mental health services for underserved populations; 6) stigma and discrimination reduction; and 7) suicide prevention. All the programs contained in this component help create access and linkage to mental health treatment, with an emphasis on utilizing non-stigmatizing and non-discriminatory strategies, as well as outreach and engagement to those populations who have been identified as historically underserved.

Performance Indicators

The table below illustrates the reported number of individuals served in FY 2020-21 in the seven PEI categories.

PEI Program Component	FY 20-21 Estimated Numbers Served
Early Intervention	987
Outreach for Increasing Recognition of Early Signs of Mental Illness	2,017
Prevention	1,491
Stigma and Discrimination Reduction	1,336
Access and Linkage to Treatment	1,071
Suicide Prevention	20,082
Improving Timely Access to Mental Health Services for Underserved Populations	2,121
Total	29,105

Performance Indicators.

PEI regulations also have new data reporting requirements that will enable CCBHS to report on the following **performance indicators**:

- 1) **Outreach to Underserved Populations.** Demographic data, such as age group, race/ethnicity and primary language enable an assessment of the impact of outreach and engagement efforts over time.
- 2) **Linkage to Mental Health Care.** Number of people connected to care, and average duration of reported untreated mental illness enable an assessment over time of impact of programs on connecting people to mental health care.

Demographic data was reported for individuals served in Contra Costa Behavioral Health Services' Prevention and Early Intervention Programs for FY 2020-21. Within the seven PEI categories several programs focused their service delivery on historically marginalized groups, such as immigrants, young children, underserved youth, older adults, Black, Indigenous, People of Color (BIPOC), and persons who identify as LGBTQI+.

The following table illustrates *primary populations* served in FY 2020-21 by Prevention and Early Intervention providers.

Prevention and Early Intervention Cultural and Linguistic Providers

Provider	Primary Population(s) Served
Asian Family Resource Center	Asian / Pacific Islander (API) recent immigrant communities
Building Blocks for Kids (BBK)	African American / LatinX
Center for Human Development	African American / LGBTQI+
Child Abuse Prevention Council	LatinX
COPE / First Five	African American / LatinX
Hope Solutions (Interfaith Housing)	African American / LatinX
James Morehouse Project	African American / API / LatinX
Jewish Family Community Services of the East Bay	Afghan / Russian / Middle East (and other recent immigrants)
La Clinica	LatinX
Lao Family Development	API (and other recent immigrants)
Latina Center	LatinX
Lifelong (SNAP Program)	African American, Older Adults
Native American Health Center	Native American
People Who Care	African American / LatinX underserved youth
Rainbow Community Center	LGBTQI+, All Ages (youth – Older Adult)
RYSE	African American / LatinX/ LGBTQI+, underserved and Transition Aged Youth
STAND!	African American / LatinX

The following table summarizes estimated demographic groups as they were served by PEI programs in FY 2020-21. Please note that the below figures are not a full reflection of the demographics served. Data was not captured for most participants for two primary reasons: a significant number of participants declined to respond to demographic information, additionally, due to COVID-19, conducting surveys and self-reporting on behalf of clients served by PEI programs decreased. For the purposes of this reporting, percentages do not include participants that either declined to state or the data was not otherwise captured.

Demographic sub-group	% PEI clients served in FY 20-21
Asian	10%
African American / Black	15%
Caucasian / White	53%
LatinX / Hispanic	18%
Multi-Racial	2%
Native American / Alaskan Native	1%
Native Hawaiian / Other Pacific Islander	<1%
Other	1%

In addition, at least 6% of persons served in PEI programs received services in their primary language of Spanish, while at least another 3.5% received services in other languages.

For FY 2020-21, PEI programs reported they completed 864 in-house mental health referrals and 20,397 mental health referrals to external organizations, such as a County or Community-Based Organizations. Programs reported an average of 5 weeks as the length of time between referrals and mental health service implementation. Programs also reported an estimated average of 67.5 weeks as the duration of untreated mental illness. However, these figures are also impacted by limitations in data collection and varying interpretations of these questions among respondents.

For FY 2020- 2021, PEI programs reported 27% of those who received PEI services were Children & Transition Age Youth (TAY), 51% were Adults, 22% were Older Adults. It is estimated that in FY 2020-21, over 60% of PEI programs offered services that are geared toward young people between the ages of 0-25. Further information about PEI Aggregate Data and Programs can be found in the Annual PEI Evaluation Report posted on the Contra Costa MHSA site.

For FY 2022-23, PEI programs are listed within the seven categories delineated in the PEI regulations.

OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS

Programs in this category provide outreach to individuals with signs and symptoms of mental illness so they can recognize and respond to their own symptoms. Outreach is engaging, educating and learning from potential primary responders. Primary responders include, but are not limited to, families, employers, law enforcement, school, community service providers, primary health care, social services and faith-based organizations.

Eight programs are included in this category:

- 1) Asian Family Resource Center (fiscal sponsor Contra Costa ARC) provides culturally sensitive education and access to mental health services for immigrant Asian communities, especially the Southeast Asian and Chinese population of Contra Costa County. Staff provide outreach, medication compliance education, community integration skills, and mental health system navigation. Early intervention services are provided to those exhibiting symptoms of mental illness, and participants are assisted in actively managing their own recovery process.
- 2) The Counseling Options Parenting Education (COPE) Family Support Center utilizes the evidence-based practices of the Positive Parenting Program (Triple P) to help parents develop effective skills to address common child and youth behavioral issues that can lead to serious emotional disturbances. Targeting families residing in underserved communities this program delivers in English and Spanish several seminars, training classes and groups throughout the year.
- 3) First Five of Contra Costa, in partnership with the COPE Family Support Center, takes the lead in training families who have children up to the age of five. First Five also partners with the COPE Family Support Center to provide training in the Positive Parenting Program method to mental health practitioners who serve this at-risk population.
- 4) Hope Solutions (formerly Contra Costa Interfaith Housing) provides on-site services to formerly homeless families, all with special needs, at the Garden Park Apartments in Pleasant Hill, the Bella Monte Apartments in Bay Point, Los Medanos Village in Pittsburg, and supportive housing sites throughout the County. Services include coordination and assistance with accessing needed community resources, pre-school and afterschool programs, such as teen and family support groups, assistance with school preparation, and homework clubs. These services are designed to prevent serious mental illness by addressing domestic violence, substance addiction and inadequate life and parenting skills.
- 5) Jewish Family Community Services of the East Bay provides culturally grounded, community-directed mental health education and navigation services to refugees and immigrants of all ages in the Latino, Afghan, Bosnian, Iranian and Russian communities of Central and East County. Outreach and engagement services are provided in the context of group settings and community cultural events that utilize a variety of non-office settings convenient to individuals and families.
- 6) The Native American Health Center provides a variety of culturally specific methods of outreach and engagement to educate Native Americans throughout the County regarding mental illness, identify those at risk for developing a serious mental illness, and help them access and navigate the human service systems in the County. Methods include an elder support group, a youth wellness group, a traditional arts group, talking circles, Positive Indian Parenting sessions, and Gatherings of Native Americans.

- 7) The Latina Center serves Latino parents and caregivers in West Contra Costa County by providing culturally and linguistically specific twelve-week parent education classes to high-risk families utilizing the evidence-based curriculum of Systematic Training for Effective Parenting (STEP). In addition, the Latina Center trains parents with lived experience to both conduct parenting education classes and to become Parent Partners who can offer mentoring, emotional support, and assistance in navigating social service and mental health systems.
- 8) We Care Services for Children (in collaboration with The Early Childhood Prevention and Intervention Coalition - ECPIIC) was awarded the Early Childhood Mental Health 0-5 Outreach RFP. We Care Services for Children supports families and children from birth to six years old with a wide range of early childhood education and mental health programs. Through targeted, compassionate, and effective early intervention services, We Care helps young children and their families reach their full potential, regardless of their abilities or circumstances. The collaborative program awarded the RFP called, The Everyday Moments/Los Momentos Cotidianos, provides programming for families with children ages 0-5 and includes three components: 1) Family Engagement and Outreach; 2) Early Childhood Mental Health Home-Based Support; and 3) Parent Education and Empowerment.

THE ALLOCATION FOR THE OUTREACH FOR INCREASING RECOGNITION OF EARLY SIGNS OF MENTAL ILLNESS CATEGORY IS SUMMARIZED BELOW:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22/23
Asian Family Resource Center	Countywide	50	159,567
COPE	Countywide	210	268,660
First Five	Countywide	(Numbers included in COPE)	89,343
Hope Solutions	Central and East County	200	408,952
Jewish Family Community Services of the East Bay	Central and East County	350	185,112
Native American Health Center	Countywide	150	265,486
The Latina Center	West County	300	133,184
We Care Services for Children (0-5 Children Outreach RFP)	Countywide	99 families	128,750

TOTAL1,359+ \$1,639,054

Prevention

Programs in this category provide activities intended to reduce risk factors for developing a potentially serious mental illness, and to increase protective factors. Risk factors may include, but are not limited to, poverty, ongoing stress, trauma, racism, social inequality, substance abuse, domestic violence, previous mental illness, prolonged isolation, and may include relapse prevention for those in recovery from a serious mental illness.

Five programs are included in this category:

- 1) The Building Blocks for Kids Collaborative (fiscal sponsor Tides) located in the Iron Triangle of Richmond, train family partners from the community with lived mental health experience to reach out and engage at-risk families in activities that address family mental health challenges. Individual and group wellness activities assist participants make and implement plans of action, access community services, and integrate them into higher levels of mental health treatment as needed.
- 2) Vicente Alternative High School in the Martinez Unified School District provides career academies for at-risk youth that include individualized learning plans, learning projects, internships, and mental health education and counseling support. Students, school staff, parents and community partners work together on projects designed to develop leadership skills, a healthy lifestyle and pursuit of career goals.
- 3) People Who Care is an afterschool program serving the communities of Pittsburg and Bay Point that is designed to accept referrals of at-risk youth from schools, juvenile justice systems and behavioral health treatment programs. Various vocational projects are conducted both on and off the program's premises, with selected participants receiving stipends to encourage leadership development. A clinical specialist provides emotional, social and behavioral treatment through individual and group therapy.
- 4) Putnam Clubhouse provides peer-based programming for adults throughout Contra Costa County who are in recovery from a serious mental illness. Following the internationally recognized clubhouse model this structured, work focused programming helps individuals develop support networks, career development skills, and the self-confidence needed to sustain stable, productive, and more independent lives. Features of the program provide respite support to family members, peer-to-peer outreach, and special programming for transition age youth and young adults.
- 5) The RYSE Center provides a constellation of age-appropriate activities that enable at-risk youth in Richmond to effectively cope with the continuous presence of violence and trauma in the community and at home. These trauma informed programs and services include drop-in, recreational and structured activities across areas of health and wellness, media, arts and culture, education and career, technology, and developing youth leadership and organizing capacity. The RYSE Center facilitates several city and system-wide training and technical assistance events to educate the community on mental health interventions that can prevent serious mental illness because of trauma and violence.

The allocation for the Prevention category is summarized below:

Program	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Building Blocks for Kids	West County	400	238,280
Vicente	Central County	80	197,076
People Who Care	East County	200	243,789
Putnam Clubhouse	Countywide	300	718,777
RYSE	West County	2,000	533,653

TOTAL..... 2,980 \$1,931,575

Early Intervention

Early intervention provides mental health treatment for persons with a serious emotional disturbance or mental illness early in its emergence.

One program is included in this category:

- 1) The County operated First Hope Program serves youth who show early signs of psychosis or have recently experienced a first psychotic episode. Referrals are accepted from all parts of the County, and through a comprehensive assessment process young people, ages 12-25, and their families are helped to determine whether First Hope is the best treatment to address the psychotic illness and associated disability. A multi-disciplinary team provides intensive care to the individual and their family, and consists of psychiatrists, mental health clinicians, occupational therapists and employment/education specialists. These services are based on the Portland Identification and Early Referral (PIER) Model, and consists of multi-family group therapy, psychiatric care, family psychoeducation, education and employment support, and occupational therapy.

The allocation for the Early Intervention category is summarized below:

Program	Region Served	Number to be Served Yearly	Funds Allocated for FY 22-23
First Hope	Countywide	200	2,719,036

TOTAL.....200..... \$2,719,036

Access and Linkage to Treatment

Programs in this category have a primary focus on screening, assessment, and connecting children and adults as early as practicable to necessary mental health care and treatment.

Three programs are included in this category:

- 1) The James Morehouse Project (fiscal sponsor Bay Area Community Resources -BACR) at El Cerrito High School, a student health center that partners with community-based organizations, government agencies and local universities, provides a range of youth development groups designed to increase access to mental health services for at-risk high school students. These on-campus groups address mindfulness (anger/stress management), violence and bereavement, environmental and societal factors leading to substance abuse, peer conflict mediation and immigration/acclimation.
- 2) STAND! Against Domestic Violence utilizes established curricula to assist youth successfully address the debilitating effects of violence occurring both at home and in teen relationships. Fifteen-week support groups are held for teens throughout the County, and teachers and other school personnel are assisted with education and awareness with which to identify and address unhealthy relationships amongst teens that lead to serious mental health issues.
- 3) Experiencing the Juvenile Justice System. Within the County operated Children’s Services five mental health clinicians support families who are experiencing the juvenile justice system due to their adolescent children’s involvement with the law. Three clinicians are out stationed at juvenile probation offices. The clinicians provide direct short-term therapy and coordinate appropriate linkages to services and supports as youth transition back into their communities.

The allocation for the Access and Linkage to Treatment category is summarized below:

Program	Region Served	Number to be Served Yearly	Funds Allocated for FY 22-23
James Morehouse Project	West County	300	112,442
STAND! Against Domestic Violence	Countywide	750	146,548
Experiencing Juvenile Justice	Countywide	300	404,992

TOTAL 1,350..... \$663,982

Improving Timely Access to Mental Health Services for Underserved Populations. Programs in this category provide mental health services as early as possible for individuals and their families from an underserved population. Underserved means not having access due to challenges in the identification of mental health needs, limited language access, or lack of culturally appropriate mental health services. Programs in this category feature cultural and language appropriate services in convenient, accessible settings.

Six programs are included in this category:

- 1) The Center for Human Development fields two programs under this category. The first is an African American wellness group that serves the Bay Point community in East Contra Costa County. Services consist of culturally appropriate education on mental health issues through support groups and

workshops. Participants at risk for developing a serious mental illness receive assistance with referral and access to County mental health services. The second program provides mental health education and supports for LGBTQ youth and their supports in East County to work toward more inclusion and acceptance within schools and in the community.

- 2) The Child Abuse Prevention Council of Contra Costa provides a 23-week curriculum designed to build new parenting skills and alter old behavioral patterns and is intended to strengthen families and support the healthy development of their children. The program is designed to meet the needs of Spanish speaking families in East and Central Counties.
- 3) La Clinica de la Raza reaches out to at-risk LatinX in Central and East County to provide behavioral health assessments and culturally appropriate early intervention services to address symptoms of mental illness brought about by trauma, domestic violence, and substance abuse. Clinical staff also provide psycho-educational groups that address the stress factors that lead to serious mental illness.
- 4) Lao Family Community Development provides a comprehensive and culturally sensitive integrated system of care for Asian and Southeast Asian adults and families in West Contra Costa County. Staff provide comprehensive case management services, to include home visits, counseling, parenting classes, and assistance accessing employment, financial management, housing, and other service both within and outside the agency.
- 5) Lifelong Medical Care provides isolated older adults in West County opportunities for social engagement and access to mental health and social services. A variety of group and one-on-one approaches are employed in three housing developments to engage frail, older adults in social activities, provide screening for depression and other mental and medical health issues, and linking them to appropriate services.
- 6) Rainbow Community Center provides a community based social support program designed to decrease isolation, depression and suicidal ideation among members who identify as lesbian, gay, bisexual, transgender, or who question their sexual identity. Key activities include reaching out to the community to engage those individuals who are at risk, providing mental health support groups that address isolation and stigma and promote wellness and resiliency, and providing clinical mental health treatment and intervention for those individuals who are identified as seriously mentally ill.

The allocation for the Improving Timely Access to Mental Health Services for Underserved Populations category is summarized below:

Program	Region Served	Number to be Served Yearly	Funds Allocated for FY 2022-23
Child Abuse Prevention Council	Central and East County	120	136,709
Center for Human Development	East County	230	171,488
La Clínica de la Raza	Central and East County	3,750	306,573
Lao Family Community Development	West County	120	208,073
Lifelong Medical Care	West County	115	142,914
Rainbow Community Center	Countywide	1,125	828,312

TOTAL5,460 \$1,794,069

Stigma and Discrimination Reduction

Activities in this category are designed to 1) reduce negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to having a mental illness, 2) increase acceptance, dignity, inclusion and equity for individuals with mental illness and their families, and 3) advocate for services that are culturally congruent with the values of the population for whom changes, attitudes, knowledge and behavior are intended.

The County operated Office for Consumer Empowerment (OCE) provides leadership and staff support to several initiatives designed to reduce stigma and discrimination, develop leadership and advocacy skills among consumers of behavioral health services, support the role of peers as providers, and encourage consumers to actively participate in the planning and evaluation of MHS funded services. Staff from the OCE support the following activities designed to educate the community to raise awareness of the stigma that can accompany mental illness.

- 1) The OCE facilitates Wellness Recovery Action Plan (WRAP) groups by providing certified leaders and conducting classes throughout the County. Staff employ the evidence-based WRAP system in enhancing the efforts of consumers to promote and advocate for their own wellness.
- 2) The Committee for Social Inclusion is an ongoing alliance of committee members that work together to promote social inclusion of persons who receive behavioral health services. The Committee is project based, and projects are designed to increase participation of consumers and family members in the planning, implementation and delivery of services. Current efforts are supporting the integration of mental health and alcohol and other drug services within the Behavioral Health

Services Division. In addition, OCE staff assist and support consumers and family members in participating in the various planning committees and sub-committees, Mental Health Commission meetings, community forums, and other opportunities to participate in planning processes.

- 3) The Overcoming Transportation Barrier (OTB) Flex Fund provides funding to cover a one-time cost specific to transportation needs and help provide support to clients who need to get to their appointments. Some examples of what these funds cover include: the cost of a new tire, or a loaded Clipper card to provide fare to and from appointments or groups. This programming is a continuation of a former Innovation Project that sunset in September 2021.
- 4) The OCE supports SB803 Implementation in Contra Costa County which enables Contra Costa, along with all California counties, to expand the behavioral health workforce by allowing certification of Peer Support Specialists. This bill makes it easier for people with lived mental health experiences to be trained and hired while providing supportive services to others in the behavioral health system.
- 5) Through the Take Action for Mental Health project, California Mental Health Services Authority (CalMHSA) provides technical assistance to encourage the County's integration of available statewide resources on stigma and discrimination reduction and suicide prevention. CCBHS partners via Memorandum of Understanding (MOU) with CalMHSA to link county level stigma and discrimination reduction efforts with statewide social marketing programs. This linkage will expand the County's capacity via language specific materials, social media, and subject matter consultation with regional and state experts to reach diverse underserved communities, such as Hispanic, African American, Asian Pacific Islander, LGBTQ, Native American and immigrant communities. Primary focus will be to reach Spanish speaking Latina/o communities via social media and materials adapted specifically for this population.

The allocation for the Stigma and Discrimination Reduction category is below:

Program	County/Contract	Region Served	Funds Allocated for FY 22-23
OCE	County Operated	Countywide	232,189
CalMHSA	MOU	Countywide	78,000

TOTAL \$310,189

Suicide Prevention

There are three plan elements that support the County’s efforts to reduce the number of suicides in Contra Costa County: 1) augmenting the Contra Costa Crisis Center, and 2) supporting a suicide prevention committee. Additional funds are allocated to dedicate staff trained in suicide prevention to provide countywide trainings, education and consultation for a host of entities such as schools, social service providers, criminal justice and first responder community-based organizations to know the signs of persons at risk of suicide, assess lethality and respond appropriately.

- 1) The Contra Costa Crisis Center provides services to prevent suicides by operating a certified 24-hour suicide prevention hotline. The hotline connects with people when they are most vulnerable and at risk for suicide, enhances safety, and builds a bridge to community resources. Staff conduct a lethality assessment on each call, provide support and intervention for the person in crisis, and make follow-up calls (with the caller’s consent) to persons who are at medium to high risk of suicide. MHSA funds enable additional paid and volunteer staff capacity, most particularly in the hotline’s trained multi-lingual, multi-cultural response.
- 2) In FY 20-21 The Contra Costa Crisis Center was awarded the Suicide Prevention focused RFP for their proposed PES Follow Up Program. This new Follow Up Program is designed for patients with suicidal ideation/attempt being released from PES. The program aims to increase linkages and reduce service gaps by offering immediate 24/7 support from counselors who are specially trained in providing crisis and suicide intervention and assessment. The Crisis Center is accredited by the American Associate of Suicidology (AAS) and provides local response for the National Suicide Prevention Lifeline (NSPL) as well as the 211 Information and Referral hotline. In FY 21-22, the Crisis Center is working closely with County staff to coordinate services and streamline processes to best serve those in crisis.
- 3) A multi-disciplinary, multi-agency Suicide Prevention Committee has been established, and has published a countywide Suicide Prevention Strategic Plan. This ongoing committee oversees the implementation of the Plan by addressing the strategies outlined in the Plan. These strategies include i) creating a countywide system of suicide prevention, ii) increasing interagency coordination and collaboration, iii) implementing education and training opportunities to prevent suicide, iv) implementing evidence-based practices to prevent suicide, and v) evaluating the effectiveness of the County’s suicide prevention efforts. In 2021, a subcommittee was convened to address **Youth Suicide Prevention**. In the light of the pandemic, school-based providers and people living and working with youth have expressed great concern about their mental health during these

challenging times. The group meets in the late afternoon to encourage participation of students and young people.

The allocation for the Suicide Prevention category is summarized below:

Plan Element	Region Served	Number to be Served Yearly	Funds Allocated for FY 22-23
Contra Costa Crisis Center	Countywide	25,000	401,603
Contra Costa Crisis Center Suicide Prevention RFP (PES Follow Up Program)	Countywide	TBD	TBD*
County Supported	Countywide	N/A	Included in PEI administrative cost

TOTAL..... 25,000\$401,603

* These funds are already rolled into Contra Costa Crisis Center’s funds allocation for FY 22-23

PEI Administrative Support

Staff time has been allocated by the County to provide administrative support and evaluation of programs and plan elements that are funded by MHSA.

The allocation for PEI Administration is summarized below:

Plan Element	Region Served	Yearly Funds Allocated FY 22-23
Administrative and Evaluation Support	Countywide	389,492

TOTAL..... \$389,492

Prevention and Early Intervention (PEI) Summary for FY 22-23

Outreach for Increasing Recognition of Early Signs of Mental Illness	1,639,054
Prevention	1,931,575
Early Intervention	2,719,036
Access and Linkage to Treatment	663,982

Improving Timely Access to Mental Health Services for Underserved Populations	1,794,069
Stigma and Discrimination Reduction	310,189
Suicide Prevention	401,603
Administrative, Evaluation Support	389,492

Total..... \$9,849,000

INNOVATION

Innovation is the component of the Three-Year Program and Expenditure Plan that funds new or different patterns of service that contribute to informing the mental health system of care as to best or promising practices that may be subsequently added or incorporated into the system. Innovative projects for CCBHS are developed by an ongoing community program planning process that is sponsored by the Consolidated Planning Advisory Workgroup through its Innovation Committee.

Innovation Regulations went into effect October 2015. While Innovation projects have always been time-limited, the Innovation Regulations have placed a five-year time limit on Innovation projects. As before, innovative projects accomplish one or more of the following objectives:

- Increase access to underserved groups
- Increase the quality of services, to include better outcomes
- Promote interagency collaboration
- Increase access to services

During 2021-22, the following projects ended due to reaching their five-year time limit: Partners in Aging and Overcoming Transportation Barriers. Existing projects still consist of CORE and CBSST. We are actively working with the community to identify new Innovation projects during the current fiscal year. This is further described in the Community Program Planning Process chapter of this report. A summary of proposed new Innovation project ideas is listed below. Individual existing project reports are attached as appendices.

Existing Innovation Projects

CENTER FOR RECOVERY AND EMPOWERMENT (CORE). CCBHS recognizes substance abuse/dependence in adolescence as it negatively affects physical, social, emotional and cognitive development. Early onset of alcohol or other drug use is one of the strongest predictors of later alcohol dependence. This is a priority because CCBHS does not have a coordinated system of care to provide treatment services to youth with addictions and co-occurring emotional disturbances. The CORE Project is an intensive outpatient treatment program offering three levels of care: intensive, transitional and continuing care to adolescents dually diagnosed with substance use and mental health disorders.

Services will be provided by a multi-disciplinary team, and includes individual, group and family therapy, and linkage to community services.

COGNITIVE BEHAVIORAL SOCIAL SKILLS TRAINING (CBSST). The project is designed to enhance the quality of life for the those residing in enhanced board & care homes by incorporating meaningful activity and skills into their daily routines and increasing overall functional improvement. Cognitive Behavioral Social Skills Training (CBSST) is an emerging practice with demonstrated positive results for persons with severe and persistent mental illness. The CBSST Project applies this therapeutic practice to the population of individuals that have been placed in augmented board and care facilities. The CBSST Project has a clinical team, consisting of a licensed clinician and peer support worker, to lead cognitive behavioral social skills training groups at board and care facilities. Adults with serious mental illness learn and practice skills that enable them to achieve and consolidate recovery-based skills, while decreasing the need for costly interventions such as PES admissions. Funds have been added to expand services to reach additional board & care residents.

Emerging Innovation Projects

1. **Psychiatric Advanced Directives (PADs).** PADs is a Multi-County Collaborative Innovation Project approved by the Mental Health Systems Oversight and Accountability Commission (MHSOAC). Psychiatric Advanced Directives are used to support treatment decisions for people who are experiencing a mental health crisis. The project will offer standardized training on the usage and benefits of PADs, development of a peer-created standardized PAD template, provide a training toolkit (in 9 languages) and implement a customized cloud-based technology platform to access and utilize PADs. Unlike an electronic health record, the technology will not be used to store HIPAA protected data. The technology will be developed with peers and stakeholders, rather than just for them (see Appendix E for full proposal).
2. **Micro Grants for Community Defined Practices.** This is an emerging Innovation concept that is in development with our advisory body. The general idea is to allow funding opportunities for community organizations to provide nontraditional, non-medical model services to targeted underserved and inappropriately served community groups.

The allocation for Innovation projects is summarized below:

Project	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 22-23
Center for Recovery and Empowerment (CORE)	County Operated	West	80	734,181
Cognitive Behavioral Social Skills Training (CBSST)	County Operated	Countywide	240	424,788
Psychiatric Advanced Directives (PADs)	Concepts Forward Consulting	Countywide	TBD	503,680

Micro-Grants for Community Defined Practices	County Operated	Countywide	TBD	250,000
Administrative Support	County	Countywide	Innovation Support	416,351

TOTAL 320 \$ 2,329,000

WORKFORCE EDUCATION AND TRAINING

Workforce Education and Training (WET) is the component of the Three-Year Plan that provides education and training, workforce activities, to include career pathway development, and financial incentive programs for current and prospective CCBHS employees, contractor agency staff, and clients/consumer/peers and family members who volunteer their time to support the public behavioral health effort. The purpose of this component is to develop and maintain a diverse behavioral health workforce capable of providing client/consumer/peer and family-driven services that are compassionate, culturally and linguistically responsive, and promote wellness, recovery and resilience across healthcare systems and community-based settings.

CCBHS's WET Plan was developed and approved in May 2009, with subsequent yearly updates. The following represents funds and activities allocated in the categories of 1) Workforce Staffing Support, 2) Training and Technical Assistance, 3) Mental Health Career Pathway Programs, 4) Residency and Internship Programs, and 5) Financial Incentive Programs.

WORKFORCE STAFFING SUPPORT

- 1) Workforce Education and Training Coordination. County staff are designated to develop and coordinate all aspects of this component. This includes conducting a workforce needs assessment, coordinating education and training activities, acting as an educational and training resource by participating in the WET Greater Bay Area Regional Partnership and state level workforce activities, providing staff support to County sponsored ongoing and ad-hoc workforce workgroups, developing and managing the budget for this component, applying for and maintaining the County's mental health professional shortage designations, applying for workforce grants and requests for proposals, coordination for intern placements throughout the County, and managing contracts with various training providers and community based organizations who implement the various workforce education and training activities.
- 2) Supporting Family Members. A cadre of volunteers are recruited, trained and supervised for the purpose of supporting family members of persons experiencing mental health challenges. Critical to successful treatment is the need for service providers to partner with family members and loved ones of individuals experiencing mental health and wellness challenges. Family members of clients/consumers/peers should be provided with assistance to enable them to become powerful natural supports in the recovery of their loved ones. Stakeholders have voiced the need to provide

families and loved ones with education and training, emotional support, and assistance with navigating the behavioral health system. CCBHS contracts with National Alliance on Mental Illness Contra Costa (NAMI CC) to recruit, train and develop family members and loved ones with lived experience to act as subject matter experts in a volunteer capacity to educate and support other family members in understanding and best navigating and participating in the system of care.

- 3) Senior Peer Counseling Program. The Senior Peer Counseling Program within the CCBHS Older Adult Program recruits, trains and supports volunteer senior peer counselors to reach out to older adults at risk of developing mental health challenges by providing home visits and group support. Two clinical specialists support the efforts aimed at reaching Latina/o and Asian American seniors. The volunteers receive extensive training and consultation support.

The MHSAs funding for Workforce Staffing Support is summarized below:

Program/Plan Element	County/ Contract	Region Served	MHSA Funds Allocated for FY 22-23
WET Coordination	County Operated	Countywide	149,222
Supporting Families	NAMI CC	Countywide	655,637
Senior Peer Counseling	County Operated	Countywide	269,995

TOTAL \$1,074,854

Training and Technical Assistance

- 1) Staff Training. Various individual and group staff trainings will be funded that support the values of the MHSAs. As a part of the MHSAs community program planning process, CCBHS workforce surveys, CCBHS’s Training Advisory Workgroup and Reducing Health Disparities Workgroup, stakeholders identified training needs prioritized for MHSAs funding in the Three-Year Plan.
- 2) NAMI Basics/ Faith Net/ Family to Family (De Familia a Familia)/ Conversations with Local Law Enforcement. NAMI CC will offer these evidence-based NAMI educational training programs on a countywide basis to family members, care givers of individuals experiencing mental health challenges, faith leaders/ communities, and local law enforcement. These training programs and classes are designed to support and increase knowledge of mental health issues, navigation of systems, coping skills, and connectivity with community resources that are responsive and understanding of the challenges and impact of mental illness. NAMI CC shall offer NAMI Basics and Family to Family/ De Familia a Familia in Spanish and Chinese languages. NAMI CC shall also offer Conversations with Local Law Enforcement. This shall allow for conversations between local law enforcement and consumers/families through CCBHS’s Crisis Intervention Training (CIT) as well as other conversations in partnership with local law enforcement agencies throughout the County to enhance learning and dialogue between all groups in response to community concerns and mental health supports. The desired goal is to enhance information sharing and relationships between law enforcement and those affected by mental health.

- 3) Crisis Intervention Training. CCBHS provides a three-day Crisis Intervention Training twice a year for law enforcement officers so that they are better able to respond safely and compassionately to crisis situations involving persons with mental health issues. Officers learn from mental health professionals, experienced officers, consumers and family members who advise, problem-solve and support with verbal de-escalation skills, personal stories, and provide scenario-based training on responding to crises.
- 4) Mental Health First Aid Instructor Training. CCBHS works with the Cypress Resilience Project, a fiscal sponsor of the Public Health Institute to offer Mental Health First Aid which is training created by the National Council for Mental Wellbeing. Youth and Adult Mental Health First Aid training is offered to government and community-based agencies who are often first responders to community trauma, violence or natural disaster. Mental Health First Aid is a proprietary evidence-based training for anyone who wants to learn about mental illness, addictions, risk factors and warning signs. This six-hour training provides participants with an action plan to help a person in crisis connect with professional, peer, social, and self-help care. Participants are given the opportunity to practice their new skills and gain confidence in helping others who may be developing a mental health or substance use challenge, or those in distress.

The MHA funding allocation for Training and Technical Support is summarized below:

Plan Element	County/ Contract	Region Served	MHA Funds Allocated for FY 22-23
Staff Training	Various vendors	Countywide	353,203
NAMI Basics/ Faith Net/ Family to Family/ De Familia a Familia/ Conversations with Local Law Enforcement	NAMI Contra Costa	Countywide	74,896
Crisis Intervention Training	Various Vendors	Countywide	15,000
Mental Health First Aid	Public Health Institute	Countywide	12,000

TOTAL \$455,099

Mental Health Career Pathway Program

- 1) Service Provider Individualized Recovery Intensive Training (SPIRIT). SPIRIT is a college accredited recovery oriented, peer led classroom and experiential-based program for individuals with lived behavioral health experience as a client/consumer or a family member of a client/consumer. This classroom and internship experience leads to a certification for individuals who successfully complete the program and is accepted as the minimum qualifications necessary for employment within CCBHS in the classification of Community Support Worker. Participants learn peer provider skills, group facilitation, Wellness Recovery Action Plan (WRAP) development, wellness self-management strategies and other skills needed to gain employment in peer provider and family partner positions in both County operated and community-based organizations. The Office for Consumer Empowerment (OCE) offers this training annually and supplements the class with a monthly peer support group for

those individuals who are employed by the County in various peer and family partner roles. The SPIRIT Program also provides support and assistance with placement and advancement for SPIRIT graduates consistent with their career aspirations.

The MHSa funding allocation for the Mental Health Career Pathway Program is summarized in the following:

Program	County/ Contract	Region Served	Number to be Trained Yearly	MHSA Funds Allocated for FY 22-23
SPIRIT	OCE County Staff	Countywide	50	350,697
	Contra Costa College			25,000

TOTAL 50 \$375,697

Residency and Internship Programs

- 1) Internships. CCBHS supports internship programs which place graduate level students in various County operated and community-based organizations. Emphasis is put on the recruitment of individuals who can meet the linguistical and cultural need of clients/consumers and/or the family member experience, and individuals who can reduce the disparity of race/ethnicity identification of staff with that of the population served. CCBHS provides funding to enable approximately 50 graduate level students to participate in paid internships in both County-operated and contracted community-based agencies that lead to licensure as a Marriage and Family Therapist (MFT), Clinical Social Worker (LCSW), Professional Clinical Counselor and Clinical Psychologist.

The MHSa funding allocation for Internship Programs is summarized below:

Program	County/ Contract	Region Served	Number to be Trained	MHSA Funds Allocated for FY 22-23
Graduate Level Internships	County Operated	Countywide		237,350
Graduate Level Internships	Contract Agencies	Countywide		500,000

TOTAL TBD \$737,350

Financial Incentive Programs

- 1) Loan Repayment Program. For the Three-Year Plan CCBHS is continuing its County funded and administered Loan Repayment Program that assists in addressing diversity equity and inclusion and critical staff shortages, such as language need, and hard-to-fill, hard-to-retain positions, and provides potential career advancement opportunities for CCBHS staff and contracted providers that are part of the public behavioral health workforce. CCBHS continues to partner with the CalMHSA to administer a loan repayment program patterned after state level loan repayment programs but differing in

providing flexibility in the amount awarded to each individual, and the County selecting the awardees based upon workforce need. To maximize retention and recruitment, CCBHS will also participate in the Workforce Education and Training Greater Bay Area Regional Partnership Loan Repayment Program which is a partnership between the Bay Area counties, the California Department of Health Care Information Access (HCAI), formerly Office of Statewide Health Planning and Development (OSHPD), and CalMHSA to enhance CCBHS’s existing Loan Repayment Program and shall allow for a wider reach in addressing staffing and language needs.

The MHSAs funding allocation for Financial Incentive Programs is summarized below:

Program	County/ Contract	Region Served	Number to be Served Yearly	MHSA Funds Allocated for FY 2022-23
Loan Repayment	CalMHSA	Countywide	Variable	300,000

TOTAL..... \$300,000

Workforce Education and Training (WET) Component Budget Authorization for FY 2022-23:

Workforce Staffing Support	1,074,854
Training and Technical Assistance	455,099
Mental Health Career Pathways	375,697
Residency and Internship Program	737,350
Financial Incentive Programs	300,000

TOTAL \$2,943,000

CAPITAL FACILITIES/INFORMATION TECHNOLOGY

The Capital Facilities/Information Technology component of the Mental Health Services Act enables counties to utilize MHSAs funds on a one-time basis for major infrastructure costs necessary to i) implement MHSAs services and supports, and ii) generally improve support to the County’s community mental health service system.

For the Three-Year Plan Contra Costa has one Information Technology Project.

INFORMATION TECHNOLOGY

- 1) Electronic Mental Health Record System – Data Management. Contra Costa received approval from the State to utilize MHSAs funds to develop and implement an electronic mental health record system.

The project has transformed the current paper and location-based system with an electronic system where clinical documentation can be centralized and made accessible to all members of a consumer’s treatment team, with shared decision-making functionality. It replaced the existing claims system, where network providers and contract agencies would be part of the system and be able to exchange their clinical and billing information with the County. The electronic health record system now allows doctors to submit their pharmacy orders electronically, permit sharing between psychiatrists and primary care physicians to allow knowledge of existing health conditions and drug inter-operability and allows consumers to access part of their medical record, make appointments, and electronically communicate with their treatment providers.

For the upcoming three-year period CCBHS will set aside MHPA Information Technology component funds to build into this electronic system CCBHS data management capability by means of ongoing and ad hoc reports. These reports will be electronically accessed via the Health Services’ iSITE, and will depict a series of performance indicators, such as productivity, service impact, resource management, and quality assurance. This will enable more effective analysis, decision-making, communication and oversight of services by providing visibility of selected indicators that can influence the quality and quantity of behavioral health care that is provided.

CAPITAL FACILITIES

- 1) Capital Facilities Project. Funds have been set aside to support upcoming Capital Facilities projects that may arise in the upcoming cycle.

Capital Facilities/ Information Technology (CFTN) Budget Authorization for FY 2022-23:

Electronic Mental Health Data Management System	TBD
Capital Facilities Project	TBD

TOTAL \$0

THE BUDGET

Previous chapters provide detailed projected budgets for individual MHPA plan elements, projects, programs, categories, and components for FY 2022-23. The following table summarizes a budget estimate of total MHPA spending authority by component.

	CSS	PEI	INN	WET	CF/TN	TOTAL
FY 22-23	48,149,000	9,849,000	2,329,000	2,943,000	0	63,270,000

Appendix E, entitled *Funding Summaries*, provides a FY 2020-21 through FY 2022-23 Three Year Mental Health Services Act Expenditure Plan. This funding summary matches budget authority with projected revenues and shows sufficient MHSA funds are available to fully fund all programs, projects and plan elements for the duration of the three-year period. The following fund ledger depicts projected available funding versus total budget authority for FY 22-23:

A. Estimated FY 2022-23 Available Funding	CSS	PEI	INN	WET	CF/TN	TOTAL
1. Estimated unspent funds from prior fiscal years	49,938,000	12,724,905	9,677,725	3,080,104	0	75,420,734
2. Estimated new FY 22-23 funding	53,146,026	13,286,506	3,496,449	0	0	69,928,981
3. Transfers in FY 22-23						
4. Estimated available funding for FY 22-23	103,084,026	26,011,411	13,174,174	3,080,104		145,349,715
B. Budget Authority for FY 22-23	48,149,000	9,849,000	2,329,000	2,943,000	0	63,270,000
C. Estimated FY 22-23 Unspent Fund Balance	54,935,026	16,162,411	10,845,174	137,104	0	82,079,715
Estimated Prudent Reserve for FY 22-23				7,579,248		

NOTES.

1. The Mental Health Services Act requires that 20% of the total of new funds received by the County from the State MHSA Trust Fund be allocated for the PEI component. The balance of new funding is for the CSS component. The exception to this funding percentage mandate is for

instances in which a County has Innovation (INN) projects; in which 5% combined PEI & CSS funding will be utilized to fund INN. CCBHS has existing INN projects and therefore the funding percentages are divided as follows; 76% CSS, 19% PEI, and 5% INN. The estimated new funding for each fiscal year includes this distribution.

2. Estimated new funding year includes the sum of the distribution from the State MHSA Trust Fund and interest earned from the County's MHSA fund.
3. The County may set aside up to 20% annually of the average amount of funds allocated to the County for the previous five years for the Workforce, Education and Training (WET) component, Capital Facilities, Information Technology (CF/TN) component, and a prudent reserve. For this period the County has allocated no transfer in FY 2022-23
4. The MHSA requires that counties set aside sufficient funds, entitled a Prudent Reserve, to ensure that services do not have to be significantly reduced in years in which revenues are below the average of previous years. The County's prudent reserve balance through June 30, 2022, is \$7,579,248, and includes interest earned. This amount is less than the estimated maximum allowed of \$13,188,000 as per formula stipulated in Department of Health Care Services Information Notice No. 19-037.
5. It is projected that the requested total budget authority for the Three-Year Plan period enables the County to fully fund all proposed programs and plan elements while maintaining sufficient funding reserves (prudent reserve plus unspent funds from previous years) to offset any reduction in state MHSA Trust Fund distribution.

EVALUATING THE PLAN

Contra Costa Behavioral Health Services is committed to evaluating the effective use of funds provided by the Mental Health Services Act. Toward this end a comprehensive program and fiscal review process has been implemented to a) improve the services and supports provided, b) more efficiently support the County's MHSA Three Year Program and Expenditure Plan, and c) ensure compliance with statute, regulations and policies. During COVID 19, the process has been put on hold for safety reasons, but we hope to resume in the upcoming year.

Typically, during each three-year period, each of the MHSA funded contract and county operated programs undergoes a program and fiscal review. This entails a site visit, interviews and surveys of individuals both delivering and receiving services, review of data, case files, program and financial records, and performance history. Key areas of inquiry include:

- Delivering services according to the values of the Mental Health Services Act.
- Serving those who need the service.
- Providing services for which funding was allocated.
- Meeting the needs of the community and/or population.
- Serving the number of individuals that have been agreed upon.
- Achieving the outcomes that have been agreed upon.
- Assuring quality of care.
- Protecting confidential information.

- Providing sufficient and appropriate staff for the program.
- Having sufficient resources to deliver the services.
- Following generally accepted accounting principles.
- Maintaining documentation that supports agreed upon expenditures.
- Charging reasonable administrative costs.
- Maintaining required insurance policies.
- Communicating effectively with community partners.

Each program receives a written report that addresses each of the above areas. Promising practices, opportunities for improvement, and/or areas of concern will be noted for sharing or follow-up activity, as appropriate. The emphasis will be to establish a culture of continuous improvement of service delivery, and quality feedback for future planning efforts.

In addition, a MHSa Financial Report is generated that depicts funds budgeted versus spent for each program and plan element included in this plan. This enables ongoing fiscal accountability, as well as provides information with which to engage in sound planning.

ACKNOWLEDGEMENTS

We acknowledge that this document is not a description of how Contra Costa Behavioral Health Services has delivered on the promise provided by the Mental Health Services Act. It is, however, a plan for how the County can continually improve upon delivering on the promise. We have had the honor to meet many people who have overcome tremendous obstacles on their journey to recovery. They were quite open that the care they received literally saved their life. We also met people who were quite open and honest regarding where we need to improve. For these individuals, we thank you for sharing.

We would also like to acknowledge those Contra Costa stakeholders, both volunteer and professional, who have devoted their time and energy over the years to actively and positively improve the quality and quantity of care that has made such a difference in people's lives. They often have come from a place of frustration and anger with how they and their loved ones were not afforded the care that could have avoided unnecessary pain and suffering. They have instead chosen to model the kindness and care needed, while continually working as a team member to seek and implement better and more effective treatment programs and practices. For these individuals, we thank you, and feel privileged to be a part of your team.

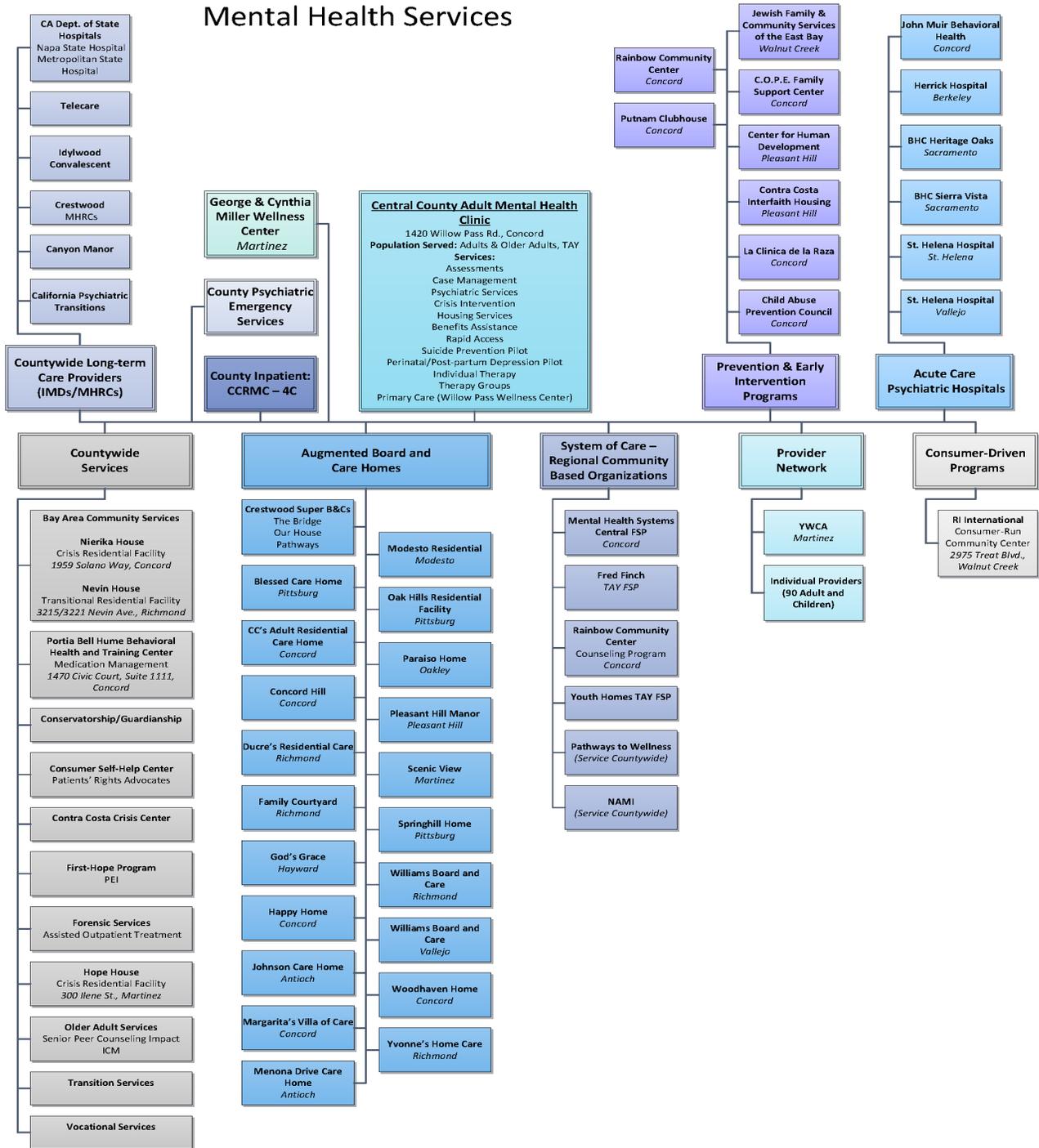
The MHSA Staff

Mental Health Service Maps

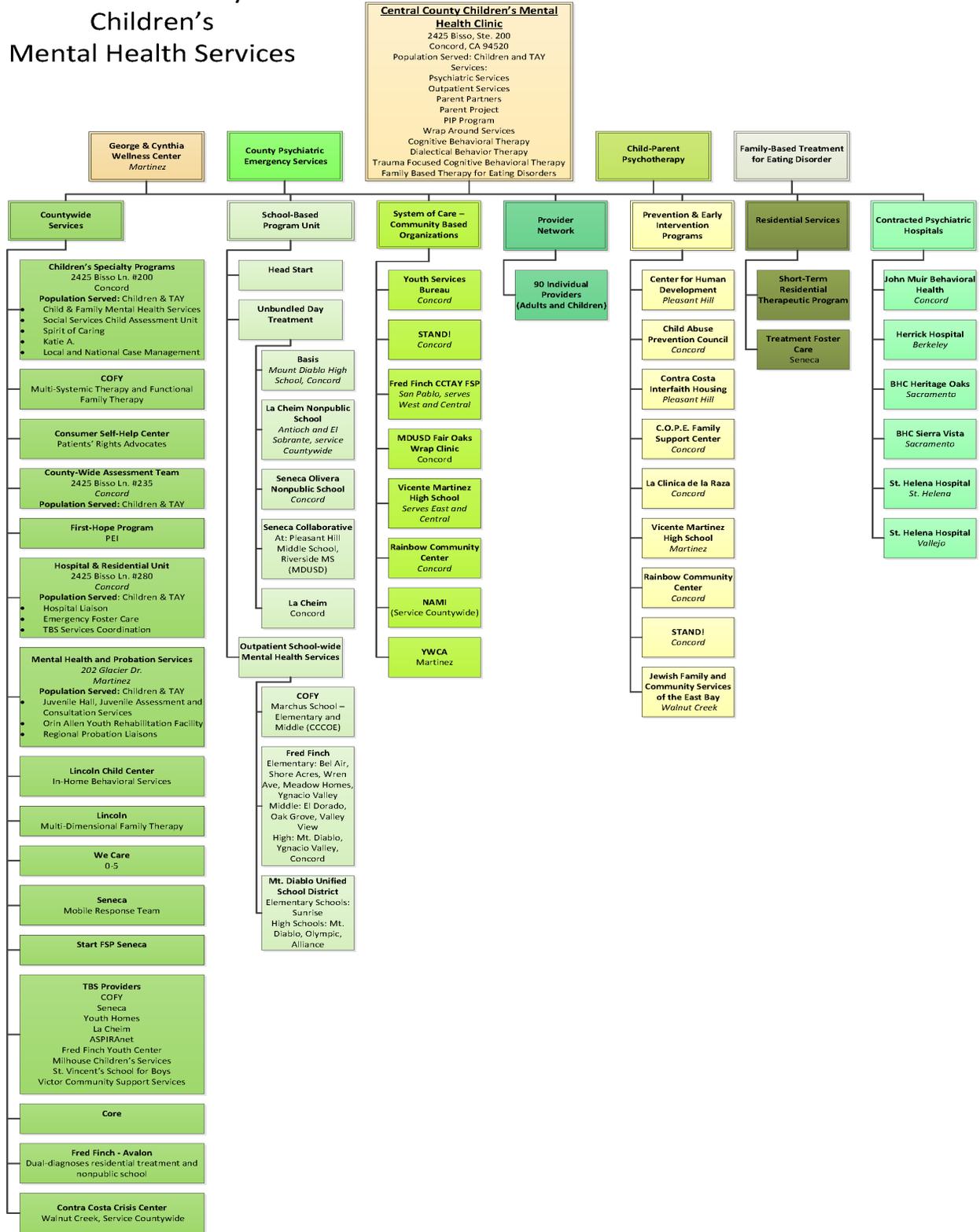
Mental Health Services Act funded programs and plan elements are only a portion of the total funding that supports public mental health services provided by Contra Costa County employees and staff employed by contractors. The backbone of the Contra Costa Behavioral Health Services system of care is its three county operated Children’s and three county operated adult clinics that serve the Western, Central and Eastern regions of the county.

The following six service maps provide a visual picture, or architecture, of the constellation of types of Contra Costa Mental Health’s programs, and thus enable the viewer to see the inclusion of MHSA funded services as part of the entire system of care.

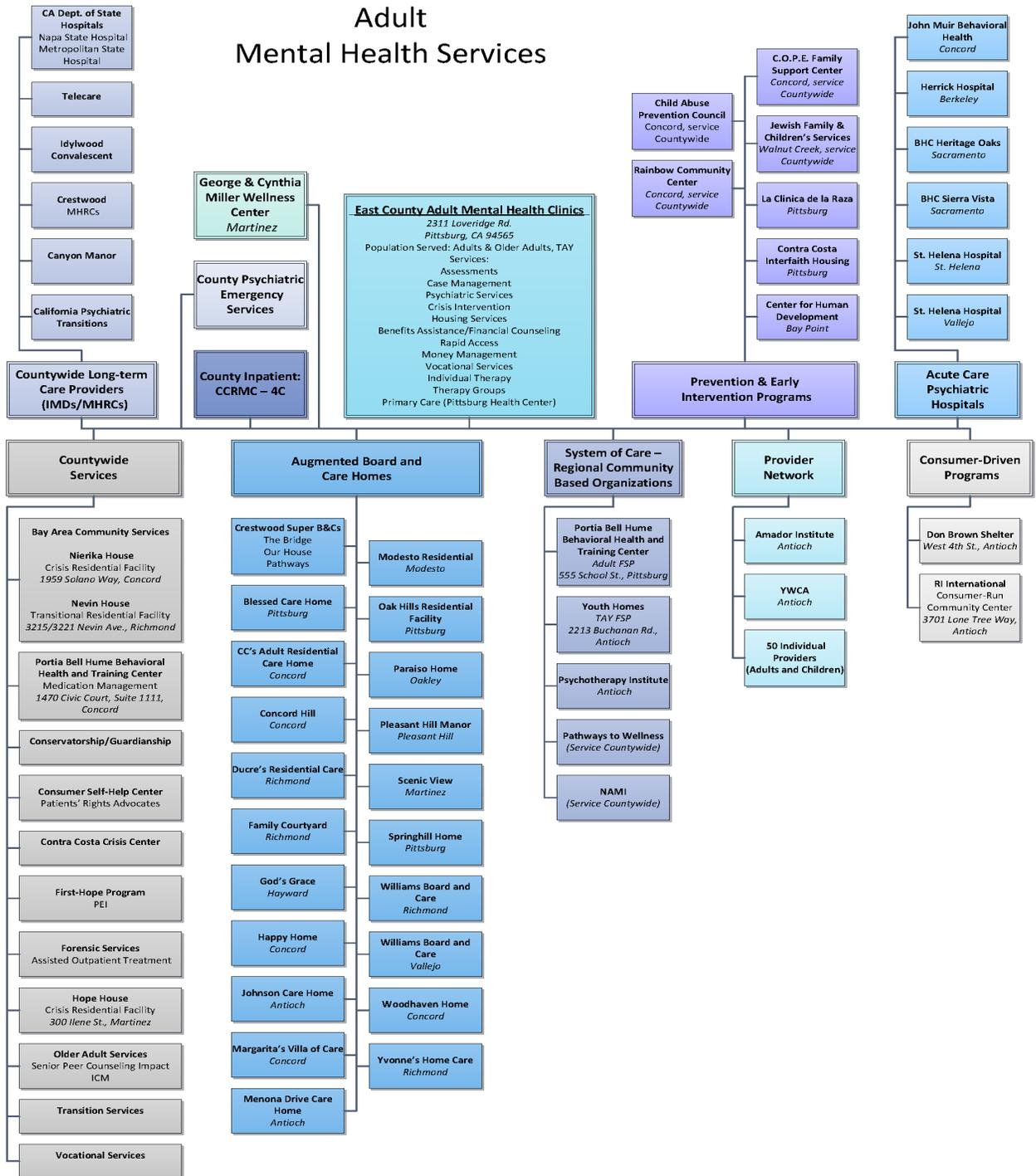
Central County Adult Mental Health Services



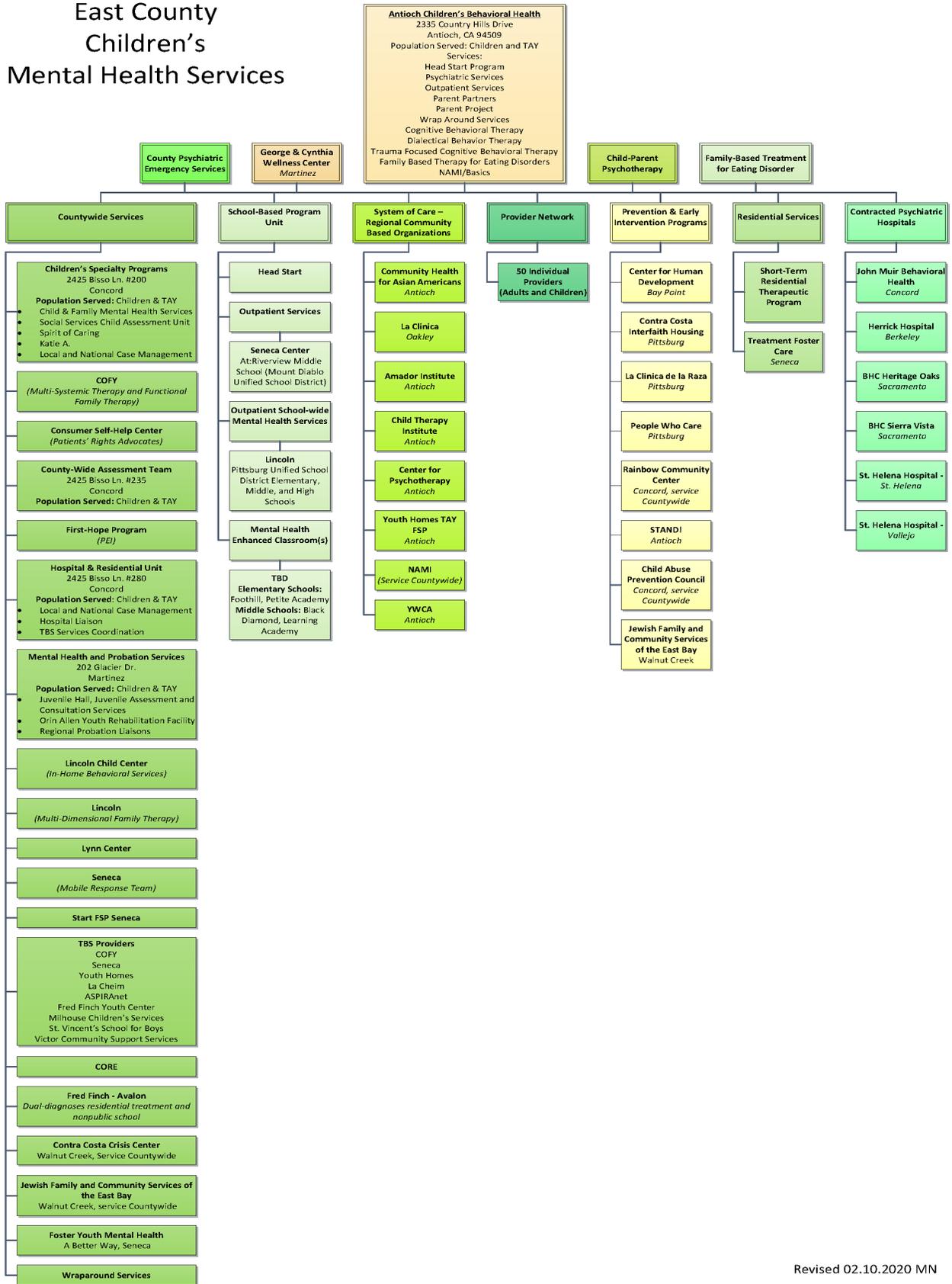
Central County Children's Mental Health Services



East County Adult Mental Health Services

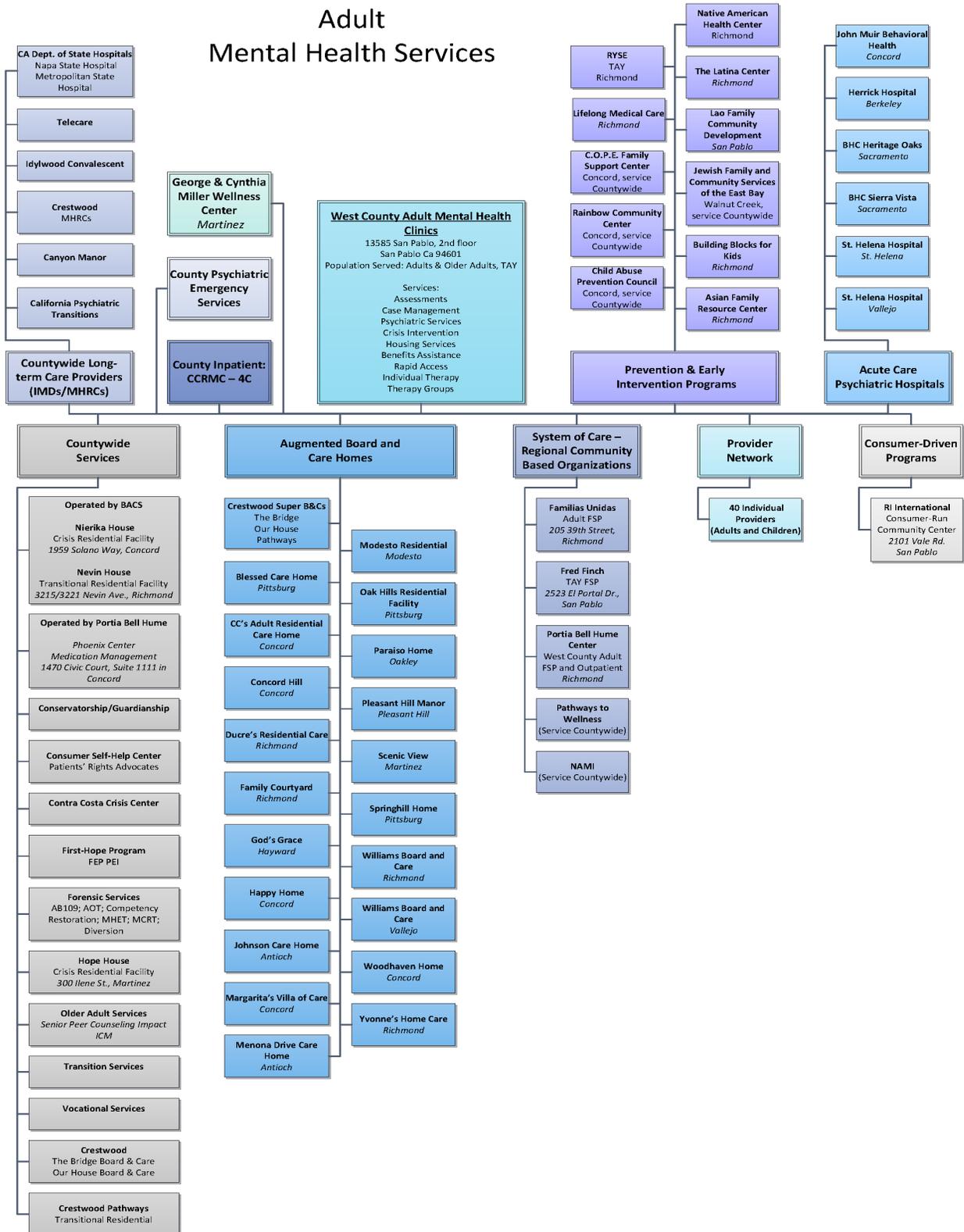


East County Children's Mental Health Services

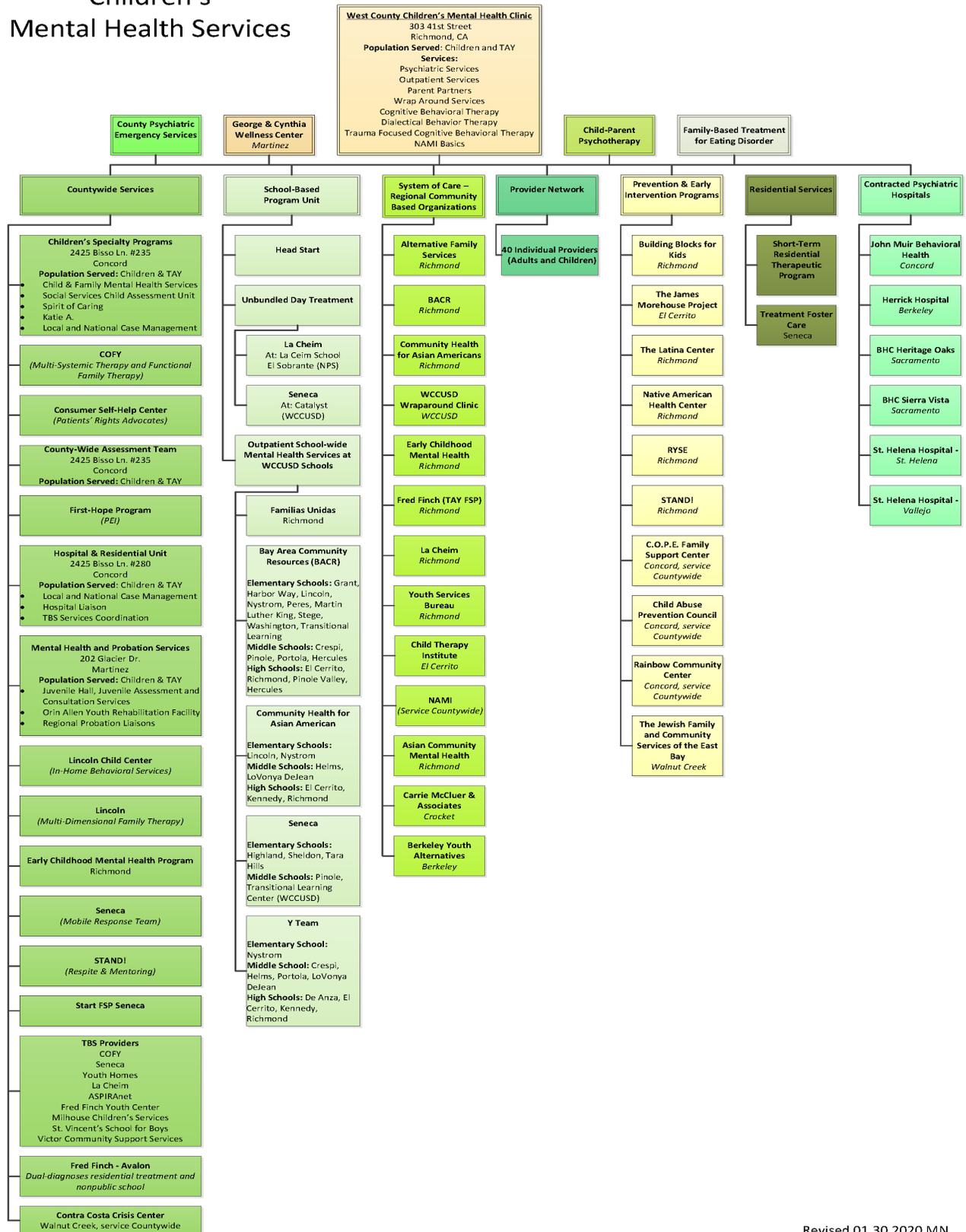


Revised 02.10.2020 MN

West County Adult Mental Health Services



West County Children's Mental Health Services



Revised 01.30.2020 MN

APPENDIX C

Glossary

AB 1421 or Laura's Law - Assembly Bill 1421. Enacted in 2002, to create an assisted outpatient treatment program for any person who is suffering from a mental disorder and meets certain criteria. The program operates in counties that choose to provide the services. Adoption of this law enables a court, upon a verified petition to the court, to order a person to obtain and participate in assisted outpatient treatment. The bill provides that if the person who is the subject of the petition fails to comply with outpatient treatment, despite efforts to solicit compliance, a licensed mental health treatment provider may request that the person be placed under a 72-hour hold, based on an involuntary commitment. The law would be operative in those counties in which the county board of supervisors, by resolution, authorized its application and made a finding that no voluntary mental health program serving adults, and no children's mental health program, would be reduced as a result of the implementation of the law.

ACT - ASSERTIVE COMMUNITY TREATMENT. An intensive and highly integrated approach for community mental health service delivery. It is an outpatient treatment for individuals whose symptoms of mental illness result in serious functioning difficulties in several major areas of life, often including work, social relationships, residential independence, money management, and physical health and wellness. Its mission to promote the participants' independence, rehabilitation, and recovery, and in so doing to prevent homelessness, unnecessary hospitalization, and other negative outcomes. It emphasizes out of the office interventions, a low participant to staff ratio, a coordinated team approach, and typically involves a psychiatrist, mental health clinician, nurse, peer provider, and other rehabilitation professionals.

ADA - AMERICANS WITH DISABILITIES ACT. Prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications, and access to state and local government' programs and services.

AOD – ALCOHOL AND OTHER DRUGS. Is an office like Mental Health that is part of the division of Behavioral Health Services. Behavioral Health Services is under the Health Services Department.

AOT - ASSISTED OUTPATIENT TREATMENT. A civil court ordered mental health treatment for persons demonstrating resistance to participating in services. Treatment is modeled after assertive community treatment, which is the delivery of mobile, community-based care by multidisciplinary teams of highly trained mental health professionals with staff-to-client ratios of not more than one to ten, and additional services, as specified, for adults with the most persistent and severe mental illness. AOT involves a service and delivery process that has a clearly designated personal services coordinator who is responsible for providing or assuring needed services. These include complete assessment of the client's needs, development with the client of a personal services plan, outreach and consultation with the family and other significant persons, linkage with all appropriate community services, monitoring of the quality and follow through of services, and necessary advocacy to ensure each client receives those services which are agreed to in the personal services plan. AOT is cited under AB 1421 or Laura's Law.

APA - AMERICAN PSYCHOLOGICAL ASSOCIATION. The mission of the APA is to promote the advancement, communication, and application of psychological science and knowledge to benefit society and improve lives.

BHS - BEHAVIORAL HEALTH SERVICES. Is a grouping of Contra Costa Mental Health and Alcohol and Other Drug Services which make up the division of BHS. BHS is under the Health Services Department.

BOARD AND CARE - AUGMENTED. A facility licensed by the State also contract with Contra Costa Mental Health to receive additional funding to provide a therapeutic environment and assist residents gain their independence through recovery and wellness activities. Extra staff time is devoted to create a home-like atmosphere, often with shared housekeeping activities, and provide or coordinate a variety of therapeutic, educational, social and vocational activities. Persons who experience severe and persistent mental illness are eligible.

BOS - BOARD OF SUPERVISORS. Appointed body that is responsible for; 1) appointing most County department heads, except elected officials, and providing for the appointment of all other County employees, 2) providing for the compensation of all County officials and employees, 3) creating officers, boards and commissions as needed, appointing members and fixing the terms of office, 4) awarding all contracts except those that are within the authority delegated to the County Purchasing Agent, 5) adopting an annual budget, 6) sponsoring an annual audit made of all County accounts, books, and records, 7) supervising the operations of departments and exercising executive and administrative authority through the County government and County Administrator 8) serving as the appellate body for Planning and Zoning issues, 9) serving as the County Board of Equalization (the Board has created an Assessment Appeals Board to perform this function.

BROWN ACT. Established in 1953; ensures the public's right to attend and participate in meetings of local legislative bodies. It declares that the California public commissions, boards and councils and the other public agencies in this state exist to aid in the conduct of the people's business. Actions should be taken openly and their deliberations be conducted openly. The people should remain informed so that they may retain control over the instruments they have created. The Brown Act has been interpreted to apply to email communication as well.

CALMHSA - CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY. The mission of CalMHSA is to provide member counties a flexible, efficient, and effective administrative/fiscal structure focused on collaborative partnerships and pooling efforts in 1) development and implementation of common strategies and programs, 2) fiscal integrity, protections, and management of collective risk, 3) accountability at state, regional, and local levels.

CAO - COUNTY ADMINISTRATOR'S OFFICER. The County Administrator's Office is responsible for; 1) staffing the Board of Supervisors and Board committees, 2) overseeing implementation of Board directives, 3) planning, monitoring, and overseeing County operations, 4) ensuring that Board policies are carried out in the most efficient, cost-effective, and service oriented manner, 5) supervising appointed Department Heads and performing general administrative duties, 6) preparing the annual budget, 7) administering the County's labor management relations program, including managing the collective bargaining process, grievance investigations, providing training and counseling to managers and employees, as well as problem resolution.

CASE MANAGEMENT. Refers to a service in which a mental health clinician develops and implements a treatment plan with a consumer. This treatment plan contains a diagnosis, level of severity, agreed upon goals, and actions by the consumer, the case manager, and other service providers to reach those goals. The mental health clinician provides therapy and additionally takes responsibility for the delivery and/or coordination of both mental and rehabilitation services that assist the consumer reach his/her goals.

CASRA - CALIFORNIA ASSOCIATION OF SOCIAL REHABILITATION AGENCIES. A statewide non-profit organization that services clients of the California public mental health system. Member agencies provide a variety of services to enhance the quality of life and community participation of youth, adults and older adults living with challenging mental health issues.

CBHDA – CALIFORNIA BEHAVIORAL HEALTH DIRECTOR’S ASSOCIATION. A non-profit advocacy association representing the behavioral health directors from each of California’s 58 counties, as well as two cities (Berkeley and Tri-City). Through advocacy, lobbying and education efforts, CBHDA promotes the reduction of individual and community problems related to unaddressed behavioral health issues. CBHDA regularly brings together behavioral health professionals to discuss ways to inform public policy and improve the delivery of behavioral health services.

CBO - COMMUNITY BASED ORGANIZATION. An agency or organization based in the community that is often a non-profit.

CCBHS - CONTRA COSTA BEHAVIORAL HEALTH SERVICES. One of 58 counties, the City of Berkeley, and the Tri-Cities area East of Los Angeles legislatively empowered to engage in a contract, or Mental Health Plan, with the state to perform public mental health services. This enables Contra Costa County to utilize federal, state, county and private funding for these mental health services. The Mental Health Services Act is one source of state funding. CCSHS is divided into a Children’s System of Care and an Adult and Older Adult System of Care.

CFO - CHIEF FINANCIAL OFFICER. Abbreviation used to describe term.

CF/TN - CAPITAL FACILITIES/INFORMATION TECHNOLOGY. The title of one of five components of the MHSA. This component enables a county to utilize MHSA funds for one-time construction projects and/or installation or upgrading of electronic systems, such as mental health records systems.

CHHS – CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY. The agency which oversees twelve departments and five offices that provides a range of health care services, social services, mental health services, alcohol and drug services, income assistance, and public health services to Californians. More than 33,000 people work for departments in CHHS at state headquarters in Sacramento, regional offices throughout the state, state institutions and residential facilities serving the mentally ill and people with developmental disabilities.

CIBHS - CALIFORNIA INSTITUTE FOR BEHAVIORAL HEALTH SOLUTIONS. A non-profit agency that helps health professionals, agencies and funders improve the lives of people with mental health and substance use challenges through policy, training, evaluation, technical assistance, and research.

CLINICAL SPECIALIST. In the context of this document, refers to a licensed or registered intern in the specialties of social work, marriage and family therapy, psychology, psychiatric nurse practitioner, licensed

professional clinical counselor, or psychiatrist. A Clinical Specialist is capable of signing a mental health consumer's treatment plan that can enable the County to bill Medi-Cal for part of the cost to deliver the service.

CLUBHOUSE MODEL. A comprehensive program of support and opportunities for people with severe and persistent mental illness. In contrast to traditional day-treatment and other day program models, Clubhouse participants are called "members" (as opposed to consumers, patients, or clients) and restorative activities focus on their strengths and abilities, not their illness. The Clubhouse is unique in that it is not a clinical program, meaning there are no therapists or psychiatrists on staff. All participation in a clubhouse is strictly on a voluntary basis. Members and staff work side-by-side as partners to manage all the operations of the Clubhouse, providing an opportunity for members to contribute in significant and meaningful ways. A Clubhouse is a place where people can belong as contributing adults, rather than passing their time as patients who need to be treated. The Clubhouse Model seeks to demonstrate that people with mental illness can successfully live productive lives and work in the community, regardless of the nature or severity of their mental illness.

COLA - COST OF LIVING ADJUSTMENT. Abbreviation used to describe term.

COMMUNITY FORUM. In this context a community forum is a planned group activity where consumers, family members, service providers, and representatives of community, cultural groups or other entities are invited to provide input on a topic or set of issues relevant to planning, implementing or evaluating public services.

CONSERVATORSHIP - A probate conservatorship is a court proceeding where a judge appoints a responsible person (called a conservator) to care for another adult who cannot care for him/herself or his/her finances.

CONSUMER. In this context consumers refer to individuals and their families who receive behavioral health services from the County, contract partners, or private providers. Consumers are also referred to as clients, patients, participants or members.

CO-OCCURRING DISORDERS OR DUAL DIAGNOSIS. Refers to more than one behavioral and/or medical health disorder that an individual can experience and present for care and treatment. Common examples are an individual with a substance abuse disorder coupled with a mental health diagnosis, or a developmental disability, such as autism, coupled with a thought disorder.

CPAW - CONSOLIDATED PLANNING ADVISORY WORKGROUP. An ongoing advisory body appointed by the Contra Costa Mental Health Director that provides advice and counsel in the planning and evaluation of services funded by MHSA. It is also comprised of several sub-committees that focus on specific areas, such as stigma reduction, homelessness, and services to the four age groups. It is comprised of individuals with consumer and family member experience, service providers from the County and community-based organizations, and individuals representing allied public services, such as education and social services.

CPPP - COMMUNITY PROGRAM PLANNING PROCESS. This a term used in regulations pertaining to the Mental Health Services Act. It means the process to be used by the County to develop Three-Year Expenditure Plans, and updates in partnership with stakeholders to 1) identify community issues related to mental illness resulting from lack of community services and supports, including any issues identified during the implementation of the Mental Health Services Act, 2) Analyze the mental health needs in the community, and 3) identify and re-evaluate priorities and strategies to meet those mental health needs.

CSS - COMMUNITY SERVICES AND SUPPORTS. The title of one of five components funded by the MHSA. It refers to mental health service delivery systems for children and youth, transition age youth, adults, and older adults. These services and supports are similar to those provided in the mental health system of care that is not funded by MHSA. Within community services and supports are the categories of full-service partnerships, general system development, outreach and engagement, and project-based housing programs.

CSW – COMMUNITY SUPPORT WORKER. Peer Provider in Contra Costa County public mental health system.

CTYA – CHILDREN’S, TEENS, AND YOUNG ADULTS. Abbreviation used to describe term.

CULTURAL HUMILITY. A process of self-reflection and discovery in order to build honest and trustworthy relationships. In this context, refers to a process that can address health disparities and social inequities among racial/ethnic, cultural, and linguistic populations or communities.

DHCS - DEPARTMENT OF HEALTH CARE SERVICES. The mission of DHCS is to provide Californians with access to affordable, integrated, high-quality health care, including medical, dental, mental health, substance use treatment services and long-term care. Our vision is to preserve and improve the overall health and well-being of all Californians.

DSM IV - DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS FIFTH EDITION. The handbook used by health care professionals to diagnosis mental disorders. DSM contains descriptions, symptoms, and other criteria for diagnosing mental disorders.

DUAL DIAGNOSIS. See Co-Occurring Disorders.

EMPLOYMENT OR VOCATIONAL SERVICES. A continuum of services and supports designed to enable individuals to get and keep a job. It includes 1) pre-vocational services, such as removing barriers to employment, 2) employment preparation, to include career counseling and education, training and volunteer activity support, 3) job placement, to include job seeking, placement assistance and on-the-job training, and 4) job retention, to include supported employment.

EPIC SYSTEM. A nationwide computer software company that offers an integrated suite of health care software centered on a database. Their applications support functions related to patient care, including registration and scheduling; clinical systems for doctors, nurses, emergency personnel, and other care providers; systems for lab technicians, pharmacists, and radiologists; and billing systems for insurers.

EPSDT - Early and Periodic Screening, Diagnosis and Treatment. A federally mandated specialty mental health program that provides comprehensive and preventative services to low income children and adolescents that are also involved with Children and Family Services.

EVIDENCE BASED PRACTICES. This term refers to treatment practices that follow a prescribed method that has been shown to be effective by the best available evidence. This evidence is comprised of research findings derived from the systematic collection of data through observation and experiment, and the formulation of questions and testing of hypotheses.

FAMILY PARTNERS. Also referred to as Parent Partners, this professional brings lived experience as a family member of an individual with a serious mental illness to their provision of services. They often participate as a member of a multi-disciplinary team providing mental health treatment, and assist families understand, acquire and navigate the various services and resources needed. In Contra Costa County, Family or Parent Partners have a job classification of Community Support Worker.

FAMILY-TO-FAMILY TRAINING. An educational course for family, caregivers and friends of individuals living with mental illness. Taught by trained volunteer instructors from NAMI CC it is a free of cost twelve week course that provides critical information and strategies related to caregiving, and assists in better collaboration with mental health treatment providers.

FEDERAL POVERTY LEVEL. This is a total household income amount that the federal government provides an annual guideline that defines whether individuals are living above or below the poverty level. For example, a family of four is determined to live under the poverty level if their total income in 2014 is \$23,850.

5150 – FIFTY-ONE FIFTY. Refers to the Welfare and Institutions Code of California for the temporary, involuntary psychiatric commitment of individuals who present a danger to themselves or others due to signs of mental illness.

FY- FISCAL YEAR. A fiscal year is a specified 12-month period used for accounting and reporting purposes. In Contra Costa County, the fiscal year runs from July 1st of one year to June 30th of the next year.

FOCUS GROUPS. In this context, refers to a small group (usually 8-15) of individuals to provide input, advice and counsel on practices, policies or proposed rulemaking on matters that affect them. Often these individuals are grouped by similar demographics or characteristics in order to provide clarity on a particular perspective.

FORENSICS. In this context, refers to the term used for individuals involved in the legal court system with mental health issues.

4C. Term used to refer to Psychiatric Ward of Contra Costa County Regional Medical Center.

FSP - FULL SERVICE PARTNERSHIP. A term created by the MHPA as a means to require funding from the Act to be used in a certain manner for individuals with serious mental illness. Required features of full service partnerships are that there be a written agreement, or individual services and supports plan, entered into with the client, and when appropriate, the client's family.

This plan may include the full spectrum of community services necessary to attain mutually agreed upon goals. The full spectrum of community services consists of, but is not limited to, mental health treatment, peer support, supportive services to assist the client, and when appropriate the client's family, in obtaining and maintaining employment, housing, and/or education, wellness centers, culturally specific treatment approaches, crisis intervention/stabilization services, and family education services.

Also included are non-mental health services and supports, to include food, clothing, housing, cost of health care and co-occurring disorder treatment, respite care, and wrap-around services to children. The County shall designate a personal service coordinator or case manager for each client to be the single point of responsibility for services and support and provide a qualified individual to be available to respond to the client/family 24 hours a day, seven days a week.

The Full-Service Partnership category is part of the Community Services and Supports (CSS) component of the MHSA. At least 50% of the funding for CSS is to go toward supporting the County's full-service partnership category.

GENERAL SYSTEM DEVELOPMENT. A term created by the MHSA and refers to a category of services funded in the Community Services and Supports component, and are similar to those services provided by community public mental health programs authorized in the Welfare and Institutions Code. MHSA funded services contained in the general system development category are designed to improve and supplement the county mental health service delivery system for all clients and their families.

GREATER BAY AREA REGIONAL PARTNERSHIP. Regional partnership means a group of County approved individuals and/or organizations within geographic proximity that acts as an employment and education resource for the public mental health system. These individuals and/or organizations may be county staff, mental health service providers, clients, clients' family members, and any individuals and/or organizations that have an interest in developing and supporting the workforce of the public mental health system. The Greater Bay Area Regional Partnership refers to an ongoing effort of individuals and/or organizations from the twelve county greater California bay area regions.

HSD - HEALTH SERVICES DEPARTMENT. The largest department of County government. The mission of HSD is to care for and improve the health of all people in Contra Costa County with special attention to those who are most vulnerable to health problems. Behavioral Health Services is one of the nine divisions under HSD.

HIPAA - HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT. Enacted into law in 1996 and provides the following; 1) the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs, 2) reduce health care fraud and abuse, 3) mandates industry-wide standards for health care information on electronic billing and other processes, and 4) requires the protection and confidential handling of protected health information.

HPSA - HEALTH PROFESSIONAL SHORTAGE AREA. A geographic area, population, or facility with a shortage of primary care, dental, or mental health providers and services. The Health Resources and Services Administration (HRSA) and State Primary Care Offices (PCOs) work together using public, private, and state-provided data to determine when such a shortage qualifies for designation as a HPSA.

H3 – HEALTH, HOUSING AND HOMELESS SERVICES DIVISION. Division under Health Services that partners with Behavioral Health Services and focuses on the integration of housing and homeless services across this County's health system. It coordinates health and homeless services across county and in the community; and works with key partners to develop strategies to address the community's health and social needs.

IMD – INSTITUTION FOR MENTAL DISEASE. Any institution that, by its overall character is a facility established and maintained primarily for the care and treatment of individuals with mental diseases. The guidelines used to evaluate if the overall character of a facility is that of an IMD are based on whether the facility: 1) Is licensed or accredited as a psychiatric facility; 2) Is under the jurisdiction of the state's mental health authority; 3) Specializes in providing psychiatric/psychological care and treatment, which may be ascertained if indicated by a review of patients' records, if an unusually large proportion of the staff has specialized psychiatric/psychological training, or if a facility is established and/or maintained primarily for the

care and treatment of individuals with mental diseases; or 4) Has more than 50 percent of all its patients admitted based on a current need for institutionalization as a result of mental diseases.

IMPACT - IMPROVING MOOD PROVIDING ACCESS TO COLLABORATIVE TREATMENT. This refers to an evidence based mental health treatment for depression utilized specifically for older adults and is provided in a primary care setting where older adults are concurrently receiving medical care for physical health problems. Up to twelve sessions of problem-solving therapy with a year follow up is provided by a licensed clinical therapist, with supervision and support from a psychiatrist who specializes in older adults. The psychiatrist assesses for and monitors medications as needed, and both the clinician and psychiatrist work in collaboration with the primary care physician.

INN - INNOVATION. A component of the MHSA that funds new or different patterns of service that contribute to informing the mental health system of care as to best or promising practices that can be subsequently added or incorporated into the system. These innovative programs accomplish one or more of the following objectives; 1) increase access to underserved groups, 2) increase the quality of services, to include better outcomes, 3) promote interagency collaboration, and 4) increase access to services. All new Innovation programs shall be reviewed and approved by the Mental Health Services Oversight and Accountability Commission. The Act states that five per cent of a County's revenues shall go for Innovation.

IRON TRIANGLE. Refers to the central area of the city of Richmond that is bordered on three sides by railroad tracks. The communities within this area have a high number of households living below the poverty level, and have a high need for social services, to include public mental health.

LAURA'S LAW. See AB 1421.

LCSW - LICENSED CLINICAL SOCIAL WORKER. Abbreviation used to describe term. See Clinical Specialist.

LGBTQI - LESBIAN, GAY, BI-SEXUAL, TRANSGENDER, QUESTIONING, INTERSEX. Persons in these groups express norms different than the heterosexism of mainstream society, and often experience stigmatism as a result. Lesbian refers to women whose primary emotional, romantic, sexual or affectional attractions are to other women. Gay refers to men whose primary emotional, romantic, sexual or affectional attractions are to other men. Bi-sexual refers to men or women whose primary emotional, romantic, sexual, or affectional attractions are to both women and men. Transgender is a term that includes persons who cross-dress, are transsexual, and people who live substantial portions of their lives as other than their birth gender. People who are transgender can be straight, gay, lesbian or bi-sexual. Questioning refers to someone who is questioning their sexual and/or gender orientation.

LICENSED CLINICAL SPECIALIST. In this context, refers to the term a County civil service classification that denotes a person meeting minimum mental health provider qualifications, to include possessing a license to practice mental health treatment by the California Board of Behavioral Sciences (BBS). An intern registered by BBS also qualifies. A licensed clinical specialist or registered intern can sign mental health treatment plans that qualify for federal financial participation through the Medi-Cal program.

LMFT - LICENSED MARRIAGE FAMILY THERAPIST. Abbreviation used to describe term. See Clinical Specialist.

LPS – LANTERMAN PETRIS SHORT ACT. The LPS Act refers to Sections 5150, 5151 and 5152 of the Welfare and Institutions Code (WIC). It is a California law governing the involuntary civil commitment of individuals who - due to mental illness - pose a danger to self or others, or who are gravely disabled and require inpatient psychiatric care. It was named for its co-authors — Assembly member Frank Lanterman and Senators Nicholas C. Petris and Alan Short. The intent of the LPS Act is to end inappropriate lifetime commitment of people with mental illness and firmly establish the right to due process in the commitment process while significantly reducing state institutional expense.

LRP - LOAN REPAYMENT PROGRAM. Abbreviation used to describe term.

MDFT - MULTI-DIMENSIONAL FAMILY THERAPY. An evidence based comprehensive and multi-systemic family-based outpatient or partial hospitalization program for substance-abusing adolescents, adolescents with co-occurring substance use and mental disorders, and those at high risk for continued substance abuse. Treatment is delivered in a series of 12 to 16 weekly or twice weekly 60 to 90 minute sessions. Treatment focuses on the social interaction areas of parents and peers, the parents' parenting practices, parent-adolescent interactions in therapy, and communications between family members and key social systems, such as school and child welfare.

MEDI-CAL. California's version of the federal Medi-Caid program, in which health and mental health care can be provided by public health and mental health entities to individuals who do not have the ability to pay the full cost of care, and who meet medical necessity requirements. The federal Medi-Caid program reimburses states approximately half of the cost, with the remainder of the cost provided by a variety of state and local funding streams, to include the MHTSA.

MENTAL HEALTH CAREER PATHWAY PROGRAM. Programs designed to educate, train, recruit prepare, and counsel individuals for entry into and advancement in jobs in the public mental health system. These programs are a category listed as part of the Workforce Education and Training (WET) component of the MHTSA.

MHP - Mental Health Plan. An agreement each county has with the state detailing the services that are to be provided.

MENTAL HEALTH PROFESSIONAL SHORTAGE DESIGNATIONS. Term used by the federal Human Resource Services Administration (HRSA) to determine areas of the country where there is a verified shortage of mental health professionals. These geographical areas are then eligible to apply for a number of federal programs where financial incentives in recruiting and retention are applied to address the workforce shortage.

MH – Mental Health. Abbreviation used for term.

MHC - MENTAL HEALTH COMMISSION. A group of individuals, often with lived experience as a consumer and/or family member of a consumer, who are appointed as representatives of the County's Board of Supervisors to provide 1) oversight and monitoring of the County's mental health system, 2) advocacy for persons with serious mental illness, and 3) advise the Board of Supervisors and the mental health director.

MHLAP - MENTAL HEALTH LOAN ASSUMPTION PROGRAM. A program that makes payments to an educational lending institution on behalf of an employee who has incurred debt while obtaining an education, provided the individual agrees to work in the public mental health system for a specified period of time and in a

capacity that meets the employer's workforce needs. The MHLAP is funded by the MHSA in the Workforce Education and Training component.

MHSA - MENTAL HEALTH SERVICES ACT OR PROPOSITION 63. Was voted into law by Californians in November 2004. This Act combines prevention services with a full range of integrated services to treat the whole person, with the goal of self-sufficiency for those who may have otherwise faced homelessness or dependence on the state for years to come. The MHSA has five components; community services and supports, prevention and early intervention, innovation, workforce education and training, and capital facilities and technology. An additional one percent of state income tax is collected on incomes exceeding one million dollars and deposited into a Mental Health Services Fund. These funds are provided to the County based upon an agreed upon fair share formula.

MHSA THREE YEAR PLAN - Mental Health Services Act Three Year Program and Expenditure Plan. Each County prepares and submits a three-year plan, which shall be updated at least annually; known as the Plan or Annual Update and approved by the County's Board of Supervisors. The plan will be developed with local stakeholders by means of a community program planning process and will include programs and funding planned for each component, as well as providing for a prudent reserve. Each plan or update shall indicate the number of children, adults, and seniors to be served, as well as reports on the achievement of performance outcomes for services provided.

MHSIP - MENTAL HEALTH STATISTICS IMPROVEMENT PROGRAM. Is a survey used in Contra Costa as required by DHCS. QI staff elicit feedback from survey sites regarding barriers to acceptable response rates, and based on this, implemented a variety of strategies including training a substantial volunteer workforce to assist with participant recruitment and survey completion.

MHSOAC - MENTAL HEALTH SERVICES OVERSIGHT AND ACCOUNTABILITY COMMISSION. Established by the MHSA to provide state oversight of MHSA programs and expenditures and is responsible for annually reviewing and approving each county mental health program for expenditures pursuant to the components of Innovation and Prevention and Early Intervention.

MONEY MANAGEMENT. Term that refers to services that can encompass all aspects of assisting an individual plan and manage financial benefits and resources. It can include counseling on the interplay of work and other sources of income on Medi-Cal, Medicare, Social Security Disability Income (SSDI), and Supplemental Security Income (SSI). It can include becoming a conservator of funds for an individual who has been deemed to be unable to manage their own funds.

MST - MULTI-SYSTEMIC THERAPY. An evidence based mental health service that is a community-based, family driven treatment for antisocial/delinquent behavior in youth. The focus is on empowering parents and caregivers to solve current and future problems, and actively involves the entire ecology of the youth; family, peers, school and the neighborhood.

NAMI - NATIONAL ALLIANCE ON MENTAL ILLNESS. The nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI advocates for access to services, treatment, supports and research and is steadfast in its commitment to raise awareness and build a community for hope for all of those in need. NAMI is the foundation for hundreds of NAMI State Organizations, NAMI Affiliates and volunteer leaders who work in local communities across the

country to raise awareness and provide essential and free education, advocacy and support group programs. In Contra Costa County, there is a NAMI Contra Costa Office or NAMI CC.

NEEDS ASSESSMENT. Refers to part of the community program planning process (CPPP) where the mental health services and supports needs of the community are identified and assessed. This includes identifying populations, age groups and communities that remain unserved, underserved or inappropriately served.

NOFA – Notice of Funding Availability. Abbreviation used to describe term.

NPLH – No Place Like Home or Proposition 2. Allows the state to approve the use of the MHSA Funds to build and rehabilitate housing for those with mental illness who are homeless or at-risk of becoming homeless.

OCE – OFFICE FOR CONSUMER EMPOWERMENT. A Contra Costa County operated program under the Behavioral Health Services division that offers a range of trainings and supports by and for individuals who have experience receiving mental health services. The goal is to increase access to wellness and empowerment for consumers; and to engage in their own individual recovery and become active in the community. This office leads the SPIRIT, WREACH, and WRAP programs.

OSHPD - OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT. A state department that assists California improve the structure and function of its healthcare delivery systems and promote healthcare accessibility. OSHPD is the state entity responsible for the implementation of various MHSA state level funded workforce education and training programs, such as the mental health loan assumption program, psychiatric residency programs, and several graduate stipend and internship programs.

OUTREACH AND ENGAGEMENT. In this context, is a MHSA term that is a community services and support category, and a category in which prevention and early intervention services can be provided. Services are designed to reach out and engage individuals in mental health care which have a serious mental illness, or are at risk of developing a serious mental illness. These are individuals who have not sought services in a traditional manner due to cultural or linguistic barriers.

PEER PROVIDER. Term that refers to a professional who brings lived experience as a mental health consumer to their provision of services. They often participate as a member of a multi-disciplinary team providing mental health treatment, and assist consumers and their families understand, acquire and navigate the various services and resources needed. In Contra Costa County, Peer Providers have a job classification of Community Support Worker.

PEI - PREVENTION AND EARLY INTERVENTION. A term created by the MHSA and refers to a component of funding in which services are designed to prevent mental illnesses from becoming severe and disabling. This means providing outreach and engagement to increase recognition of early signs of mental illness and intervening early in the onset of a mental illness. Twenty percent of funds received by the MHSA are to be spent for prevention and early intervention services.

PES - PSYCHIATRIC EMERGENCY SERVICES. A unit of the Contra Costa County Regional Medical Center located next door to the Emergency Room in the county hospital in Martinez. It operated 24 hours a day, seven days a week, and consists of psychiatrists, nurses and mental health clinicians who are on call and available to respond to individuals who are brought in due to a psychiatric emergency. Persons who are seen are either treated and released or admitted to the in-patient psychiatric hospital ward.

PHOTOVOICE EMPOWERMENT PROGRAM. The County sponsors classes designed to enable individuals to create artwork consisting of a photograph and a personally written story that speak to or represent the challenges of prejudice, discrimination, and ignorance that people with behavioral health challenges face. These artworks are then displayed in the community to educate, raise awareness and reduce stigma.

PIER MODEL - PORTLAND IDENTIFICATION AND EARLY REFERRAL MODEL. This is an evidence-based treatment developed by the PIERS Institute of Portland, Maine. It is an early intervention program for youth, ages 12-25 which are at risk for developing psychosis. It is a multi-disciplinary team approach consisting of a structured interview to assess risk for psychosis, multi-family group therapy, psychiatric care, family psycho-education, supported education and employment, and occupational therapy.

PSC - PERSONAL SERVICE COORDINATORS. Refers to a mental health clinician or case manager who develops and implements an individual services and support plan with an individual diagnosed with a serious mental illness, and who is part of a full-service partner program under the MHSA. This plan contains a diagnosis, level of severity, agreed upon goals, and actions by the consumer, the personal services coordinator, and other service providers to reach those goals. The personal service coordinator provides therapy, and additionally takes responsibility for the delivery and/or coordination of both mental health and rehabilitation services that assist the consumer reach his/her goals.

PTSD - POST-TRAUMATIC STRESS DISORDER. An emotional illness that that is classified as an anxiety disorder, and usually develops as a result of a terribly frightening, life-threatening, or otherwise highly unsafe experience. PTSD sufferers re-experience the traumatic event or events in some way, tend to avoid places, people, or other things that remind them of the event (avoidance), and are exquisitely sensitive to normal life experiences (hyper arousal).

PUBLIC HEALTH SERVICES. A division under Health Services whose mission is to promote and protect the health and well-being of individuals, families and community in Contra Costa County.

PUBLIC MENTAL HEALTH SYSTEM. This term is used to describe the public system that is in place to provide mental health services. There are 64 counties and 2 cities that receive MHSA funds to support their public mental health system. Each county's system is uniquely structured where services are provided by county staff or through contractors, such as community-based organizations and other agencies.

PRE-VOCATIONAL EMPLOYMENT SERVICES. These are services that enable a person to actively engage in finding and keeping a job. Often the services remove barriers to employment services, such as counseling on how working affects benefits, stabilizing medications, obtaining a driver's license or general education diploma, and resolving immigration or other legal issues.

PRUDENT RESERVE. Term created by the MHSA and refers to a County setting aside sufficient MHSA revenues in order to ensure that services do not have to be significantly reduced in years in which revenues are below the average of previous years.

PSYCHIATRIC RESIDENCY. Physicians who specialize in psychiatry complete a four-year residency program at one of several schools of psychiatry, such as that located at the University of California at San Francisco. This is essentially a paid work study arrangement, where they practice under close supervision and concurrently take

coursework. At the final residency year the psychiatrist can elect to work in a medical setting, teach, do research, or work in a community mental health setting.

QA/QI - QUALITY ASSURANCE AND QUALITY IMPROVEMENT. Entities in Contra Costa County responsible for monitoring the Mental Health Plan's effectiveness by providing oversight and review of clinics, organizations, and clinicians providing services to consumers. The goals are to perform program development and coordination work to implement and maintain a quality management program that effectively measures, assesses, and continuously improves the access to, and quality of care and services provided to the County's mental health consumers. The Quality Management Coordinator is responsible for Chairing and facilitating the Quality Improvement Committee (QIC) and ensuring members receive timely and relevant information.

RFA - REQUEST FOR APPLICATION. Abbreviation used to describe term.

RFI - REQUEST FOR INFORMATION. Abbreviation used to describe term.

RFP - REQUEST FOR PROPOSAL. Abbreviation used to describe term.

RFQ - REQUEST FOR QUALIFICATIONS. Abbreviation used to describe term.

RHD - REDUCING HEALTH DISPARITIES. Abbreviation used to describe term.

SAMHSA - SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION. The agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

SB - SENATE BILL. Abbreviation used to describe term.

SNHP – SPECIAL NEEDS HOUSING PROGRAM. Allows local governments to use MHSAs and other local funds to provide financing for the development of permanent supportive rental housing that includes units dedicated for individuals with serious mental illness, and their families, who are homeless or at risk of homelessness.

SNF - SKILLED NURSING FACILITY. A special facility or part of a hospital that provides medically necessary services from nurses, physical and occupational therapists, speech pathologists and audiologists. A SNF aims to prevent hospitalizations, optimize antipsychotic medication use, and serve as an intermediate step into the community.

STRTP – SHORT TERM RESIDENTIAL TREATMENT PROGRAM. A residential treatment model that serves youth who have high-level mental health needs or are seriously emotionally disturbed. The goal of STRTPs is to focus on stabilizing high-needs youth to allow an expedient and successful transition to a home setting.

SED - SERIOUSLY EMOTIONALLY DISTURBED. Children from birth up to age eighteen with serious emotional disturbance are persons who currently or at any time during the past year have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within the Diagnostic and Statistical Manual and results in functional impairment which substantially interferes with or limits the child's role or functioning in family, school, or community activities.

SMI - SERIOUS MENTAL ILLNESS. Adults with a serious mental illness are persons eighteen years and older who, at any time during a given year, have a diagnosable mental, behavioral, or emotional disorder that meet the criteria of the Diagnostic and Statistical Manual, and the disorder has resulted in functional impairment which substantially interferes with or limits one or more major life activities.

SOC – SYSTEM OF CARE. Term used to refer to this county’s public mental health system.

SPIRIT - SERVICE PROVIDER INDIVIDUALIZED RECOVERY INTENSIVE TRAINING. A recovery oriented, peer led classroom and experiential-based, college accredited educational program for individuals with lived experience as a consumer of mental health services. It is sponsored by Contra Costa Mental Health and Contra Costa Community College, and successful completion satisfies the minimum qualifications to be considered for employment by the County as a Community Support Worker.

STAKEHOLDERS. Stakeholders is a term defined in the California Code of Regulations to mean individuals or entities with an interest in mental health services, including but not limited to individuals with serious mental illness and/or serious emotional disturbance and/or their families, providers of mental health and/or related services such as physical health care and/or social services, educators and/or representatives of education, representatives of law enforcement, and any organization that represents the interests of individuals with serious mental illness and/or serious emotional disturbance and/or their families.

STIGMA AND DISCRIMINATION. In this context, refers to the negative thoughts and/or behaviors that form an inaccurate generalization or judgment, and adversely affects the recovery, wellness and resiliency of persons with mental health issues. These thoughts and behaviors can include any person who has an influence on a person’s mental health well-being, to include the person experiencing the mental health issue.

SUD - SUBSTANCE USE DISORDER. A disorder in which the use of one or more substances leads to a clinically significant impairment or distress. Although the term substance can refer to any physical matter, substance abuse refers to the overuse of, or dependence on, a drug leading to effects that are detrimental to the individual's physical and mental health, or the welfare of others. The disorder is characterized by a pattern of continued pathological use of a medication, non-medically indicated drug or toxin which results in repeated adverse social consequences related to drug use, such as failure to meet work, family, or school obligations, interpersonal conflicts, or legal problems.

STEP - SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING. A parent education program published as a series of books developed and published by the psychologists Don Dinkmeyer Sr., Gary D. McKay and Don Dinkmeyer Jr. The publication was supplemented by an extensive concept for training and proliferation. STEP has reached more than four million parents and has been translated into several languages. It provides skills training for parents dealing with frequently encountered challenges with their children that often result from autocratic parenting styles. STEP is rooted in Adlerian psychology and promotes a more participatory family structure by fostering responsibility, independence, and competence in children; improving communication between parents and children; and helping children learn from the natural and logical consequences of their own choices.

SUPPORTED EMPLOYMENT. Supported employment is a federal vocational rehabilitation term that means competitive work for individuals with the most significant disabilities that occurs in integrated work settings, or settings in which individuals are working toward competitive work. Such work is consistent with the strengths,

resources, priorities, concerns, abilities, capabilities, interests, and informed choice of the individuals. Supported employment usually means that a professional support person, or job coach, assists the individual in a competitive work setting until assistance is no longer needed.

SUPPORTIVE HOUSING. A combination of housing and services intended as a cost-effective way to help people live more stable, productive lives. Supportive housing is widely believed to work well for those who face the most complex challenges—individuals and families confronted with homelessness and who also have very low incomes and/or serious, persistent issues that may include substance abuse, addiction or alcoholism, mental illness, HIV/AIDS, or other serious challenges to a successful life. Supportive housing can be coupled with such social services as job training, life skills training, alcohol and drug abuse programs, community support services, such as childcare and educational programs, and case management to populations in need of assistance. Supportive housing is intended to be a pragmatic solution that helps people have better lives while reducing, to the extent feasible, the overall cost of care.

TAY - TRANSITION AGE YOUTH. A term meaning individuals who are between the age of 16 years and 25 years of age. Specific mental health programs that address this age group are in the adult system of care and were designed to assist in the transition of services from the children's system of care, where individuals stop receiving services at 18.

TRIPLE P - POSITIVE PARENTING PROGRAM. An evidence-based practice designed to increase parents' sense of competence in their parenting abilities. It is a multilevel system of family intervention that aims to prevent severe emotional and behavioral disturbances in children by promoting positive and nurturing relationships between parent and child. Improved family communication and reduced conflict reduces the risk that children will develop a variety of behavioral and emotional problems.

WET - WORKFORCE EDUCATION AND TRAINING. A term created by the MHSA and refers to the component of the MHSA that funds programs and service that assist in the recruitment and retention of a skilled and culturally competent mental health workforce.

WIC - WELFARE AND INSTITUTIONS CODE. Regulations set that address services relating to welfare, dependent children, mental health, handicapped, elderly, delinquency, foster care, Medi-Cal, food stamps, rehabilitation, and long-term care, to name a few.

WRAP - WELLNESS RECOVERY ACTION PLAN. An evidence-based practice that is used by people who are dealing with mental health and other kinds of health challenges, and by people who want to attain the highest possible level of wellness. It was developed by a group of people who have a lived experience with mental health difficulties and who were searching for ways to resolve issues that had been troubling them for a long time. WRAP involves listing one's personal resources and wellness tools, and then using those resources to develop action plans to use in specific situations.

WRAPAROUND SERVICES. An intensive, individualized care management process for children with serious emotional disturbances. During the wraparound process, a team of individuals who are relevant to the well-being of the child or youth, such as family members, other natural supports, service providers, and agency representatives collaboratively develop an individualized plan of care, implement this plan, and evaluate success over time. The wraparound plan typically includes formal services and interventions, together with community services and interpersonal support and assistance provided by friends and other people drawn from the family's

social networks. The team convenes frequently to measure the plan's components against relevant indicators of success. Plan components and strategies are revised when outcomes are not being achieved.

WREACH - WELLNESS RECOVERY EDUCATION FOR ACCEPTANCE, CHOICE AND HOPE. The WREACH Speaker's Bureau is designed to reduce the stigma that consumers and family members often face in the workplace, behavioral and physical health care systems, and in their communities. The WREACH program forms connections between people in the community and people with lived mental health and co-occurring disorders experiences by providing opportunities for sharing stories of recovery and resiliency and sharing current information on health treatment and supports. Workshops are held to teach people and their families how to write and present their recovery and resilience stories. These individuals are then connected with audiences that include behavioral health providers, high school and college staff and students, law enforcement, physical health providers and the general community.

APPENDIX D

Mental Health Services Act FY 2022-23 Plan Update Funding Summary

	MHSA Funding					Total
	A	B	C	D	E	
	Community Services and Supports	Prevention and Early Intervention	Innovation	Workforce Education and Training	Capital Facilities and Technological Needs	
A. FY 2020/21 Funding						
1. Unspent Funds from Prior Fiscal Years	32,250,205	5,621,751	5,069,416	1,734,108	297,230	44,972,710
2. FY2020/21 Funding	53,436,742	13,353,037	3,513,957			70,303,736
3. Transfer in FY2020/21	(6,200,000)			6,200,000		-
4. Available Funding for FY2020/21	79,486,947	18,974,788	8,583,373	7,934,108	297,230	115,276,446
B. FY20/21 MHSA Expenditures	46,879,285	10,163,170	1,503,841	1,898,726	6,340	60,451,362
C. Estimated FY2021/22 Funding						
1. Unspent Funds from Prior Fiscal Years	32,607,662	8,811,618	7,079,532	6,035,382	290,890	54,825,084
2. Estimated New FY2021/22 Funding	58,470,035	14,617,509	3,846,713			76,934,257
3. Transfer in FY2021/22						
4. Estimated Available Funding for FY2021/22	91,077,697	23,429,127	10,926,245	6,035,382	290,890	131,759,341
D. Estimated FY2021/22 Expenditures	41,139,697	10,704,222	1,248,520	2,955,278	290,890	56,338,607
E. Estimated FY2022/23 Funding						
1. Estimated Unspent Funds from Prior Fiscal Years	49,938,000	12,724,905	9,677,725	3,080,104	0	75,420,734
2. Estimated New FY2022/23 Funding	53,146,026	13,286,506	3,496,449			69,928,981
3. Transfer in FY2022/23						
4. Estimated Available Funding for FY2022/23	103,084,026	26,011,411	13,174,174	3,080,104	0	145,349,715
F. Budgeted FY2022/23 Expenditures	48,149,000	9,849,000	2,329,000	2,943,000		63,270,000

Notes:

- (1) Based on Mike Geiss presentation dated 6/25/21, inclusive of estimated interest from Pat's update 9/14/2020.
- (2) Based on CCC-MHSA February 2022 projections, approved budgeted amount is \$54,396,968.
- (3) Based on CCC-MHSA budget for FY 22-23.

H. Estimated Local Prudent Reserve Balance	
1. Estimated Local Prudent Reserve Balance on June 30, 2021	7,579,248

I. Estimated Beginning Balance for FY 2021/22	
1. Estimated Unspent Funds from Fiscal Year 2020/21	54,825,084
2. Estimated Local Prudent Reserve Balance on June 30, 2021	7,579,248
3. Estimated Total Beginning Balance	62,404,332

**FY 2020-21 Through FY 2021-22 Three-Year Mental Health Services Act Expenditure Plan
Community Services and Supports (CSS) Component Worksheet**

County: Contra Costa

Date: May 18, 2022

	Fiscal Year 2020/21					
	A	B	C	D	E	F
	Total Mental Health Expenditures	CSS Funding	Medi-Cal FFP	1991 Realignment	Behavioral Health Subaccount	Other Funding
FSP Programs						
1. Children	5,254,888	5,254,888				
2. Transition Age Youth	3,195,568	3,195,568				
3. Adults	8,257,881	8,257,881				
4. Assisted Outpatient Treatment	2,804,163	2,804,163				
5. Wellness and Recovery Centers	986,469	986,469				
6. Crisis Residential Center	3,513,158	3,513,158				
7. MHSA Housing Services	8,805,466	8,805,466				
Non-FSP Programs (General System Development)						
1. Older Adult Mental Health Program	3,660,749	3,660,749				
2. Children's Wraparound Support/EPSTDT Support	2,733,439	2,733,439				
3. Miller Wellness Center	357,556	357,556				
4. Clinic Support	639,850	639,850				
5. Forensic Team	1,078,068	1,078,068				

6. Concord Health Center	168,403	168,403				
7. Liaison Staff	92,360	92,360				
8. Quality Assurance	1,290,760	1,290,760				
CSS Administration	2,725,159	2,725,159				
CSS MHSA Housing Program Assigned Funds						
Total CSS Program Estimated Expenditures	45,563,936	45,563,936	0	0	0	0
FSP Programs as Percent of Total	72.0%					

	Fiscal Year 2021/22					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated CSS Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
FSP Programs						
1. Children	2,884,535	2,884,535				
2. Transition Age Youth	2,263,233	2,263,233				
3. Adults	7,233,334	7,233,334				
4. Assisted Outpatient Treatment	2,549,239	2,549,239				
5. Wellness and Recovery Centers	1,002,791	1,002,791				
6. Crisis Residential Center	2,204,052	2,204,052				
7. MHSA Housing Services	9,212,576	9,212,576				
Non-FSP Programs (General System Development)						
1. Older Adult Mental Health Program	3,418,643	3,418,643				
2. Children's Wraparound Support/EPSTD Support	2,098,458	2,098,458				
3. Miller Wellness Center	319,590	319,590				
4. Clinic Support	1,398,055	1,398,055				
5. Forensic Team	1,626,390	1,626,390				

6. Concord Health Center	254,496	254,496				
7. Liaison Staff	145,907	145,907				
8. Quality Assurance	1,251,829	1,251,829				
CSS Administration	2,699,833	2,699,833				
CSS MHSA Housing Program Assigned Funds						
Total CSS Program Estimated Expenditures	40,562,961	40,562,961		0	0	0
FSP Programs as Percent of Total	67.4%					

	Fiscal Year 2022/23					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated CSS Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
FSP Programs						
1. Children	3,313,704	3,313,704				
2. Transition Age Youth	2,399,066	2,399,066				
3. Adults	7,771,042	7,771,042				
4. Assisted Outpatient Treatment	2,904,489	2,904,489				
5. Wellness and Recovery Centers	1,067,999	1,067,999				
6. Crisis Residential Center	2,338,279	2,338,279				
7. MHSA Housing Services	13,853,000	13,853,000				
Non-FSP Programs (General System Development)						
1. Older Adult Mental Health Program	3,585,649	3,585,649				
3. Children's Wraparound Support/EPSTD Support	2,156,387	2,156,387				
4. Miller Wellness Center						
5. Clinic Support	2,026,804	2,026,804				
6. Forensic Team	1,558,747	1,558,747				
7. Concord Health Center	269,995	269,995				
8. Liaison Staff	154,793	154,793				
9. Quality Assurance	1,252,714	1,252,714				
CSS Administration	3,496,332	3,496,332				

CSS MHSA Housing Program Assigned Funds						
Total CSS Program Estimated Expenditures	48,149,000	48,149,000		0	0	0
FSP Programs as Percent of Total	69.9%					

**FY 2020-21 Through FY 2021-22 Three-Year Mental Health Services Act Expenditure Plan
Prevention and Early Intervention (PEI) Component Worksheet**

	Fiscal Year 2020/21					
	A	B	C	D	E	F
	Total Mental Health Expenditures	PEI Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
PEI Programs - Prevention						
1. Outreach for Increasing Recognition of Early Signs of Mental Illness	1,405,228	1,405,228				
2. Prevention	1,722,990	1,722,990				
3. Access and Linkage to Treatment	724,303	724,303				
4. Improving Timely Access to Mental Health Services for Underserved Population	1,559,200	1,559,200				
5. Stigma and Discrimination Reduction	322,666	322,666				
6. Suicide Prevention	330,006	330,006				
PEI Programs - Early Intervention						
1. First Hope	3,684,414	3,684,414				
PEI Administration	336,362	336,362				
PEI Assigned Funds	0					
Total PEI Program Estimated Expenditures	10,085,170	10,085,170	0	0	0	

	Fiscal Year 2021/22					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated PEI Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
PEI Programs - Prevention						
1. Outreach for Increasing Recognition of Early Signs of Mental Illness	1,553,852	1,553,852				
2. Prevention	1,780,424	1,780,424				
3. Access and Linkage to Treatment	625,867	625,867				
4. Improving Timely Access to Mental Health Services for Underserved Population	1,692,460	1,692,460				
5. Stigma and Discrimination Reduction	296,861	296,861				
6. Suicide Prevention	370,006	370,006				
PEI Programs - Early Intervention						
1. First Hope	2,587,108	2,587,108				
PEI Administration	158,090	158,090				
PEI Assigned Funds						
Total PEI Program Estimated Expenditures	9,064,668	9,064,668	0	0	0	0

	Fiscal Year 2022/23					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated PEI Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
PEI Programs - Prevention						
1. Outreach for Increasing Recognition of Early Signs of Mental Illness	1,639,054	1,639,054				
2. Prevention	1,931,575	1,931,575				
3. Access and Linkage to Treatment	663,982	663,982				
4. Improving Timely Access to Mental Health Services for Underserved Population	1,794,069	1,794,069				
5. Stigma and Discrimination Reduction	310,189	310,189				
6. Suicide Prevention	401,603	401,603				
PEI Programs - Early Intervention						
1. First Hope	2,719,036	2,719,036				
PEI Administration	389,492	389,492				
PEI Assigned Funds						
Total PEI Program Estimated Expenditures	9,849,000	9,849,000	0	0	0	0

**FY 2020-21 Through FY 2021-22 Three-Year Mental Health Services Act Expenditure Plan
Innovations (INN) Component Worksheet**

	Fiscal Year 2020/21					
	A	B	C	D	E	F
	Total Mental Health Expenditures	INN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
INN Programs						
1. Coaching to Wellness	55,982	55,982				
2. Partners in Aging	139,953	139,953				
3. Overcoming Transportation Barriers	16,500	16,500				
4. CORE	232,882	232,882				
5. CBSST	217,361	217,361				
INN Administration	841,163	841,163				
Total INN Program Estimated Expenditures	1,503,841	1,503,841	0	0	0	0

	Fiscal Year 2021/22					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated INN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
INN Programs						
1. CBSST	400,403	400,403				
2. CORE	1,180,936	1,180,936				
3. Overcoming Transportation Barriers	106,856	106,856				
4. Partners in Aging	133,072	133,072				
INN Administration	364,363	364,363				
Total INN Program Estimated Expenditures	2,185,630	2,185,630	0	0	0	0

	Fiscal Year 2022/23					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated INN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
INN Programs						
1. CBSST	424,788	424,788				
2. CORE	734,181	734,181				
3. Psychiatric Advanced Directives	503,680	503,680				
4. Micro Grants for Community Defined Practices	250,000	250,000				
INN Administration	416,351	416,351				
Total INN Program Estimated Expenditures	2,329,000	2,329,000	0	0	0	0

**FY 2020-21 Through FY 2021-22 Three-Year Mental Health Services Act Expenditure Plan
Workforce, Education and Training (WET) Component Worksheet**

	Fiscal Year 2020/21					
	A	B	C	D	E	F
	Total Mental Health Expenditures	WET Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
WET Programs						
1. Workforce Staffing Support	651,477	651,477				
2. Training and Technical Support	280,190	280,190				
3. Mental Health Career Pathway Program	253,336	253,336				
4. Internship Programs	457,637	457,637				
5. Financial Incentive Programs	0	0				
WET Administration	256,087	256,087				
Total WET Program Estimated Expenditures	1,898,726	1,898,726	0	0	0	0

	Fiscal Year 2021/22					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated WET Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
WET Programs						
1. Workforce Staffing Support	997,644	997,644				
2. Training and Technical Support	343,799	343,799				
3. Mental Health Career Pathway Program	371,258	371,258				
4. Internship Programs	352,350	352,350				
5. Financial Incentive Programs	300,000	300,000				
WET Administration						
Total WET Program Estimated Expenditures	2,365,051	2,365,051	0	0	0	0

	Fiscal Year 2022/23					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated WET Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
WET Programs						
1. Workforce Staffing Support	1,074,854	1,074,854				
2. Training and Technical Support	455,099	455,099				
3. Mental Health Career Pathway Program	375,697	375,697				
4. Internship Programs	737,350	737,350				
5. Financial Incentive Programs	300,000	300,000				
WET Administration						
Total WET Program Estimated Expenditures	2,943,000	2,943,000	0	0	0	0

**FY 2020-21 Through FY 2021-22 Three-Year Mental Health Services Act Expenditure Plan
Capital Facilities/Technological Needs (CFTN) Component Worksheet**

	Fiscal Year 2020/21					
	A	B	C	D	E	F
	Total Mental Health Expenditures	CFTN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
CFTN Programs - Capital Facilities Projects						
1. Capital Facilities Projects	0	0				
CFTN Programs - Technological Needs Projects						
1. Electronic Health Records System - Administrative Support	6,340	6,340				
CFTN Administration						
Total CFTN Program Estimated Expenditures	6,340	6,340	0	0	0	0

	Fiscal Year 2021/22					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated CFTN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
CFTN Programs - Capital Facilities Projects						
1. Capital Facilities Projects	125,000	125,000				
CFTN Programs - Technological Needs Projects						
1. Electronic Health Records System - Administrative Support	125,000	125,000				
CFTN Administration						
Total CFTN Program Estimated Expenditures	250,000	250,000	0	0	0	0

	Fiscal Year 2022/23					
	A	B	C	D	E	F
	Estimated Total Mental Health Expenditures	Estimated CFTN Funding	Estimated Medi-Cal FFP	Estimated 1991 Realignment	Estimated Behavioral Health Subaccount	Estimated Other Funding
CFTN Programs - Capital Facilities Projects 2. Capital Facilities Projects						
CFTN Programs - Technological Needs Projects 2. Electronic Health Records System - Administrative Support						
CFTN Administration						
Total CFTN Program Estimated Expenditures			0	0	0	0

MONTHLY MEETING MINUTES
(Hosts a Public Hearing for the Mental Health Services Act (MHSA) Plan Update FY 2022-2023)
MONTHLY MEETING AND PUBLIC HEARING MINUTES
May 4th, 2022 – DRAFT

Agenda Item / Discussion	Action /Follow-Up
<p>I. Call to Order / Introductions Cmsr. B. Serwin, Mental Health Commission (MHC Chair, called the meeting to order @ 4:33 pm <u>Members Present:</u> Chair, Cmsr. Barbara Serwin, District II Vice-Chair, Cmsr. Laura Griffin, District V Cmsr. Candace Andersen, District II Cmsr. Douglas Dunn District III Cmsr. Kathy Maibaum, District IV Cmsr. Leslie May, District V Cmsr. Alana Russaw, District IV Cmsr. Geri Stern, District I Cmsr. Gina Swirsding, District I Cmsr. Graham Wiseman, District II Cmsr. Yanelit Madriz Zarate, District I <u>Members Absent:</u> Cmsr. Joe Metro, District V Cmsr. Tavane Payne, District IV Cmsr. Rhiannon Shires, District II <u>Other Attendees:</u> Colleen Awad Guita Bahramipour Angela Beck Jennifer Bruggeman Gerthy Loveday Cohen Gigi Crowder Paul Cumming Mercedes Duarte Dr. Stephen Field, Medical Director, Behavioral Health Services Treva Hadden Jan Cobaleda-Kegler Dawn Morrow (Supv. Diane Burgis ofc) Jennifer Quallick (Supv. Candace Andersen’s ofc) Ramapriya Raju Erika Raulston Dr. Suzanne Tavano, Director of Behavioral Health Services</p>	<p>Meeting was held via Zoom platform</p>
<p>I. PUBLIC COMMENT:</p> <ul style="list-style-type: none"> • (Gigi Crowder) <5:40> 	

<p>I.COMMISSIONER COMMENTS</p> <ul style="list-style-type: none"> • (Cmsr. Gina Swirsding) <8:00> • (Cmsr. Graham Wiseman) <10:50> 	
<p>I.CHAIR COMMENTS/ANNOUNCEMENTS:</p> <ul style="list-style-type: none"> • MHC Orientation Module III: Introduction to Behavioral Health Services Part II – Adult and Older Adult Programs and Services and Children and Adolescent Programs and Services • Mandatory site visits • May is Mental Health Awareness Month – Proclamation at the Board of Supervisors meeting chambers on May 17th, 9:00 AM (note new address: 1025 Escobar Street, Martinez) • Welcome newest Commissioner: Tavane Payne, District IV • . 	
<p>I.APPROVE April 6th, 2022 Meeting Minutes</p> <ul style="list-style-type: none"> • April 6th, 2022 Minutes reviewed. Motion: G. Wiseman moved to approve the minutes as written. Seconded by C. Andersen. <p>Vote: 11-0-0</p> <p>Ayes: B. Serwin (Chair), L. Griffin (Vice-Chair), C. Andersen, D. Dunn, K. Maibaum, L. May, A. Russaw, G. Stern, G. Swirsding, G. Wiseman, Y. Zarate</p> <p>Abstain: None</p>	<p>Agenda and minutes can be found: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>I.VOTE on Mental Health Commission (MHC) Conduct Guidelines, Commissioner Barbara Serwin <18:00></p> <ul style="list-style-type: none"> • . • . <p><u>Sources:</u></p> <ul style="list-style-type: none"> • Contra Costa County Advisory Body Handbook, 2021 <p>Questions and Comments</p> <ul style="list-style-type: none"> • (Cmsr. May) <21:00> • (Cmsr. Andersen) . <28:30> • (Cmsr. May) • (Cmsr. Swirsding) <32.50> • (Cmsr. Wiseman) <35:50> 	<p>Documentation regarding this agenda item were shared to the Mental Health Commission and included as handouts in the meeting packet and is available on the MHC website under meeting agenda and minutes: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>

<ul style="list-style-type: none"> • (Cmsr. Andersen) <37:00> • (Cmsr. Maibaum) <42:42> • (Cmsr. May) <43:00> • (Cmsr. Andersen) <45:00> • Cmsr. Maibaum) <46:40> <p>(RESPONSE: Cmsr. Serwin) (Cmsr. Andersen)</p> <ul style="list-style-type: none"> • (Cmsr. Zarate) <48:30> • (Cmsr. Wiseman) <51:00> • (Cmsr. Stern) <54:45> • (Cmsr. Wiseman) <56:00> • (Cmsr. May) <57:00> • (Cmsr. Griffin) <59:00> • (Cmsr. Andersen) <1:01:00> <p>Vote to Approve the Mental Health Commission Conduct Guidelines, with corrections as noted:</p> <ul style="list-style-type: none"> • Motion: L. Griffin moved to approve the MHC Conduct Guidelines. Seconded by C. Andersen. <p>Vote: 10-0-1</p> <p>Ayes: B. Serwin (Chair), L. Griffin (Vice-Chair), C. Andersen, D. Dunn, K. Maibaum, L. May, A. Russaw, G. Stern, G. Wiseman, Y. Zarate</p> <p>Abstain: G. Swirsding</p>	
<p>I.UPDATE on April 18th Behavioral Health Care Infrastructure Projects (BHCIP) stakeholder meeting, Commissioner Laura Griffin</p> <p>Questions and Comments</p> <ul style="list-style-type: none"> • (Dr. Tavano). • (Cmsr. Serwin) • (Edgar Martinez). • (Tavane Payne) 	<p>Documentation regarding this agenda item were shared to the Mental Health Commission and included as handouts in the meeting packet and is available on the MHC website under meeting agenda and minutes: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>
<p>I.Adjourned the Mental Health Commission Meeting at 5:48 pm</p>	

PUBLIC HEARING
Mental Health Services Act (MHSA) Plan Update FY 2022-2023)
May 4th, 2022 – Draft

Agenda Item / Discussion	Action /Follow-Up
<p>I. Opening Comments by the Chair of the Mental Health Commission</p> <p>Cmsr. B. Serwin, Mental Health Commission (MHC Vice-Chair, called the Public Hearing to order @ 5:49 pm</p> <p>First, I would like to go over the process for this public hearing. We will first hear an overview of the MSHA Plan Update for 2022-23. Second, we will then listen to public comments. Third, we will hear commissioner comments. Lastly, MHSA-Staff will create a list of the comments and recommendations put forth by the public and commissioners to Behavioral Health Services (BHS) and the Board of Supervisors (BoS). This will list will be based on the notes taken throughout the comment portions of this meeting. Does everyone understand the process we will go through? Is there anyone who does not? Now I would like to introduce Jennifer Bruggeman, the Program Manager of the MHSA for the county. Ms. Bruggeman has shepherded the MHSA plan through it’s process for the past three years and has been a key staff member of the MHSA team for multiple years prior to that. I would like to recognize her outstanding work and her dedication to serving the people with mental health illnesses in our county.</p>	<p>Meeting was held via Zoom platform</p>
<p>I. 2022-2023 Mental Health Services Act (MHSA) Plan Updated by Jennifer Bruggeman, LMFT, Program Manager, Mental Health Services Act (MHSA), Contra Costa County Behavioral Health Services</p> <p>MHSA 3-year Plan 2022-2023 Annual Update Overview: I’d like to thank the entire MHC and all the members for hosting us with the public hearing every year. We truly appreciate your time and input. In addition to what Commissioner Serwin said about the public comment and the commissioner comment, we do summarize all and incorporate it into the plan itself and become a public document. Your comments are very important to us. <shares screen MHSA 2022-23 Plan Update Overview>.</p>	<p>The Plan Update Overview was presented as a PowerPoint presentation to the Public Discussion forum. The Presentation and full plan update was also included as handouts in the meeting packet and is available on the MHC website under meeting agenda and minutes: https://cchealth.org/mentalhealth/mhc/agendas-minutes.php</p>

Proposed 2022-23 Plan MHSA Plan Update Highlights.

- Reintegrate stakeholder driven items from the original 2020-2023 pre-covid budget
- Incorporate increases for:
 - Housing and Supportive Services
 - Support workforce training and growth through Intern Stipend Program targeting cultural and linguistic needs.
 - Career Ladder Positions for Peers
 - Innovation Projects – Psychiatric Advanced Directives (PADs), Micro-Grants for community defined practices (in planning phase)
- Increased Budget from \$54M to \$63M

Annual Community Program Planning Process

- Host approximately 60 stakeholder meetings per year
- Re-launched Consolidated Planning Advisory Workgroup (CPAW) Orientations
- Two large events:
 - Youth Suicide Prevention - 231 registered
 - Innovation Projects – 154 registered
- Community presentations, including to SPIRIT class (annually)
- Survey Monkey – 230 responses
- Top priorities identified by community:
 - More availability of treatment services and better access to care
 - Housing and Homelessness
 - Care for specific cultural groups/ populations
- Proposed FY 22-23 MHSA Budget
 - Community Services and Supports (CSS) \$47.8M

- Prevention and Early Intervention (PEI)
\$10.5M
- Innovation (INN)
\$1.9M
- Workforce Education and Training (WET) \$2.9M
- Capital Facilities / Technology (CF / TN) --
- **Total \$63.2M**

Housing:

- Enhancements to Housing Continuum
- Maximize No Place Like Home participation to increase inventory of permanent supportive housing units.
 - Round 1 – 10 units at Veteran’s Square
 - Round 2 – 13 units at Galindo Terrace
 - Round 3 – 8 units at Ygnacio Valley Road
 - Round 4 – 2 competitive applications submitted. If awarded, will result in 21 units in Walnut Creek and 8 in Richmond
- Maximize grant opportunities
 - Behavioral Health Infrastructure Program (BHCIP)
 - Needs Assessment & Planning
- Behavioral Health Housing Services Coordination Team – expansion
- Expansion of enhanced board and care contracts
 - A&A Healthcare
 - Expand Psynergy and Everwell contracts

Peer Support:

- Career Ladder - add Community Support Worker (CSW) and Mental Health Specialist (MHS) positions to clinics
- SB 803 – Peer Certification – underway

- Peer Respite Center – TBD, planned as part of the Miles Hall Crisis Hub (funded by Measure X)

Workforce Education and Training (WET):

- Intern Stipend Program – Addressing bilingual/bicultural needs
- Workforce retention and recruitment – expansion of loan repayment program to include additional positions
- Expansion of Training Opportunities

Innovation:

- Community Program Planning Process for PADs
 - Presentations and discussions
 - 8 stakeholder meetings Nov – April 2022
 - Community Survey
- Innovation Community Forum 3/4/22
- Support for two emerging local projects
 - Psychiatric Advanced Directives (PADs)
 - Micro-grants to CBO's for Community Defined Practices (in planning phase)

Looking Ahead:

- Beginning in late fall 2022, begin Community Program Planning Process for 2023-26 Three Year Plan
- Updates to Needs Assessment
- [2019-Needs-Assessment-Report.pdf](#) (cchealth.org)
- Resume MHSa Program and Fiscal Reviews
- Changes to the BHS landscape will include: Peer Certification, California Advancing and Innovating Medi-Cal (CalAIM) implementation, Ongoing Development of Miles Hall Community Crisis Center, Construction of Youth Crisis Stabilization Unit (CSU)

Questions and Comments

Email: MHSa@cchealth.org

<p>Call: 925-313-9525 View 22-23 Plan Update Draft & Provide a Public Comment at: https://cchealth.org/mentalhealth/mhsa</p> <p>Jennifer Bruggeman, LMFT, Program Manager Jennifer.Bruggeman@cchealth.org MHSA@cchealth.org</p>	
<p>I.PUBLIC COMMENT: None</p>	
<p>I.COMMISSIONER COMMENT: (Dr. Tavano) I just want to thank everyone. Many people have been involved, by way of CPAW and forums, etc. Thank you all for your participation in those and for supporting this plan going forward. One thing, I would mention is the Oversight Accountability Commission (OAC) is publishing financial information about the MSHA. We will be able to discuss that at another time. What I want to mention now is a word of caution, because if you all recall when we were just entering the very steep part of COVID, we were given projections regarding what future funding would be under the MSHA and we were going with those projections. The other was a year where they delayed payments and we received them the following year. We will have talking points about that, but this report doesn't fully represent the situation of how the counties are now catching up. First we were given underestimates and then we have these delayed payments. I just wanted to add that and we can discuss that at another time. Not directly related to our three-year plan but our update that Jennifer hit on regarding CalAIM. If the commission is interested (not something we can address in 10-15 minutes), we could go through CalAIM. It involves very large system redesign that is underway now. I think it would be of interest to all of you. So, if you would like to carve out some</p>	

<p>time (around 45 minutes) that we could speak to it a little more fully. Measure X A³ proposals, we are so happy to have Congressman DeSaulnier with us this week. We all met at the Oak Grove site. There is not a lot to see now, but if anyone has received your COVID vaccinations there, you know what is going on. It is operating as a COVID vaccination site, but that is the location that will be completely revamped and the home of the call-center with all of its technology, headquarters for mobile crisis and also the urgent care center with a design that will accommodate both children and their families and adults, as well as a sobering area and hopefully the peer respite. So, there is a lot going on right now.</p> <p>Everything is interwoven and I don't want to take away from this discussion of the plan update, but these are all very interrelated pieces. Thank you all so much.</p>	
<p>I.DEVELOP a list of Comments and Recommendations to the County Mental Health Administration and to the Board of Supervisor</p>	<p>This agenda item not addressed for Plan updates, only full 3-year plan.</p>
<p>I.Adjourned Public Meeting at 6:17 pm</p>	

As per Section 5848 of the California Welfare and Institutions Code, the County shall summarize and analyze any substantive relevant written recommendations for revisions by the public and/or the Mental Health Commission to the Mental Health Services Act (MHSA) Three Year Program and Expenditure Plan.

30 Day Public Comment Period

No written public comments were received.

Public Hearing

The following comments were provided by participants in the public hearing:

- None

Mental Health Commission Comments

Upon completion of the Public Comment period MHC members provided individual comments. A summary of commissioner comments and BHS Administration responses are as follows:

- None

Mental Health Commission Recommendations

The Mental Health Commission thanked all those present today for their participation in the Public Hearing of the MHSAs Three Year Program and Expenditure Plan Annual Update for 2022-23. This hearing fulfills the Commission's duties under the MHSAs requirements. The Commission had no recommendations for consideration.

**MULTI-COUNTY COLLABRATIVE
Mental Health Services Act**



Innovation Work Plan: In progress

Additional Mental Health Plan/County: Contra Costa and Tri-City

Project Title: Multi-County Psychiatric Advance Directives (PADs) Innovation Project Duration of the Project: Current through June 30, 2025



INTRODUCTION

In 2006, the Center for Medicare and Medicaid Services (CMS) made it clear that a Psychiatric Advance Directive (PAD) should be a part of psychiatric care. Approximately twenty-seven states have enacted laws and policies recognizing PADs since the 1990s. However, PADs are often written with a focus on physical health, with little to no room for psychiatric health, plans, arrangements, or instructions to assist in the event of a mental health crisis. Also, the length and number of different PADs templates make it confusing for the individual filling out the PAD and the health care and law enforcement (LE) charged to comply with them. With such confusion, how can LE or hospitals know whether a PAD is valid or not?

As stated on the website of the National Resource Center on Psychiatric Advanced Directives (NRC),

“Psychiatric advance directives are relatively new legal instruments that may be used to document a competent person's specific instructions or preferences regarding future mental health treatment. Psychiatric advance directives are used to plan for the possibility that someone may lose the capacity to give or withhold informed consent to treatment during acute episodes of psychiatric illness.” (National Resource Center on Psychiatric Advance Directives, n.d.), The website further explains that California does not currently have a specific legal statute encouraging or recognizing PADs, thus leading to the underutilization of PADs in the state.

Californians living with mental illness continue to face high rates of recidivism, inpatient non-voluntary hospitalization, homelessness, and incarceration. These problems persist despite the state’s efforts to avoid or reduce 5150 involuntary hospitalizations and incarceration. For example, California has deployed teams to conduct outreach to homeless individuals to engage them in services. Unfortunately, these and other efforts have not led to meaningful reductions in hospitalization and incarceration, or improved treatment outcomes.

June 2021 turned the corner here in California when five counties, with Mental Health Services Act

(MHSA) funding banded together to move PADs to the forefront of conversation within California. Additional counties will be joining the project this year. The Multi-County PADs project seeks to make PADs accessible to our mental health consumers, as well as LE and hospitals both Emergency Department (ED) and Inpatient Psychiatric Unit (IPU). A significant aspect of the project is the creation of a cloud-based technology platform. The platform will operate in real-time, allowing consumers to create, access, store and share their PAD with their appointed advocate, loved ones and providers. It will also create a shared system for healthcare providers and first responders across the state, giving them immediate access to a consumer's PAD during crisis and facilitating care coordination across agencies. A dynamic technology platform with a single point of access and real-time capabilities does not currently exist and is the key innovative component of the multi-county effort.

Aspects for the success of PADs in California are that of: Education and training our PCPs, EDs, LE and IPU on what is a PAD, and how to refer an individual to create a PAD; Accessibility to create a PAD in multiple threshold languages; Voice of the consumer, to create their PAD, what works best for them in a crisis and full autonomy for their decisions ahead of time; Technology to quickly and seamlessly create, store, access and share PADs in real-time ; Acceptance and enforceability to upload a PAD with a legal electronic signature and the requirement of PCPs, EDs, IPU and LE to ask the individual in crisis if they have a PAD, and in turn, seek the information on the cloud-based technology platform; Longevity of the cloud-based platform, to have funding for the ongoing licensing fee to keep PADs operable year after year; and finally, Protection for the individual, knowing their voice will be heard in the time of crisis, their appointed advocate will mirror that voice and a PAD will never be used to force or coerce treatment.

Primary Purpose:

“Increases the quality of mental health services, including measured outcomes.”

Using PADs, current clients and non-engaged consumers will gain autonomy in decision-making toward their mental health care supports and services. This county-wide project will provide the groundwork for community collaboration, creating PADs Teams, a standardized PADs County "tool-kit," and evaluate the process and success in engaging clients and non-engaged consumers.

PADs are a form of Supportive Decision-Making (SDM), a decision-making methodology where people work with friends, family members, and professionals who help them understand the situations and choices they face so they may make their own informed decisions and direct their lives. The process of developing a PAD, with support from, among others, county mental health professionals, can help people clarify their preferences for treatment so that they will receive appropriate support and care, especially during mental health crises. When handled skillfully, a PAD is a powerful tool to increase a person's quality of care within the mental health and justice-involved settings.

This proposed project will meet several unmet needs across the state:

1. Provide standardized training to increase understanding of the existence and benefits of PADs by communities and stakeholders.
2. Develop and implement a standardized PAD template, ensuring that individuals have autonomy
3. and are the leading “voice” in their care, especially during a mental health crisis.
4. Utilize peers to facilitate creation of PADs so that shared lived experience and understanding will lead to more open dialogue, trust, and improved outcomes.
5. Develop and implement a standardized training "tool-kit" to enable PAD education, policy, and practice fidelity from county to county.

6. Align mental health PADs with medical Advance Directives, with a focus on treating the “whole person” throughout the life course.
7. Utilize a technology platform for easy access to training, materials, creation, storage, and review of PADs.
8. Create a fully functioning cloud-based PADs Technology Platform, for ease of use by consumers, LE, or hospitals {Emergency Departments (ED) and Inpatient Units (IPU)}, for in-the-moment use.
9. Use legislative and policy advocacy, with consumer voices in the lead, to create a legal structure to recognize and enforce PADs, so that consumer choice and self-determination are recognized and respected throughout California.
10. Evaluate (a) the effectiveness of this project; (b) the ease of use and recognition of PADs; (c) the impact of PADs on the quality of mental health supports and services; and (d) most importantly, the impact of PADs on the quality of life of consumers.

PROPOSED PROJECT

The proposed Innovations Project seeks to expand on Fresno’s previously approved PADs project by 1. Engage the community, consumers, peers, families, consumer advocacy groups, LE, ED’s, IPU, Proposed Project:

The proposed Innovations Project seeks to expand on Fresno’s previously approved PADs project by:

1. Engage the community, consumers, peers, families, consumer advocacy groups, LE, ED’s, IPU, and the judicial system.
 - a. Provide training and ongoing informational webinars and/or in-person discussions on:
 - I. What is a PAD?
 - II. Why are PADs essential for consumer choice, self-determination, physical and mental health, and improved treatment outcomes?
 - b. Enable consumer participation through workgroups, focus groups, and surveys.
 - c. Ensure that consumers are the leading voice in creating the standardized PADs template in California.
 - d. Lead discussions on access and consent to treatment through PADs.
 - e. Engage consumers in discussion on legislation, policy, and advocacy on PADs.
 - f. Work with people from diverse ethnic and cultural backgrounds to ensure cultural competency.
2. Develop Community-wide standardized training for understanding, accessing, recognizing, and implementing PADs within the Mental Health Plan, crisis centers, hospitals (ED, IPU), LE, homeless services, and transitional-aged youth (TAY) services.
 - a. Create a library or “tool-kit” of resources.
 - b. Create standardized videos and training material.
3. Create a standardized PAD template.
 - a. Submit to the NRC for inclusion in the California section of the website.
 - b. Create a step-by-step training guide/video for development and implementation of PADs.
4. Training of Trainers
 - a. Identify Peer trainers
 - b. Identify PAD Teams
 - c. Train PADs Teams
 - d. Train community providers
 - e. Train clinicians
 - f. Create a standard video module to be added to the technology platform for future use by additional counties.

5. Draft and advocate for legislation enabling PAD use accessibility, adherence, and sustainability.
6. Create a statewide PADs Technology Platform.
 - a. Ensure medical and mental health parity.
 - b. Identify access points for LE, hospitals (ED, IPU), and crisis teams.
 - c. Utilize consumers and consumer advocacy groups for PADs facilitation, access, and consent discussion.
 - d. House training videos and templates for ease of statewide use and accessibility.
 - e. Ensure Platform ease of use during a crisis encounter by LE, hospitals (ED, IPU), and crisis response teams.
7. Evaluate the impact of PADs with process and impact data and outcomes.
 - a. Hold focus groups.
 - I. Was training effective?
 - II. Understanding PADs
 - III. Consumer use of PADs
 - b. Surveys
 - c. Evaluate county-specific priority pilot populations.
 - d. Evaluate impact on access to and quality of mental health services and supports
 - e. Evaluate impact on consumer quality of life.

PROJECT STATUS

On June 24, 2021, the Mental Health Services Oversight and Accountability Commission (MHSOAC) approved the Multi-County PADs Innovations Project. Beginning July 1, 2021, the five participating counties identified a fiscal intermediary and created a standard agreement for all counties to operationalize. The process to create this extensive multi-county agreement was overseen by these counties working in collaboration with their county counsel, and in coordination with Syracuse University (SU), the fiscal intermediary. This was no easy task; each county was able to weigh in on a document to be accepted by all participating counties and be available for any future participating Mental Health Plan (MHP)/County. Since the participating counties have taken on the initially financial burden with all contractors, as new MHPs join, additional needs were identified to enhance the goals of the project.

One such item is that of transparent communication. As a multi-County project, it would be up to each individual county to report on the progress of the project. It has been identified a website to present up-to-date project activities, reports, fiscal accountability, and ongoing county stakeholder input opportunities, would be most beneficial for the project.

Another item is to increase funding for a “peer voice” contract to \$400,000. Currently, Mariposa County has established \$60,000 in funding towards the statewide peer voice contract. Some of the participating counties do not have active peer stakeholder groups and would need a more hands-on role for the peer contractor. The idea of having peers trained to facilitate PADs, participate in legislation conversations, assist in creating and training new local PAD teams, increase local peer participation, and be the statewide voice of peers for the project, led to the desire to pay peers a living wage and sustain the project through its entirety. This contract would be released to begin fiscal year 2022/23.

BUDGET NARRATIVE

In addition to the expanded peer voices contract, all budget narrative activities remain in place as per the MHSOAC approved Innovations project, dated June 24, 2021. Contractors expanded their scope to accommodate new participating MHP involvement. Contractor(s) with additional duties are as follows: Idea Engineering BUDGET ADDENDUM FEB. 17, 2022:

1. PADs Identification Materials for Consumers – Additional creative development and materials

- o Strategic consultation and creative direction
- o Graphic design, copywriting and editing, Spanish translation, art production, production coordination
- o Non-recurring costs: Printing & production of PADs communications materials
- 2. Technical Support: Increase to provide support to additional counties
 - o Strategic consultation and creative direction
 - o Graphic design, copywriting and editing, Spanish translation, art production, production coordination
- 3. Website
 - o Development & Support:
 - Strategic consultation and creative direction
 - Graphic design, copywriting and editing, art production, production coordination, programming
 - o Hosting & technical maintenance
 - o UserWay plug-in licensing

NEW MHP/COUNTY PARTICIPATION

Two MHPs have voiced their desire to participate in the MHSOAC approved Multi-County PADs Innovations Project, Tri-city a medium MHP and Contra Costa a large county MHP. These MHPs will begin activities July 1, 2022. Budget expenses are determined by county size and MHP/County chosen staffing and administrative costs.

Each participating county will create a county specific description of local need, local community planning process with timeline and budget, including budget narrative.

APPENDIX: CONTRA COSTA COUNTY

County Contact and Specific Dates

Primary County Contact: Jennifer Bruggeman, MHA Program Manager

Jennifer.bruggeman@cchealth.org

925-313-9579

Date Proposal posted for 30-day Public Review: 4/1/22 to 5/1/22

Date of Local MH Board hearing: 5/4/22

Date of BOS approval or calendared date to appear before BOS: 6/21/22

DESCRIPTION OF THE LOCAL NEED

Contra Costa Behavioral Health Services (CCBHS), in partnership with consumers, families and community-based agencies, provides welcoming mental health and substance use services that promote wellness, recovery and resiliency while respecting the complexity and diversity of the people served.

In recent years, CCBHS has expanded its mobile crisis response efforts, with teams serving both youth and adults countywide. Through a lengthy community planning process, a comprehensive crisis center, known as the Miles Hall Community Crisis Hub, is currently underway. This effort is based on the philosophy that appropriate crisis care should be available to Anyone – Anyplace – Anytime (A3). A coordinated Psychiatric Advanced Directive (PAD) process will complement this effort and assist law enforcement and mobile crisis teams in responding to community members experiencing a mental health crisis. Having an accessible PAD in place can minimize the harm and trauma often associated with involuntary detainment during a psychiatric crisis. We believe this will empower individuals living with mental illness by promoting self-determination, as well as providing valuable information to providers and first responders.

Currently, local use of PADs is not widespread, as there is limited collective understanding around access and utilization, and no centralized document storage system. In partnership, CCBHS' Office for Consumer Empowerment (OCE), staffed by individuals with lived experience (peers) and the Consolidated Planning and Advisory Workgroup (local MHA advisory body known as CPAW) have helped identify the coordinated use of PADs as a priority in Contra Costa. Our hope is that this project will increase community knowledge and understanding of PADs, identify a peer supported universal template, and implement a technology platform for easy access to training materials, as well as creation, storage, and review of PADs. We look forward to working closely with the Office for Consumer Empowerment and local crisis response teams to implement PADs.

Description of the Response to the Local Need We believe the project will:

- Promote individual choice during a crisis; actively engage consumers in their treatment and recovery
- Reduce recidivism and rates of re-hospitalization and incarceration
- Provide opportunities for community collaboration and involvement of peers as stakeholders and trusted messengers
- Offer local providers and first responders additional tools to mitigate the trauma that can result from involuntary detainment

DESCRIPTION OF THE LOCAL COMMUNITY PLANNING PROCESS

The concept of PADs was brought forth by the community, who initially expressed interest in the topic in the fall of 2021. The local Community Planning Process included discussion of PADs at approximately seven public meetings that took place between December 2021- April 2022. Information on PADs was presented to the Consolidated Planning and Advisory Workgroup (local MHA steering group), several of its sub-committees, and

the Mental Health Commission (advisory board). Tools such as polls and public comment cards were offered to gauge community support.

A public community forum focused on Innovation projects (including PADs) was held on March 4, 2022. Approximately 154 community members registered for the virtual event. An overview of MHSA, Innovations, and PADs was provided. Opportunities for small group discussion break out groups were offered. Analysis of the various types of input gathered over the past four months demonstrates strong community support for PADs, which aligns with MHSA values of promoting wellness and resiliency and being community driven.

Additionally, in a recent survey offered to over 800 community members, Crisis-Related Services were identified as one of the top 5 priority issues. If approved, PADs will complement the continuum of Crisis-Related Care in Contra Costa County, which continues to expand. PADs will serve additional priority populations recently identified by the community including justice-involved individuals, and the unhoused.

Budget Narrative for County Specific Needs:

Total proposed budget for this three-year Innovation project is \$1,500,058. A detailed breakdown of the budget by fiscal year is provided in the grid below. Budget sheets were taken from Innovations Template.

Expenditures are categorized and described in detail below:

CONTRA COSTA DIRECT PERSONNEL COSTS

The total estimated cost for CCBHS personnel includes salaries + benefits and assumes a 4% annual increase.

MHSA Program Supervisor (.2 FTE)

Oversee internal stakeholder process, including facilitating related Innovation Sub-Committee meetings and reporting to community stakeholders. Reporting, data analysis.

MHSA Program Manager (.1 FTE)

Responsible for administrative oversight, such as monitoring expenditures, attending collaborative meetings, liaison to contractors.

MHSA Clerical Support (.1 FTE)

Clerical assistance as needed, including printing materials, notifying the public of meetings and training events.

Office for Consumer Empowerment (OCE) Community Support Worker II (.1FTE) Provide support around stakeholder engagement with peers and PADs training.

CONTRACTOR COSTS

Direct Costs

- Contractors include: Project Manager/County TA Lead, PAD Trainer, Evaluator, Idea Engineering (software), Peer Voice contract (TBD), PADs stakeholder engagement

Indirect Costs

- Includes administrative costs estimated at 15%
- Contractor travel, misc. expenses

BUDGET BY FISCAL YEAR AND SPECIFIC BUDGET CATEGORY*				
EXPENDITURES				
PERSONNEL COSTS (salaries, wages, benefits)	FY 22/23	FY 23/24	FY 24/25	TOTAL
1. Salaries – County staff	89,218	92,184	95,270	\$276,672
2. Direct Costs				
3. Indirect Costs - travel	750	750	750	\$2,250
4. Total Personnel Costs				\$278,922
OPERATING COSTS* -- N/A				
5. Direct Costs				
6. Indirect Costs				
7. Total Operating Costs				\$0
NON-RECURRING COSTS (equipment, technology) – N/A				
8. Tablets, other equipment, and technology	\$10,000			
9.				
10. Total non- recurring costs				\$10,000
CONSULTANT COSTS / CONTRACTS				

11. Direct Costs-TA, coordination, training, facilitation, fiscal intermediary, evaluation	400,534	400,534	400,534	\$1,201,602
12. Indirect Costs – evaluation, travel, misc.	3,178	3,178	3,178	\$9,534
13. Total Consultant Costs	403,712	403,712	403,712	\$1,211,136
OTHER EXPENDITURES (please explain in budget narrative) – N/A				
14.				
15.				
16. Total Other Expenditures				\$0
BUDGET TOTALS				
Personnel (total of line 1)	89,218	92,184	95,270	\$276,672
Direct Costs (add lines 2, 5, and 11 from above)	400,534	400,534	400,534	\$1,201,602
Indirect Costs (add lines 3, 6, and 12 from above)	3,928	3,928	3,928	\$11,784
Non-recurring costs (total of line 10)	10,000			\$10,000

Other Expenditures (total of line 16)				
TOTAL INNOVATION BUDGET	503,680	496,646	499,732	\$1,500,058

Use of Reversion Funds: This Innovation project will first utilize any unexpended Innovation funds from prior years that may be subject to reversion.

Total Budget Context–Expenditures by Funding Source and Fiscal Year (FY)

BUDGET CONTEXT – EXPENDITURES BY FUNDING SOURCE AND FISCAL YEAR (FY)				
ADMINISTRATION:				
A. Estimated total mental health expenditures for administration for the entire duration of this INN Project by FY & the following funding sources:	FY 22/23	FY 23/24	FY 24/25	TOTAL
1. Innovative MHSF Funds	503,680	496,646	499,732	\$1,500,058
2. Federal Financial Participation				
3. 1991 Realignment				
4. Behavioral Health Subaccount				
5. Other funding				
6. Total Proposed Administration				
EVALUATION:				
B. Estimated total mental health expenditures for EVALUATION for the entire duration of this INN Project by FY & the following funding sources:				
1. Innovative MHSF Funds				
2. Federal Financial Participation				
3. 1991 Realignment				
4. Behavioral Health Subaccount				

5. Other funding				
6. Total Proposed Evaluation				
TOTALS				
C. Estimated TOTAL mental health expenditures (this sum to total funding requested) for the entire duration of this INN Project by FY & the following funding sources:				
1. Innovative MHSAs Funds*	503,680	496,646	499,732	\$1,500,058
2. Federal Financial Participation				
3. 1991 Realignment				
4. Behavioral Health Subaccount				
5. Other funding**				
6. Total Proposed Expenditures	503,680	496,646	499,732	\$1,500,058

* INN MHSAs funds reflected in total of line C1 should equal the INN amount County is requesting.

** If "other funding" is included, please explain within budget narrative.

Mental Health Services

- Crisis Services
- Problem Resolution Process
- Mental Health Services Act (MHSA)**
- Wellness & Education
- Workforce Education & Training
- Laura's Law
- CoCo LEAD Plus
- Presumptive Transfer
- Links
- Newsletter
- Internship Program
- Training Opportunities
- Provider Services
- Network Provider Resources
- Clinical Documentation Forms
- Suicide Prevention Committee
- Mental Health Commission

Related Links

- Information Blocking
- Quality Improvement & Quality Assurance (QI/QA)
- Outcome Measures
- Consolidated Planning Advisory Workgroup (CPAW)
- Behavioral Health Services
- Alcohol & Other Drugs

Popular Pages

- COVID-19 Vaccine Info
- Community Resources Directory
- MyChart - Patient Website
- Coronavirus (COVID-19)

HOME - BEHAVIORAL HEALTH - MENTAL HEALTH - MENTAL HEALTH SERVICES ACT (MHSA) IN CONTRA COSTA COUNTY

Mental Health Services Act (MHSA) in Contra Costa County

Contra Costa County Behavioral Health Services (CCBHS) Mental Health Services Act (MHSA) Three Year Program and Expenditure Plan integrates the components of Community Services and Supports, Prevention and Early Intervention, Innovation, Workforce Education and Training, and Capital Facilities/Information Technology.

This Plan describes county operated and contract programs that are funded by MHSA, what they will do, and how much money will be set aside to fund these programs. Also, the plan will describe what will be done to evaluate their effectiveness and ensure they meet the intent and requirements of the Mental Health Services Act.

California approved Proposition 63 in November, 2004, and the Mental Health Services Act became law. The Act provides significant additional funding to the existing public mental health system, and combines prevention services with a full range of integrated services to treat the whole person. With the goal of wellness, recovery and selfsufficiency, the intent of the law is to reach out and include those most in need and those who have been traditionally underserved. Services are to be consumer driven, family focused, based in the community, culturally and linguistically competent, and integrated with other appropriate health and social services. Funding is to be provided at sufficient levels to ensure that counties can provide each child, transition age youth, adult and senior with the necessary mental health services, medications and support set forth in their treatment plan. Finally, the Act requires this Three Year Plan be developed with the active participation of local stakeholders in a community program planning process.

Attached is a [form](#) and [instructions](#) should an individual wish to request a review of any issues related to:

- The MHSA Community Program Planning Process.
- Consistency between approved MHSA plans and program implementation.
- The provision of MHSA funded mental health services.

LATEST INFORMATION

PUBLIC NOTICE: The MHSA Annual Plan Update FY 22-23 is posted for public comment and review period from April 4, 2022 – May 4, 2022. The public is invited to review this draft proposal and provide feedback or comments by using the attached Public Comment Card [English](#) | [Spanish](#) or contacting the MHSA office at 925-313-9525 or emailing MHSA@cchealth.org. **The Hearing on the Plan Update** will be via Zoom on May 4, 2022 during the Mental Health Commission meeting. The Agenda and Zoom link/Call Info will be posted four days before the hearing at: [Click Here](#)

- [22-23 MHSA Plan Overview Draft](#)

PUBLIC NOTICE: Contra Costa Behavioral Health Services' Innovation Project Proposal: Multi-County Psychiatric Advanced Directives (PADs) is posted for a 30-day public comment and review period from April 4, 2022 – May 4, 2022. This three-year project is the product of four months of public community meetings, which culminated in an Innovation Community Forum and MHSA Planning Survey. Psychiatric Advanced Directives (PADs) are a tool that can be used in the event of a mental health crisis to promote autonomy and supported decision-making. The public is invited to review this draft proposal and provide feedback or comments by using the attached Public Comment Card [English](#) | [Spanish](#) or contacting the MHSA office at 925-313-9525 or emailing MHSA@cchealth.org. **The Public Hearing** will be via Zoom on May 4, 2022 during the Mental Health Commission meeting. The Agenda and Zoom link/Call Info will be posted four days before the hearing at: [Click Here](#)

- [Contra Costa PADs Appendix](#)
- [PADs Innovation Project Original Proposal](#)

MHSA Innovation Community Forum (March 4, 2022):

- [Video](#)
- [Media Advisory](#)
- [Agenda](#)
- [Flyer](#) | [Spanish](#) | [Chinese-Simplified](#) | [Chinese-Traditional](#)

Virtual Suicide Prevention Community Forum:

- [Video](#) | [Audio](#)
- [Suicide Prevention Report 2021](#)

LINKS & RESOURCES

- [MHPA 21-22 Annual Plan Update](#)
- [21-22 MHPA Plan Overview | Spanish](#)
- [2020-2023 MHPA Three Year Program and Expenditure Plan](#)
- [MHPA Three Year Plan \(20-23\) Summary | Spanish](#)
- [Hope & Wellness Community Forum](#)
- [2020 MHPA Virtual Supports](#)
- [2019 Needs Assessment Report](#)
- Find Mental Health Services in [West County](#), [East County](#) and [Central County](#)
- [Consolidated Planning Advisory Workgroup \(CPAW\)](#)
- [County Behavioral Health Director's Association of California, Mental Health Services Act](#)
- [ARCHIVE »](#)

Community Services & Supports	Prevention & Early Intervention	Innovation
Workforce Education & Training	Capital Facilities/Information Technology	

Community Services and Supports

Community Services and Supports is the component of the Three-Year Program and Expenditure Plan that refers to service delivery systems for mental health services and supports for children and youth, transition age youth (ages 16-25), adults, and older adults (over 60). Contra Costa County Mental Health utilizes MHPA funding for the categories of Full Service Partnerships and General System Development.

First approved in 2006 with an initial State appropriation of \$7.1 million Contra Costa's budget has grown incrementally to \$31.5 million annually in commitments to programs and services under this component. The construction and direction of how and where to provide funding began with an extensive and comprehensive community program planning process whereby stakeholders were provided training in the intent and requirements of the Mental Health Services Act, actively participated in various venues to identify and prioritize community mental health needs, and developed strategies by which service delivery could grow with increasing MHPA revenues.

For more information:

Mental Health Services Act
Contra Costa Mental Health Administration
1340 Arnold Drive, Suite 200
Martinez, CA 94553 [[Map & Directions](#)]
MHPA@cchealth.org



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: AUTHORIZE Contra Costa County's enrollment in PG&E's Demand Response Auction Mechanism (DRAM) program, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an agreement with Voltus, Inc., for enrollment in Pacific Gas and Electric Company's (PG&E's) Demand Response Auction Mechanism Program effective June 21, 2022 through June 22, 2027, Countywide.

FISCAL IMPACT:

There is no cost to enroll in the program. Participation in the program provides the County with cost savings and potential incentive revenue. Revenue will be allocated to the occupants of the buildings with reduced energy usage.

BACKGROUND:

On July 10, 2018, the Board of Supervisors adopted a Distributed Energy Resources (DER) Plan for County operations, noting that implementation of DERs in County facilities is the most expedient, efficient and effective way to meet the statutory renewable energy goals and the carbon reduction requirements of SB350 (Clean Energy & Pollution Reduction Act) and the objectives of the County's Climate Action. A key part of the DER Plan involves strategic demand management of electricity usage. PG&E offers a program that provides financial incentives to customers that reduce electricity load during peak periods.

Public Works recommends the County participate in this program, which is implemented by Voltus on behalf of PG&E and funded by the California Public Utilities Commission (CPUC). Potential revenue from program participation could exceed \$50,000 per year while simultaneously reducing Greenhouse Gas (GHG) emissions. The Sustainability Committee recommended participation in this program at their May 23, 2022 meeting.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jeff Acuff, 925-957-2487

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve program participation will inhibit staff's ability to advance Demand Response strategies as outlined in the County DER Plan and will result in lost revenue, lost financial savings potential and lost opportunity to reduce GHG emissions when the electric grid is most carbon-intensive.

ATTACHMENTS

PGE DRAM Participation Agreement



Distributed Energy Resource Agreement

This Distributed Energy Resource Agreement (“Agreement”), effective as of _____ (“Effective Date”), is made between Voltus, Inc. (“Voltus”), located at 2443 Fillmore St. #380-3427, San Francisco, CA 94115, and County of Contra Costa (“Customer”), located at 40 Muir Road, Second Floor Martinez, CA 94553 United States both defined herein as the Parties to this Agreement. Any Exhibit or Appendix attached hereto shall be incorporated herein by reference and be binding on the Parties.

1. **Term.** This Agreement will start on the Effective Date and continue for 60 months after the first day of participation in the distributed energy resource program(s) (“Program”). Prior to the expiration of the initial term, the Parties may mutually agree to amend this Agreement in writing to extend the initial term for up to an additional two (2) years.

2. **Voltus Managed Services**

- a. *Scope of Services:* Voltus will manage Customer’s participation in the Program(s) listed on Exhibit 1, in accordance with rules set forth by the grid operator and/or utility (“Operator”). Voltus will (i) work with Customer to develop an appropriate curtailment plan; (ii) manage all aspects of Customer’s participation in the Program(s) and (iii) process all Program payments in accordance with the rules set forth by the Operator.
- b. *Voltlet and Voltapp:* Upon Customer’s authorization, Voltus will equip Customer with a system that collects energy data (“Voltlet”) and provides visibility of this data through the Voltus cloud (“Voltapp”). At the Customer’s request, such system may enable remote distributed generation control and direct load management. Voltus will install the system at each Customer facility as identified on Exhibit 1, which may be amended with the Customer’s consent to reflect additional locations.

3. **Customer Requirements**

- a. *Utility Data:* Customer hereby authorizes utility data access for Voltus for facilities listed on Exhibit 1.
- b. *Voltus System Installation:* In the event a Voltlet needs to be installed, Customer will provide Voltus personnel, or their designee, with access to meters and/or equipment at facilities listed on Exhibit 1.
- c. *Acceptance Testing:* If the program requires acceptance testing, Customer will work with Voltus to prove Customer capability at each facility in a timely manner prior to Voltus registration of each facility in the Program(s).
- d. *Distributed Energy Resource Performance:* Customer will reduce electrical demand when notified by Voltus in accordance with Program rules. The Parties understand that the capacity listed on Exhibit 1 represents the best estimate of performance and that performance may vary.

4. **Payments**

- a. *Capacity Payments:* Voltus will pay Customer \$3 per kilowatt (kW) per month of Earnings kW for all capacity owing to Customer’s performance in the PG&E DRAM/CBP/ELRP Programs for all months Customer is enrolled in the Program.
- b. *Underperformance:* In no event shall Customer be penalized for underperformance.
- c. *Payment Timing:* Voltus will issue customer payment within 45 days of Voltus’s receipt of payment from the Operator for (i) each Program season if the Program has a fixed season, or (ii) the preceding quarter. Voltus shall not invoice or otherwise charge Customer for any fees or other amounts pursuant to this Agreement.

5. **General Terms**

- a. *Limitation on Liability:* Voltus is not liable for Customer participation in Program(s). All remedies or damages are expressly waived, including any indirect, punitive, special, consequential, or incidental damages, lost profit, or other business interruption damages.
- b. *Choice of Law:* This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California without giving effect to choice of law rules.
- c. *Insurance:* At a minimum, Voltus shall purchase and maintain, or shall cause to be maintained the following insurance coverages at Voltus’ sole expense. Coverage shall be written with insurance carriers rated A, VIII or better according to the current A.M. Best’s Insurance Guide and must be approved to do business in the State of California. Prior to commencement of work, Voltus will provide a certificate of insurance (and any applicable endorsements, as may be requested), evidencing the following insurance:
 - i. Workers compensation as required by California statute and employers’ liability and shall include a Waiver of Subrogation in favor of Customer.

The minimum employers’ liability limits of liability shall be:

\$1,000,000	Each Accident
\$1,000,000	Bodily Injury by Disease – Each Employee
\$1,000,000	Bodily Injury by Disease – Policy Limit

- ii. Commercial general liability (CGL), including personal injury, bodily injury, broad form property damage, premises operations hazard, contractual liability, products liability and completed operations, and personal and advertising liability, on coverage forms at least as broad as the most



current version of the ISO occurrence form CG 0001 and shall contain a waiver of subrogation in favor of the additional insureds.

CGL and Umbrella Liability coverage shall be written on an occurrence form to cover all claims arising out of any work performed pursuant to the Agreement, regardless of when such claim shall be first made against Customer.

The minimum limits of liability shall be:

\$6,000,000 General Aggregate Limit
\$6,000,000 Each Occurrence Limit

The limits may be provided by using a combination of primary and umbrella policies, provided that the umbrella policy follows form of the primary. Customer shall be included as additional insured with respect to each of the foregoing General Liability, Umbrella Liability, and Automobile Liability coverages.

- iii. (c) Commercial Automobile Liability Insurance applicable to any non-owned or hired vehicles with limits not less than the following:

\$1,000,000 Combined Single Limit Liability

- iv. Customer shall be included as additional insured with respect to each of the foregoing General Liability, Umbrella Liability, and Automobile Liability coverages. Additional Insured coverage under the general liability and umbrella liability policies will be provided for ongoing and completed operations, using the combined ISO Additional Insured endorsement or their equivalents. All Additional Insured coverage will be provided on a primary and non-contributory basis.

Voltus, Inc.

Name: Todd Krause
Title: Chief Revenue Officer
Date: 4/12/2022
Email: TKrause@voltus.co

Signature: _____

Customer

Name:
Title:
Date:
Email:

Signature: _____



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: AUTHORIZE Contra Costa County's enrollment in Marin Clean Energy's Strategic Energy Management program, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an agreement with CLEAResult Consulting Inc., for enrollment in Marin Clean Energy’s Strategic Energy Management Program effective June 21, 2022 through December 31, 2023, Countywide.

FISCAL IMPACT:

There is no cost to enroll in the program. Participation in the program provides the County with cost savings and potential incentive revenue. Revenue will be allocated to the occupants of the buildings with reduced energy usage.

BACKGROUND:

On July 10, 2018, the Board of Supervisors adopted a Distributed Energy Resources (DER) Plan for County operations, noting that implementation of DERs in County facilities is the most expedient, efficient and effective way to meet the statutory renewable energy goals and the carbon reduction requirements of SB350 (Clean Energy & Pollution Reduction Act) and the objectives of the County's Climate Action. A foundational part of the DER Plan involves the identification and implementation of energy efficient equipment and the encouragement of energy conservation behavior throughout County operations. The program will dovetail with the County’s G3 Sustainability Champions program, offering on-site support and technical assistance. Furthermore, this program offers a framework for wholistic planning and systems thinking and provides financial incentives for all energy savings achieved (measured or calculated).

Public Works recommends the County participate in this program, which is implemented by CLEAResult on behalf of MCE and funded by the California Public Utilities Commission (CPUC). Potential revenue from program participation could exceed \$10,000 per year while simultaneously reducing Greenhouse Gas (GHG) emissions. The Sustainability Committee recommended participation in this program at their May 23, 2022 meeting.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Jeff Acuff, 925-957-2487

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve program participation will inhibit staff's ability to advance Demand Response strategies as outlined in the County DER Plan and will result in lost revenue, lost financial savings potential and lost opportunity to reduce GHG emissions when the electric grid is most carbon-intensive.

ATTACHMENTS

MCE SEM - Participation Agreement

MCE SEM Flyer

MCE AIR - SEM
CUSTOMER PARTICIPATION AGREEMENT

CUSTOMER INFORMATION		
Customer: Contra Costa County	Contact Name: Brendan Havenar-Daughton	
Address: 40 Muir Road, 2 nd Floor		
City: Martinez	State: CA	Zip: 94553
Email: Brendan.Havenar-Daughton@pw.cccounty.us >	Office Phone: 925.957.2473	Mobile Phone:

Agreement

This MCE AIR- SEM Customer Participation Agreement, dated __, 2022 (this “Agreement”) is between CLEAResult Consulting Inc. (“CLEAResult”) and Contra Costa County, a political subdivision of the State of California (“Customer”), and incorporates the Standard Terms and Conditions for Participating Customers attached hereto.

Program Overview

The Strategic Energy Management Program, administered by CLEAResult, provides technical assistance, information and incentives to eligible commercial, agriculture, and industrial customers within Marin Clean Energy, a California joint powers authority (MCE) (Sponsor) service territory to identify and implement energy efficient measures, the details of which are located at <https://www.mcecleanenergy.org/mce-news/mces-strategic-energy-management-program/> (the “SEM Program”). The Sponsor has contracted with CLEAResult as the SEM Program implementer to provide program administration, coaching, and technical assistance to accomplish all aspects of the SEM Program at no cost to the Customer. The Program is offered on a first come, first-served basis from 7/1/2019 through 12/31/2023 while funding lasts (the “SEM Program Period”).

CLEAResult will provide Customer with continuous improvement processes to save energy and implement an ongoing energy management system within Customer’s facilities. The benefits and services made available to participants include:

- Energy management training and education for customer’s staff
- Tools, templates, and other resources to implement strategic energy management
- Coaching and mentoring at the executive, energy champion, and energy team levels
- Technical assistance, including site visits to help your staff identify energy use and energy-saving opportunities
- Quantify and document energy savings
- Financial incentives for energy savings and milestones associated with SEM activities
- Actionable Energy Management Plan
- Designated energy coach
- Visibility to customer savings progress throughout program term

Program Eligibility

Customer confirms that it is an existing commercial, agriculture, or industrial customer that is located within the Sponsor’s service territory. Customer agrees to provide full and accurate electricity usage data and other information upon CLEAResult’s request. Customer also agrees to provide CLEAResult access to Customer’s buildings for the purpose of CLEAResult performing its obligations under this Agreement. For all non-residential HVAC and lighting controls (LC) measures, Customer shall adhere to the workforce standards as detailed in item 9 of the Standard Terms and Conditions attached hereto.

Program Incentives

By engaging in the Program, CLEAResult will cause Customer to be eligible for the following incentives:

- Energy savings incentives: CLEAResult will pay the Customer incentives on behalf of the Sponsor for achieving measured, verified and approved energy savings at the rates in the table below. Eligible savings include those resulting from energy efficiency measures implemented by the Customer during the SEM program period.

Measure	Unit	Rate
Behavioral Retro-Commissioning and Operational (BRO)	kWh	\$0.03
	Therm	\$0.25
Custom Retrofit	kWh	In compliance with MCE AIR program incentive levels
	kW	
	Therm	

- Milestone incentives: CLEAResult will pay the Customer incentives on behalf of the Sponsor for SEM milestone achievements at the following rates:

Milestone	Quantity	Rate
Initial: Energy and Relevant Variable Data and Workshop Attendance	1/Customer	\$2,000/Customer
Subsequent: Updated Data and Opportunity Register	4/Customer	\$1,000/Customer

Enrollment Instructions

Step 1: Complete this Customer Participation Agreement

Step 2: Complete a W-9

Step 3: Submit completed Customer Participation Agreement and W-9 to the following:

Email: Pavel.Tumakov@clearesult.com

CUSTOMER AGREED AND ACCEPTED – CONTRA COSTA COUNTY	
<i>I have read and understood the Customer Participation Agreement and the attached Standard Terms and Conditions for Participating Customers.</i>	
Signature:	Date:
Name (printed):	Title:
CLEAResult CONSULTING, INC. AGREED AND ACCEPTED	
Signature:	Date:
Name (printed):	Title:

These Standard Terms and Conditions for Participating Customers are part of the Customer Participation Agreement to which they are attached (collectively, the “**Agreement**”) entered into by and between CLEAResult and Customer for the purpose of evaluating and installing energy efficient measures (“**EEM**”) under the Program funded by Sponsor. CLEAResult and Customer may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.” The Parties acknowledge and agree that the Sponsor is a third party beneficiary of this Agreement. In consideration of the mutual covenants and agreements set forth below, the adequacy and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. ACCESS AND PARTICIPATION. Customer agrees to assign a representative to facilitate the services provided under this Agreement. Customer acknowledges its intent to install EEM using Program incentives. Customer agrees to allow CLEAResult and the California Public Utilities Commission (“CPUC”) to access its facilities, energy use and energy cost information for the purpose of CLEAResult performing its obligations under this Agreement and SEM Program eligibility. If any EEM is to be installed in any facilities where Customer is a tenant, Customer represents that it has obtained the property owner’s permission to install the EEM. Customer agrees not to use the name or identifying characteristics of Sponsor or its contractors for any advertising, sales promotion, or other publicity of any kind. Customer also confirms that it has not and will not receive rebates, incentives or services for any measures installed under the SEM Program from another program funded by Sponsor. Sponsor may modify or terminate the SEM Program, provided that any modifications will only be prospective and effective 60 days after CLEAResult provides written notice of the modification to Customer, and provided further that if the CPUC requires that changes to the SEM Program go into effect in less than 60 days, CLEAResult will promptly notify Customer in writing of such modifications. If Sponsor makes modifications to the SEM Program, Customer may terminate this Agreement by providing 30 days’ written notice to CLEAResult. CLEAResult may need to revise Terms and Conditions at the request of Sponsor in accordance with CPUC direction, and in such a case CLEAResult will provide County with revised Terms and Conditions and County will reasonably cooperate.
2. ELIGIBILITY; TERM. Sponsor determines eligibility of Customers at its sole discretion. CLEAResult may request verification of eligibility requirements at any time during the Program period. The term of this Agreement is for one year beginning on the date first set forth above unless earlier terminated by either Party. Either Party may terminate this Agreement by providing written notice thereof to the other Party
3. INCENTIVE PAYMENT. Customer acknowledges that incentives will be paid by Sponsor only if: (a) Customer and implemented EEM and services meet the SEM Program eligibility requirements and the requirements outlined by the Program; (b) measures are implemented in eligible project sites; and (c) EEM are implemented at a project site that has not received incentives from any other of Sponsor’s energy efficiency programs for the same measure(s). Customer understands that Sponsor, in its sole discretion, may withhold incentive payments committed to Customer if a project site is proven ineligible or a project otherwise does not comply with the requirements set forth by the Program. Customer acknowledges that the incentive amount may not exceed the cost of the EEM. The total incentive funds available under the SEM Program are limited and available on a first come, first serve basis. Incentive payments will be issued in the form of direct payments, not utility bill credits. Taxes apply to incentive payments. Sponsor and CLEAResult are not responsible for any taxes imposed as a result of Participant’s receipt of an incentive.
4. AUDITING, MONITORING AND VERIFICATION. Customer shall reasonably cooperate with CLEAResult, Sponsor and the CPUC by allowing access to its facilities for the purpose of confirming Customer’s participation in the Program, inspecting implemented EEM, verifying the energy savings achieved through the Program, and other actions necessary in performing this Agreement. Customer understands that Sponsor may withhold any incentives if Customer refuses to participate in any reasonable verification that the EEM have been installed within a reasonable period. Customer shall cause all EEMs to be implemented in accordance with all applicable federal, state and local laws and manufacturer’s specifications.
5. CONFIDENTIALITY. CLEAResult shall keep Customer information confidential. Only Sponsor and the CPUC shall be granted access to Customer data as set forth in the SEM Program documentation. CLEAResult will not use the name or identifying characteristics of Customer in advertising sales promotion or other publicity without Customer’s prior written approval.
6. NO WARRANTY. CLEAResult, SPONSOR AND THE CPUC MAKE NO REPRESENTATIONS OR WARRANTIES, AND ASSUME NO LIABILITY WITH RESPECT TO QUALITY, SAFETY, PERFORMANCE, OR OTHER ASPECT OF

STANDARD TERMS AND CONDITIONS FOR PARTICIPATING CUSTOMERS

ANY EEM IMPLEMENTED PURSUANT TO THIS AGREEMENT AND EXPRESSLY DISCLAIM ANY SUCH REPRESENTATION, WARRANTY OR LIABILITY, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT. NONE OF THE CPUC, SPONSOR, OR CLEAResult SHALL BE RESPONSIBLE FOR COSTS OR CORRECTIONS OF CONDITIONS ALREADY EXISTING IN CUSTOMER'S FACILITIES INSPECTED THAT FAIL TO COMPLY WITH APPLICABLE LAWS AND REGULATIONS.

7. INDEMNIFICATION; LIMIT ON LIABILITY. CUSTOMER AGREES TO INDEMNIFY THE CPUC, SPONSOR AND CLEAResult AGAINST ALL LOSS, DAMAGES, COSTS AND LIABILITY ARISING FROM ANY CLAIMS RELATED TO ANY SERVICES PERFORMED DURING THE IMPLEMENTATION OR MAINTENANCE OF EEM. NEITHER THE CPUC, SPONSOR, CLEAResult, NOR CUSTOMER SHALL BE LIABLE TO EACH OTHER FOR ANY INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES RELATED TO THIS AGREEMENT. NOTWITHSTANDING THE FOREGOING, CUSTOMER IS NOT OBLIGATED TO INDEMNIFY OR DEFEND THE CPUC, SPONSOR AND/OR CLEAResult FROM ANY LIABILITIES THAT ARISE FROM THE SOLE NEGLIGENCE OR SOLE WILLFUL MISCONDUCT OF THE CPUC, SPONSOR, CLEAResult, OR ANY OF THEIR OFFICERS, EMPLOYEES, OR REPRESENTATIVES.

8. MISCELLANEOUS. This Agreement shall be governed by and construed under the laws of the State of California, without regard to conflict of law rules. CLEAResult may not assign its rights or delegate its duties under this Agreement to any third party without Customer's prior written consent, which may not be unreasonably withheld. If any provision of this Agreement is invalid or unenforceable in any jurisdiction, the other provisions in this Agreement shall remain in full force and effect in such jurisdiction and shall be liberally construed in order to effectuate the purpose and intent of this Agreement. The failure of either Party to enforce strict performance by the other of any provision of this Agreement, or to exercise any right available to the Party under this Agreement, shall not be construed as a waiver of such Party's right to enforce strict performance in the same or any other instance. Sections 1 and 4 through 7 shall survive the termination or expiration of this Agreement.

9. HVAC AND LIGHTING CONTROL WORKFORCE STANDARD QUALIFICATION REQUIREMENTS. As required by the CPUC, to be eligible to receive an energy efficiency (EE) incentive for non-residential heating, ventilation, and air conditioning (HVAC) measure exceeding \$3,000 and/or for lighting control (LC) measure exceeding \$2,000, prior to these measures being installed, modified or maintained, each worker and/or technician performing such will be required to provide a copy of their applicable qualification documentation as follows:

- A.) HVAC Measure Installation Qualification. at least one of the following criteria:
 1. Completed an accredited HVAC apprenticeship.
 2. Is enrolled in an accredited HVAC apprenticeship.
 3. Completed at least five years of work experience at the journey level according to the Department of Industrial Relations definition, Title 8, Section 205, of the California Code of Regulations, passed a practical and written HVAC system installation competency test, and received credentialed training specific to the installation of the technology being installed.
 4. Has a C-20 HVAC contractor license issued by the California Contractor's State Licensing Board.
- B.) Lighting Control Measure Qualification. A certification from the California Advanced Lighting Controls Training Program.



MCE Offers the SEM Program to Commercial and Industrial Sites

MCE's Strategic Energy Management (SEM) Program helps participants apply the principles and practices of continuous improvement and change management to implement energy management best practices that can help reduce energy usage by 3% to 15% annually with little to no capital investment. Plus, MCE offers a total incentive of \$0.03 per kWh and \$0.25 per therm saved!

The Program

MCE's SEM support provides the tools, coaching, structure, and resources necessary to achieve energy savings through operations and maintenance changes and by engaging employees. Trainings, site walk-throughs, and building energy modeling are all included to help you achieve the highest savings possible.

What's the Cost?

Participation requires no financial commitment. Your investment is the staff time to participate and implement projects, including attending no-cost quarterly workshops throughout the two-year program. Cost savings and incentives are directly related to the energy savings opportunities executed throughout the program.

Who Can Participate?

Commercial, municipal, and industrial customers within MCE's service territory that are interested in further integrating energy management into their organizations.

Benefits of Participating

- ✓ Potential energy savings of 3%-15%
- ✓ Incentive of \$0.03/kWh and \$0.25 therm saved
- ✓ Up to \$6,000 additional incentives for achieving program milestones
- ✓ Expert coaching assistance and tools
- ✓ Custom statistical models
- ✓ Reduced maintenance costs
- ✓ Increased quality and productivity



CLEAResult[®]

Large Brewing Company Case Study



Leading brewery saves millions with no capital investment

In January 2013, this leading brewer joined SEM, along with 12 other large industrial sites with the goal to identify and implement low/no cost electrical energy saving opportunities. Through SEM practices, the brewery achieved significant reductions in electricity usage.

The Opportunity

The 1,300,000 sq. ft. plant was experiencing a gap between energy savings goals and achievement. A task force was organized to close this gap. The team, along with the active support of the plant manager, eagerly joined the SEM program to help their performance. They were intrigued, but also skeptical, about the SEM approach of finding opportunities to save energy without having to spend capital dollars.

The Solution

The brewery's energy task team was highly proactive and effective in adopting SEM employee engagement practices. They developed an energy awareness and training presentation for all employees that included tips on how to spot low/no cost opportunities. Through internal audits and employee suggestions, the team quickly developed a list of energy saving ideas such as shutting down empty conveyors and packaging equipment during non-production times.

The energy task team took advantage of SEM program technical resources to review their refrigeration and compressed air systems. These reviews resulted in identifying energy-saving set point and control settings adjustments and maintenance practices.

SEM gave this brewery the tools including a model to track energy intensity, to continue their energy saving efforts over the long term.

SEM Savings at a Glance

4,800,000

kWh saved in SEM year 1

4,939,515

kWh saved in SEM year 2

+5%

kWh reduction

SEM Hospital Case Study



SEM Implementation at Hospital Complex Yields Significant Savings

The Opportunity

A large network of hospitals had a desire to improve their energy use. The hospital network enrolled four sites in a Strategic Energy Management (SEM) program provided by their utility company. The four sites included:

- A 60-bed surgical facility
- A 514-bed acute care hospital with a Level II trauma center, intensive care units, surgical suites, and a variety of in- and out-patient facilities
- A 435-bed acute care hospital with a Level II trauma center, intensive care units, surgical suites, and a variety of in- and out-patient facilities
- An outpatient treatment center and freestanding emergency department

Implementing energy efficiency measures at hospitals can be particularly tricky because of the necessity to ensure no changes affect patient outcomes. Hospitals also have a different energy usage profile compared to many buildings, with lighting being the largest energy driver. Cooling comes in as a close second, and other, encompassing devices such as medical equipment, comprise the third largest category. Overall, hospital energy use and energy waste are secondary concerns to saving lives. Still, there are savings to be found at hospitals and improvements that can help the hospitals' operations. That's where SEM comes in.

The Solution

In the case of this hospital complex, the campuses identified one energy champion and executive sponsor over all four sites. These individuals built out an energy team that was responsible for identifying and implementing energy saving projects across the large number of systems found in a hospital. From surgical rooms to cafeterias to inpatient beds, spread across multiple sites, the team found numerous projects and achieved savings.

SEM Savings at a Glance

1,210,000*

kWh saved in SEM year 1 (4 hospitals)

+2%

kWh reduction

*Collective savings for four hospitals

SEM Team Roles and Responsibilities

Executive Sponsor

- Communicates program
- Creates a sense of purpose
- Sets clear expectations
- Provides direction
- Provides necessary resources
- Engages supervisors
- Communicates success
- Recognizes, rewards

Energy Champion

- Assists team communications
- Drives activities
- Owns the projects
- Creates a sense of urgency
- Creates enthusiasm
- Engages others - spreading responsibility
- Prepares and conducts effective meetings
- Engages executives

Team Member

- Interfaces with their departments
- Identifies energy saving opportunities
- Offers subject matter expert advice
- Prioritizes energy saving opportunities
- Quantifies cost and savings
- Implements projects

SEM Two Year Workshop and Activity Schedule

	Workshop/Activity Title	Format	Program Month
Year 1	Workshop #1 Starting SEM	Combined cohort session - 4 hours	1
	Workshop #2 EE 101	Combined cohort session - 4 hours	2-3
	Energy Map 101	Site specific activities & support	3-4
	Treasure Hunt 101	Site specific activities & support	4
	Workshop #3 Tracking Performance 101	Combined cohort session - 4 hours	6
	Workshop #4 Employee Engagement 101	Combined cohort session - 4 hours	7-8
	Employee Engagement Support	Site specific activities & support	10
	Workshop #5 Making it Stick	Combined cohort session - 4 hours	13
	Workshop #6 EE 201	Combined cohort session - 4 hours	14
	Energy Map 201	Site specific activities to finish map	15-16
Year 2	Treasure Hunt 201	Site specific activities & support	18
	Workshop #7 Tracking Performance 201	Combined cohort session - 4 hours	18-20
	EMIS Planning and Implementation	Site specific activities & support	22
	EMIS Assessment	Site specific activities & support	23
	Workshop #8 Celebrating Accomplishments	Combined cohort session - 4 hours	24



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Payment for Security Services Provided by the City of Richmond

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller or designee, to pay \$233,701.72 to the City of Richmond for security services provided at the Richmond COVID Testing and Vaccine Site for the period March 22, 2021 through April 29, 2022.

FISCAL IMPACT:

Approval of this action would result in a one-time expenditure of \$233,701.72 and be funded 100% by the American Rescue Plan Act (ARPA) Funds.

BACKGROUND:

Contra Costa Health Services (CCHS) entered into an agreement with the City of Richmond for the use of a portion of a City-owned parking lot at the corner of Barrett Avenue and 25th Street as an outdoor COVID-19 testing site in August of 2020. The County operated site offered drive thru and walk up testing to community members in West County. Serious safety concerns were raised by staff at the testing site and CCHS utilized the mutual aid system on March 16, 2021 to request additional local security support during clinic operational hours. The City of Richmond Police Department responded to the mutual aid request and activated an overtime detail to support the request. This security support continued as the site relocated indoors and continued to provide both vaccines and testing through April 2022, ensuring staff and community safety during periods of very high community demand for COVID services.

Due to administrative oversight, a service agreement was not established for security services and the City of Richmond was not paid by Contra Costa Health Services for services rendered in good faith. Therefore, CCHS has determined that the City of Richmond is entitled to payment for the reasonable value of services rendered under the equitable relief theory of quantum meruit. The theory provides that when a vendor has been asked to provide services without a valid agreement, and the vendor does so to the benefit of the recipient, the vendor is entitled to recover the reasonable value of those services.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the City of Richmond will not be paid for the security services rendered in good faith.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Noelia Gutierrez, (925) 957-2662

By: , Deputy

cc:

ATTACHMENTS



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Permit to Enter & Release of Liability Agreement with the City of Richmond for the Richmond Memorial Auditorium and Convention Center

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment, subject to approval by the County Administrator and approval as to form by the County Counsel, to an agreement with the City of Richmond to extend the use of the Richmond Memorial Auditorium and Convention Center, 403 Civic Center Plaza, Richmond, as a COVID-19 vaccine administration and testing site at no cost to the County, through July 31, 2022.

2. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute subsequent amendments to the agreement, subject to approval by the County Administrator and approval as to form by the County Counsel, extending the agreement term in 30-day increments, through September 30, 2022.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

On January 14, 2021, Contra Costa County and the City of Richmond entered into a Permit to Enter and Release of Liability Agreement (PTE) to use the Richmond Memorial Auditorium and Convention Center, located at 403 Civic Center Plaza, Richmond, California as a COVID-19 vaccination site through August 31, 2021.

On April 1, 2021, the PTE was amended to extend the term through December 2, 2021 and to permit the County to provide COVID-19 testing at the site.

On January 6, 2022, the PTE was amended a second time to extend the term through June 30, 2022.

Approval of this amendment will allow the County to use the Richmond Memorial Auditorium and Convention center, as a location for COVID-19 vaccination administration and testing site, update the hours of operation, and allow for the County's shared use of the kitchen. The term of the agreement shall commence on the Effective Date and shall end on September 30, 2022. This PTE will support ongoing COVID-19 efforts to provide accessible testing and vaccinations for community members in West County. Amendments may be executed only after review and approval by the County Administrator's Office and approval as to form by the County Counsel.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Eric Angstadt (925) 335-1009

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved the County will not be able to use the site for COVID-19 vaccination administration and testing.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: June 21, 2022

Subject: Conflict of Interest Code for the Contra Costa Mosquito & Vector Control District

RECOMMENDATION(S):

APPROVE amended list of designated positions for the Conflict of Interest Code for the Contra Costa Mosquito & Vector Control District ("District").

FISCAL IMPACT:

None.

BACKGROUND:

The District has amended the list of designated positions in its Conflict of Interest Code and submitted the revised list, attached as Exhibit A, to the Board for approval pursuant to Government Code sections 87306 and 87306.5.

The changes include the addition and deletion of positions designated to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure in use by the District. A red-lined version of the list of designated positions is attached as Exhibit B.

CONSEQUENCE OF NEGATIVE ACTION:

None.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 06/21/2022 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: June 21, 2022

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

Contact: Kurtis C. Keller, Deputy County Counsel, (925) 655-2200

By: , Deputy

ATTACHMENTS

Exhibit A - Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District

Exhibit B - Conflict of Interest Code of the Contra Costa Mosquito & Vector Control District -
REDLINED



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
CONFLICT OF INTEREST CODE

APPENDIX 'A'

<u>Designated Positions</u>	<u>Required Disclosure Category</u>
Member, Board of Trustees	1
General Manager	1
District Counsel	1
Administrative Services Manager	1
Operations Manager	1
Public Affairs Director	1
Scientific Programs Manager	1
Program Supervisor	2
Human Resources & Risk Manager	2
Administrative Analyst II	2
Administrative Analyst I	2

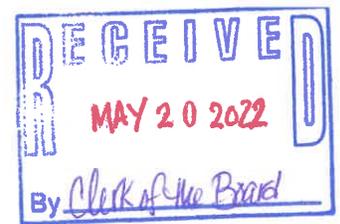
Disclosure Categories:

Category 1

- Investments in businesses doing business in Contra Costa County
- Business positions
- Sources of income, including gifts, loans and travel payments
- Interests in real property in Contra Costa County

Category 2

- All disclosures included in Category 1, except "Interests in real property in Contra Costa County"



CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
CONFLICT OF INTEREST CODE

APPENDIX 'A'

<u>Designated Positions</u>	<u>Required Disclosure Category</u>
Member, Board of Trustees	1
General Manager	1
District Counsel	1
Administrative Services Manager	1
Operations Manager	1
Public Affairs Director	1
Scientific Programs Manager	1
Program Supervisor	2
Accounting & Benefits Specialist	2
Human Resources & Risk Manager	2
Administrative Analyst II	2
Administrative Analyst I	2

Disclosure Categories:

Category 1

- Investments in businesses doing business in Contra Costa County
- Business positions
- Sources of income, including gifts, loans and travel payments
- Interests in real property in Contra Costa County

Category 2

- All disclosures included in Category 1, except "Interests in real property in Contra Costa County"



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Temporary Entry & Use License Agreement with 2600 CR, LLC

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the County Administrator, or designee, to execute an amendment, subject to approval as to form by the County Counsel, to an agreement with 2600 CR, LLC to extend the use of 2600 Camino Ramon, San Ramon as a COVID-19 testing site at no cost to the County, through July 31, 2022.
2. APPROVE and AUTHORIZE the County Administrator, or designee, to execute subsequent amendments to the agreement, subject to approval as to form by the County Counsel, extending the agreement term in 30-day increments, through September 30, 2022.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

A Temporary Entry and Use License Agreement with 2600 CR, LLC was executed for the use of 2600 Camino Ramon in San Ramon as a County COVID-19 testing site for the period of April 30, 2020 through September 30, 2020 at no cost to the County.

On September 14, 2020, the parties entered into an amendment to extend the term through March 31, 2021.

On April 1, 2021, the parties entered into a third amendment to extend the term through July 31, 2021.

On August 1, 2021, the parties entered into an amendment to extend the term through December 31, 2021.

On December 1, 2021, the parties entered into a fifth amendment to extend the term through June 30, 2022.

Approval of this amendment will allow the County to use the site as a location for COVID-19 testing through September 30, 2022 to provide accessible testing within the community.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Eric Angstadt (925) 335-1009

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Future amendments may be executed only after review and approval by the County Administrator's Office and approval as to form by the County Counsel.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved the Health Services Department will not be able to use this campus for COVID-19 testing.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Memorandum of Agreement Amendment #28-949-4 with City of Antioch

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment, subject to approval by the County Administrator and approval as to form by the County Counsel, to an agreement with the City of Antioch to extend the use of Antioch Community Center, 4703 Lone Tree Way, Antioch, as a COVID-19 vaccine administration and testing site at no cost to the County, through July 31, 2022.
2. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute subsequent amendments to the agreement, subject to approval by the County Administrator and approval as to form by the County Counsel, extending the agreement term in 30-day increments, through September 30, 2022.

FISCAL IMPACT:

This is a nonfinancial agreement, and there is no cost to the County associated with the signing of this agreement amendment.

BACKGROUND:

On January 5, 2021, the County and City of Antioch entered into Memorandum of Agreement (MOA) #28-949 for mutual aid assistance in response to the COVID-19 pandemic authorizing COVID-19 related services to occur at the Antioch Community Center, for the period from December 28, 2020 through July 31, 2021.

In February 2021, the County Administrator executed MOA #29-949-1 with the to extend the term of the MOA through August 31, 2021. On September 7, 2021, the Board of Supervisors MOA Amendment #28-949-2 to the term through December 31, 2021. On December 14, 2021, the Board of Supervisors MOA Amendment #28-949-3 to extend the term through June 30, 2022.

Approval of MOA #28-949-4 will extend the term of the agreement through September 30, 2022 to provide timely testing and immunizations are critical to reduce transmission of the COVID-19 virus and to protect the community.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Anna Roth, 925-957-2670

By: , Deputy

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

The Department will not have access to this no-cost, additional COVID-19 testing and vaccination site to accommodate County residents' COVID-19 needs.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Memorandum of Agreement Amendment #28-944-3 with City of Antioch

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an amendment, subject to approval by the County Administrator and approval as to form by the County Counsel, to an agreement with the City of Antioch to extend the use of City's Nick Rodriguez Community Center, 213 F St, Antioch, as a COVID-19 vaccine administration and testing site at no cost to the County, through July 31, 2022.
2. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute subsequent amendments to the agreement, subject to approval by the County Administrator and approval as to form by the County Counsel, extending the agreement term in 30-day increments, through September 30, 2022.

FISCAL IMPACT:

This is a nonfinancial agreement, and there is no cost to the County associated with the signing of this MOA.

BACKGROUND:

On January 5, 2021, the County and City of Antioch entered into Memorandum of Agreement (MOA) #28-944 for mutual aid assistance in response to the COVID-19 pandemic authorizing COVID-19 related services to occur at the Nick Rodriguez Community Center, for the period from December 28, 2020 through July 31, 2021.

On July 1, 2021, the County Administrator executed MOU #28-944-1 with City of Antioch reached an agreement to extend the term of the MOA through August 31, 2021. On September 7, 2021, the Board of Supervisors MOA Amendment #28-944-2 to the term through December 31, 2021. On December 14, 2021, the Board of Supervisors MOA Amendment #28-944-3 to the term through June 30, 2022.

Approval of MOU #28-944-4 will extend the term of the MOA through September 30, 2022 to provide timely testing and immunizations are critical to reduce transmission of the COVID-19 virus and to protect the community.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Anna Roth, 925-957-957-2670

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Department will not have access to this no-cost, additional COVID-19 testing and vaccination site to accommodate County residents' COVID-19 needs.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: El Sobrante and East Richmond Heights MAC Boundary Changes

RECOMMENDATION(S):

ADOPT Resolution No. 2022/226 amending the boundaries of the El Sobrante Municipal Advisory Council (MAC) to exclude the North Arlington neighborhood; and ADOPT Resolution No. 2022/227 amending the boundaries of the East Richmond Heights MAC to include the North Arlington neighborhood, as recommended by Supervisor Gioia.

FISCAL IMPACT:

None.

BACKGROUND:

Contra Costa County is in the process of updating the County General Plan, which includes an evaluation of land use designations and land use policies. During that process, residents of the North Arlington neighborhood indicated to County staff that their neighborhood is similar to and shares common interests with the East Richmond Heights community, and therefore should be included within the territorial area of the East Richmond Heights MAC instead of the El Sobrante MAC. Residents of the North Arlington neighborhood have approached the District One Supervisor with a request to move their neighborhood from the El Sobrante MAC to the East Richmond Heights MAC.

On December 16, 2008, the Board of Supervisors adopted the County's Municipal Advisory Council Policies, which include criteria for establishing MAC boundaries. Each of the three criteria is listed below, with its application to the proposed boundary revision:

a. Use of Borders: The unincorporated community of interest may be bounded by established borders such as county and city limit lines, special district boundaries (including, but not limited to, park and water districts), census tracts, geographic features such as highways or waterways, and/or the adopted Urban Limit Line.

The North Arlington neighborhood is an unincorporated island, bordered to the north and west by the City of San Pablo and to the east and south by the City of Richmond. The neighborhood lies close to the edges of, but doesn't touch, the unincorporated communities of El Sobrante and East Richmond Heights, which each has a MAC. From a proximity standpoint, inclusion in either MAC's territorial area could be appropriate.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Will Nelson (925)655-2898

By: , Deputy

cc:

BACKGROUND: (CONT'D)

b. Population Density and Community Affiliation: Population density and recognized population centers should be considered in determining boundaries (where established borders do not exist). The unincorporated community of interest should also include the neighborhoods or residential areas commonly or traditionally affiliated with the name of the community.

The North Arlington neighborhood shares characteristics and is logically associated with the East Richmond Heights community. The topography, development pattern, architecture, and population density of the North Arlington neighborhood are similar to those of the East Richmond Heights community; the North Arlington neighborhood is generally oriented westward and enjoys sweeping views of San Francisco, the Bay, and Marin County, making view protection a shared and primary issue of concern, as is the case with East Richmond Heights; and Arlington Boulevard, the main thoroughfare through East Richmond Heights, lends its name to the North Arlington neighborhood.

c. Areas of Special Interest: When an unincorporated community of interest is adjacent to industrial areas or facilities (e.g., refineries, power plants, gas fields), these areas should be included if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning. When an unincorporated community of interest is adjacent to government-owned lands (e.g., airports, special district lands, transitional military bases, etc.), these areas should be included only if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning.

The North Arlington neighborhood is not adjacent to industrial areas or facilities. The neighborhood is adjacent to Alvarado Park and Wildcat Canyon Regional Park; however, at this location those public facilities are within the City of Richmond and therefore are not included within any MAC's territorial area.

Application of the foregoing criteria demonstrates that it is appropriate to amend the El Sobrante MACs boundaries to exclude the North Arlington neighborhood, and amend the East Richmond Heights MACs boundaries to include the North Arlington neighborhood, as requested by North Arlington neighborhood residents.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not adopt the proposed resolutions, then the North Arlington neighborhood will remain within the El Sobrante MAC boundaries.

ATTACHMENTS

Resolution 2022/226

Resolution No. 2022/226 Exhibit A - El Sobrante MAC Boundary Map

Resolution No. 2022/227 Amending the Establishing Resolution of the East Richmond Heights MAC Boundaries

Resolution No. 2022/227 Exhibit A - East Richmond Heights MAC Boundary Map

Resolution No. 2022/227 Exhibit B - East Richmond Neighborhood Council Boundary Map

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

Adopted this Resolution on 06/21/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2022/226

IN THE MATTER OF amending the establishing resolution of the El Sobrante Municipal Advisory Council (MAC).

WHEREAS, pursuant to Resolution No. 95/94, the El Sobrante Municipal Advisory Council was created to advise the Board of Supervisors on specified matters relating to the community of El Sobrante; and WHEREAS, pursuant to Resolution No. 2009/385, the establishing resolution of the El Sobrante MAC was amended to be consistent with the Municipal Advisory Council Policies adopted by the Board of Supervisors on December 16, 2008; and WHEREAS, during the Envision Contra Costa 2040 process to update the County General Plan, residents of the North Arlington neighborhood indicated that their neighborhood is similar to and shares common interests with the East Richmond Heights community, and therefore should be included within the territorial area of the East Richmond Heights MAC instead of the El Sobrante MAC; and

WHEREAS, the Municipal Advisory Council Policies adopted by the Board of Supervisors on December 16, 2008, include three criteria for establishing MAC boundaries; and

WHEREAS, the Board of Supervisors finds that excluding the North Arlington neighborhood from the territorial area of the El Sobrante Municipal Advisory Council for the purpose of including it within the territorial area of the East Richmond Heights MAC is consistent with the criteria for establishing MAC boundaries in the Municipal Advisory Council Policies as more fully described in the attached Board order dated June 21, 2022; and

WHEREAS, for ease of administration, it is preferable to have a single resolution governing the establishment and operation of the MAC.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Establishment of El Sobrante Municipal Advisory Council

Pursuant to the authority granted by Section 31010 of the California Government Code, the El Sobrante Municipal Advisory Council ("Council") is hereby established. 2. Territorial Area The area for which the Council will serve and discharge the following duties and powers is that area located generally between the cities of Richmond, San Pablo, and Pinole, as more particularly described on the attached map marked as Exhibit A (hereafter referred to as "unincorporated El Sobrante"). 3. Membership The Council shall consist of seven (7) members, who shall be residents of unincorporated El Sobrante and who shall be selected and appointed by the Board of Supervisors, upon nomination by the District One Supervisor. 4. Formation of Subcommittees The Council may establish a single-purpose committee (or subcommittee) when needed. The committee (or subcommittee) shall be composed solely of less than a quorum of the Council and chaired by one of its members. Members of the public who are not Council members may not serve on a committee or subcommittee. 5. Term of Office The Council members shall serve four (4) year terms. The Board of Supervisors shall fill vacancies on the Council by appointment. Council member terms shall be coterminous with the term of office of the District One Supervisor. 6. Removal from Office Each appointed member of the Council serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors. 7. Council Duties and Powers The Council shall advise the Board on: A. Services which are or may be provided to unincorporated El Sobrante by the County or other local governmental agencies. Such services include, but are not limited to, public health, safety, welfare, public works, and planning. B. The feasibility of organizing the existing special districts serving unincorporated El Sobrante in order to more efficiently provide public services such as, but not limited to, water, sewer, fire and parks and recreation. The Council may: A. Represent unincorporated El Sobrante before the Local Agency Formation Commission on proposed boundary changes affecting the community. B. Represent unincorporated El Sobrante before the County Planning Commission(s) and the Zoning Administrator on land use and other planning matters affecting the community. In this regard, the Council shall cooperate with other planning advisory bodies in unincorporated El Sobrante in

order to avoid duplication and delay in the planning process. C. Provide input and reports to the Board, County staff or any County hearing body on issues of concern to unincorporated El Sobrante. It is understood that the Board of Supervisors is the final decision-making authority with respect to issues concerning unincorporated El Sobrante and that the Council shall serve solely in an advisory capacity. Except as specified above, the Council and its individual members acting on behalf of the Council may not represent unincorporated El Sobrante to any state, other county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community. In addition, the Council may not, as a body, take positions on candidates for any public office. 8. Quorum and Vote Necessary for Action A quorum shall be a majority of the total number of authorized seats on the Council, not a majority of the total number of filled seats. The Council may only take action by a majority vote of the total number of authorized seats, not by a majority vote of the quorum. (With seven authorized seats, a quorum is four members; four affirmative votes are necessary for action.) 9. Compensation The Council members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses. 10. Staff and Financial Support

- A. The Board of Supervisors shall provide no ongoing professional or clerical staff support to the Council.
- B. Unless specifically authorized by the Board of Supervisors, the Council shall not receive any funds from the County to pay for any of the Council's operating costs.

11. Council Funds

Any funds transferred to or received by the County for the Council shall be accepted pursuant to Resolution No. 2005/628 and only used for the benefit of the Council and unincorporated El Sobrante. 12. Council Establishment Not Subject to Public Vote The issue of establishment of the Council shall not be an election item submitted to the voters of unincorporated El Sobrante. 13. Council Operation and Procedural Rules Within the parameters of this Resolution, the Council may organize itself and operate as it determines, but shall hold regular meetings at least monthly at an established time and place. The Council meetings shall be conducted in accordance with the provisions of the "Brown Act" (Government Code sections 54950 ff.) including the pre-meeting posting of meeting calendar notices, and the "Better Government Ordinance" (County Ordinance Code, Division 25). In addition, the Council shall fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/376), the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2002/377), the Board's policies for Municipal Advisory Councils (approved December 16, 2008), and the Political Reform Act (Government Code sections 81000 ff.) as applicable. 14. This Resolution supersedes and replaces Resolution No. 2009/385.

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: Will Nelson (925)655-2898

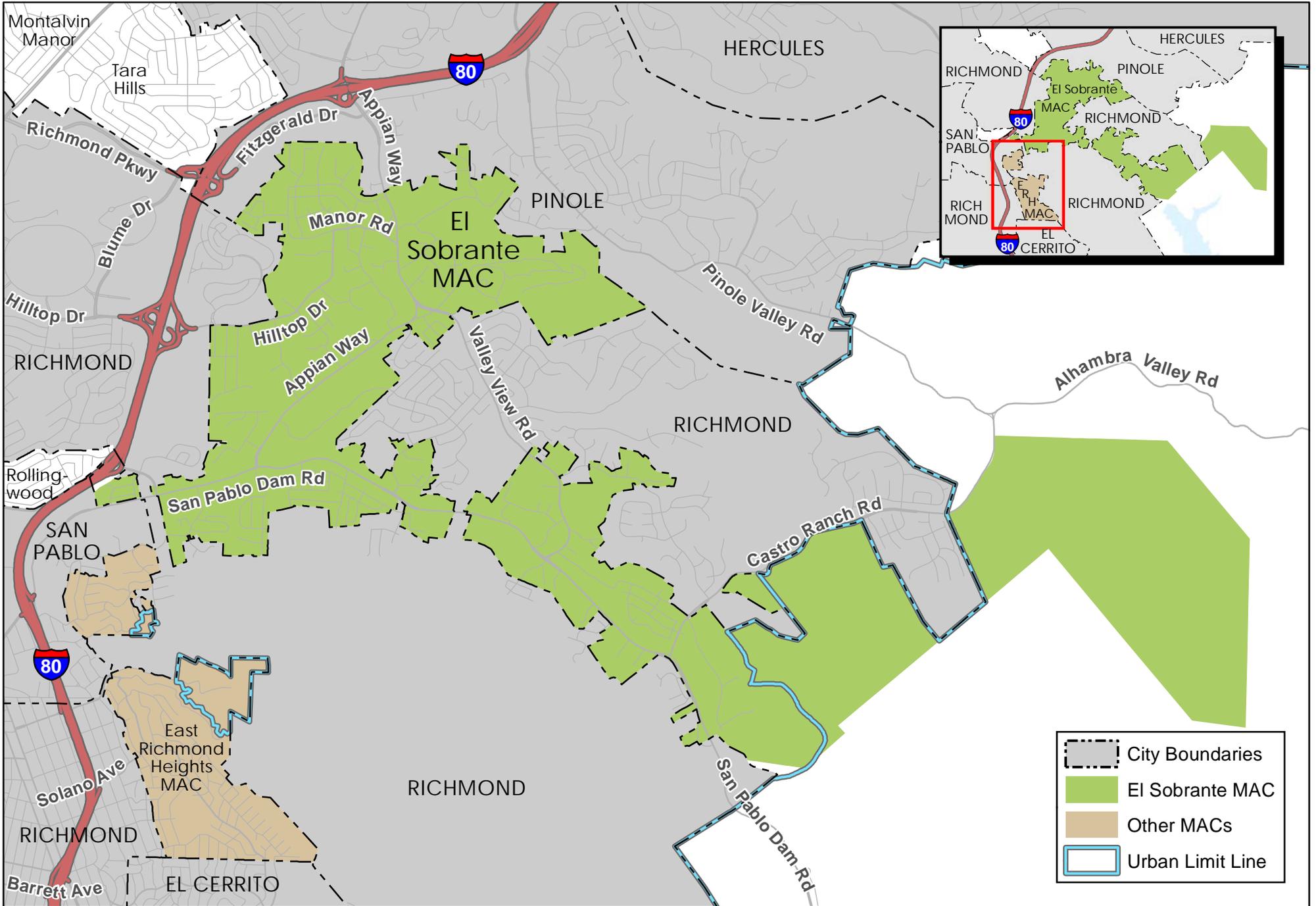
ATTESTED: June 21, 2022

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

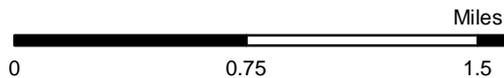
By: , Deputy

cc:

Exhibit A: El Sobrante MAC



-  City Boundaries
-  El Sobrante MAC
-  Other MACs
-  Urban Limit Line



Resolution No. 2022/227

IN THE MATTER OF amending the establishing resolution of the East Richmond Heights Municipal Advisory Council (MAC).

WHEREAS, pursuant to Resolution 2017/175, the East Richmond Heights MAC was created to advise the Board of Supervisors on specified matters relating to the community of East Richmond Heights; and

WHEREAS, during the Envision Contra Costa 2040 process to update the County General Plan, residents of the North Arlington neighborhood indicated that their neighborhood is similar to and shares common interests with the East Richmond Heights community, and therefore should be included within the territorial area of the East Richmond Heights MAC instead of the El Sobrante MAC; and

WHEREAS, the Municipal Advisory Council Policies adopted by the Board of Supervisors on December 16, 2008, include three criteria for establishing MAC boundaries; and

WHEREAS, the Board of Supervisors finds that including the North Arlington neighborhood within the territorial area of the East Richmond Heights MAC is consistent with the criteria for establishing MAC boundaries in the Municipal Advisory Council Policies as more fully described in the attached board order dated June 21, 2022; and

WHEREAS, for ease of administration, it is preferable to have a single resolution governing the establishment and operation of the MAC.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Establishment of East Richmond Heights Municipal Advisory Council

Pursuant to the authority granted by Section 31010 of the California Government Code, the East Richmond Heights Municipal Advisory Council ("Council") is established.

2. Territorial Area

The area for which the Council will serve and discharge the following duties and powers is that area contained within the boundaries indicated on the attached map marked as Exhibit A (hereafter referred to as the "East Richmond community").

3. Membership

The Council shall consist of five (5) members and two (2) alternates, who shall be selected and appointed by the Board of Supervisors, upon nomination by the District One Supervisor. Six (6) of these appointees shall be residents of the unincorporated East Richmond community, and one shall be a resident of either the unincorporated East Richmond community or the area within the boundaries of the East Richmond Neighborhood Council in the City of Richmond as shown on the attached map marked as Exhibit B.

4. Term of Office

The Council members shall serve four (4) year terms. The Board of Supervisors shall fill vacancies on the Council by appointment. Council member terms shall be coterminous with the term of office of the District One Supervisor.

5. Removal from Office

Each appointed member of the Council serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors.

6. Council Duties and Powers

- A. The Council shall advise the Board of Supervisors on services which are or may be provided to the East Richmond community by the County or other local governmental agencies. Such services include, but are not limited to, public health, safety, fire, welfare, public works, and planning.
- B. The Council may represent the East Richmond community before the County Planning Commission, the Zoning Administrator, and the Board of Supervisors on land use, planning, and zoning matters.
- C. The Council may provide input and reports to the District One Supervisor, the Board of Supervisors, and County staff on issues of concern to the East Richmond community.

It is understood that the Board of Supervisors is the final decision-making authority with respect to issues and policies concerning the East Richmond community and that the Council shall serve solely in an advisory capacity to the District One Supervisor and the Board of Supervisors. Except as specified in 6.B above, the Council and its individual members acting on behalf of the Council may not represent the East Richmond community to any state, other County, city, special district or school district agency or commission, or any other organization on any matter concerning the community. In addition, the Council may not, as a body, take positions on candidates for public office.

7. Quorum and Vote Necessary for Action

A quorum shall be a majority of the total number of authorized seats on the Council, not a majority of the total number of filled seats. The Council may only take action by a majority vote of the total number of authorized seats, not by a majority vote of the quorum. (With five authorized seats, a quorum is three members; three affirmative votes are necessary for action.) An alternate member(s) may vote in place of a regular member(s) who is absent.

8. Compensation

The Council members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses.

9. Staff and Financial Support

- A. The Board of Supervisors shall provide no ongoing professional or clerical staff support to the Council.
- B. Unless specifically authorized by the Board of Supervisors, the Council shall not receive any funds from the County to pay for any of the Council's operating costs.

10. Council Funds

Any funds transferred to or received by the County for the Council shall be accepted pursuant to Resolution No. 2005/628 and only used for the benefit of the Council and the East Richmond community.

11. Council Establishment Not Subject to Public Vote

The issue of establishment of the Council shall not be an election item submitted to the voters of the East Richmond community.

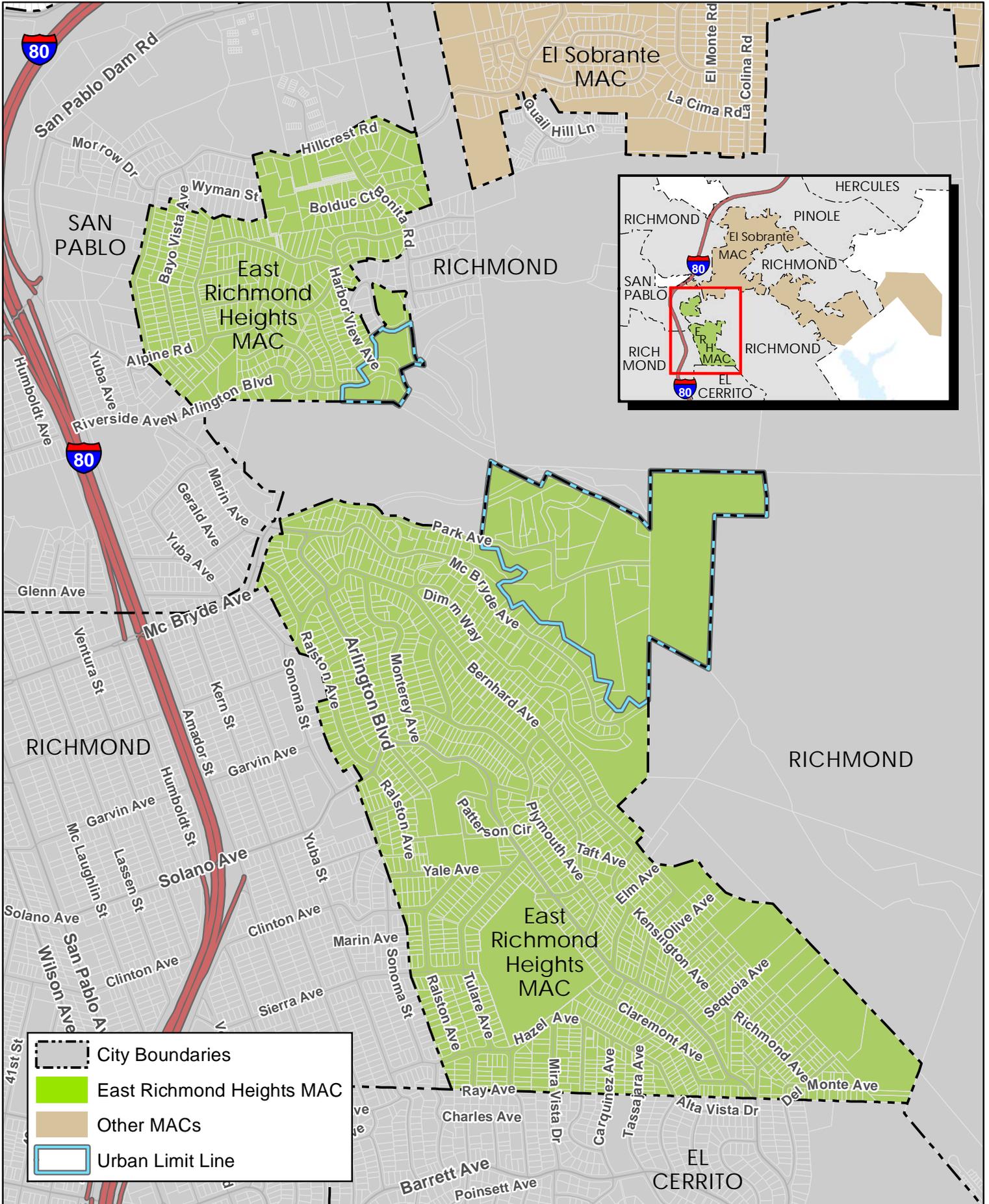
12. Council Operation and Procedural Rules

Within the parameters of the Resolution, the Council may organize itself and operate as it determines, but shall hold regular meetings at least quarterly at an established time and place. The Council meetings shall be conducted in accordance with the provisions of the "Brown Act" (Government Code sections

54950 ff.) including the pre-meeting posting of meeting calendar notices, and the "Better Government Ordinance" (County Ordinance Code, Division 25). In addition, the Council shall fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/376), the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2002/377), the Board's policies for Municipal Advisory Councils (approved December 16, 2008), and the Political Reform Act (Government Code sections 81000 ff.) as applicable.

13. This Resolution supersedes and replaces Resolution No. 2017/175.

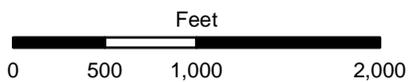
Exhibit A: East Richmond Heights MAC



-  City Boundaries
-  East Richmond Heights MAC
-  Other MACs
-  Urban Limit Line

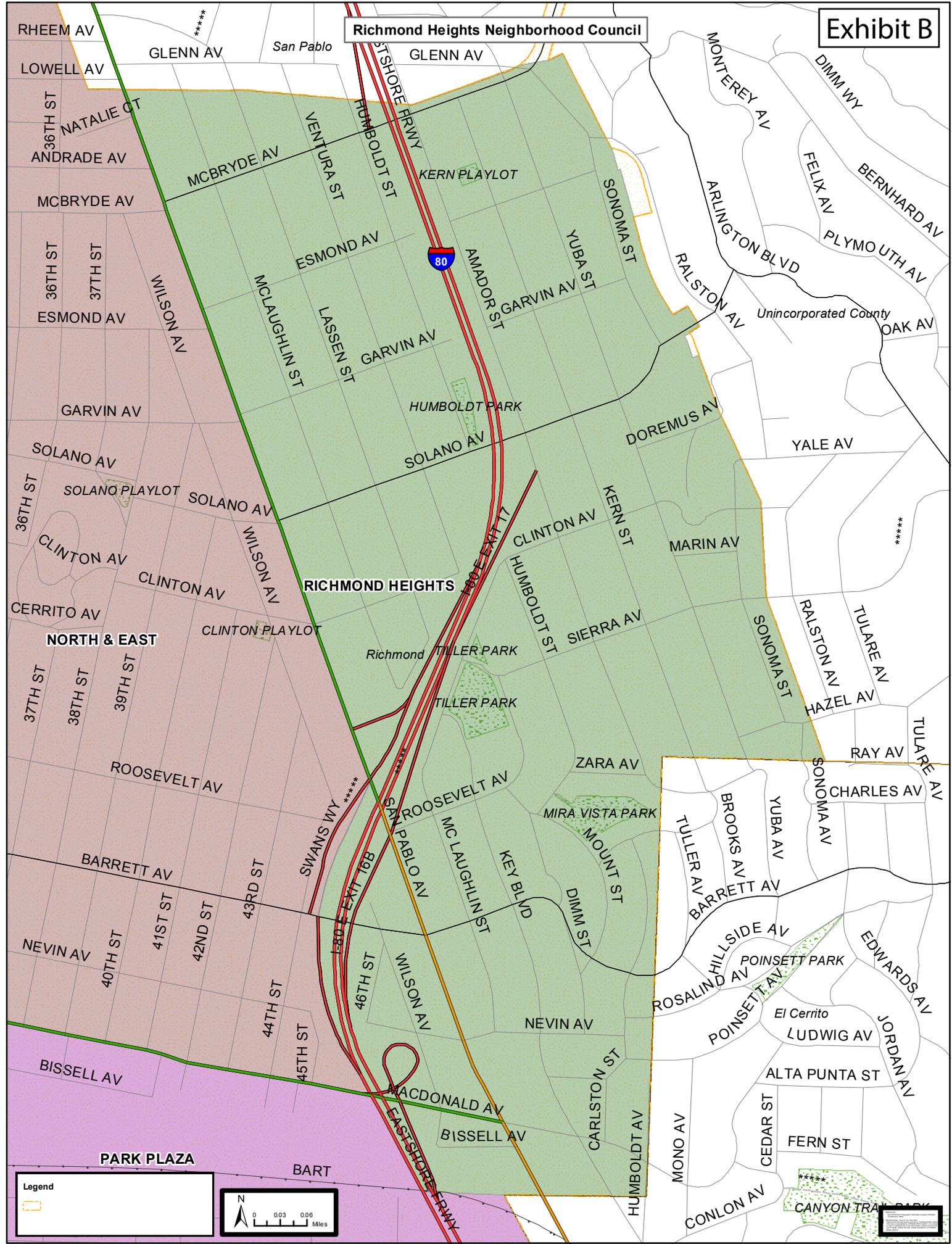
Map created 11/29/2021
 by Contra Costa County Department of
 Conservation and Development, GIS Group
 30 Muir Road, Martinez, CA 94553
 37:59:41.791N 122:07:03.756W

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Richmond Heights Neighborhood Council

Exhibit B



Legend

- Park
- BART
- I-80
- I-880

Scale

0 0.03 0.06 Miles

North Arrow

Disclaimer

This map is for informational purposes only and does not constitute an official map of the City of Richmond. The City of Richmond is not responsible for any errors or omissions on this map.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: June 21, 2022

Subject: FBI Academy Attendance Costs

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner or designee, to expend \$2,120 for costs associated with employee John Gackowski's attendance at the Federal Bureau of Investigation National Academy from July 10, 2022 through September 13, 2022. This expense is to be differentiated from an advance on funds or reimbursement. Summary of Expenses: Academy Uniforms - \$550 Student Assessment - \$250 Miscellaneous Expenses (\$20/day x 66 days) - \$1,320.

FISCAL IMPACT:

100% County General Fund, Budgeted. The total cost to the County for this continuing education program will be borne by the Sheriff's Office operational budget.

BACKGROUND:

The Federal Bureau of Investigation National Academy is a prestigious continuing education program recognized internationally for law enforcement personnel. The training program is a comprehensive and balanced 10-week program of advanced professional instruction. Throughout this training, particular emphasis is placed on leadership development. Personnel from the Office of the Sheriff-Coroner attend the National Academy at the personal invitation of the Director of the Federal Bureau of Investigation. All major costs, including transportation, are funded by the Bureau.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Heike Anderson, (925) 655-0023

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

Negative action could suppress the ability of our county to continue preparing our local law enforcement officials for the unique leadership challenges which we are certain to face in the future.

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Allocation of FY 2018/19, FY 2019/20, and FY 2020/21 Housing Opportunities for Persons with HIV/AIDS (HOPWA) Funds

RECOMMENDATION(S):

APPROVE the Affordable Housing Finance Committee (AHFC) recommendation for the allocation of \$625,000 in FY 2018/19, FY 2019/20, and FY 2020/21 Housing Opportunities for Persons with HIV/AIDS (HOPWA) funds to Resources for Community Development for the rehabilitation of the Aspen Court Apartments project in Pacheco.

FISCAL IMPACT:

No General Fund impact. 100% Federal Funds. U.S. Department of Housing and Urban Development's FY 2018/19, FY 2019/20, and FY 2020/21 HOPWA funds are provided to the County on a formula basis through the City of Oakland. CFDA No. HOPWA 14.241

BACKGROUND:

The National Affordable Housing Act (Public Law 101-625, approved November 28, 1990) authorizes the HOPWA program to provide states and localities with resources to devise long-term comprehensive strategies for meeting the housing needs of persons with HIV/AIDS and related diseases. The City of Oakland (City) is the HOPWA grant recipient for Alameda and Contra Costa Counties. The City allocates the HOPWA funds between the counties based on the number of HIV/AIDS cases. These funds may be used for site acquisition, rehabilitation, and new construction of affordable housing, supportive services, housing information services, rent and utility subsidies, and certain other housing related activities for low-income persons living with HIV/AIDS countywide. The County is the project sponsor with the City and is responsible for the administration and management of the HOPWA Program for Contra Costa County.

On October 7, 2021, County staff hosted the annual "Kick-Off" Meeting, a meeting to announce the County's CDBG, HOME, ESG, HOPWA, and PLHA Notice of Funding Availability (NOFA) and to meet with various private/public non-profit organizations and agencies. The application portal opened that day on October 7, 2021, with applications being due on December 6, 2021. County staff reviewed applications, interviewed project applicants, and determined staff funding recommendations from December 2021 through March 2022.

The AHFC is a Board-appointed advisory committee that makes funding recommendations for the Board concerning the allocation of HOPWA funds for affordable housing development. The AHFC held a public meeting via Zoom on April 21, 2022, to consider staff funding

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Kristin Sherk 925-655-2889

By: , Deputy

cc:

BACKGROUND: (CONT'D)

recommendations for HOPWA funds. Following discussion and comment on the sole HOPWA 22-23 application, the AHFC recommended funding the Aspen Court Apartments project in Pacheco.

The AHFC recommended that the Board of Supervisors allocate \$625,000 in FY 2018/19, FY 2019/20, and FY 2020/21 HOPWA funds to Resources for Community Development (RCD) for the rehabilitation of a 12-unit rental property. The 20-year old building has capital needs that cannot be addressed with available resources. The project was originally financed as a small HUD-811 project with all units serving as HOPWA-assisted. The 811 program, a retired federal housing subsidy program, funded special needs housing construction. HUD-811 sites were funded as an interest free capital advance with operating subsidies to nonprofit developers of affordable housing for persons with disabilities. Tenants' rents are capped at 30% of their monthly income with the HUD Project Rental Assistance Contract (PRAC) to provide operating funds equal to the difference between annual operating costs and project revenues. The PRAC assistance is used to ensure project feasibility while enabling the project to achieve a deep level of affordability housing extremely-low income households. Annual rent increases approved by HUD have been insufficient to keep up with the physical needs of the property.

The scope of the approved rehabilitation is limited to:

- Exterior accessibility upgrades to the parking lot
- Update exterior lighting and security camera system
- Exterior painting
- Replace roof, replace copper water lines, water pump, and central water heater
- Replace wall mounted heaters in all units
- Unit upgrades to the kitchen cabinets, counters, appliances, flooring/carpet, and bathroom vanities

The AHFC recommended the following contingencies for approval of the HOPWA allocation:

1. Approval of rent increases from HUD through the 811 Program by September 1, 2022, which may be waived at the discretion of the DCD Assistant Deputy Director. (RCD has requested HUD consider an allowable increase in compliance with this condition.)
2. Execution of HOPWA legal documents by December 31, 2022.
3. Confirmation that the project's financials are compliant with the County's Affordable Housing Program Guidelines.

As proposed, \$600,000 in HOPWA funds will be expended during the rehabilitation. The remaining \$25,000 will cover project specific delivery costs incurred by the County, including legal fees. Legal documents for the project will include a loan agreement, a promissory note, a deed of trust and security agreement, a regulatory agreement, and a subordination agreement. These documents will be submitted to the Board of Supervisors approval at a later date.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports outcome #3 of the Children's Report Card: Families are Economically Self Sufficient.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 21, 2022

Subject: Allocation of FY 2022/23 CDBG, HOME, and ESG Funds and Approval of FY 2022/23 Action Plan

RECOMMENDATION(S):

- (1) FIND that the FY 2022/23 Annual Action Plan is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines;
- (2) APPROVE and ADOPT the Draft FY 2022/23 Annual Action Plan (Attachment A);
- (3) APPROVE the Family and Human Services Committee recommendations for the allocation of \$849,500 in FY 2022/23 Community Development Block Grant (CDBG) funds in the Public Services (PS) category (Attachment B-1) and \$368,077 Emergency Solutions Grant (ESG) funds (Attachment B-2);
- (4) APPROVE the Finance Committee recommendations for the allocation of \$334,250 in FY 2022/23 CDBG funds in the Economic Development (ED) category (Attachment C-1) and the allocation of \$264,141 in the Infrastructure/Public Facilities (IPF) category (Attachment C-2);
- (5) APPROVE the Affordable Housing Finance Committee recommendations for the allocation of \$1,900,000 in FY 2022/23 CDBG funds in the Housing category, and \$3,300,000 in HOME Investment Partnerships Program (HOME) funds (Attachment D); (6) DIRECT the Department of Conservation and Development (DCD) Director, or designee, to file a CEQA Notice of Exemption for the FY 2022/23 Annual Action Plan with the County Clerk;
- (7) AUTHORIZE the DCD Director, or designee, to execute the program certifications and applications (SF-424's) for transmittal to the U.S. Department of Housing and Urban Development (HUD); and
- (8) AUTHORIZE the DCD Director, or designee, to execute CDBG and ESG program agreements with the recommended organizations for the FY 2022/23 Annual Action Plan approved and adopted by the Board of Supervisors.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Daniel Davis, 925-655-2884

By: , Deputy

cc:

FISCAL IMPACT:

There is no General Fund impact. All funds are provided to Contra Costa County on a formula basis through HUD. Catalog of Federal Domestic Assistance Numbers: CDBG Program - 14.218, HOME Program - 14.239, and ESG Program - 14.231.

BACKGROUND:

Contra Costa County receives CDBG, HOME, and ESG funds each year from the federal government for housing and community development activities. To receive these annual awards of federal funds, the County must submit a strategic plan – the Consolidated Plan – every five years to HUD that identifies local needs and how these needs will be addressed, as well as an Annual Action Plan that specifies what actions and investments will be carried out to execute the Consolidated Plan. Contra Costa County is currently completing the second year of the 2020-2025 Consolidated Plan; this one-year Action Plan for FY 2022/23 covers the third year of the current Consolidated Plan.

The CDBG Program will be entering into its forty-eighth year. The primary objective of the CDBG Program is to assist in the development of viable urban communities through the provision of decent housing, a suitable living environment, and economic opportunity principally for persons of low income. CDBG funds are allocated annually to eligible entitlement jurisdictions by HUD on a formula basis. The County's DCD administers CDBG funds on behalf of the "Urban County." The Urban County includes the unincorporated County and all cities/towns except Antioch, Concord, Pittsburg, and Walnut Creek. Those cities administer independent CDBG programs.

The purpose of the HOME Program is to expand the supply of decent, safe, sanitary, and affordable housing for very-low and low-income households. HOME funds are allocated by HUD to eligible participating jurisdictions and HOME Consortia on a formula basis. The Contra Costa HOME Consortium (Consortium) consists of the Urban County and the cities of Antioch, Concord, Pittsburg, and Walnut Creek. As the Consortium representative, DCD is responsible for the administration and management of the HOME Program for the Consortium.

The County receives ESG Program funds on an entitlement basis for use in funding renovation, major rehabilitation, or conversion of building for use as emergency shelters for the homeless; provision of essential services for the homeless; emergency shelter operations and related services; and homelessness prevention and rapid-rehousing activities. DCD administers ESG funds on behalf of the Urban County.

FY 2022/23 Annual Action Plan Process and Funding Recommendations

On November 4, 2014, the Board of Supervisors (Board) adopted funding guidelines for use of CDBG funds as follows: Housing 45%; Public Services (PS) 17%; Economic Development (ED) 10%; Infrastructure/Public Facilities (IPF) 8%; and Program Administration 20%. Funding recommendations are made by the following Committees:

- Family and Human Services Committee - CDBG PS category and ESG Program funds
- Finance Committee - CDBG ED and IPF categories
- Affordable Housing Finance Committee - CDBG Housing category and HOME Program funds

On October 7, 2021, County staff held the annual "Kick-Off" Meeting, a meeting to announce the County's CDBG/HOME/ESG Notice of Funding Availability (NOFA) and to meet with various private/public non-profit organizations and agencies. The application portal opened that day and closed on December 6, 2021. County staff reviewed applications, interviewed project applicants, and determined staff funding recommendations from December 2021 through April 2022.

The Family and Human Services (FHS) Committee met on May 23, 2022, to consider staff recommendations for the FY 2022/23 CDBG PS and ESG programs/projects. The meeting was noticed, and project applicants were encouraged to attend and provide input into the allocation process. After discussion, the FHS Committee approved staff recommendations as shown in Attachment B-1 and B-2.

The Finance Committee met on June 6, 2022, to consider staff recommendations for the FY 2022/23 CDBG-ED programs and IPF projects. The meeting was noticed, and project applicants were encouraged to attend and provide input into the allocations process. After discussion, the Finance Committee approved staff recommendations as shown in Attachment C-1 and C-2.

The Affordable Housing Finance Committee (AHFC) is a Board-appointed advisory committee that makes funding recommendations for the Board concerning the allocation of CDBG Housing category and HOME funds for affordable housing development. The AHFC held a public meeting via Zoom on April 21, 2022, to consider staff funding recommendations for CDBG Housing and HOME applications. Following discussion and comment on each project application, the AHFC recommended funding allocations shown in Attachment D.

CEQA: The Action Plan is exempt from CEQA review. However, individual projects may be subject to further review, which will be undertaken by the project's lead agency. The County is a responsible agency for most housing projects. A CEQA recommendation will be made to the Board when the housing project's legal documents are submitted for approval.

National Environmental Policy Act (NEPA): All CDBG, HOME, and ESG projects/programs are subject to NEPA and 24 CFR Part 58 review. The NEPA review for each project will be completed prior to entering into project agreements or other legal documents for that project.

CONSEQUENCE OF NEGATIVE ACTION:

Negative action will prevent the Action Plan from being submitted by the deadline and will jeopardize the County's receipt of its allocation of FY 2022/23 CDBG, HOME, and ESG funds.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports one or more of the following children's outcomes:

- (1) Children Ready for and Succeeding in School;
- (2) Children and Youth Healthy and Preparing for Productive Adulthood;
- (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.

ATTACHMENTS

Attachment A – FY 2022/23 Annual Action Plan (Public Review Draft)

Attachment B-1 – FY 2022/23 FHS Recommendations (PS)

Attachment B-2 – FY 2022/23 FHS Recommendations (ESG)

Attachment C-1 – FY 2022/23 Finance Comm. Recommendations (ED)

Attachment C-2 – FY 2022/23 Finance Comm. Recommendations (IPF)

Attachment D – FY 2022/23 AHFC Recommendations (HSG)

CONTRA COSTA COUNTY FY 2022/23

DRAFT Action Plan



COMMUNITY DEVELOPMENT BLOCK GRANT
HOME INVESTMENT PARTNERSHIPS ACT
EMERGENCY SOLUTIONS GRANTS

AP-05 EXECUTIVE SUMMARY - 91.200(C), 91.220(B)

1. Introduction

Established in 1850, the County of Contra Costa is one of nine counties in the San Francisco Bay Area. The County covers 733 square miles and extends from the northeastern shore of the San Francisco Bay, easterly to San Joaquin County. The County is bordered on the south and west by Alameda County and on the north by Suisun Bay and San Pablo Bay. The western and northern communities are highly industrialized, while the inland areas contain a variety of urban, suburban/residential, commercial, light industrial, and agricultural uses.

The Contra Costa FY 2022/23 Action Plan described funding allocations of specific projects and programs to address housing, economic development, infrastructure/public facility improvements, and public service needs utilizing Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants (ESG).

These funds are allocated annually to entitlement communities through the U.S. Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities that benefit lower income persons and households. In order to receive annual allocation, jurisdictions must submit a plan describing how these funds will be expended over a five-year period (the Consolidated Plan) and an annual Action Plan. The current consolidated plan is for the period of July 1, 2020 through June 30, 2025.

The cities of Antioch, Concord, Pittsburg and Walnut Creek, along with the County of Contra Costa have formed the Contra Costa HOME Consortium to cooperatively plan for the housing and community development needs of the County. The County administers HOME funds on behalf of all the Consortia cities and the Urban County. The Urban County includes all the unincorporated areas of the County listed in Table 2 and the 15 cities/towns listed below in Table 1. The County administers Urban County CDBG funds, Consortium HOME funds, County ESG funds, and a share of the Alameda/Contra Costa allocation of HOPWA funds as a project sponsor to the City of Oakland, as the HOPWA Grantee. The cities of Antioch, Concord, Pittsburg, and Walnut Creek receive and administer their own allocation of CDBG funds.

Brentwood	El Cerrito	Martinez	Orinda	Richmond
Clayton	Hercules	Moraga	Pinole	San Pablo
Danville	Lafayette	Oakley	Pleasant Hill	San Ramon

Table 1 - Urban County Cities & Towns in Contra Costa

Alamo	Byron	Contra Costa Centre	El Sobrante	North Richmond	Port Costa
Bay Point	Canyon	Diablo	Kensington	Rodeo	Saranap
Bethel Island	Crockett	Discovery Bay	Knightsen	Rollingwood	Tara Hills
Blackhawk	Clyde	East Richmond Heights	Montalvin Manor	Pacheco	Vine Hill

Table 2 - Urban County Unincorporated Areas of Contra Costa

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Consolidated Plan establishes the following priorities for all projects and programs funded with CDBG, HOME, and ESG funds. Objectives and Strategies are noted below each priority listed below:

Priority Need: Affordable Housing

Objectives/Strategies for Affordable Housing:

AH-1: Expand housing opportunities for extremely-low, very-low, low, and moderate income households through an increase in the supply of decent, safe, and affordable rental housing via new housing construction or acquisition of land for purpose of housing construction.

AH-2: Increase homeownership opportunities via the construction, acquisition, and/or rehabilitation of housing units for homeownership; and/or direct financial assistance provided to low- to moderate-income homebuyers.

AH-3: Maintain and preserve the existing affordable housing stock.

AH-4: Increase the supply of appropriate and supportive housing for special needs populations, which may include short term tenant-based rental assistance.

Priority Need: Reduce/Alleviate Homelessness

Objectives/Strategies for Homelessness:

H-1: Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability.

H-2: Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management, and credit counseling.

In addition to these objectives, the affordable housing and non-housing community development objectives of the Consolidated Plan also address the needs of the homeless and the problem of homelessness.

Priority Need: Non-Housing Community Development

Objectives/Strategies for Public Services:

CD-1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for low-income persons (below 80% of the Area Median Income), and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.

CD-2 Non-Homeless Special Needs Population: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, battered spouses, abused children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.

CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.

CD-4 Fair Housing: Promote fair housing activities and affirmatively further fair housing.

Objectives/Strategies for Economic Development:

CD-5 Economic Development: Reduce the number of persons with incomes below the poverty level (annual income below \$31,743), expand economic opportunities for extremely low-, very low-, and low-income residents, and increase the viability of neighborhood commercial areas by providing job training/job placement services, and technical assistance to microenterprises and small businesses.

Objectives/Strategies for Infrastructure/Public Facilities:

CD-6 Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure; and ensure access for the mobility-impaired by addressing physical access barriers to public facilities.

Priority Need: Administration

Objectives/Strategies for Administration:

CD-7 Administration: Support development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector; and administer federal grant programs in a fiscally prudent manner.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Contra Costa County is completing the second year of the 2020-2025 Consolidated Plan period (FY 2021/22). The County has continued to focus on outcome-based performance measurements as a means to ensure that needed services are delivered and that the results can be easily quantified.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Contra Costa County, along with the other HOME Consortium cities works together to conduct comprehensive outreach to obtain a broad perspective of housing and community development needs in the County. Consulted were residents and organizations involved in affordable housing, fair housing, homeless programs and other community development activities. The process ensures outreach and opportunities for the involvement of affected persons of many types of programs, lower income persons and families and persons living in lower income areas, minorities and non-English speaking persons, and persons with disabilities.

The Consortium also seeks input from other public and private agencies that provide emergency housing for those who are homeless, assisted housing for special needs populations, transitional housing, health services, mental health services, social services, infrastructure needs, as well as those agencies who provide fair housing and tenant/landlord services and ensure compliance with Civil Rights laws and regulations.

See AP-10 Consultation section below for a more detailed summary of the Citizen Participation process.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public review/public comment period of the Action Plan is currently ongoing.

6. Summary of comments or views not accepted and the reasons for not accepting them

Not applicable.

7. Summary

Not applicable.

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development
HOME Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development
ESG Administrator	CONTRA COSTA COUNTY	Department of Conservation and Development

Table 2 – Responsible Agencies

Narrative

The Contra Costa HOME Consortium consists of the Contra Costa Urban County and four CDBG entitlement jurisdictions: Antioch, Concord, Pittsburg, and Walnut Creek.

The CDBG Urban County consists of the unincorporated County and 14 smaller cities and towns.

The ESG area is the same as the CDBG Urban County area.

Consolidated Plan Public Contact Information

<p>Gabriel Lemus CDBG Program Manager Contra Costa County Department of Conservation and Development 30 Muir Road, Martinez, CA 94553 Telephone: (925) 655-2885 Email: Gabriel.lemus@dcd.cccounty.us</p>	<p>Kristin Sherk Senior Housing Planner Contra Costa County Department of Conservation and Development 30 Muir Road, Martinez, CA 94553 Telephone: (925) 655-2889 Email: Kristin.sherk@dcd.cccounty.us</p>
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DRAFT

1. Introduction

As part of this Action Plan development, County CDBG staff undertook an outreach program to consult and coordinate nonprofit agencies, affordable housing providers, and government agencies. On September 8, 2021, County staff sent out a notice to the County's CDBG "Interested Parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. This list consists of various persons representing non-profit service providers that cater to the needs of low- and moderate-income households and persons with special needs, including persons with disabilities; affordable housing providers, housing professionals, and housing advocates; public agencies (other County departments or participating cities departments; improvement districts, school districts, etc.) economic development organizations, community groups, and elected officials.

All of these agencies were notified, via e-mail, about participating in the FY 2022/23 CDBG, HOME, and ESG "Kickoff" Meeting that took place virtually October 7, 2021, in which interested agencies were informed about applying for CDBG, HOME, and ESG funds, and about participating in the overall Action Plan process.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

Consortium members worked closely with the three Public Housing Authorities of Contra Costa, Pittsburg and Richmond in the co-development of the 2020-25 Analysis of Impediments as well as the Consolidated Plan. The County HOME and CDBG staff have frequent conversations with the County Housing Authority staff and work to coordinate the allocation of project-based Section 8 vouchers to HOME and CDBG-funded developments. This increases the number of households with extremely-low incomes who can be served.

The County Department of Conservation and Development (DCD) coordinates the allocation of Emergency Solutions Grant funds with the County's Homeless Program office and the Continuum of Care (CoC) Board. CDBG funds are frequently used to assist in the development of housing for persons with special needs including those living with physical and mental health issues. DCD staff consults the appropriate staff in the Health Services Department (HSD) to confirm the developments will have access to adequate funding for operations.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

DCD staff works very closely with the CoC Council on Homelessness (COH), sitting on the Board, attending monthly meetings, serving on subcommittee such as the Review and Ranking of all CoC applications, and working collaboratively with CoC County staff to coordinate efforts to address homelessness throughout the County. DCD staff also works closely with the nonprofit Homeless Continuum providers and smaller homeless providers, as well as homeless advocacy groups, the interfaith community addressing homeless challenges, business associations and other relevant community groups, to implement key strategies identified in the Continuum's "Forging Ahead Towards Preventing and Ending Homelessness" plan beginning 2015.

The County's Health Services Department serves as the Administrative Entity and Collaborative Applicant for the Contra Costa CoC. Contra Costa Health Services: Health, Housing and Homeless Services Division (H3) coordinates and maintains the homeless crisis response system. The Board of Supervisors created the COH, staffed by H3, as an advisory body for the purpose of educating and advising the Board on issues and policies pertaining to homelessness and as the governing body for the CoC.

The Council and H3 also rely on data and information from local partners and stakeholders with knowledge specific to vulnerable populations such as persons who are chronically homeless, families with children, veterans, and unaccompanied youth (i.e., County Office of Education, Employment & Human Services Division, and multiple health care and public safety agencies), as well as best practices from HUD and other nationally-recognized experts on homelessness and vulnerable populations (i.e., U.S. Departments of Veterans Affairs and Health & Human Services, County Health and Behavioral Health Services and partners) to inform decision-making, craft policy recommendations, and develop programs that target the needs of the CoCs most vulnerable residents. COH Board membership includes representatives from these and other important partners across the geography of the CoC, which allows the CoC to leverage their expertise and coordinate with members, agencies and affiliates who serve and engage with vulnerable consumers. Similarly, the CoC has recently partnered with multiple criminal justice system providers and reentry resources, as well as with County hospitals, Employment & Human Services, and other state entities to reduce the risks of homelessness for vulnerable populations, such as the elderly, low and very low income families, recent and imminent discharges of patients and incarcerated persons, and child welfare and justice involved youth and families.

The CoC maintains Written Standards and Policies & Procedures for homeless services and housing projects, CoC providers, and the CoC HMIS database, to ensure coordinated, streamlined, effective, and equitable approaches to homeless services and housing for all consumers. The policies also serve to require targeted, client centered, trauma informed care using a housing first and client choice strategy to serve and prioritize the most vulnerable residents, including persons who are chronically homeless, families, veterans and unaccompanied minors. The Council regularly works with local and CoC homeless services providers to prioritize these groups and determine strategies to serve them. HMIS management includes bimonthly HMIS meetings with all providers which allows for system-wide coordination to reduce risks of homelessness, length of time homeless, and recidivism to homelessness, and increase the effectiveness of services by synchronizing case management and treatment.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The County works closely with the Contra Costa CoC in the allocation of ESG funds, in developing performance standards, evaluating outcomes, and in the administration of HMIS. County staff consult with CoC and the Council on Homelessness Executive Board, which provides advice and input on the operations of homeless services, program operation and program development efforts in Contra Costa County. Members of the CoC Board sit on the Review and Ranking committee to determine allocation of funding for ESG projects.

H3 administers the CoC Homeless Management Information System (HMIS), a federally mandated protected database that stores consumer, project, and system level data. This data is reviewed by H3 and the Council on Homelessness throughout the year to determine how to allocate funds, including ESG and CoC funds, develop standards for performance and compliance, evaluate project and system level outcomes, and recommend policy and legislative action. The Council has two subcommittees (CoC-ESG Provider Committee and the System Performance Committee) dedicated to those purposes. Those committees meet multiple times throughout the year, including in preparation for large funding allocations, such as CoC and ESG funding competitions. The System Performance Committee typically meets more often to review project and system level data, make recommendations for metrics, monitoring, and evaluation, and contribute data and messaging for use in the Council and CoC larger consumer and community engagement strategies and policy recommendations to the Board of Supervisors. The Council also uses data, information, and recommendations generated from these meetings to develop annual priorities for the CoC, which helps to guide the Council's annual decision making and oversight of project and system performance and HMIS administration.

The CoC annually reviews and approves the CoC and ESG Written Standards and CoC and ESG Notice of Funding Availability (NOFA) Processes. The Written Standards document ensures standardization, transparency, and compliance with the operations and program performance of all CoC and ESG programs. The document also aligns with the CoC's coordinated entry policies and procedures, which guides the operation of the coordinated outreach, access, assessment, prioritization, and referral processes for CoC housing and service providers. The community and Council on Homelessness annually reviews all process documents to ensure that each funding opportunity, including ESG and CoC, follow consistent processes and use the same data (from HMIS) and metrics to measure program compliance and performance. The Council on Homelessness staffs the program review panels convened for CoC and ESG funding competitions and evaluates programs using the Council-approved metrics before approving the final project selections to be submitted for the funding competitions.

The County's HMIS policies and procedures for administration and program participation are reviewed annually by the Council's HMIS Policy Committee. This committee meets publicly every other month with representatives from each HMIS-participating service provider. This Committee serves to update the Policies & Procedures, share resources, provide technical assistance and training, and ensure standardization in data collection, reporting, and evaluation in HMIS.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Contra Costa Health Services Homeless Program
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency Other government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Contra Costa County Health Services Department was consulted to provide information on various special needs populations, including Homeless populations, and services provided to those populations.
2	Agency/Group/Organization	CONTRA COSTA HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Other government - County Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	County housing staff consults with the HACCC at least quarterly. The two agencies coordinate on the Consolidated Plan, Annual Action Plan, Housing Authority Five-year Plan, and Housing Authority Annual Plan. In addition, staff coordinates allocations of HOME, CDBG and project-based Section 8 vouchers whenever possible.
3	Agency/Group/Organization	BAY AREA LEGAL AID
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation on Fair Housing, Tenant/Landlord cases throughout County and trends, eviction prevention as homeless prevention strategy especially for families with children.
4	Agency/Group/Organization	Contra Costa Interfaith Housing
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with Executive Director of Hope Solutions regarding homeless housing, homeless services for children and parents entering housing, stabilization of homeless families. Agency runs Garden Park Apartments and scattered site housing with a wide variety of supportive services, and housing search assistance.
5	Agency/Group/Organization	ECHO HOUSING
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	ECHO Housing is the Consortium wide Fair Housing provider, and also provides Tenant/Landlord services in several jurisdictions. Agency was consulted by Consortium focusing on each of those issues, needs of tenants, T/L & Fair Housing issues found in their public housing cases, etc.

6	Agency/Group/Organization	CONTRA COSTA SENIOR LEGAL SERVICES
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director consulted on Seniors and Disabled needs to identify and prioritize needs.
7	Agency/Group/Organization	Lamorinda Spirit Van
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director consulted on Seniors and Disabled needs to identify and prioritize needs.
8	Agency/Group/Organization	MONUMENT CRISIS CENTER
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director consulted to identify and prioritize needs as well as on homeless clients, particularly need for food and services, as agency runs Central County Homeless CARE Center.
9	Agency/Group/Organization	Meals on Wheels Diablo Valley
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Directors of Meals on Wheels and Care Management consulted to identify and prioritize needs.
10	Agency/Group/Organization	OMBUDSMAN SERVICES OF CONTRA COSTA
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Lead Program staff consulted in on Seniors and Disabled to identify and prioritize needs, and to further explore needs and issues of institutionalized population.
11	Agency/Group/Organization	A Place of Learning
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on Youth, as agency primarily serves Hispanic youth with free after school tutoring for grades 1st through 6th.welcome.
12	Agency/Group/Organization	COCO Kids (Contra Costa Childcare Council)
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation by Consortium to focus on Economic Development. Agency provides microenterprise Economic Development services to child care enterprises, and focuses on early childhood education.
13	Agency/Group/Organization	LOAVES AND FISHES OF CONTRA COSTA
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation by Consortium to focus on Homelessness and Food Scarcity Agency provides hot meals 5x per week in dining rooms throughout the Consortium, serves homeless, elderly, disabled and very low-income families primarily.
14	Agency/Group/Organization	FOOD BANK OF CONTRA COSTA AND SOLANO
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation by Consortium to focus on Homelessness and Food Scarcity. Agency provides groceries and fresh food to food pantries and agencies throughout the Consortium, serves homeless, elderly, disabled and very low-income families primarily.
15	Agency/Group/Organization	St. Vincent de Paul of Contra Costa
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation to focus on Homelessness and Food Scarcity. Agency provides Rotocare medical care, dining room site for Loaves and Fishes, emergency Housing retention assistance, information and referral, a day program for homeless families and employment training program for homeless individuals, serves homeless, families elderly, disabled and very low-income families primarily.
16	Agency/Group/Organization	SHELTER INC.
	Agency/Group/Organization Type	Housing Services - Housing

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation to focus on Homelessness. Agency provides homeless and homeless prevention housing retention subsidies and assistance, housing with supportive services, housing placement services, and is key homeless housing provider in the County serving homeless individuals and families, elderly, disabled and also homeless prevention for very low-income families primarily.</p>
17	<p>Agency/Group/Organization</p>	<p>CONTRA COSTA CRISIS CENTER</p>
	<p>Agency/Group/Organization Type</p>	<p>Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims</p>

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Lead Program staff consulted as agency is 2-1-1 provider of information and referral for all services, and is also the direct connection to CC Homeless Coordinated Entry System and the CORE Outreach Teams.
18	Agency/Group/Organization	RYSE Center
	Agency/Group/Organization Type	Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Program staff consulted to better understand the needs of youth including LGBT and homeless youth.
19	Agency/Group/Organization	COURT APPOINTED SPECIAL ADVOCATES
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Program staff consulted to better understand needs of foster youth, homeless prevention and homelessness amongst foster youth and abused and neglected youth.

20	Agency/Group/Organization	East Bay Center of the Performing Arts
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Executive Director and Program staff consulted as agency works with lower income youth in West County.
21	Agency/Group/Organization	STAND! For Families Free of Violence
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency Program Director consulted to better understand needs battered spouses and their children, including those who are made homeless when fleeing domestic violence.

Identify any Agency Types not consulted and provide rationale for not consulting

No agency types were intentionally excluded. Organizations were consulted on an individual and group basis, as well as part of public meetings. The consortium distributed a survey through workshops, public service agencies, and the County website as well as the websites of all Consortium members. An extended and exhaustive effort was made to reach as many individuals and organizations as possible.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Contra Costa County Health, Housing and Homeless Services Department	Strategic Plan goals are identical to adopted Continuum of Care Plan goals and objectives described in 2015 10-Year Plan (See H-1 Permanent Housing for Homeless and H-2 Prevention of Homelessness)
Contra Costa 2020-25 Analysis of Impediments	Contra Costa County Department of Conservation and Development	The Consortium and PHAs in CCC undertook the development of a new AI performed in the Analysis of Fair Housing format to best inform and coordinate fair housing activities throughout the County in the coming five years. The AI data and analysis is thoroughly integrated into the 2020-25 Consolidated Plan.
Northern Waterfront Strategic Action Plan	Contra Costa County Department of Conservation and Development	The Northern Waterfront Economic Development Initiative is a regional cluster-based economic development strategy with a goal of creating 18,000 new jobs by 2035. The Initiative leverages existing competitive advantages and assets by focusing on advanced manufacturing sub-sectors in five targeted clusters (advanced transportation fuels, bio-tech/bio-medical, diverse manufacturing, food processing, and clean tech). There is also a related component focusing on the human capital framework to benefit the residents of the Northern Waterfront. The initiative is a collaboration between the County and seven partner cities, who work together on diverse actions to enhance the economic vitality of the region.
Ensuring Opportunity Contra Costa	Richmond Community Foundation	The Ensuring Opportunity Campaign to End Poverty in Contra Costa is a cross-sector initiative that engages local elected officials, social sector organizations, businesses, labor, local government, faith-based, academia and the philanthropic sector in a collective effort to eliminate poverty in our community. The Campaign is currently focusing on affordable housing. The Executive Director is an active participant in Consortium activities and focus groups, as well as homelessness efforts.
Plan Bay Area 2040: Regional Transportation Plan	Metropolitan Transportation Commission	This regional transportation plan and sustainable communities strategy for the San Francisco Bay Area (2017-2040) helps to inform long-term planning strategies and links to regional planning.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Plan Bay Area, People Places & Prosperity	Association of Bay Area Governments (ABAG)	ABAG is the comprehensive regional planning agency and council of governments for the nine counties and 101 cities and towns of the San Francisco Bay region. ABAG works to address common issues from a regional perspective, and formed the first council of governments in California. From this perspective, ABAG continues to work in regional land use, environmental stewardship, energy efficiency and water resource protection. This past year, ABAG and MTC combined to share joint responsibility for Plan Bay Area, now with a single staff, serving both the ABAG Executive Board and the MTC Commission. ABAG publications and planning activities influence local plans for housing production and transportation.

Table 3 – Other local / regional / federal planning efforts

Narrative

DCD staff and Consortium member consultations with other County departments and local agencies enhances DCD staff's understanding of critical issues facing low income residents in Contra Costa, especially understanding the needs of extremely-low income and homeless individuals and families. This specialized knowledge complements the feedback provided through public participation.

AP-12 PARTICIPATION - 91.401, 91.105, 91.200(C)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

On September 8, 2021, a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG-IPF, CDBG-Housing, HOME, and HOPWA funds was sent to the County's CDBG "Interested Parties" list, a list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. The NOFA/RFP notice was also posted/published in all editions of the Contra Costa Times and posted on the County's Department of Conservation and Development (DCD) website on the same day.

On October 7, 2021, the CDBG, HOME Kickoff public meeting was held virtually via Zoom. Approximately 152 people representing various non-profit and public agencies attended the meeting.

On April 21, 2022, the County's Affordable Housing Finance Committee held a public meeting to consider staff's affordable housing recommendations for the CDBG, HOME, and HOPWA programs. Approximately 35 people representing various affordable housing development nonprofit organizations attended the meeting.

On May 23, 2022, the County's Family and Human Services Committee held a public meeting to hear staff's recommendations for the Public Service category of the County's CDBG Program and staff's recommendations under the County's ESG Program.

On June 6, 2022, the County's Finance Committee held a public meeting to hear staff's recommendations for the Economic Development and Infrastructure/Public Facilities categories of the County's CDBG Program.

On May 21, 2022, public notices were posted/published in all newspaper editions of the Contra Costa Times announcing the June 21, 2022, County's Board of Supervisors public hearing to recommend CDBG, HOME, ESG, and HOPWA funds to public services, economic development, infrastructure/public facilities, affordable housing, and ESG projects/programs/activities. The County's Draft Action Plan was made available to the public from May 21, 2022 through June 20, 2022 on the County's DCD website, and a hard copy was available upon request to the public at the County's DCD physical location at 30 Muir Road, Martinez, CA.

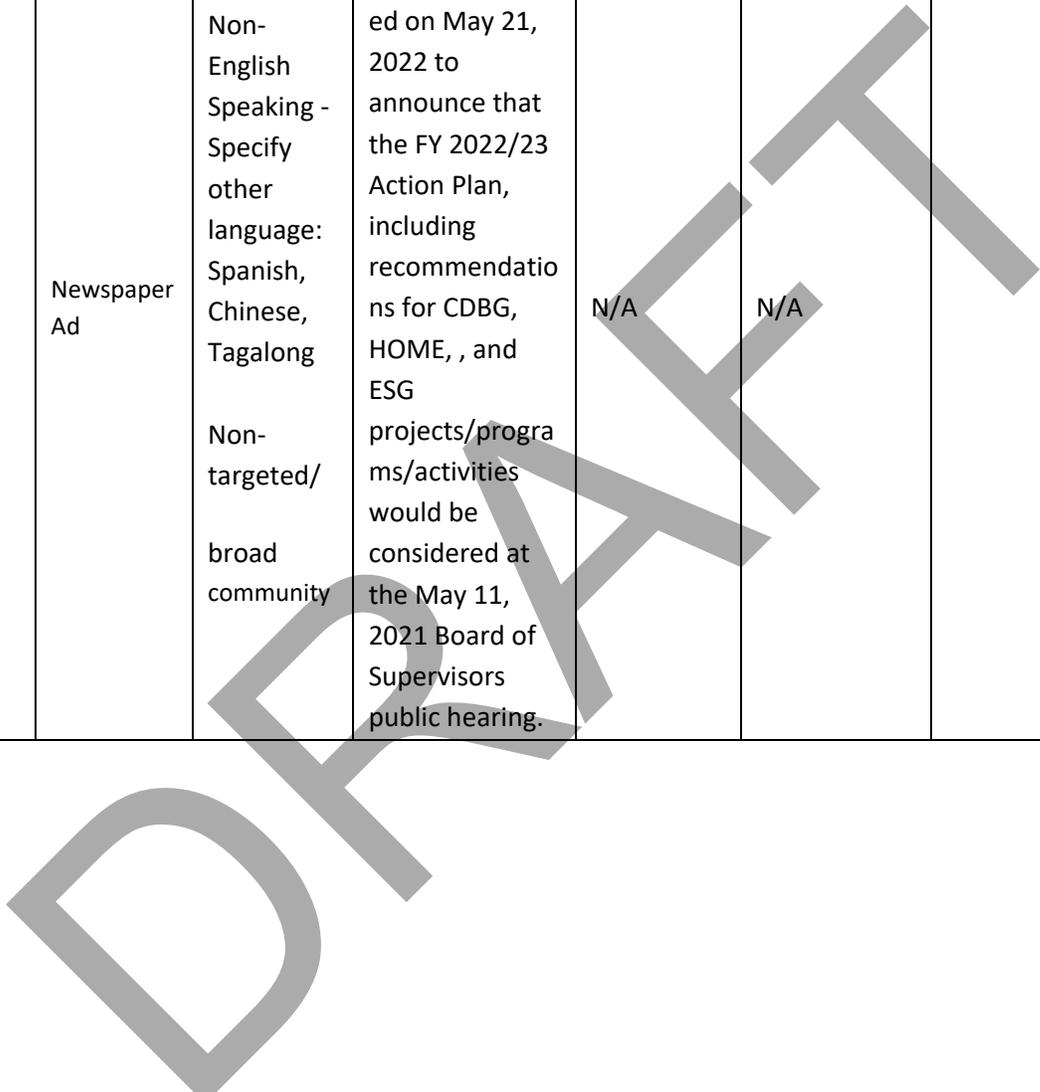
On June 21, 2022, the Board of Supervisors public hearing meeting was held. At the meeting, the County's FY 0222/23 CDBG/HOME/ESG/HOPWA Action Plan, including the recommendations for all public services, economic development, infrastructure/public facilities, affordable housing, and ESG projects, was considered and approved by the County's Board of Supervisors.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/ broad community	Contra Costa County emailed a NOFA/RFP for CDBG, HOME, funds to the County's interested parties list, a list of over 600 individuals representing various nonprofit organizations and public agencies throughout the County.	N/A	N/A	www.contracosta.ca.gov/CDBG
2	Newspaper Ad	Non-targeted/ broad community	The County published a newspaper notice on September 8, 2021 announcing its CDBG, HOME, Kick-Off Meeting for interested persons, nonprofits, and public agencies to attend.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Meeting	Non-targeted/ broad community	The County held its CDBG, HOME, and HOPWA Kick-Off Meeting virtually via Zoom on October 7, 2022. Approximately 150 individuals attended representing various nonprofit organizations and public agencies interested in learning more about the application process.	N/A	N/A	

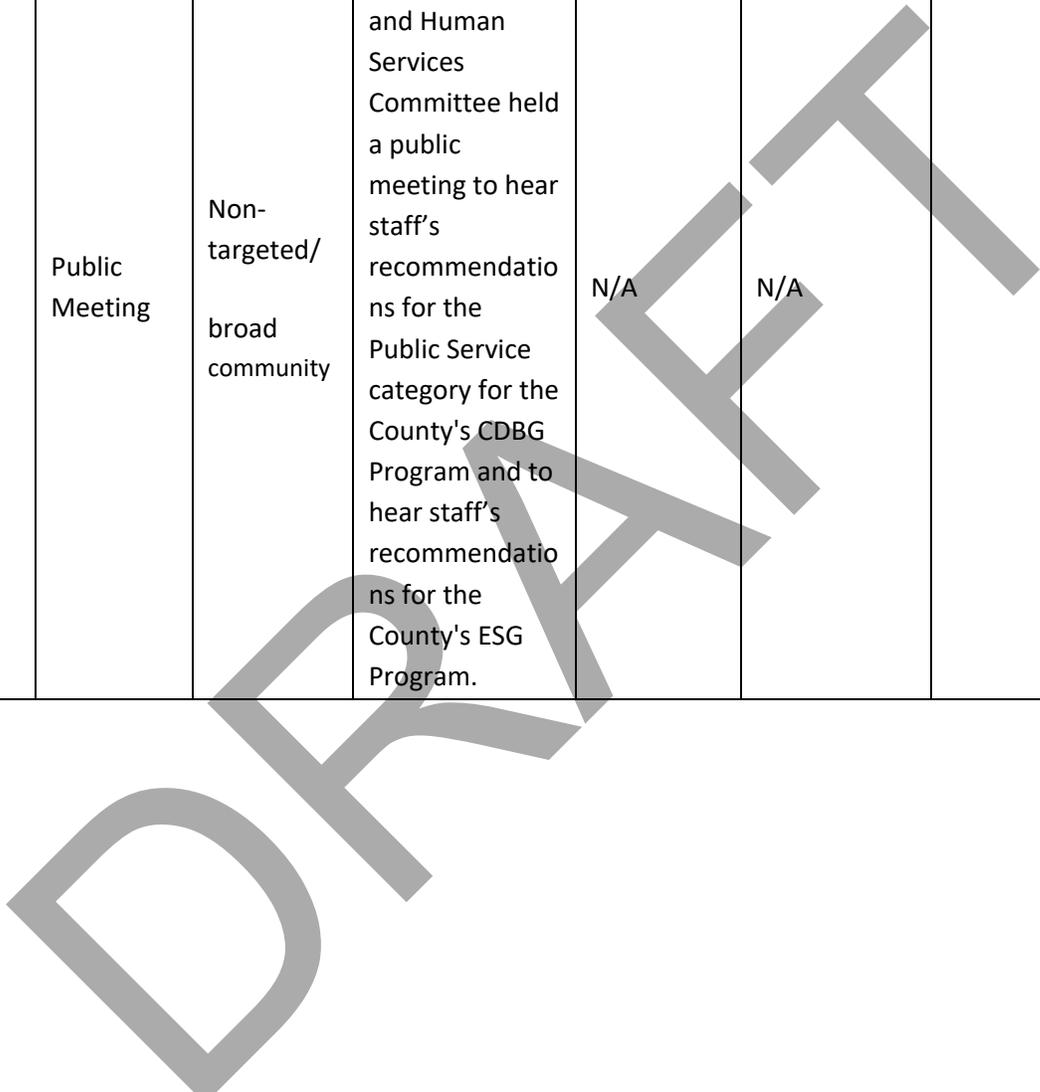
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Newspaper Ad	Non-English Speaking - Specify other language: Spanish, Chinese, Tagalong Non-targeted/ broad community	A Public notice was posted/published on May 21, 2022 to announce that the FY 2022/23 Action Plan, including recommendations for CDBG, HOME, , and ESG projects/programs/activities would be considered at the May 11, 2021 Board of Supervisors public hearing.	N/A	N/A	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting	Non-targeted/ broad community Affordable Housing Developers	On April 21, 2022, the County's Affordable Housing Finance Committee held a public meeting to consider staffs affordable housing recommendations. Approximately 35 persons attended the virtual meeting.	N/A	N/A	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/ broad community	On May 23, 2022, the County's Family and Human Services Committee held a public meeting to hear staff's recommendations for the Public Service category for the County's CDBG Program and to hear staff's recommendations for the County's ESG Program.	N/A	N/A	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Meeting	Non-targeted/ broad community	On June 6, 2022, the County's Finance Committee held a public meeting to hear staff's recommendations for the Economic Development and Infrastructure/Public Facilities for the County's CDBG Program.	N/A	N/A	
9	Public Meeting	Non-targeted/ broad community	Board of Supervisors Meetings to adopt the FY 2022/23 Annual Action Plan was held on June 21, 2022.	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 EXPECTED RESOURCES - 91.420(B), 91.220(C)(1,2)

Introduction

Contra Costa anticipates that over the five-year course of the Strategic Plan it will have CDBG, HOME, and ESG available. These federal funds will be used to leverage public and private resources in all program areas. The Annual Action Plan budgets reflect one-fifth of the anticipated resources.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	4,543,847	1,100,000	1,054,620	6,698,467	8,120,875	Expected amount available based on recent allocation and anticipated estimated Program Income during the FY 2022/23 program year.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,643,182	500,000	1,633,854	5,777,036	6,676,399	Expected amount available based on recent allocation and anticipated estimated Program Income during the FY 2022/23 program year.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	397,921	0	0	397,921	790,000	Expected amount available based on recent allocation.

Table 3 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

County policy requires projects funded with CDBG funds to provide a minimum match as follows: 10 percent required from nonprofit organizations, 25 percent from local government agencies, and 100 percent from for-profit entities. Public service and economic development projects (sponsored by nonprofit organizations and public agencies) receiving multiple year funds are further required to increase the level of match for each year of funding up to 50 percent match after year five.

In accordance with federal regulations, all projects funded with Consortium HOME funds are required to provide a minimum 25 percent permanent match to the project from non-federal sources.

In accordance with federal regulations, all projects funded with ESG funds are required to provide a minimum 100 percent match from non-federal sources.

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If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The County, as the Housing Successor Agency to the former redevelopment agency, owns land that will be used for affordable housing development in Bay Point, North Richmond, and Rodeo.

The Housing Successor (to the former Redevelopment Agency) will issue requests for proposals to develop the Rodeo and Bay Point parcels during the Consolidated Plan period. The Housing Successor is considering using the proceeds of that sale to support the Rodeo, and Bay Point developments. However, no CDBG, HOME, or ESG funds are allocated to this prospective project at this time.

Discussion

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ANNUAL GOALS AND OBJECTIVES

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AH-1 New Construction of Affordable Rental Housing	2020	2025	Affordable Housing	Contra Costa County	Affordable Housing	HOME: \$4,506,280	Rental units constructed: 129 Household Housing Unit
2	AH-3: Maintain and Preserve Affordable Housing	2020	2025	Affordable Housing	Contra Costa County	Affordable Housing	CDBG: \$2,200,000	Rental units rehabilitated: 50 Household Housing Unit Homeowner Housing Rehabilitated: 24 Household Housing Unit
3	AH-4: New Supportive Housing - Special Needs	2020	2025	Affordable Housing	Contra Costa County	Affordable Housing	CDBG: \$3,286,000	Rental units constructed: 112 Household Housing Unit Housing for People with HIV/AIDS added: 2 Household Housing Unit
4	CD-1: General Public Services	2020	2025	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$316,500	Public service activities other than Low/Moderate Income Housing Benefit: 10,000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	CD-2: Non-Homeless Special Needs Population	2020	2025	Non-Homeless Special Needs Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$183,000	Public service activities other than Low/Moderate Income Housing Benefit: 1,400 Persons Assisted
6	CD-3: Youth	2020	2025	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$88,000	Public service activities other than Low/Moderate Income Housing Benefit: 2,000 Persons Assisted
7	CD-4: Fair Housing	2020	2025	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted
8	CD-5: Economic Development	2020	2025	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$384,250	Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted Jobs created/retained: 5 Jobs Businesses assisted: 180 Businesses Assisted
9	CD-6: Infrastructure/Public Facilities	2020	2025	Non-Housing Community Development	Contra Costa County	Non-Housing Community Development	CDBG: \$264,141	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	H-1: Housing & Supportive Services for Homeless	2020	2025	Homeless	Contra Costa County	Homelessness Prevention	CDBG: \$142,000 ESG: \$238,344	Public service activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted Homeless Person Overnight Shelter: 326 Persons Assisted
11	H-2: Rapid Rehousing & Homelessness Prevention	2020	2025	Homeless	Contra Costa County	Homelessness Prevention	CDBG: \$30,000 ESG: \$129,733	Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted Homelessness Prevention: 10 Persons Assisted
12	CD-7: Administration	2020	2025	Administration	Contra Costa County	Administration	CDBG: \$1,128,769 HOME: \$414,318 ESG: \$29,844	Other: 1 Other

Table 4 – Goals Summary

Goal Descriptions

1	Goal Name	AH-1 New Construction of Affordable Rental Housing
	Goal Description	The Contra Costa Consortium has used HOME funds primarily for the new construction of affordable rental and for-sale housing. The 2013 HOME final rule effectively tightened the HOME commitment and expenditures timelines. The County is allocating funds for new construction in FY 2022/23. However, the County may need to adjust the HOME program in future years and fund rehabilitation and/or energy efficiency improvements in existing structures in order to meet the tight expenditure deadlines. CDBG funds are used to support new construction through land acquisition.
2	Goal Name	AH-3: Maintain and Preserve Affordable Housing
	Goal Description	Maintaining and preserving affordable housing (rental and homeownership) is a growing need as existing affordable housing reaches the of current affordability terms. Increasing market rate rents are an incentive for private owners to convert their affordable units to market rate units. Affordable housing developers purchase existing building when feasible in an effort to maintain existing affordable housing.
3	Goal Name	AH-4: New Supportive Housing - Special Needs
	Goal Description	Increase the supply of appropriate and supportive housing for special needs populations, which may include individuals living with HIV/AIDS as well a tenant-based rental assistance.
4	Goal Name	CD-1: General Public Services
	Goal Description	Ensure that opportunities and services provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.
5	Goal Name	CD-2: Non-Homeless Special Needs Population
	Goal Description	Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.

6	Goal Name	CD-3: Youth
	Goal Description	Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.
7	Goal Name	CD-4: Fair Housing
	Goal Description	Continue to promote fair housing activities and affirmatively further fair housing.
8	Goal Name	CD-5: Economic Development
	Goal Description	Reduce the number of persons with incomes below the poverty level, expand economic opportunities for very-low and low-income residents, and increase the viability of neighborhood commercial areas. Strategies include: <ul style="list-style-type: none"> • Support job training, retraining, and employment search services for low-income persons; and • Provide technical assistance and capital (loan or grant) to small business/micro-enterprises to develop and/or expand capacity and produce jobs for low-income persons.
9	Goal Name	CD-6: Infrastructure/Public Facilities
	Goal Description	Maintain quality public facilities and adequate infrastructure and ensure access to public facilities for the disabled. Strategies include: <ul style="list-style-type: none"> • To construct or improve public facilities and infrastructure including, but not limited to, providing and improving access to facilities for persons with disabilities. This may include directly improving or constructing facilities or infrastructure in low-income areas or providing assistance to non-profit agencies that serve low-income populations. • To remove barriers to the safe travel of persons with disabilities that exist in the public right-of-way. • To make improvements to the public right-of-way to enhance public safety and accessibility, and to improve public health, and to promote the provisions of a "complete streets program." Improvements will be targeted to areas where the current level of improvements is less than the current standard.
10	Goal Name	H-1: Housing & Supportive Services for Homeless
	Goal Description	Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability.

11	Goal Name	H-2: Rapid Rehousing & Homelessness Prevention
	Goal Description	Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling.
12	Goal Name	CD-7: Administration
	Goal Description	Support development of viable urban communities through extending and strengthening partnerships among all levels of government and private sector, and administer federal grant programs in a fiscally prudent manner. Strategies include: <ul style="list-style-type: none"> • To continue the collaborative administration with the other Consortia jurisdictions for the County's housing and community development programs undertaken under this Strategic Plan. This effort will include common policies and procedures for requests for the use of funds, subrecipient reporting, record-keeping, and monitoring. • To support the efforts of the housing authorities of the City of Pittsburg, City of Richmond, and Contra Costa County. Members will also cooperatively further the efforts of the Contra Costa Continuum of Care Council on Homelessness.

DRAFT

AP-35 PROJECTS - 91.420, 91.220(D)

Introduction

The projects below all meet specific Consolidated Plan priorities and goals. The 2020-2025 Consolidated Plan establishes the priorities for affordable housing and non-housing community development (Public Service, Infrastructure/Public Facilities, and Economic Development) programs and projects funded with CDBG, HOME, ESG, and HOPWA funds. In addition to the Consolidated Plan priorities, the Board has established a priority for housing projects which includes units affordable to extremely-low income households. The project summary below provides information on specific housing projects and non-housing projects funded with CDBG, HOME, ESG, and HOPWA funds. Additional HOPWA funds may be allocated later in the year through a separate competitive application process.

#	Project Name
1	Bay Area Crisis Nursery: Bay Area Crisis Nursery
2	Community Housing Development Corporation of North Richmond: Multicultural Family/Senior Center
3	Community Housing Development Corporation: Housing Instability Counseling Program
4	Community Violence Solutions: CIC Child Sexual Assault Intervention
5	ECHO Housing: Tenant/Landlord Counseling and Dispute Resolution Services
6	Food Bank of Contra Costa and Solano: Collaborative Food Distribution
7	Housing and Economic Rights Advocates: Financially Stability Legal Services
8	Loaves and Fishes of Contra Costa: Nourishing Lives
9	Monument Crisis Center: Critical Safety Net Resources for Families and Individuals
10	Richmond Community Foundation: Sparkpoint Contra Costa
11	St. Vincent de Paul of Contra Costa: RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul
12	City of Lafayette: Lamorinda Spirit Van Senior Transportation Program
13	Contra Costa Crisis Service: Crisis / 211 Contra Costa
14	Contra Costa Family Justice Alliance: Family Justice Navigation Program
15	Contra Costa Senior Legal Services: Legal Services for Seniors
16	Court Appointed Special Advocates: Serving All Foster Children
17	Empowered Aging: Ombudsman Services for Contra Costa
18	Lions Center for the Visually Impaired: Independent Living Skills for Blind and Visually Impaired
19	Meals on Wheels Diablo Region: Care Management
20	Meals on Wheels Diablo Region: Meals on Wheels
21	Pleasant Hill Recreation & Park District: Senior Service Network
22	Rainbow Community Center of Contra Costa: Kind Hearts Community Support Program
23	East Bay Center for the Performing Arts: Deep Roots, Wide World Program
24	James Morehouse Project / Bay Area Community Resources: James Morehouse Project
25	Mount Diablo Unified School District: CARES After School Enrichment Program
26	RYSE Inc.: RYSE Career Pathway Program
27	Village Community Resource Center: Village Community Resource Center Program Support
28	ECHO Housing: Fair Housing Services
29	Contra Costa County Health Services: Coordinated Outreach, Referral, and Engagement Program

#	Project Name
30	Greater Richmond Interfaith Program: Homeless Shelter and Soup Kitchen
31	STAND! For Families Free of Violence: Rollie Mullen Center Emergency Shelter
32	Winter Nights Family Shelter, Inc.
33	SHELTER Inc.: Homeless Prevention Program
34	Multicultural Institute: Lifeskills / Day Labor Program
35	Opportunity Junction: Bay Point Career Counseling and Placement Assistance
36	CoCoKids Inc.: Road to Success
37	Loaves and Fishes of Contra Costa: Culinary Arts Training
38	Opportunity Junction: Administrative Careers Training Program
39	Renaissance Entrepreneurship Center: Using the Power of Entrepreneurship to Build Economical
40	West Contra Costa Business Dev. Center Inc.: Emerging Entrepreneurs Program
41	Greater Richmond Interfaith Program: Shelter Solar
42	Nurturing Independence through Artistic Development: NIAD Community Accessibility Improvement Plan
43	Urban Tilth: Making the Greenway Accessible to ALL Project
44	ESG22 Contra Costa County
45	699 YVR Housing
46	811 San Pablo
47	Rodeo Gateway Senior
48	CDBG Program Administration
49	HOME Program Administration

Table 5 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The established Priority Needs and Goals of the FY 2020-2025 Consolidated Plan form the basis for allocating investments geographically within the Urban County and HOME Consortium area during the next five-year period. The Priority Needs and Goals are a result of community outreach efforts, consultations with various public and private non-profit agencies, and an on-line "Community Needs" survey conducted during the Citizen Participation process of the FY 2020-2025 Consolidated Plan.

The Urban County has extensive housing and community development needs. However, the lack of adequate funding is one of the most critical obstacles to addressing underserved needs. Therefore, only eligible activities that meet a Priority Need and fit within one of the Goals (AH1 thru AH-4; H-1 thru H-2, and CD-1 thru CD-7) established in the FY 2020-2025 Consolidated Plan will be funded during the next five years.

AP-38 PROJECT SUMMARY

Project Summary Information

1	Project Name	Bay Area Crisis Nursery: Bay Area Crisis Nursery
	Target Area	Contra Costa County
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,000
	Description	Provide short-term residential/shelter services and emergency childcare for 20 children ages birth through 5 years old. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B). Matrix Code: 05LEligibility: Public Services - 24 CFR 570.201(e).
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	20
	Location Description	1506 Mendocino Dr, Concord, CA 94521
	Planned Activities	Provide short-term residential/shelter services and emergency childcare for 20 children ages birth through 5 years old.
2	Project Name	Community Housing Development Corporation of North Richmond: Multicultural Family/Senior Center
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$40,000

	Description	Operate and maintain a community center for 200 residents of North Richmond. Activities include providing educational, recreational and nutritional programs to the North Richmond community. The center will work with partner agencies to provide food and referrals to families and seniors. National Objective: Low Mod Area Benefit- 24 CFR 570.208(a)(1)(i)Matrix Code: 05ZEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 700 Richmond residents
	Location Description	515 Silver Avenue, Richmond, CA 94801
	Planned Activities	Operate and maintain a community center for residents of North Richmond. Activities include providing educational, recreational and nutritional programs to the North Richmond community. The center will work with partner agencies to provide food and referrals to families and seniors.
3	Project Name	Community Housing Development Corporation: Housing Instability Counseling Program
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$25,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The project will delivery housing counseling services to 75 households facing housing instability such as eviction, default, foreclosure, or loss of income that causes or could cause eviction, default, foreclosure or homelessness.

	Location Description	1535 Fred Jackson Way Ste. A Richmond Ca. 94801
	Planned Activities	The project will delivery housing counseling services to households facing housing instability such as eviction, default, foreclosure, or loss of income that causes or could cause eviction, default, foreclosure or homelessness.
4	Project Name	Community Violence Solutions: CIC Child Sexual Assault Intervention
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	Project Name	ECHO Housing: Tenant/Landlord Counseling and Dispute Resolution Services
	Target Area	Contra Costa County
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$80,000
	Description	ECHO will provide tenant/landlord counseling and dispute resolution to 430 tenants and landlords in the Urban County which include low-income persons with an AMI of 80% or less, racial and ethnic minorities, female-headed households, disabled households, and elderly/senior households. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)Matrix Code: 05KEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	Provide information and assistance to 430 tenants and landlords on their housing rights and responsibilities.
	Location Description	301 West 10th Street Antioch, CA 94509
	Planned Activities	Provide information and assistance to 430 tenants and landlords on their housing rights and responsibilities.
6	Project Name	Food Bank of Contra Costa and Solano: Collaborative Food Distribution
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$46,500
	Description	Provide year-round food distribution programs to low-income households through three programs: Food for Children, Senior Food Program, and Food Assistance Program. Distributions will be offered throughout the week and will provide services to 10,000 individuals at 18 sites across Contra Costa County. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)]Matrix Code: 05WEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	At least 10,000 low-income persons in the Urban County.
	Location Description	4010 Nelson Avenue, Concord, CA 94520
	Planned Activities	Provide food to over 10,000 low-income persons in the Urban County.
7	Project Name	Housing and Economic Rights Advocates: Financially Stability Legal Services
	Target Area	
	Goals Supported	CD-1: General Public Services

	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$25,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	80
	Location Description	3950 Broadway, Ste. 200 , Oakland, CA 94611
	Planned Activities	
8	Project Name	Loaves and Fishes of Contra Costa: Nourishing Lives
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$18,000
	Description	Provide emergency food assistance to 650 people, resulting in improved nutrition. National Objective: Area Benefit - 24 CFR 570.208(a)(1)(ii)Matrix Code: 05WEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	650 low- to very low-income men, women, and children recently out of work, homeless, unemployed, underemployed or disabled.
	Location Description	835 Ferry Street, Martinez, CA 94553
	Planned Activities	Provide free buffet-style lunches and groceries weekdays to 750 homeless and low-income Urban County residents at the Loaves & Fishes Martinez Dining Room.

9	Project Name	Monument Crisis Center: Critical Safety Net Resources for Families and Individuals
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,000
	Description	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. Services will be provided to at least 2,000 lower income Urban County residents will be provided services. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)] Matrix Code: 05Z Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	2,000 low-income, Urban County residents.
	Location Description	1990 Market Street, Concord, CA 94520
	Planned Activities	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. Services will be provided to at least 2,000 lower income Urban County residents will be provided services.
10	Project Name	Richmond Community Foundation: Sparkpoint Contra Costa
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000

	Description	Provide services to 160 Urban County residents to assist them in obtaining and maintaining employment, improve their careers. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)]Matrix Code: 05HEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	160 Urban County residents, primarily in the Bay Point community.
	Location Description	3105 Willow Pass Road, Bay Point, CA 94565
	Planned Activities	Provide services to 210 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.
11	Project Name	St. Vincent de Paul of Contra Costa: RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul
	Target Area	
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$18,000
	Description	Provide free urgent and chronic medical care to 289 uninsured clients in the Urban County. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)] Matrix Code: 05MEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	310 uninsured clients in the Urban County.
	Location Description	at 2110 Gladstone Drive, Pittsburg, CA 9456

	Planned Activities	Provide free urgent and chronic medical care to 310 uninsured clients in the Urban County
12	Project Name	City of Lafayette: Lamorinda Spirit Van Senior Transportation Program
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$10,000
	Description	Provide low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. Transportation services will be provided to 160 seniors, allowing them to get to medical and other personal appointments, go grocery and sundry shopping, and attend exercise and other classes. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05A Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	160 homebound seniors.
	Location Description	500 St. Marys Road, Lafayette, CA 94549
Planned Activities	Seniors in the "Lamorinda" area (Lafayette, Orinda, and Moraga) will be provided with free or low-cost transportation for essential services and recreation. These seniors would not otherwise have a way to get to these locations.	
13	Project Name	Contra Costa Crisis Service: Crisis / 211 Contra Costa
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$18,000

	Description	Provide crisis intervention service and information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and the disabled. National Objective: Presumed Beneficiary Homeless -24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05Z Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Provide crisis intervention service and information and referrals to 8,200 Urban County residents.
	Location Description	Services are provided over the phone.
	Planned Activities	Provide crisis intervention service and information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and the disabled.
14	Project Name	Contra Costa Family Justice Alliance: Family Justice Navigation Program
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$35,000
	Description	Operate the West County Family Justice Center (FJC) to provide one-stop services to over 475 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. National Objective: Presumed Beneficiary Abused Children 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05Z Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	438 victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.
	Location Description	Confidential Address

	Planned Activities	Operate and maintain the West County Family Justice Center in order to provide one-stop services to at least 475 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
15	Project Name	Contra Costa Senior Legal Services: Legal Services for Seniors
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$20,000
	Description	Provide free legal advice to 200 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05A Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	200 Urban County seniors
	Location Description	2702 Clayton Road, Ste. 202, Concord, CA 94519
	Planned Activities	Provide free legal advice to 200 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights.
16	Project Name	Court Appointed Special Advocates: Serving All Foster Children
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$18,000

	Description	Provide advocacy, mentoring, and representation services to 70 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services, and a safe and permanent living situation. National Objective: Presumed Beneficiary Abused Children 24 CFR 570.208(a)(2)(i)(A)Matrix Code: 05NEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Provide services to 71 Urban County abused and neglected children.
	Location Description	2151 Salvio Street, Suite 295, Concord, CA 94520
	Planned Activities	Provide advocacy, mentoring, and representation services to 71 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services, and a safe and permanent living situation.
17	Project Name	Empowered Aging: Ombudsman Services for Contra Costa
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$10,000
	Description	Provide advocacy services to 300 Urban County elders residing in long-term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)Matrix Code: 05AEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	300 elderly and dependent seniors residing in long term care facilities.

	Location Description	4415 Cowell Road, Suite 100, Concord, CA 94518.
	Planned Activities	Provide advocacy services to 300 Urban County elders residing in long-term care facilities, ensuring that these elderly residents receive proper health care and necessary daily living support.
18	Project Name	Lions Center for the Visually Impaired: Independent Living Skills for Blind and Visually Impaired
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$13,000
	Description	Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization. National Objective: Presumed Beneficiary Disabled Persons - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05B Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	55 Visually impaired adults throughout the Urban County, most are elderly.
	Location Description	175 Alvarado Avenue, Pittsburg, CA 94565.
	Planned Activities	Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.
19	Project Name	Meals on Wheels Diablo Region: Care Management
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,000

	Description	Provide care management services to 140 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and ability to live independently. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)Matrix Code: 05AEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	140 Urban County seniors.
	Location Description	1300 Civic Drive, Walnut Creek, CA 94596.
	Planned Activities	Provision of care management services to seniors, including needs assessment, crisis intervention, foreclosure prevention assistance, financial planning/aid, legal assistance, elder abuse prevention services, etc.
20	Project Name	Meals on Wheels Diablo Region: Meals on Wheels
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,000
	Description	Deliver hot and nutritious meals to 300 frail, homebound, Urban County seniors, resulting in maintained and/or improved health and welfare, and aging in place. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)Matrix Code: 05AEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	300 frail, homebound, Urban County seniors.

	Location Description	1300 Civic Drive, Walnut Creek, CA 94596.
	Planned Activities	Volunteers will deliver hot meals to seniors who are unable to prepare food for themselves and who are without a caregiver. A registered dietitian constructs each daily menu, ensuring that health needs are met. Alternatively, underserved areas are provided with a week's supply of frozen/microwaveable food on a single day.
21	Project Name	Pleasant Hill Recreation & Park District: Senior Service Network
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$12,000
	Description	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization. National Objective: Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05A Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	150 Urban County seniors.
	Location Description	233 Gregory Lane, Pleasant Hill, CA 94523.
	Planned Activities	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.
22	Project Name	Rainbow Community Center of Contra Costa: Kind Hearts Community Support Program
	Target Area	
	Goals Supported	CD-2: Non-Homeless Special Needs Population
	Needs Addressed	Non-Housing Community Development

	Funding	CDBG: \$13,000
	Description	Provide home/friendly visitor services and wellness calls to 65 Urban County seniors with HIV/AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life. National Objective: Presumed Beneficiary Senior with HIV/AIDS - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05A Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	78 Urban County seniors with HIV/AIDS and Lesbian, Gay, Bisexual and Transgender seniors.
	Location Description	2118 Willow Pass Road, Suite 500, Concord, CA 94520.
	Planned Activities	Provide congregate meals, food pantry services, home/friendly visitor services and wellness calls to 65 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.
23	Project Name	East Bay Center for the Performing Arts: Deep Roots, Wide World Program
	Target Area	
	Goals Supported	CD-3: Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000
	Description	Provide performing arts instruction to over 150 students at two City of Richmond elementary schools, resulting in improved academic performance, community building, and exposure to diverse global art traditions. Program performance will be measured via observation and both a mid-year and year-end surveys taken by the students. National Objective: Low Mod Area Benefit 24 CFR 570.208(a)(1)(i) Matrix Code: 05Z Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	790 students, primarily residing in the City of Richmond
	Location Description	<ul style="list-style-type: none"> • Stege Elementary - 4949 Cypress Avenue, Richmond, CA 94804 • Nystrom Elementary - 230 Harbour Way South, Richmond, CA 94804
	Planned Activities	Provision of performing arts curriculum to students, primarily of a socioeconomically disadvantaged background, at two West Contra Costa Unified School District elementary schools. The curriculum will focus on music fundamentals, hands-on instruction, global music repertoire, and ensemble performance techniques.
24	Project Name	James Morehouse Project / Bay Area Community Resources: James Morehouse Project
	Target Area	
	Goals Supported	CD-3: Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$10,000
	Description	Provide comprehensive mental health and student support services to 155 students attending El Cerrito High School resulting in improved well-being and an increase in school readiness measured by student pre- and post-evaluations. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B) Matrix Code: 05DEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	110 El Cerrito High School students.
	Location Description	540 Ashbury Avenue, El Cerrito, CA 94530.

	Planned Activities	Provide comprehensive mental health and student support services to 155 students attending El Cerrito High School resulting in improved well-being and an increase in school readiness measured by student pre- and post-evaluations
25	Project Name	Mount Diablo Unified School District: CARES After School Enrichment Program
	Target Area	
	Goals Supported	CD-3: Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$10,000
	Description	Provide after school enrichment classes for 700 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement. National Objective: Low Mod Area Benefit- 24 CFR 570.208(a)(1)(i)Matrix Code: 05ZEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	817 elementary and middle school students in Bay Point.
	Location Description	1266 San Carlos Avenue, Room A6, Concord, CA 94518.
	Planned Activities	Provide after school enrichment classes for 700 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.
26	Project Name	RYSE Inc.: RYSE Career Pathway Program
	Target Area	
	Goals Supported	CD-3: Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$40,000

	Description	Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year. National Objective: Low Mod Area Benefit - 24 CFR 570.208(a)(1)(i)Matrix Code: 05ZEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	230 West County youth.
	Location Description	205 41st Street, Richmond, CA 94805.
	Planned Activities	Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year.
27	Project Name	Village Community Resource Center: Village Community Resource Center Program Support
	Target Area	
	Goals Supported	CD-3: Youth
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$13,000
	Description	VCRC Program Support will aid a total of 100 children with after-school tutoring services. National Objective: Low Mod - 24 CFR 570.208(a)(2)(i)(B)Matrix Code: 05DEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	100 Far East County youth.

	Location Description	633 Village Drive, Brentwood, CA 94513.
	Planned Activities	VCRC Program Support will aid a total of 100 children with after-school tutoring services.
28	Project Name	ECHO Housing: Fair Housing Services
	Target Area	Contra Costa County
	Goals Supported	CD-4: Fair Housing CD-7: Administration
	Needs Addressed	Administration
	Funding	CDBG: \$40,000
	Description	Provide comprehensive fair housing counseling services to approximately 80 Urban County residents. This will be funded as an Administrative activity that would be subject to the 20 percent Administrative cap. National Objective: N/A: Fair Housing Services (subject to 20% Admin Cap) Matrix Code: 21DEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The project estimates to serve 80 Urban County clients. Particularly racial and ethnic minorities, seniors, and persons with disabilities.
	Location Description	301 West 10th Street Antioch, CA 94509.
	Planned Activities	Provide comprehensive fair housing counseling services to approximately 80 Urban County residents.
29	Project Name	Contra Costa County Health Services: Coordinated Outreach, Referral, and Engagement Program
	Target Area	Contra Costa County
	Goals Supported	H-1: Housing & Supportive Services for Homeless
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$90,000

	Description	Provide day and evening homeless street outreach services to at least 400 Urban County individuals living outside throughout the County to engage, stabilize, and deliver health and basic need services, and aid in obtaining interim and permanent housing. National Objective: Presumed Beneficiary Homeless -24 CFR 570.208(a)(2)(i)(A)Matrix Code: 05ZEligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Provide day and evening homeless street outreach services to at least 400 Urban County individuals living outside throughout the County to engage, stabilize, and deliver health and basic need services, and aid in obtaining interim and permanent housing.
	Location Description	Services take place throughout the County, primarily in homeless encampments and in public locations.
	Planned Activities	Provide day and evening homeless street outreach services to at least 400 Urban County individuals living outside throughout the County to engage, stabilize, and deliver health and basic need services, and aid in obtaining interim and permanent housing.
30	Project Name	Greater Richmond Interfaith Program: Homeless Shelter and Soup Kitchen
	Target Area	
	Goals Supported	H-1: Housing & Supportive Services for Homeless
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$30,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	GRIP proposes to serve up to 1,240 low-income individuals and people who are experiencing homelessness.
	Location Description	165 22nd Street Richmond, CA 94801

	Planned Activities	GRIP is the only family homeless shelter in West Contra Costa County that provides housing for up to 65 people (in family groups) per day. GRIP also provides three hot meals a day, as well as comprehensive case management services including permanent housing navigation, physical and mental health referrals, domestic violence counseling referrals, money management, and employment support.
31	Project Name	STAND! For Families Free of Violence: Rollie Mullen Center Emergency Shelter
	Target Area	Contra Costa County
	Goals Supported	H-1: Housing & Supportive Services for Homeless
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$12,000
	Description	STAND!'s Emergency Shelter can accommodate up to 24 adult survivors and their children who are fleeing from violent relationships for up to 3 months at no cost. The shelter provides clients with access to comprehensive supportive services that help clients transition toward independence. Program will assist 80 adults and their children. National Objective: Presumed Beneficiary/Homeless - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: Eligibility: Public Services - 24 CFR 570.201(e)
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Program will assist 80 adults and their children.
	Location Description	Location may take place at various sites but must remain undisclosed.
	Planned Activities	STAND!'s Emergency Shelter can accommodate up to 24 adult survivors and their children who are fleeing from violent relationships for up to 3 months at no cost. The shelter provides clients with access to comprehensive supportive services that help clients transition toward independence. Program will assist 80 adults and their children.
32	Project Name	Winter Nights Family Shelter, Inc.
	Target Area	Contra Costa County

	Goals Supported	H-1: Housing & Supportive Services for Homeless
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$10,000
	Description	Provide emergency shelter, food, tutoring, transportation, case management, housing placement assistance to 16 Urban County residents. National Objective: Presumed Beneficiary Homeless - 24 CFR 570.208(a)(2)(i)(A) Matrix Code: 03Z Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	16 Urban County Residents.
	Location Description	Rotating shelter locations.
	Planned Activities	Provide emergency shelter, food, tutoring, transportation, case management, housing placement assistance to 16 Urban County residents.
33	Project Name	SHELTER Inc.: Homeless Prevention Program
	Target Area	Contra Costa County
	Goals Supported	H-2: Rapid Rehousing & Homelessness Prevention
	Needs Addressed	Homelessness Prevention
	Funding	CDBG: \$30,000
	Description	Provide homelessness prevention and rapid rehousing services to 160 Urban County residents to quickly regain stable, permanent housing or maintain their current housing. National Objective: Presumed Beneficiary Homeless -24 CFR 570.208(a)(2)(i)(A) Matrix Code: 05Q Eligibility: Public Services [24 CFR 570.201(e)]
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	160 low-income Urban County residents will benefit.
	Location Description	1333 Willow Pass Road #206 Concord, CA 94520.
	Planned Activities	Provide homelessness prevention and rapid rehousing services to 160 Urban County residents to quickly regain stable, permanent housing or maintain their current housing.
34	Project Name	Multicultural Institute: Lifeskills / Day Labor Program
	Target Area	
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$30,000
	Description	Provide job-matching, individualized assistance with health, legal, educational needs to 400 poverty level and extremely-low income day laborers. National Objective: Very low- and low-income persons - 24 CFR 570.208(a)(2)(i)(B)Matrix Code: 05HEligibility: Job training and placement assistance [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	500 poverty level and extremely-low income Spanish-speaking immigrant workers, primarily day-laborers
	Location Description	3600 MacDonald Avenue Richmond, CA 94801.
	Planned Activities	Provide job-matching, individualized assistance with health, legal, educational needs to 400 poverty level and extremely-low income day laborers.
35	Project Name	Opportunity Junction: Bay Point Career Counseling and Placement Assistance

	Target Area	
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$20,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
36	Project Name	CoCoKids Inc.: Road to Success
	Target Area	Contra Costa County
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	:
	Description	Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).National Objective: Very low- and low-income persons - 24 CFR 570.208(a)(2)(iii)Matrix Code: 18CEligibility: Micro-Enterprise Assistance [24 CFR 570.201(o)(1)(ii)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 90 low-income microenterprise/small business owners will be assisted with technical assistance by this project.

	Location Description	1035 Detroit Ave #200, Concord, CA 94518
	Planned Activities	Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).
37	Project Name	Loaves and Fishes of Contra Costa: Culinary Arts Training
	Target Area	
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	:
	Description	A free 12-week introductory culinary program for 30 individuals interested in the culinary industry and experiencing barriers to employment. National Objective: Very low-and low-income persons-24 CFR 570.208(a)(2)(iii)Matrix Code: 05HEligibility: Special Economic Development Activities - 24CFR 570.203(c)
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	30 homeless and low-income individuals.
	Location Description	835 Ferry Street, Martinez, CA 94553
	Planned Activities	A free 12-week introductory culinary program for individuals interested in the culinary industry and experiencing barriers to employment.
38	Project Name	Opportunity Junction: Administrative Careers Training Program
	Target Area	
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	:

	Description	Provide a set of intensive, individualized vocational services to 30 persons. These services include assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career skills development. National Objective: Low Mod Income - 24 CFR 570.208(a)(2)(i)(B)Matrix Code: 05HEligibility: Job training and placement assistance [24 CFR 570.201(e)]
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	30 program participants.
	Location Description	3105 Willow Pass Road, Bay Point, CA 94565.
	Planned Activities	Provision of employment services in the Bay Point community through integration into Spark Point Contra Costa, an economic development system that provides deep, personalized services like the development of employment plans, case management, and service referrals.
39	Project Name	Renaissance Entrepreneurship Center: Using the Power of Entrepreneurship to Build Economical
	Target Area	Contra Costa County
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$45,000
	Description	Intensive small business/microenterprise training and technical assistance to 45 unduplicated individuals who own a small business/microenterprise or wish to start-up a small business/microenterprise. National Objective: Very low- and low-income persons and Job Creation - 24 CFR 570.208(a)(2)(iii)Matrix Code: 18CEligibility: Micro-Enterprise Assistance-24 CFR 570.201(o)(1)(ii)
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	45 existing small business owners or persons wishing to open a business living in Richmond and the Urban County. Renaissance Richmond will support lower-income English- and Spanish-speaking Urban County residents, particularly women and people of color.
	Location Description	1500 Macdonald Avenue, Richmond, CA 94801
	Planned Activities	Intensive small business/microenterprise training and technical assistance to 45 unduplicated lower-income individuals who own or wish to start a small business/microenterprise.
40	Project Name	West Contra Costa Business Dev. Center Inc.: Emerging Entrepreneurs Program
	Target Area	Contra Costa County
	Goals Supported	CD-5: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$95,700
	Description	To provide technical assistance and support to 50 existing microenterprises/small-businesses or persons wishing to open a microenterprise/small-business as a way to create/retain jobs. National Objective: Very low- and low-income persons and Job Creation - 24 CFR 570.208(a)(2)(iii) and job creation 24 CFR 570.208(a)(4)(i) Matrix Code: 18CEligibility: Micro-Enterprise Assistance-24 CFR 570.201(o)(1)(ii)
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	812 San Pablo Ave., Ste. 2, Pinole, CA 94564
	Planned Activities	To provide technical assistance and support to existing microenterprises/small-businesses or persons wishing to open a microenterprise/small-business as a way to create/retain jobs.

41	Project Name	Greater Richmond Interfaith Program: Shelter Solar
	Target Area	Contra Costa County
	Goals Supported	CD-6: Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$94,141
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Greater Richmond Interfaith Program's homeless shelter serves families experiencing homelessness or are at severe risk of homelessness in Contra Costa County.
	Location Description	165 22nd Street, Richmond, CA 94801
Planned Activities	Remove and replace existing rooftop solar system that generates less than 10% of the shelter's electrical usage with a new efficient solar system that will help to significantly reduce operating costs.	
42	Project Name	Nurturing Independence through Artistic Development: NIAD Community Accessibility Improvement Plan
	Target Area	Contra Costa County
	Goals Supported	CD-6: Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$90,000
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	NIAD serves adult individuals with Intellectual/Development Disabilities by providing arts program that promote creative expression, independence, dignity and community integration.
	Location Description	551 23rd Street Richmond, CA 94804

	Planned Activities	NIAD-CAP Phase 2 is ADA improvements to the facility, including resurfacing the flooring throughout NIAD's studies and public areas which are shock absorbent and long-term nonpermeable solution that will help to improve safety and access.
43	Project Name	Urban Tilth: Making the Greenway Accessible to ALL Project
	Target Area	Contra Costa County
	Goals Supported	CD-6: Infrastructure/Public Facilities
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$80,000
	Description	
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Low-income City of Richmond residents including seniors and disabled persons.
	Location Description	323 Brookside Drive, Richmond, CA 94801
Planned Activities	The project will create an accessible garden on the Richmond Greenway that will include new and enlarged pathways for ADA accessibility, special garden beds that are wheelchair accessible, new seating, shade structures, a drinking fountain, mural, fencing and signage that designates space for seniors and those with disabilities. The project will not only make the site ADA accessible, but will also eliminate blight in an area that is consistently plagued by illegal dumping, transforming it into a community asset.	
44	Project Name	ESG22 Contra Costa County
	Target Area	Contra Costa County
	Goals Supported	H-1: Housing & Supportive Services for Homeless H-2: Rapid Rehousing & Homelessness Prevention CD-7: Administration
	Needs Addressed	Homelessness Prevention Non-Housing Community Development Administration
	Funding	ESG: \$397,921

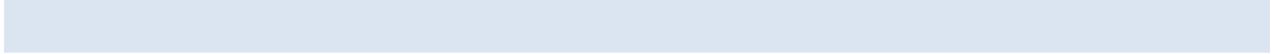
	Description	For FY 2022/23, Contra Costa County will use ESG funds to provide emergency shelter services (essential services and shelter operations) to the homeless and to victims of domestic violence (\$207,500); to provide street outreach services for unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care (\$30,844); to provide rapid rehousing and prevention services (rental/financial assistance, case management) to prevent homelessness and to quickly rehouse the homeless(\$129,733); and for general program administration (\$29,844).
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Persons experiencing homelessness, including those fleeing from domestic violence, and those at risk for becoming homeless.
	Location Description	Various, throughout the Urban County.
	Planned Activities	For FY 2022/23, Contra Costa County will use ESG funds to provide emergency shelter services (essential services and shelter operations) to the homeless and to victims of domestic violence (\$207,500); to provide street outreach services for unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care (\$30,844); to provide rapid rehousing and prevention services (rental/financial assistance, case management) to prevent homelessness and to quickly rehouse the homeless(\$129,733); and for general program administration (\$29,844).
45	Project Name	699 YVR Housing
	Target Area	Contra Costa County
	Goals Supported	AH-1 New Construction of Affordable Rental Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$1,870,000
	Description	New construction of 96 affordable rental units of supportive housing for formerly homeless persons. National Objective: Low Mod Housing Activities Eligibility: New construction of housing affordable to and occupied by very low-income households 24 CFR 92.05(a)

	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	96 units of affordable rental housing with 29 units set aside as permanent supportive units for households that are homeless, at-risk of chronic homelessness, or chronically homeless with severe mental disability. 18 of the units will be County HOME-assisted units.
	Location Description	699 Ygnacio Valley Road, Walnut Creek, CA
	Planned Activities	699 Ygnacio is a mixed-used development bringing together 96 new units of supportive housing for formerly homeless persons, as well as lower income individuals and families in an accessible, amenity-rich and desirable location in Walnut Creek. Twenty-nine units will be set aside as permanent supportive units for households who are homeless, at risk of chronic homelessness, or chronically homeless with severe mental disability. One hundred percent of the units will be affordable to extremely low- and low-income households - households with incomes between 30 and 60 percent of the Area Median Income (AMI). The development will also include approximately 3,000 SF of non-residential area on the ground floor, community spaces, and outdoor open spaces for residents.
46	Project Name	811 San Pablo
	Target Area	Contra Costa County
	Goals Supported	AH-1 New Construction of Affordable Rental Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$2,636,280
	Description	New construction of 32 affordable units for low-income veterans and their families. National Objective: Low Mod Housing Activities. Eligibility: New construction of affordable housing to and occupied by low-income households. 24 CFR 92.05(a)
	Target Date	7/2/2024
	Estimate the number and type of families that will benefit from the proposed activities	15 HOME-assisted units for veterans and their families.

	Location Description	811 San Pablo Avenue, Pinole, CA
	Planned Activities	New construction of 32 affordable units of rental housing on a vacant parcel. The project will include a four-story, 30,680 SF building with a first floor community room with computer stations, resident services office, manager's office, and case manager's office. The development includes parking, bike storage, courtyard, and a community garden. The project will service veteran households, including eight units for chronically homeless veterans, seven units for disabled veterans, and 17 units for veterans. All 32 units will be for households with an income between 30-60% AMI. There will be 15 County-Assisted HOME units. Five units will be accessible to persons who are physically disabled, and four units will be accessible to persons who are hearing and vision impaired.
47	Project Name	Rodeo Gateway Senior
	Target Area	Contra Costa County
	Goals Supported	AH-3: Maintain and Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$2,250,000
	Description	Acquisition and rehabilitation of 49 affordable rental units for very low-income seniors. National Objective: Low Mod Housing Matrix Code: 14B Eligibility: Rehabilitation of privately-owned residential buildings 24 CFR 570.202(a)
	Target Date	3/1/2025
	Estimate the number and type of families that will benefit from the proposed activities	Forty-nine affordable rental units for very low-income seniors
	Location Description	710 Willow Avenue, Rodeo, CA

	Planned Activities	Acquisition and rehabilitation of 49 affordable rental units for very low-income seniors earning 30-50% AMI. It is currently financed through the HUD-202 Project Rental Assistance Contract (PRAC) program. Rodeo Gateway Senior was built in 2001 and consists of 1 two-story and 1 three-story apartment buildings on 1.09 acres. Many of the building components are original to the date of construction and have not undergone any previous rehabilitations. The major building components are reaching the end of their estimated useful life. The scope of rehabilitation includes improving accessibility for 6 units and the parking area; roof, window, and HVAC replacement; energy-efficient improvements; new solar carports and electric car chargers; unit upgrades to finishes, appliances, cabinet, lighting, flooring and paint.
48	Project Name	CDBG Program Administration
	Target Area	Contra Costa County
	Goals Supported	CD-7: Administration
	Needs Addressed	Administration
	Funding	CDBG: \$1,088,769
	Description	General Program Administration of CDBG Program. \$868,769 is coming from the FY 2022/23 allocation amount (20% of the FY 2022/23 allocation minus \$40,000 for ECHO Fair Housing Services-Project 27) and \$220,000 is coming from anticipated CDBG Program Income (20% of anticipated CDBG Program Income).
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A. General CDBG Program Administration
	Location Description	30 Muir Road, Martinez, CA 94553
Planned Activities	General administration activities of administering the County's Urban County CDBG Program.	
	Project Name	HOME Program Administration

49	Target Area	Contra Costa County
	Goals Supported	CD-7: Administration
	Needs Addressed	Administration
	Funding	HOME: \$414,318
	Description	Administration of the HOME Program \$364,318 is coming from the FY 2022/23 allocation amount (10% of the FY 2022/23 allocation) and \$50,000 is coming from anticipated HOME Program Income (10% of anticipated HOME Program Income).
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A. General HOME Program Administration
	Location Description	30 Muir Road, Martinez, CA 94553
	Planned Activities	Administration of the HOME Program



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AP-50 GEOGRAPHIC DISTRIBUTION - 91.420, 91.220(F)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The County's CDBG entitlement area is the entire area of the County except for the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. The County administers the HOME Program for the Contra Costa HOME Consortium, which includes the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. The Contra Costa HOME Consortium entitlement area is the entire County. The County also administers the ESG Program. The County's ESG entitlement area is the entire area of the County, except for the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. Contra Costa County is also a sub-grantee to the City of Oakland (Alameda County) for the HOPWA program. The County's HOPWA entitlement area is the entire County.

Low-income census tracts can be found throughout the County; however, many communities in west and east Contra Costa County, such as Richmond, San Pablo, North Richmond, Montalvin Manor, Tara Hills, Bay View, and Bay Point all have a concentration of minority populations (more than 78.3% of the population) that are also in low/mod-income census tracts.

Geographic Distribution

Target Area	Percentage of Funds
Contra Costa County	100

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Though projects may serve the entire Urban County, as is the case with many Public Service projects, it is the intent of the program to target services to areas with the highest need. This includes revitalization strategy areas or census tracts that meets "area benefit" criteria (an area, typically a census tract or a contiguous group of census tracts, where at least 51 percent of the population is low/mod-income). In all cases, Subrecipients must demonstrate that they will be able to serve a minimum of 51 percent very-low and low-income persons or households. However, it has been the County's practice to fund projects that serve a minimum of 75 percent extremely low, very low- and low-income persons or households. Furthermore, established policy gives priority to housing projects that provide units affordable to and occupied by households with extremely low-income. These policies and practices have ensured that projects/programs serve those areas with the highest need.

Housing activities to meet Consolidated Plan priorities include new construction, rehabilitation, and

preservation of existing affordable housing. These housing projects have the potential to either assist in neighborhood revitalization or provide de-concentration of low-income and/or minority populations by location in areas with little supply of affordable housing.

Discussion

Given the size of the entitlement areas of the CDBG, HOME, and ESG Programs for the County, Contra Costa County's CDBG, HOME, and ESG funds are awarded to projects and programs on a competitive allocation basis. The projects/programs, as in the case of many Public Service projects, typically serve more than just one specific area or neighborhood of the County; however, it is the intent of the programs to target services to areas with highest need, such as a revitalization strategy areas or a census tract that has a high percentage of low/mod-income households.

The highest numbers of low income and minority households are in west Contra Costa County, followed by east Contra Costa County and central Contra Costa County. All projects funded with CDBG, HOME, and ESG funds are targeted to low income households throughout the County.

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AFFORDABLE HOUSING

AP-55 AFFORDABLE HOUSING - 91.420, 91.220(G)

Introduction

The numbers served in the tables below represent the affordable housing projects funded in FY 2022/23, the third year of the FY 2020-2025 Consolidated Plan to meet the affordable housing goals and strategies.

One Year Goals for the Number of Households to be Supported	
Homeless	111
Non-Homeless	39
<u>Special-Needs</u>	<u>49</u>
Total	199

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	128
Rehab of Existing Units	71
<u>Acquisition of Existing Units</u>	<u>0</u>
Total	199

Table 8 - One Year Goals for Affordable Housing by Support Type

Introduction

There are three Public Housing Authorities operating in the Consortium, the Housing Authority of Contra Costa (HACCC, which is by the largest), the Richmond Housing Authority (RHA), and the Housing Authority of the City of Pittsburg (HACP).

Actions planned during the next year to address the needs to public housing

HACCC has begun a long-term project to reposition and rehabilitate its public housing portfolio in the face of ever-decreasing federal, state and local funding. The planning portion of this process is expected to be completed this year and implementation has actually begun on portions of the plan. As part of this process HACCC has moved forward with RAD conversion and Demolition/Disposition applications that removed 214 vacant units at Las Deltas in North Richmond. These units have been removed from the public housing portfolio and converted to project-based voucher assistance that will be used to help fund construction or rehabilitation of more affordable housing units.

Over the long term, HACCC intends to convert all public housing to project-based units via RAD, although capacity to oversee that is not available at present.

HACCC anticipates utilizing approximately \$3.0 million of HUD funding for a variety of modernization improvements at all its public housing developments. Specific improvements include:

- \$1,245,000 for Phase 1 modernization of Alhambra Terrace public housing development.
- \$310,000 for architectural and engineering services for modernization projects at Alhambra Terrace and Hacienda developments.
- \$226,000 for unscheduled and emergency unit modernization and site improvements at various properties.
- \$210,000 for boiler replacement at the Hacienda development.
- \$139,000 for non-routine maintenance repairs (ordinary maintenance items such as window and flooring replacement or electrical repair where the scale of damage is beyond the scope of day-to-day maintenance) at various properties.
- \$137,000 for repair and replacement of concrete walks and driveways at various properties.
- \$62,000 for new appliances at various properties.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HACCC actively encourages all Public Housing residents to get involved in the community in which they

are living. Quarterly town hall meetings are organized at each property in an effort, among other goals, to develop resident leaders and solicit participation in resident service programs. HACCC believes that it is important to provide residents with conduits to service providers, in every community, that can provide families with the opportunity to pursue employment, job training and other education that will lead them toward self-sufficiency. The ultimate goal is to transition households from welfare to work, and achieve greater independence. HACCC has active resident services at four of the thirteen Public Housing Developments located in Contra Costa County. The resident services program provides office and meeting facilities for work participants, childcare or after school programs for children of working parents, equipment and materials as funding allows, and technical assistance from non-profit or governmental agencies as needed.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

DRAFT

AP-65 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES - 91.420, 91.220(I)

Introduction

During FY 2022/23, the County will continue its efforts to maintain the availability of housing and services for the homeless in Contra Costa.

Emergency Solutions Grant (ESG) funds may be used for five program components related to homelessness: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and data collection. The County is allocating ESG funds for FY 2022/23 to emergency shelter services, including youth and domestic violence providers, homeless street outreach services, homelessness prevention to assist low-income residents at risk of becoming homeless, and rapid rehousing to assist homeless residents quickly regain housing stability.

CDBG funds are also targeted to support public service activities that offer a variety of services to the homeless and those at-risk of becoming homeless, as well as to special needs populations. In FY 2022/23, funds will be allocated for operating expenses of an emergency shelter for single adults as well as to programs that provide a homeless hotline, housing counseling and legal services, and food distribution. Support services such as client advocacy, job skills training, independent living skills training, respite care, counseling and case management, and nutrition education will be provided to the frail elderly, disabled, and the visually impaired. ESG funds will be allocated for adult and youth homeless shelters, emergency shelter for victims of domestic violence, homeless street outreach services, homeless support services and homelessness prevention and rapid rehousing activities, including case management and direct financial assistance. These services are available throughout the County.

During FY 2022/23, the County will continue to work with the County's Council on Homelessness and the County's CoC to implement key strategies identified in the five-year CoC Plan and the Ten-Year Plan to End Homelessness. The County's Ten-Year Plan to End Homelessness includes priorities to address three types of homeless populations: the chronically homeless, those discharged into homelessness, and the transitionally (or episodic) homeless people. This will include programs and projects to increase income and employment opportunities for homeless households, expand needed support services and programs to prevent homelessness, and increase the availability of housing affordable to extremely-low

income households and homeless persons.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Contra Costa County and many of the other Contra Costa Consortium jurisdictions are providing CDBG funds for homeless outreach teams through the Contra Costa County Health Services Coordinated Outreach, Referral, and Engagement (CORE) Homeless Street Outreach Program. Contra Costa County is providing \$90,000 in CDBG funds and \$30,884 in ESG funds to the CORE Street Outreach Program. The focus of the CORE Homeless Street Outreach Program is to target high-risk, hard-to-reach chronically homeless individuals, transition-aged youth, and families living outside whom typically do not access services or do not know how to access services. CORE uses a client-centered, “whatever it takes” approach to build rapport and engage consumers into services that aim to get them off the streets and stabilized. CORE Outreach teams consist of two outreach workers, two outreach team leads, and an Outreach Coordinator. Outreach staff are trained in core principles and practices of trauma informed care, motivational interviewing, and espouse a “housing first” philosophy.

The various CORE teams operate over an 18-hour period during the day and evening. Two or three person outreach teams go out in a systematic pattern within an established service area (East, Central, and West County) to contact chronically homeless individuals living on the streets, provide face-to-face outreach and engagement, and information necessary to address behavior contributing to their homelessness. All CORE teams work closely with law enforcement and other local entities, providing intervention services to advise the homeless of available options and to help them avoid incarceration.

Contra Costa 211: CDBG funds are also distributed to the Contra Costa Crisis Center for the 211 line (see the County's Project summary in AP-38 for more information). The line provides a single point of contact for homeless individuals seeking services throughout the County. Phone counselors complete an intake assessment to determine the needs of each caller then provide referrals to a variety of community programs including shelter, food pantries and mental health services. Contra Costa Crisis Center has been participating in the Coordinated Intake and Assessment subcommittee and will be a key partner in piloting and implementation.

Health Care for the Homeless: In addition to providing direct medical care, testing and immunization services, the County-funded Health Care for the Homeless Program uses its mobile healthcare van for outreach. The bilingual Healthcare for the Homeless Team assesses client’s needs, provides social support, and links clients to appropriate services and programs, including mental health and substance abuse programs, Medi-Cal, the County's Basic Adult Care program, and the Covered California

healthcare insurance exchange.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter Funding: Of the funds received by the County for FY 2022/23, \$207,500,000 (ESG) and \$52,000 (CDBG) are allocated to local emergency shelters to provide shelter and case management services to homeless adults, families and youth, and to victims of domestic violence and their children. Upon entry to one of the shelters, each resident or family is assigned a case manager to assist the individual in determining an appropriate service plan that will help them regain housing as soon as possible. The shelters are part of the County's Continuum of Care and enable individuals and families the opportunity to work on stabilizing their lives and moving toward a permanent housing solution. The cities of Antioch, Concord, Pittsburg, and Walnut Creek are also providing CDBG funds to local emergency shelters.

Transitional Housing Development: In October 2011, under the working name "Synergy House" and using both CDBG and State funds, the County began to rehabilitate an existing vacant residential building in Martinez and convert it to a sober living transitional housing program for homeless single men completing substance abuse treatment programs. The new facility is directly adjacent to a recently constructed treatment facility, Discovery House. The facility opened in August 2013 and was newly designated as "Uilkema House". The Uilkema House program added 12 new beds to the homeless continuum of care and allows Contra Costa homeless, single men completing treatment programs such as Discovery House to transition back into the community with the skills and resources necessary to maintain their sobriety.

CARE Centers/Multi-Service Centers: There are two multi-service centers or Coordinated Assessment Referral and Engagement (CARE) Centers, located in specific regions of the County. The CARE Centers are drop-in centers designed to offer basic survival needs as well as case management, life skills, referral and linkage, housing search assistance, employment assistance, assistance accessing healthcare and mainstream resources, alcohol and other drug counseling and treatment, and crisis intervention. The centers serve as a place of respite from the larger community and provide a sense of belonging and connection to those within the homeless community. The CARE Centers also serves families who are experiencing homelessness, educating them about their rights to services that enable their children to continue their education and connecting them to a variety of services focused on serving families. One of the CARE Centers primarily specializes in serving families and seniors.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

Transitional Housing Development: The Uilkema House facility opened in August 2013 and added 12 new beds to the homeless continuum of care and allows Contra Costa homeless, single men completing treatment programs such as Discovery House to transition back into the community with the skills and resources necessary to maintain their sobriety.

Veterans: In cooperation with the local Veterans Administration office, Contra Costa's CoC continues to work to increase its capacity to house and serve homeless veterans, including the distribution of HUD-VASH vouchers and rental assistance for permanent housing units provided to homeless veterans and their families under the Supportive Services for Veteran Families (SSVF) program.

Shortening Period of Time Homeless: The County will continue to pursue increasing the capacity of its Rapid Rehousing program. For FY 2022/23, \$159,733 (\$129,733 in ESG and \$30,000 in CDBG funds) is allocated to provide rapid rehousing and homeless prevention services to individuals and families experiencing homelessness or at risk of becoming homeless. Rapid rehousing provides housing relocation/stabilization services and financial assistance in paying deposits, rent and utility bills to help homeless individuals and families quickly regain and maintain housing and self-sufficiency. In order to reach those most in need, outreach includes healthcare and mental health facilities, foster care and other youth programs, veteran's services and social services agencies, and churches and other religious organizations.

Reducing Recidivism: The Contra Costa County's Health Services Department has integrated the County's Mental Health, Alcohol and Other Drug Services and Homeless Programs into a single Behavioral Health Division to continue addressing the mental health and substance abuse issues that are common barriers to long-term housing success for homeless individuals and families.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Foster Care: When foster youth age out of the foster care system, the County links them to the Independent Living Skills Program (ILSP). ILSP includes workshops that prepare youth for emancipation (money management, education, computer skills, home management, and social skills), employment assistance, non-McKinney-Vento housing and retention services, and an individualized transition plan out of foster care. In addition, foster youth can elect to remain in foster care or return to care after emancipation (but before turning 21) to receive a two-year housing subsidy, which can be used in a market rate unit, student housing, or congregate living. This is a State program that all foster youth and

former foster youth are able to access.

Mental Health: Clients treated by the County Behavioral Health Division are regularly reviewed for readiness and prepared for discharge into environments that provide stepped-down levels of care. The Department holds a weekly Bed Committee where all institutionalized consumer's discharge plans are prepared. Discharge planning responsibilities fall to the Clinic managers for those consumers currently receiving services and to the Mental Health Transition Team (consisting of managers, a psychiatrist, RNs, clinicians and peer providers) for those patients not otherwise connected to the County system.

State hospitals discharge to Institutes for Mental Disease (IMD)/Skilled Nursing Facilities (SNF) and not to HUD CoC funded programs. Persons discharged from IMDs/SNFs are placed in Crisis Residential/Transitional Residential Services (CR/TRS), and those discharged from Acute Inpatient Facilities (AIFs) are released to appropriate settings, such as the Respite Center at the County's Adult Emergency Shelter. Those exiting CR/TRS are discharged to independent, shared or supported (e.g. Board & Care) housing. State Mental Health Services Act (MHSA) funds also pay for 79 housing units for homeless discharges with severe mental illness.

Discussion

A major factor contributing to problems of the homeless and special needs populations in the County is the lack of housing affordable to extremely-low and very-low income households as well as an inadequate supply of accessible housing. The County's strategies to maintain and increase the supply of affordable housing are equally relevant as strategies to alleviate problems of these populations. As further recognition of the housing needs of homeless and at-risk populations, in FY 1998/99, the Contra Costa Board of Supervisors adopted a policy to encourage the inclusion of units affordable to extremely-low-income households in projects funded with CDBG and HOME funds. In addition, a minimum of five percent of all new housing built with County funds must be accessible to mobility-impaired households and an additional two percent must be accessible to hearing/vision impaired. Wherever feasible, the County also requires the inclusion of accessible units in housing rehabilitation projects.

Strategies to improve housing affordability through direct payment assistance are also effective in preventing and alleviating homelessness among lower-income and special needs households. Therefore, the County will continue to pursue additional Section 8 vouchers, FEMA funds, Shelter Plus Care and other resources to assist the currently homeless and at-risk population in obtaining and maintaining permanent housing.

In addition to strategies to increase the affordable housing supply using CDBG, HOME, and HOPWA resources, the County Health Services Department will apply for HEARTH Act funds to maintain and expand programs and projects to serve the homeless, including families with children, youth leaving foster care, victims of domestic violence, and individuals with problems of substance abuse and mental illness. Potential projects include rental assistance for homeless individuals and families, continued

operating support for permanent and transitional housing projects and multi-service centers, the potential development of additional permanent housing with support services for families, and a variety of support services (e.g., outreach, case management, education/job training, health services, counseling/parent education, substance abuse treatment and money management).

DRAFT

AP-75 BARRIERS TO AFFORDABLE HOUSING -91.420, 91.220(J)

Introduction

There are several significant barriers to affordable housing within Contra Costa County, including a lack of adequate funds to preserve existing affordable housing and expand the supply of affordable housing. The following is a representative example of actions taken by local jurisdictions to mitigate the effects of public policy that may serve as barriers to affordable housing:

- Zoning and land use restrictions that prevent or otherwise limit the development of dense housing types that are more likely to be affordable than detached single-family homes;
- Zoning and land use approval processes that prolong the time it takes for development to occur;
- Community opposition to the development of affordable housing;
- Local development standards for height limits, stories, lot coverage maximums, and parking requirements which reduce the number of units allowed on any given site;
- Contra Costa County has an urban limit line to concentrate development in urban areas and protect open space. This policy increases the cost of land, which increases the cost of development;
- High land costs;
- Inadequate inclusionary housing policies;
- Insufficient financial resources for affordable housing development; and
- Insufficient tenant protections.

Specific barriers in each of the jurisdictions are further explained in MA-40 of the FY 2020-2025 Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The County will continue its efforts to remove or ameliorate public policies which negatively impact affordable housing development in the County including the following:

- Consistent with the General Plan, the County will initiate zoning changes for residential and designated agricultural sites from current zoning designations to Planned Unit Development.
- Through the Density Bonus Ordinance (unincorporated) and State Density Bonus law, the County is required to grant one density bonus with incentives or concessions when an applicant

for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus that will contain at least one of the following:

- ten percent of the total units for lower income households
- five percent of the total units for very low income households
- a senior citizen housing development
- a mobile home park that limits residency based on age requirements for housing older persons
- ten percent of the total units sold to persons or families of moderate income, provided that all units in the development are offered to the public for purchase
- ten percent of the total units of a housing development for transitional foster youth, disabled veterans, or homeless persons
- twenty percent of the total units for lower income students in a student housing development
- one hundred percent of all units in the development for lower income households.
- The Inclusionary Housing Ordinance (unincorporated) requires all developers of five or more units to provide 15 percent of the units at affordable costs to low, very low-, or moderate-income households depending on the type of project. Developers may pay a fee in-lieu of providing the affordable units, depending on the size of the project.
- The Farmworker Housing Ordinance (unincorporated) establishes requirements and development standards for housing accommodations for five or more farmworkers. This ordinance includes ministerial and discretionary permits for the development of different types of farmworker housing in agriculturally zoned districts.

Through the State's Housing and Community Development, adopted housing legislations promotes the construction of new housing and the streamlining of housing development permits. SB 9 requires the County to allow one additional residential unit onto properties zoned for single-dwelling unit. SB 35 is a statute streamlining housing construction in the County, requires the construction of affordable units, and requires State Prevailing Wage. SB 330 limits the County in the ordinances and policies that can be applied to housing developments and establishes a new preliminary application process, amended streamlining provisions, shortens timeframes for housing development approval, freezes development standards, and prohibits establishing or implementing any growth-control measures adopted by voters after 2005.

AP-85 OTHER ACTIONS - 91.420, 91.220(K)

Introduction

This section discusses the County's Department of Conservation and Development's effort in addressing underserved needs, developing the institutional structure for delivering housing and community development activities, and expanding and preserving affordable housing opportunities within the Urban County's and HOME Consortium areas.

Actions planned to address obstacles to meeting underserved needs

The following are obstacles to meeting needs of the underserved:

- Accessibility of services
- Awareness of services
- Coordination of services
- Resource appropriate to the level of need

Accessibility of Services: Lack of accessibility to services can be the result of lack of transportation for those in need, services that are not delivered in a culturally appropriate manner or in the appropriate language, burdensome prerequisites to accessing services ("red tape"), and services that are not provided in proximity to those in need. Lack of transportation is a particular challenge for those who do not drive, do not have a car, or are elderly and for persons with disabilities. Most if not all of the public service projects listed in AP-38 provide are located within the neighborhoods or communities of the target population to provide easy accessibility to their services. Some of the public service projects serving the elderly or persons with disabilities provide transportation to their services or provide "in-home" services.

Awareness of Services: The lack of awareness of the availability of services by those in need and a lack of knowledge about how to access services are significant obstacles to the provision of services. All agencies receiving CDBG, HOME, or ESG funds from the County must provide significant outreach to those in need. County DCD staff will continue to monitor CDBG/HOME/ESG funded agencies to verify if an agency's outreach is adequate and that outreach materials are available in various languages.

Coordination of Services: Those in need must often access services from several points; similar services may also be provided by more than one agency. Those being served by one agency may have needs that are not being addressed by the particular agency currently serving that person or family. County DCD staff advocates for CDBG/HOME/ESG funded agencies to collaborate and coordinate with other agencies in the community for serving their target population. DCD staff will continue to encourage agencies to collaborate and coordinate to avoid duplication of service and to provide more efficient services to their

clients or target populations.

Resources: Resources are generally less than required to meet the level of need. The CDBG/HOME/ESG funds that are available are prioritized to the high Priority Needs and Goals established in the 2020-2025 Consolidated Plan. Funding is also prioritized to those undertakings that represent the most efficient use of funds, are delivered by the most qualified persons, and serve the broadest geography.

Actions planned to foster and maintain affordable housing

The County uses 45 percent of its CDBG funding to support affordable housing preservation activities. For over 40 years, the Neighborhood Preservation Program has been providing low interest loans and grants to low-income homeowners for rehabilitation, and accessibility and energy efficiency improvements. This program improves living conditions for the recipients, and helps maintain viable neighborhoods. In addition to CDBG funds, HOME funds are available and utilized in coordination with the County's CDBG funds to support the development of affordable housing.

CDBG funds are also used to support acquisition and rehabilitation of existing affordable apartments as well as the conversion of market rate housing to affordable housing.

HOME funds are used for new construction, acquisition and rehabilitation, and preservation of existing affordable housing. These funds leverage State, local, and private funds.

Actions planned to reduce lead-based paint hazards

The County will continue to protect young children from lead-based paint hazards in housing funded with CDBG, HOME, and ESG resources through the implementation of 24 CFR Part 35. The purpose of this regulation is to reduce or eliminate lead-based paint hazards in federally owned housing and housing receiving federal funds. All developers enter into legal agreements that include requirements for compliance with the lead-based paint regulation. The Neighborhood Preservation Program has developed a program-specific lead-hazard reduction implementation plan. All other projects will develop plans appropriate to the project type and level of funding received.

Actions planned to reduce the number of poverty-level families

The County, and cities within it, employ a variety of strategies to help alleviate poverty, including efforts to stimulate economic growth and job opportunities, and to provide County residents with the skills and abilities required to take advantage of those opportunities. This also includes implementation of Section 3 strategies to ensure employment and contracting opportunities for low and very low-income persons or businesses residing within the community where a HUD-funded project is located. The County and a majority of cities actively work to attract and retain businesses. Many are involved in revitalization efforts for their downtown areas utilizing a variety of strategies such as infrastructure and façade

improvement programs, the State Main Street Program, and the preparation of revitalization plans to guide future development. The County, through its various departments, provides services and supports programs that promote personal responsibility, independence and self-sufficiency.

One of the responsibilities of the County's Department of Conservation & Development (DCD) is the management of the CDBG, HOME, and ESG programs. Many CDBG and HOME funded programs are geared toward helping lower-income persons find and maintain stable housing, receive training for jobs that provide a livable wage, and access support services that are needed to attain self-sufficiency. By Board guidelines, 10 percent of the annual grant amount is set aside for economic development activities. Programs funded under the Economic Development category are intended to assist businesses with expanding economic opportunities for lower-income persons and to increase the viability of neighborhood commercial areas. As recorded in the list of projects of this Action Plan, job training and placement projects have been approved for funding. In addition to economic development activities, the County works with other jurisdictions and local non-profits to provide emergency and transitional housing, and support services necessary to assist the homeless in achieving economic independence.

The County's Employment and Human Services Department (EHSD) is responsible for providing services to adults, children, families, and the elderly. Bureaus within EHSD that directly relate to the reduction of poverty include the Workforce Services, Children and Family Services, and the Workforce Development bureaus. Other programs administered by EHSD, that indirectly support economic self-sufficiency and are intended to provide assistance to families and persons to lead productive lives include, but are not limited to: 1) the Family Preservation Program, which emphasizes keeping families together in a safe, nurturing environment and providing them with skills that will last when they leave the program; and 2) Service Integration Teams that provide services to increase the economic self-sufficiency of families, improve family functioning, and expand community capacity to support children and families.

The Workforce Development Board (WDB) of Contra Costa is a public policy body appointed by the County Board of Supervisors to oversee the strategic planning and policy development of the County's workforce development system. The Board is composed of business, labor, economic development, public agencies, education, and community-based organizations. The Board has also designated the WDB as the oversight body for the County's CalWORKS policy to ensure full integration of the area's workforce development system. The WDB has responsibility to oversee the provision of workforce services through its four One-Stop Business and Career Centers, and Affiliate Sites throughout the County.

Actions planned to develop institutional structure

During FY 2022/23, the County will continue to work with the cities and other public and private agencies and organizations to implement strategies designed to accomplish the affordable housing and community development objectives identified in FY 2020-2025 Consolidated Plan. Specific actions to be undertaken by the County include the provision of resources and technical assistance to public agencies

and the non-profit and for-profit community in developing, financing and implementing programs and projects consistent with the County annual and five-year plans. In addition, the County will work with the cities and other agencies to establish an informal cooperative network to share resources and facilitate development in the Urban County and Consortium area.

Actions planned to enhance coordination between public and private housing and social service agencies

The County's efforts to coordinate activities and strategies for affordable housing development and the provision of emergency and transitional housing and supportive services include cooperative planning efforts as well as participation in a number of countywide housing and service provider organizations. Planning efforts to be undertaken during the current program year include the following:

Contra Costa Consortium members continue to work on strategies and actions designed to overcome identified impediments and eliminate problems of housing discrimination in Contra Costa.

The Continuum of Care and the Council on Homelessness works with Contra Costa jurisdictions, public and private agencies, the interfaith community, homeless advocacy groups and other community organizations to implement the Continuum of Care Plan, which includes strategies and programs designed to alleviate homelessness, and the Ten-Year Plan to End Homelessness.

In addition to the above, the County participates in a number of countywide housing and service provider organizations, which are intended to share resources and coordinate strategies and programs for affordable housing and community development activities. These organizations include the Association of Homeless and Housing Service Providers, the Tri-Valley Affordable Housing Committee, the Contra Costa HIV/AIDS Consortium, the Children and Families Policy Forum, Non-Profit Housing Association, and the Workforce Development Board.

Discussion

PROGRAM SPECIFIC REQUIREMENTS

AP-90 PROGRAM SPECIFIC REQUIREMENTS - 91.420, 91.220(L)(1,2,4)

Introduction

Program Income: The County estimates receiving \$1,100,000 in CDBG program income and estimates receiving \$500,000 in HOME program income during FY 2022/23.

Other: The County does not have any float-funded activities, Section 108 loan guarantees, or surplus urban renewal settlement funds. The County does not have any Urgent Need activities.

Benefit to low- and moderate-income persons: All of the County's FY 2022/23 CDBG funds that do not go towards Program Administration are allocated to activities that will benefit persons of low- and moderate income. The County anticipates utilizing 20 percent of all CDBG Program funds towards CDBG Program Administration.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	1,100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	1,100,000

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. *A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:*

The Contra Costa HOME Consortium does not provide HOME funds in any form not identified in Section 92.205. HOME funds are typically provided as low interest deferred residual receipt loans (multi-family housing), deferred shared appreciation loans (single-family housing), and small grants (specific project related program delivery).

2. *A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:*

The HOME Consortium uses recapture provisions to ensure that all or a portion of the HOME funds are repaid to the Consortium when the home is sold, transferred, or otherwise not occupied by an eligible owner.

Recapture Provisions: The amount repaid to the HOME program is the original principal of the HOME loan plus a share of the appreciation. The appreciation is the difference between the original purchase price of the home and the current sales price. The current sales price will either be the fair market value, or if the home is subject to a resale restriction, the restricted sales price. The appreciation amount does not include any permanent fixed improvements, but may be adjusted downward by the value of deferred maintenance, not including expected wear and tear. The HOME program share of the appreciation is equal to the share of the HOME loan of the original purchase price. For example, if the purchase price was \$400,000, the HOME loan was \$20,000 (five percent of

the purchase price), and the future sales price is \$500,000 then the amount repaid (not considering the adjustments for improvements or deferred maintenance) will be \$20,000 plus five percent of the \$100,000 appreciation (\$5,000) for a total repayment of \$25,000.

If the home has decreased in value because of market conditions, the HOME Consortium will share in the depreciation of the home. The amount of depreciation of the HOME loan is the percentage of the HOME loan to the original purchase price of the home. Using the same assumptions as in the preceding paragraph, if the future sales price of the home is \$350,000, the amount due would be \$20,000 minus five percent of the depreciation (\$2,500) for a total repayment of \$17,500.

If the depreciation of the home is so significant that the outstanding debt on the home exceeds the value of the home, the Consortium will negotiate with the other lenders to accept a lower repayment. This will enable for all debt to be paid through the proceeds of the home sale.

The Home Consortium does not allow subsequent buyers to assume an existing loan, but may make the repaid funds available to a subsequent buyer as a new loan.

Resale Restrictions: The HOME Consortium does not use resale restrictions. However, there may be HOME loans provided to buyers who also have resale restrictions. The resale restrictions may be required by a developer such as Habitat for Humanity, or may be required by another program such as Inclusionary Housing or Density Bonus. In those cases, the HOME loan will meet the recapture provisions described above. The HOME loan will be repaid, and may be available to the next purchaser of the home. The appreciation amount will be based on the maximum resale value as determined by the resale restriction if that value is below the fair market value. For example, if the original purchase price was \$400,000, the market value is \$500,000 and the resale restricted price is \$450,000, the HOME appreciation share will be calculated on \$450,000.

The resale restrictions will provide for a fair return on investment by calculating the future price based on the change of area median income. This factor is used to ensure the future price will still be affordable to the original target purchaser (typically low income). This price will be adjusted based on the value of capital improvements and deferred maintenance.

3. *A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:*

HOME funds used for homebuyer activities are provided to purchasers of newly constructed or rehabilitated homes. The HOME Consortium uses recapture provisions to ensure that all or a portion of the HOME funds are repaid to the HOME Consortium when the home is sold, transferred, or otherwise not occupied by an eligible owner.

Recapture Provisions: The amount repaid to the HOME program is the original principal of the

HOME loan plus a share of the appreciation. The appreciation is the difference between the original purchase price of the home and the current sales price. The current sales price will either be the fair market value, or if the home is subject to a resale restriction, the restricted sales price. The appreciation amount does not include any permanent fixed improvements, but may be adjusted downward by the value of deferred maintenance, not including expected wear and tear. The HOME program share of the appreciation is equal to the share of the HOME loan of the original purchase price. For example, if the purchase price was \$400,000, the HOME loan was \$20,000 (five percent of the purchase price), and the future sales price is \$500,000 then the amount repaid (not considering the adjustments for improvements or deferred maintenance) will be \$20,000 plus five percent of the \$100,000 appreciation (\$5,000) for a total repayment of \$25,000.

If the home has decreased in value because of market conditions, the HOME Consortium will share in the depreciation of the home. The amount of depreciation of the HOME loan is the percentage of the HOME loan to the original purchase price of the home. Using the same assumptions as in the preceding paragraph, if the future sales price of the home is \$350,000, the amount due would be \$20,000 minus five percent of the depreciation (\$2,500) for a total repayment of \$17,500.

If the depreciation of the home is so significant that the outstanding debt on the home exceeds the value of the home, the Consortium will negotiate with the other lenders to accept a lower repayment. This will enable for all debt to be paid through the proceeds of the home sale.

The HOME Consortium does not allow subsequent buyers to assume an existing loan, but may make the repaid funds available to a subsequent buyer as a new loan.

Resale Restrictions: The HOME Consortium does not use resale restrictions. However, there may be HOME loans provided to buyers who also have resale restrictions. The resale restrictions may be required by a developer such as Habitat for Humanity, or may be required by another program such as Inclusionary Housing or Density Bonus. In those cases, the HOME loan will meet the recapture provisions described above. The HOME loan will be repaid, and may be available to the next purchaser of the home. The appreciation amount will be based on the maximum resale value as determined by the resale restriction if that value is below the fair market value. For example, if the original purchase price was \$400,000, the market value is \$500,000 and the resale restricted price is \$450,000, the HOME appreciation share will be calculated on \$450,000.

The resale restrictions will provide for a fair return on investment by calculating the future price based on the change of area median income. This factor is used to ensure the future price will still be affordable to the original target purchaser (typically low income). This price will be adjusted based on the value of capital improvements and deferred maintenance.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines

required that will be used under 24 CFR 92.206(b), are as follows:

The HOME Consortium is not currently using HOME funds to refinance existing debt.

Emergency Solutions Grant (ESG)

1. *Include written standards for providing ESG assistance (may include as attachment)*
2. *If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.*

The Contra Costa Coordinated Entry system is a collaboration of multiple community, government, and faith-based agencies that, collectively, provide services that range from prevention of homelessness to permanent housing placements. Consumers are linked to supports needed to obtain and sustain housing.

A. Eligibility

Our Coordinated Entry system is designed to serve anyone in Contra Costa County who is experiencing a housing crisis. This includes those who are:

- Unsheltered (e.g., living outside, in a car, on the streets, or in an encampment),
- Sheltered (e.g., in emergency shelter or transitional housing), or
- At imminent risk of homelessness (e.g., being evicted, unable to pay rent, doubled up, or in an unsafe living situation).

B. Access Consumers connect to services through one of three portals:

- **CALL:** The 2-1-1 information line, operated by the Contra Costa Crisis Center, provides a phone portal for individuals and families needing to connect to homeless services.
- **CARE Centers:** Coordinated Assessment and Resource (CARE) Centers provide a walk-in option for individuals and families who need to connect to homeless services. Services offered include help with basic needs, light case management, housing navigation services and substance use disorder treatment and support.
- **CORE Outreach:** Coordinated Outreach Referral and Engagement (CORE) outreach teams engage homeless individuals living outside, help facilitate and/or deliver health and basic needs services, and connect clients to CARE Centers and other homeless services.

C. Assess

Severity and type of needs are assessed through a variety of tools:

- Prevention/Diversion Pre-Screen: Identifies need for financial assistance and/or case management services to prevent a person at risk of homelessness from becoming homeless, or to divert a person experiencing homelessness from entering the crisis response system (including emergency shelter and transitional housing)
- Homeless Management Information System (HMIS) Intake: Collects basic information about a client, including information to determine eligibility and prioritization for emergency shelter
- Emergency Shelter Prioritization Tool: in combination with the HMIS Intake, prioritizes individuals and families for available emergency shelter beds
- VI-SPDAT: The Vulnerability Index – Service Prioritization Decision Assistance Tool, an evidence-based tool that prioritizes individuals, transition-age youth, and families for available permanent housing based on acuity and chronicity

D. Assign

Clients are matched with available resources based on need and vulnerability. The most vulnerable clients are prioritized for available housing navigation and location services. The full continuum of our homeless housing and services are available through the Contra Costa Coordinated Entry system, including:

- Prevention/Diversion: Financial assistance or case management to stay housed
 - Basic Needs and Services: showers, food, laundry, benefits enrollment, referrals, etc.
 - Emergency Shelter: Short-term, temporary place to stay
 - Housing Navigation Services: Assistance with locating and obtaining housing
 - Rapid Re-housing: Time-limited rental assistance with case management
 - Permanent Supportive Housing: Long-term housing assistance with services
3. *Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).*

The County allocates ESG funds through a competitive application process. The RFP is posted on the Conservation and Development Department's website and notice is mailed or emailed to the "Interested Persons" contact list. This list includes local social service agencies, homeless service providers and other interested individuals, as well as other County departments. Applications are reviewed by staff for completeness and for compliance with program requirements. Technical assistance is provided to applicants as needed by County staff. Funds are allocated based on the requirements of ESG regulations and the need for services within the County. ESG funding recommendations are presented to the CoC through the Contra Costa Council on Homelessness and then approved by the County's Board of Supervisors. ESG applicants are invited and encouraged to attend these meetings. Three out of the six ESG funded activities for FY 2022/23 are carried out by nonprofit organizations.

4. *If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.*

The County meets the requirement for homeless participation in the provision of services by consulting and coordinating services with the CoC and Council on Homelessness. The CoC and the Council on Homelessness provide a forum for communication and coordination among agencies and as a group provides advice and input on the operations of homeless services. Consumer input is incorporated into the development of local services through the ongoing participation of consumers in local meetings where they are given the opportunity to provide specific feedback on their needs and experiences with the existing system. In addition, each funded project is required to outline how homeless persons are involved in the operation of shelters and provision of services. Furthermore, the County's Council on Homelessness has a Consumer/Consumer Advocate seat in which the person appointed to that seat typically is either a current or previous consumer of the County's homeless services. The Consumer/Consumer Advocate seat is currently filled.

5. *Describe performance standards for evaluating ESG.*

A performance measurement outcome statement is included in all ESG contracts between the County and subrecipients. Projects are monitored and evaluated on meeting the requirements detailed in the statement. Subrecipients are also required to submit periodic progress reports detailing project progress toward objectives, problems and/or resolution to meeting goals, quantitative participation data by ethnicity, income, and household status. The projects are also subject to financial audit review by County staff. Additional requirements for performance goals and the evaluation of outcomes are determined in conjunction with the CoC and the Council on Homelessness.

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-01-PS	Bay Area Crisis Nursery (BACN)	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide emergency residential/shelter services and childcare for 20 children ages birth through 5 years, living in families who identify experiencing a crisis or parental street, are at-risk of child abuse or neglect, or who have been previously abused or neglected and have been reunited with natural family. BACN provides three different types of crisis childcare: 1. Residential/shelter program where children can live at the Nursery for a minimum of 24 hours and up to 30 days within a 6-month time frame. 2. Respite/stress break program where children stay for short periods of time in order to give parents a much needed break from stressor of parenting. 3. Daytime emergency nursery childcare program from 7 am to 7 pm.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$20,000	\$17,000	
	Bay Area Crisis Nursery	Target Population	Families in need of emergency residential/shelter services and childcare for children ages birth to 5 years	23/24	\$20,000	\$17,000	
				24/25	\$20,000	\$17,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-02-PS	City of Richmond, Community Services	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	The Inclusionary Instructional Sports program creates a supportive environment for youth and individuals with developmental delays in Richmond by allowing the participants to gain independenceconfidence, social skills, life skills and communication skills through sports/fitness.
		National Objective	Area Benefit -24 CFR 570.208(a)(1)(ii)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$96,604	\$0	
	Inclusionary Instructional Sports Program	Target Population	Elementary age and developmentally delayed youth and young adults in Richmond.	23/24	\$96,604	\$0	
				24/25	\$96,604	\$0	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-03-PS	Community Housing Development Corporation of North Richmond	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Operate, maintain, and provide services at the community center for 700 residents in North Richmond. Activities include providing educational, recreational, and nutritional programs to a diverse community with a focus on senior citizens.
		National Objective	Area Benefit -24 CFR 570.208(a)(1)(ii)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$53,708	\$40,000	
	Multicultural Family / Senior Center	Target Population	200 North Richmond residents; primarily seniors.	23/24	\$53,708	\$40,000	
				24/25	\$53,708	\$40,000	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-04-PS	Community Housing Development Corporation of North Richmond	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Program will provide housing counseling services to households facing housing instability such as eviction, default, foreclosure, or loss of income that cause or could cause eviction, default, foreclosure or homelessness
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$50,000	\$25,000	
	Housing Instability Counseling Program	Target Population	Tenants and homeowners who are facing housing instability (e.g. eviction, foreclosure, etc.).	23/24	\$50,000	\$25,000	
				24/25	\$50,000	\$25,000	
22-05-PS	Community Violence Solutions (CVS)	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide 175 child sexual assault and physical abuse victims, aged 2-17 and their non-offending family members with services including forensic interviews, advocacy, case management and mental health services, to help clients show positive changes in behavior and psychological well being.
		National Objective	Presumed Beneficiary Abused Children - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$15,000	\$15,000	
	CIC Child Sexual Assault Intervention	Target Population	175 child victims (ages 2-17) of sexual assault and/or physical abuse and their families in the Urban County	23/24	\$15,000	\$15,000	
				24/25	\$15,000	\$15,000	
22-06-PS	Contra Costa County Health Services	Consolidated Plan Priority	H-1: Expand and preserve shelter, housing and services for the homeless or those at imminent risk of becoming homeless.	FY	Requested Funds	Recommended Funding	Provide day and evening homeless street outreach services to at least 400 Urban County individuals living outside throughout the County to engage, stabilize, and deliver health and basic need services, and aid in obtaining interim and permanent housing.
		National Objective	Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$110,303	\$90,000	
	Coordinated Outreach, Referral and Engagement Program	Target Population	Persons experiencing homelessness	23/24	\$110,303	\$90,000	
				24/25	\$110,303	\$90,000	

**Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25**

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-07-PS	Contra Costa Crisis Center	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide crisis intervention service and information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDs, and the disabled.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$18,000	\$18,000	
	Crisis / 211 Contra Costa	Target Population	Program provides services for anyone in the County but specifically for presumed beneficiaries as defined in 24 CFR 570.208(a)(2)(i)(A) for purposes of this application.	23/24	\$18,000	\$18,000	
24/25				\$18,000	\$18,000		
22-08-PS	Contra Costa Family Justice Alliance	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide one-stop navigation services to 900 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking
		National Objective	Presumed Beneficiary [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$50,000	\$35,000	
	Family Justice Navigation Program	Target Population	The target population benefitting from this project are victims and survivors of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.	23/24	\$50,000	\$35,000	
24/25				\$50,000	\$35,000		
22-09-PS	Contra Costa Senior Legal Services	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide free legal advice to 300 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights.
		National Objective	Presumed Beneficiary / Seniors [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$20,000	\$20,000	
	Legal Services for Seniors	Target Population	Target population is lower income seniors 62 years or older	23/24	\$20,000	\$20,000	
24/25				\$20,000	\$20,000		

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25
Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-10-PS	Court Appointed Special Advocates (CASA)	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide advocacy, mentoring, and representation services to 70 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services, and a safe permanent living situation.
		National Objective	Presumed Beneficiary Abused Children - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$18,000	\$18,000	
	Serving All Foster Children	Target Population	Children and youth in the foster care system.	23/24	\$18,000	\$18,000	
24/25				\$18,000	\$18,000		
22-11-PS	ECHO Housing	Consolidated Plan Priority	CD-4: Promote fair housing activities and affirmatively further fair housing	FY	Requested Funds	Recommended Funding	ECHO's Fair Housing Services will assist approximately 80 Urban County tenants and landlords who require information regarding fair housing and discrimination, or complainants alleging discrimination based on federal, state, and local protected classes. Protected classes are the following: race, color, ancestry, national origin, religion, disability, gender, sexual orientation, gender identity, marital status, familial status, source of income, or any other arbitrary class.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$40,000	\$40,000	
	Fair Housing Services	Target Population	Tenants and landlords who require information regarding fair housing and discrimination, or complaints who allege discrimination based on federal, state, and local protected classes.	23/24	\$40,000	\$40,000	
24/25				\$40,000	\$40,000		
22-12-PS	ECHO Housing	Consolidated Plan Priority	CD-1: General Public Service	FY	Requested Funds	Recommended Funding	ECHO will provide tenant/landlord counseling and dispute resolution to 430 tenants and landlords in the Urban County which include low-income persons with an AMI of 80% or less, racial and ethnic minorities, female-headed households, disabled households, and elderly/senior households.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$80,000	\$80,000	
	Tenant/Landlord Counseling and Dispute Resolution Services	Target Population	Tenants and landlords in the Urban County which include low-income persons with an AMI of 80% or less, racial and ethnic minorities, female-headed households, disabled households, and elderly/senior households.	23/24	\$80,000	\$80,000	
24/25				\$80,000	\$80,000		

**Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25**

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-13-PS	East Bay Center for the Performing Arts	Consolidated Plan Priority	CD-3: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood	FY	Requested Funds	Recommended Funding	Provide performing arts instructions to 790 students at two City of Richmond elementary schools, resulting in improved academic performance, community building, and exposure to diverse global art traditions. Program performance will be measure via observation and both a mid-year and year-end surveys
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$15,000	\$15,000	
	Deep Roots, Wide World Program	Target Population	Richmond elementary school students, kindergarten through 6th grade	23/24	\$15,000	\$15,000	
				24/25	\$15,000	\$15,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-14-PS	Empowered Aging	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Providing advocacy service to 300 Urban County elders residing in long term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.
		National Objective	Presumed Beneficiary / Seniors [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$10,000	\$10,000	
	Ombudsman Services of Contra Costa	Target Population	Urban County seniors in long-term care that are vulnerable to abuse and neglect.	23/24	\$10,000	\$10,000	
				24/25	\$10,000	\$10,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-15-PS	Food Bank of Contra Costa and Solano (FBCC&S)	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide food to 14,142 low-income seniors, families and children in the Urban County through three of its direct food distribution programs: Food for Children, Senior Food Distribution, and Food Assistance program.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$46,500	\$46,500	
	Collaborative Food Distribution	Target Population	low income individuals and families, seniors, and children	23/24	\$46,500	\$46,500	
				24/25	\$46,500	\$46,500	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25
Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-16-PS	Greater Richmond Interfaith Program (GRIP)	Consolidated Plan Priority	H-1: Expand and preserve shelter, housing and services for the homeless or those at imminent risk of becoming homeless.	FY	Requested Funds	Recommended Funding	GRIP is the only family homeless shelter in West Contra Costa County that provides housing for up to 65 people (in family groups) per day. GRIP also provides three hot meals a day, as well as comprehensive case management services including permanent housing navigation, physical and mental health referrals, domestic violence counseling referrals, money management, and employment support.
		National Objective	Presumed Beneficiary Homeless- 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$30,000	\$30,000	
	Homeless Center / Soup Kitchen	Target Population	low income individuals and people who are experiencing homelessness.	23/24	\$30,000	\$30,000	
				24/25	\$30,000	\$30,000	
22-17-PS	Housing and Economic Rights Advocates (HERA)	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	HERA's Financial Stability Legal Services will serve 80 lower income Urban County residents by assisting both homeowners and tenants maintain a suitable living environment through their debt/credit, home preservation, and tenants rights work, reducing discriminatory barriers in order to access affordable housing through their one-stop service.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$25,650	\$25,000	
	Financial Stability Legal Services	Target Population	Homeowners, tenants, and persons experiencing homelessness, with a focus on vulnerable populations like the marginally housed, disabled, and elderly.	23/24	\$25,650	\$25,000	
				24/25	\$25,650	\$25,000	
22-18-PS	James Morehouse Project / Bay Area Community Resource	Consolidated Plan Priority	CD-3: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood	FY	Requested Funds	Recommended Funding	Provide comprehensive mental health and student support services to 110 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$10,000	\$10,000	
	James Morehouse Project at El Cerrito High School	Target Population	Students attending El Cerrito High School	23/24	\$10,000	\$10,000	
				24/25	\$10,000	\$10,000	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-19-PS	Lamorinda Spirit-City of Lafayette	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide low-cost transportation services to seniors living in Lafayette, Moraga, and Orinda. Transportation services will provide 160 seniors, allowing them to get to medical and other personal appointments, go grocery and sundry shopping, and attend exercise and other classes.
		National Objective	Presumed Beneficiary / Seniors [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$10,000	\$10,000	
	Lamorinda Spirit Van Senior Transportation Program	Target Population	Lower income seniors living in Lafayette, Moraga, and Orinda.	23/24	\$10,000	\$10,000	
				24/25	\$10,000	\$10,000	
22-20-PS	Lions Center for the Visually Impaired (LCVI)	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide in-home independent living skills instruction and training to 55 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization
		National Objective	Presumed Beneficiary Disabled Persons - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$20,000	\$13,000	
	Independent Living Skills for Blind and Visually Impaired	Target Population	Visually impaired and blind adults throughout the Urban County.	23/24	\$20,000	\$13,000	
				24/25	\$20,000	\$13,000	
22-21-PS	Loaves and Fishes of Contra Costa (LFCC)	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide free buffet-style lunches and groceries weekdays to 650 homeless and low-income Urban County residents at the Loaves & Fishes Martinez Dining Room.
		National Objective	Area Benefit -24 CFR 570.208(a)(1)(ii)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$20,000	\$18,000	
	Nourishing Lives in Martinez, Antioch, Oakley, Pittsburg	Target Population	low to very low-income individuals and families recently out of work, homeless, unemployed, underemployed or disabled	23/24	\$20,000	\$18,000	
				24/25	\$20,000	\$18,000	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-22-PS	Meals on Wheels Diablo Region (MOWDR)	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide care management services to 400 seniors, including needs assessment, crisis intervention, foreclosure prevention, assistance, financial planning/aid, legal assistance, elder abuse prevention services, etc.
		National Objective	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$18,000	\$17,000	
	Care Management	Target Population	Target population is Urban County seniors	23/24	\$18,000	\$17,000	
				24/25	\$18,000	\$17,000	
22-23-PS	Meals on Wheels Diablo Region	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Deliver hot and nutritious meals to 600 homebound, Urban County seniors who are unable to prepare food for themselves and who are without a caregiver, resulting in maintained and/or improved health and welfare, and aging in place. Alternatively, underserved areas are provided with a week's supply of frozen/microwaveable food on a single day.
		National Objective	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$24,000	\$17,000	
	Meals on Wheels (MOW)	Target Population	Target population is Urban County seniors	23/24	\$24,000	\$17,000	
				24/25	\$24,000	\$17,000	
22-24-PS	Monument Crisis Center	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. Services will be provided to at least 2,00 lower income Urban County residents.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$20,000	\$17,000	
	Critical Safety Net Resources for Families and Individuals	Target Population	Targets the most vulnerable in the community, people that often miss meals and need to choose between buying food or paying rent.	23/24	\$20,000	\$17,000	
				24/25	\$20,000	\$17,000	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-25-PS	Mount Diablo Unified School District	Consolidated Plan Priority	CD-3: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood	FY	Requested Funds	Recommended Funding	Provides after school enrichment classes for 700 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$10,000	\$10,000	
	CARES After School Enrichment Program	Target Population	Students attending three elementary schools and one middle school in the community of Bay Point.	23/24	\$10,000	\$10,000	
				24/25	\$10,000	\$10,000	
22-26-PS	Multicultural Institute	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provide job matching, individualized assistance with health, legal, and educational needs to 500 poverty level and extremely-low income day laborers.
		National Objective	Benefitting very low-and low-income persons [24 CFR 570.208(a)(2)(iii)]				
	Program Name	Eligible Activity	Job training and placement assistance [24 CFR	22/23	\$50,000	\$30,000	
	Lifeskills/Day Labor Program	Target Population	Target population is made up poverty level and extremely-low income Spanish-speaking immigrant workers, primarily day-laborers who seek full-time work in front of Home Deport or who complement existing low-wage	23/24	\$50,000	\$30,000	
				24/25	\$50,000	\$30,000	
22-27-PS	New Horizons Career Development Center	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Aid clients in need of academic credentials and assist them with Life Skill attainment to remove barriers to successful employment opportunities. Outcomes are tracked through the use of the Career Delivery Service System (CDSS), an agency specific process/service delivery system for assessment and remediation of clients challenges.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201(e)]	22/23	\$25,000	\$0	
	Education, Job Training, Life Skills, and Job Placement Services	Target Population	Job seekers and those who would like to improve their employment opportunities.	23/24	\$25,000	\$0	
				24/25	\$25,000	\$0	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-28-PS	Opportunity Junction	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	The program brings intensive, individualized vocational services directly to 15 persons in the high-need community of Bay Point. Integrated into Sparkpoint Contra Costa the program provides deep, personalized services, including assessment and development of employment plans, case management, service referrals, connections to in-demand vocational training, group and one-on-one career skills development, placement assistance, and retention services.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Special Economic Development Activities [24CFR	22/23	\$20,000	\$20,000	
	Bay Point Career Counseling and Placement Assistance	Target Population	The program targets low-income Urban County adults who are unemployed or underemployed and who need career development support or case management in order to enter or re-enter the workforce	23/24	\$20,000	\$20,000	
				24/25	\$20,000	\$20,000	
22-29-PS	Pleasant Hill Recreation & Park District (PHRPD)	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization. Services to be provided include, care management and coordination, counseling and assessment, and assistance in gaining access to various resources.
		National Objective	Presumed Beneficiary Seniors - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$12,851	\$12,000	
	Senior Service Network	Target Population	Low-income seniors, 62 and older who reside in the Urban County	23/24	\$12,851	\$12,000	
				24/25	\$12,851	\$12,000	
22-30-PS	Rainbow Community Center of Contra Costa (RCC)	Consolidated Plan Priority	CD-2: Non-Homeless Special Needs Population	FY	Requested Funds	Recommended Funding	Provide congregate meals, food pantry services, home/friendly visitor services and wellness class to 78 Urban County People with HIV/AIDS and Lesbian, Gay, Bisexual, and Transgender seniors to decrease isolation and improve quality of life.
		National Objective	Presumed Beneficiary Senior with HIV/Aids - 24 CFR 570.208(a)(2)(i)(A)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$13,200	\$13,000	
	Kind Hearts Community Support Program	Target Population	LGBTQ seniors and persons who are living with HIV/AIDS	23/24	\$13,200	\$13,000	
				24/25	\$13,200	\$13,000	

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-31-PS	Richmond Community Foundation	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide services to 210 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.
		National Objective	Area Benefit -24 CFR 570.208(a)(1)(ii)				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$21,000	\$15,000	
	SparkPoint Contra Costa	Target Population	Provides services to any Urban County resident but primarily for low/moderate income adults in the Bay Point area.	23/24	\$21,000	\$15,000	
24/25				\$21,000	\$15,000		
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-32-PS	RYSE, Inc.	Consolidated Plan Priority	CD-3: Increase opportunities for children / youth to be health, succeed in school and prepare for productive adulthood	FY	Requested Funds	Recommended Funding	Operate the Career Pathway Program by providing career development and soft skills support, media arts, skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(iii)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201(e)]	22/23	\$40,000	\$40,000	
	RYSE Career Pathway Program	Target Population	Target population is youth ages 13-21 living in West Contra Costa County.	23/24	\$40,000	\$40,000	
24/25				\$40,000	\$40,000		
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-33-PS	SHELTER Inc.	Consolidated Plan Priority	H-2: Prevention Services for the Homeless	FY	Requested Funds	Recommended Funding	The program will assist 160 low-income Urban County residents at immediate risk of becoming homeless by providing rapid rehousing assistance through one-on-one case management, supportive services, and financial assistance.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$50,142	\$30,000	
	Homeless Prevention Program	Target Population	Low-income families currently homeless or at immediate risk of becoming homeless due to pending eviction.	23/24	\$50,142	\$30,000	
24/25				\$50,142	\$30,000		

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-34-PS	STAND! For Families Free of Violence	Consolidated Plan Priority	H-1: Expand and preserve shelter, housing and services for the homeless or those at imminent risk of becoming homeless.	FY	Requested Funds	Recommended Funding	STAND!'s Emergency Shelter can accommodate up to 24 adult survivors and their children who are fleeing from violent relationships for up to 3 months at no cost. The shelter provides clients with access to comprehensive supportive services that help clients transition toward independence. Program will assist 80 adults and their children.
		National Objective	Presumed Beneficiary/Abused Children, Battered Spouses [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$50,000	\$12,000	
	Rollie Mullen Center Emergency Shelter	Target Population	STAND targets adults (men and women) and their children who are homeless because they are in peril due to violent relationships.	23/24	\$50,000	\$12,000	
				24/25	\$50,000	\$12,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-35-PS	St. Vincent de Paul of Contra Costa County	Consolidated Plan Priority	CD-1: General Public Services	FY	Requested Funds	Recommended Funding	Provide fee urgent and chronic medical care to 310 uninsured clients. Services include, physician/nurse treatment, pharmaceuticals, lab services, x-rays, MRIs, Ultrasounds and diagnostics.
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$25,000	\$18,000	
	RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul	Target Population	low-income, uninsured adults	23/24	\$25,000	\$18,000	
				24/25	\$25,000	\$18,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-36-PS	Village Community Resource Center	Consolidated Plan Priority	CD-3: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood	FY	Requested Funds	Recommended Funding	Provide an afterschool academy program to a total of 100 unduplicated children, providing them after-school tutoring services
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$13,000	\$13,000	
	Village Community Resource Center Program Support	Target Population	Students living in socially and economically disadvantaged neighborhoods along and surrounding Village Dr. in Brentwood.	23/24	\$13,000	\$13,000	
				24/25	\$13,000	\$13,000	

Public Services Category
FY 2022/23, FY 2023/24, FY 2024/25
Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-37-PS	Winter Nights Family Shelter Inc.	Consolidated Plan Priority	H-1: Expand and preserve shelter, housing and services for the homeless or those at imminent risk of becoming homeless.	FY	Requested Funds	Recommended Funding	Goal of the program is to protect 16 unhoused persons and families by providing clean, safe, and supportive environment and to help break the cycle of homelessness by assisting them toward self-sufficiency and into stable housing.
		National Objective	Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]				
	Program Name	Eligible Activity	Public Services [24 CFR 570.201 (e)]	22/23	\$10,000	\$10,000	
	Winter Nights Family Shelter Inc.	Target Population	Target population are homeless families in Contra Costa CountyGoal	23/24	\$10,000	\$10,000	
24/25	\$10,000			\$10,000			

Recommendation Table
FY 2022/23, FY 2023/24, FY 2024/25

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-01-ESG	CC Health Services H3	Consolidated Plan Priority	H-1: Housing and Supportive Services	FY	Requested Funds	Recommended Funds	Provide 80 Urban County homeless clients year-round emergency shelter beds and wrap-around services. The interim housing program is located in two facilities (in the Cities of Richmond and Concord). Residents can stay at the shelter for up to 120-days.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.102(a)(3)	22/23	\$100,000	\$97,500	
	Contra Costa Audit Continuum of Services	Target Population	Very-low income, homeless single adults, including the elderly and persons with disabilities.	23/24	\$100,000	\$97,500	
				24/25	\$100,000	\$97,500	
22-02-ESG	Contra Costa Health, Housing and Homeless Services Homeless Program	Consolidated Plan Priority	H-1: Housing and Supportive Services	FY	Requested Funds	Recommended Funding	Calli House Youth Shelter provides emergency shelter and critical support services to run-away, homeless, and throw-away youth ages 18-24, including those emancipating from the foster care youth system. Calli House will provide 90 Urban County Youth with shelter and support needed in order to move off the streets, stabilize and make positive choices.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.102(a)(3)	22/23	\$55,289	\$30,000	
	Calli House Youth Shelter	Target Population	Very-low income, homeless transitional age youth ages 14-24.	23/24	\$55,289	\$30,000	
			24/25	\$55,289	\$30,000		
22-03-ESG	Contra Costa Health, Housing and Homeless Services Homeless Program	Consolidated Plan Priority	H-1: Housing and Supportive Services	FY	Requested Funds	Recommended Funding	CORE teams will serve as an entry point into the coordinated entry system for 400 unsheltered persons and work to identify, engage, stabilize and house chronically homeless individuals and families.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.102(a)(1)	22/23	\$30,844	\$30,844	
	Coordinated Outreach, Referral, and Engagement Program (CORE)	Target Population	Program targets chronically homeless individuals, transitional age youth, and families living on the streets.	23/24	\$30,844	\$30,844	
			24/25	\$30,844	\$30,844		
22-04-ESG	SHELTER Inc.	Consolidated Plan Priority	H-2: Rapid Rehousing and Homeless Prevention	FY	Requested Funds	Recommended Funding	Rapidly rehuses homeless households and prevents homelessness for 60 extremely-low, very-low, or low income households who are at immediate risk of losing their home by providing one-on-one case management, supportive services and financial assistance. Program will assist 60 clients.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.103, 576.104, 576.105, 576.106	22/23	\$130,004	\$129,733	
	Homeless Prevention & Rapid Rehousing Program	Target Population	This program serves individuals and families who are at risk of losing their housing and homeless individuals and households who are ready to transition into stable permanent housing.	23/24	\$130,004	\$129,733	
			24/25	\$130,004	\$129,733		

Recommendation Table
FY 2022/23, FY 2023/24, FY 2024/25

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-05-ESG	STAND! For Families Free of Violence	Consolidated Plan Priority	H-1: Housing and Supportive Services	FY	Requested Funds	Recommended Funding	STAND!'s Emergency Shelter can accommodate up to 24 adult survivors and their children who are fleeing from violent relationships for up to 3 months at no cost. The shelter provides clients with access to comprehensive supportive services that help clients transition toward independence. Program will assist 80 adults and their children.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.102(a)(1)	22/23	\$50,000	\$49,500	
	Rollie Mullen Emergency Shelter	Target Population	STAND targets adults (men and women) and their children who are homeless because they are in peril due to violent relationships.	23/24	\$50,000	\$49,500	
				24/25	\$50,000	\$49,500	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-06-ESG	Trinity Center Walnut Creek	Consolidated Plan Priority	H-1: Housing and Supportive Services	FY	Requested Funds	Recommended Funding	Offered as a year-round day shelter, Trinity Center surrounds homeless persons with an array of services they need to establish and maintain stable and independent lives for themselves. Services include providing breakfast and lunch, laundry, showers, clothing, food and support services weekdays to 1,050 Urban County clients.
		National Objective	Not Applicable				
	Program Name	Eligible Activity	24 CFR 576.102(a)(1)	22/23	\$40,000	\$30,500	
	Trinity Center (ESG General Operating Support)	Target Population	Trinity Center provides services to homeless men, women and families.	23/24	\$40,000	\$30,500	
				24/25	\$40,000	\$30,500	

**Economic Development Category
FY 2022/23, FY 2023/24, FY 2024/25
Recommendation Table**

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-01-ED	CoCoKids Inc.	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise)
		National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(iii)]				
	Program Name	Eligible Activity	Microenterprise and small business assistance	22/23	\$78,550	\$78,550	
	Road to Success	Target Population	Low- and moderate-income persons with an opportunity to maintain or start a microenterprise as a licensed in-home childcare provider.	23/24	\$78,550	\$78,550	
				24/25	\$78,550	\$78,550	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-02-ED	Loaves and Fishes of Contra Costa (LFCC)	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Offer a free 2, 12-week introductory Culinary program for 20 individuals (10 each session) interested in the culinary industry and experiencing barriers to employment to provide better preparation opportunities fo students to obtain jobs that will lead to careers and financial independence. Program has a Memorandum of Understanding (MOU) with employer (Pacific Catch) to hire 2 part-time employes, euivalent to 1 FTE.
		National Objective	Benefitting very low-and low-income persons [24 CFR 570.208(a)(2)(iii)]				
	Program Name	Eligible Activity	Special Economic Development Activities	22/23	\$15,000	\$15,000	
	Loaves and Fishes of Contra Costa Culinary Arts Training	Target Population	Is very low to low income individuals experiencing barriers to employment.	23/24	\$15,000	\$15,000	
				24/25	\$15,000	\$15,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-03-ED	Opportunity Junction	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	To provide training and job placement assistance to 3 low-income persons, leading to economic self-sufficiency through careers in the administrative field.
		National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)]				
	Program Name	Eligible Activity	Job training and placement assistance [24 CFR	22/23	\$100,000	\$100,000	
	Administrative Careers Training (ACT) Progam	Target Population	The program will expand economic opportunities for Low-income persons through administrative job training and career development.	23/24	\$100,000	\$100,000	
				24/25	\$100,000	\$100,000	

**Economic Development Category
FY 2022/23, FY 2023/24, FY 2024/25
Recommendation Table**

Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-04-ED	Renaissance Entrepreneurship Center	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Intensive small business/microenterprise training and technical assistance to 45 unduplicated individuals who own a small business/microenterprise ow wish to start-up a small business/microenterprise.
		National Objective	Very low- and low-income persons/microenterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)]				
	Program Name	Eligible Activity	Microenterprise and small business assistance	22/23	\$45,000	\$45,000	
	Using the Power of Entrpreneurship to Build Economically Vibrant Families and Communities	Target Population	Low-income reisdents of Richmond and Contra Costa County who own or wish to own a small business/microenterprise. Clinets will be men and woman, with services provided in both English and Spanish.	23/24	\$45,000	\$45,000	
				24/25	\$45,000	\$45,000	
Application Number	Applicant	Eligibility		Funding Request & Recommended			Program Description / Outcome
22-05-ED	West Contra Costa Business Dev. Center, Inc.	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	West Contra Costa Business Development Center (BDC) provide technical assistance and support to 60 existing businesses or persons wishing to open a business as a way to create/retain jobs.
		National Objective	Very low- and low-income persons/microenterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)]				
	Program Name	Eligible Activity	Microenterprise and small business assistance	22/23	\$95,700	\$95,700	
	Emerging Entrpreneurs Program	Target Population	50 low-income persons who have started or are planning to start a business located in West County.	23/24	\$95,700	\$95,700	
			24/25	\$95,700	\$95,700		

FY 2022/23

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval
22-01-IPF	Greater Richmond Interfaith Program	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested Funds	Recommended Funding	Remove and replace existing rooftop solar system that generates less than 10% of the shelter's electrical usage with a new efficient solar system that will help to significantly reduce operating costs.	<ol style="list-style-type: none"> 1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of eplacing existing roof
		National Objective	Presumed Beneficiary Homeless- 24 CFR 570.208(a)(2)(i)(A)					
	Program Name	Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	22/23	\$94,141	\$94,141		
	Shelter Solar	Target Population	Greater Richmond Interfaith Program's homeless shelter serves families experiencing homelessness or are at severe risk of homelessness in Contra Costa County.					
Application Number	Applicant	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval
22-02-IPF	Nurturing Independence through Artistic Development (NIAD)	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested Funds	Recommended Funding	NIAD-CAP Phase 2 is ADA improvements to the facility, including resurfacing the flooring throughout NIAD's studie and public areas whi a shock absorbent and long-term nonpermeable solution that will help to improve safety and access.	<ol style="list-style-type: none"> 1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of Phase I work
		National Objective	Presumed Beneficiary/Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]					
	Program Name	Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	22/23	\$90,000	\$90,000		
	NIAD Community Accessibility Improvement Plan (NIAD-CAP) Phase 2	Target Population	NIAD serves adult individuals with Intellectual/Development Disabilities by providing arts program that promote creative expression, independence, dignity and community integration.					

FY 2022/23

Recommendation Table

Application Number	Applicant	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval
22-03-IPF	Urban Tilth	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested Funds	Recommended Funding	The project will create an accessible garden on the Richmond Greenway that will include new and enlarged pathways for ADA accessibility, special garden beds that are wheelchair accessible, new seating, shade structures, a drinking fountain, mural, fencing and signage that designates space for seniors and those with disabilities. The project will not only make the site ADA accessible, but will also eliminate blight in an area that is consistently plagued by illegal dumping, transforming it into a community asset.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction
		National Objective	Area Benefit [24 CFR 570.208 (a)(1)(i)]					
	Program Name	Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	22/23	\$80,000	\$80,000		
	Urban Tilth	Target Population	Low-income City of Richmond residents including seniors and disabled persons.					

**Affordable Housing
FY 2022/23
Recommendation Table**

Project ID	Project Name Location	BOS District	Sponsor/ Developer #1 (a)	Sponsor/ Developer #2	Affordable Units	Total Project Cost	Previous Allocation	Funds Requested		AHFC Recommendations				Contingencies for Approval
								CDBG	HOME	CDBG	HOME	County Project Delivery Costs (b)	Total County Funds Recommended	
21-03	699 YVR Housing 699 Ygnacio Valley Rd. Walnut Creek	District 4	Resources for Community Development (CHDO)	N/A	96	\$ 72,596,890	\$ -	\$ -	\$ 3,344,636	\$ -	\$ 1,870,000	\$ -	\$ 1,870,000	All other financing commitments secured by Dec. 31, 2023 and FY 2022/23 HOME funds committed, as evidenced by an executed loan, by August 31, 2024. HOME funds will be recaptured by January 2024 if significant progress is not being made to meet the August 31, 2024 commitment deadline.
21-04	811 San Pablo 811 San Pablo Ave. Pinole	District 1	Satellite Affordable Housing Associates (CHDO)	N/A	32	\$ 25,762,516	\$ -	\$ -	\$ 2,636,280	\$ -	\$ 2,636,280	\$ 50,000	\$ 2,686,280	All other financing commitments secured by Dec. 31, 2023 and FY 2022/23 HOME funds committed, as evidenced by an executed loan, by August 31, 2024. HOME funds will be recaptured by January 2024 if significant progress is not being made to meet the August 31, 2024 commitment deadline.
21-11	Neighborhood Preservation Program Urban County	Varies	Contra Costa County DCD	Habitat for Humanity East Bay/Silicon Valley	22	\$ 594,000	Ongoing Program	\$ 540,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	NEPA for each property is required prior to execution of loan documents.
21-12	Rodeo Gateway Senior 710 Willow Ave. Rodeo	District 5	EAH Inc.	N/A	49	\$ 27,464,929	\$1,469,175 (2001)	\$ 2,200,000	\$ -	\$ 2,200,000	\$ -	\$ 50,000	\$ 2,250,000	All other financing commitments secured by June 30, 2023 and CDBG funds committed, as evidenced by an executed loan, by December 1, 2023.
APPLICATION TOTALS								\$ 2,740,000	\$ 5,980,916	\$ 2,300,000	\$ 4,556,280		\$ 6,856,280	



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: June 21, 2022

Subject: Amended and Restated Exclusive Negotiating Rights Agreement – 100 38th Street, Richmond.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an amended and restated exclusive negotiating rights agreement (ENRA) with Eden Housing, Inc., a California nonprofit public benefit corporation (Eden), and Community Housing Development Corporation-North Richmond, a California nonprofit public benefit corporation (CHDC), under which the parties are negotiating the purchase of the County-owned property at 100 38th Street in Richmond for use as affordable housing, and to extend the term of the original ENRA through June 2024, and enable the County to recoup a portion of the property’s maintenance expenses during the negotiation period.

FISCAL IMPACT:

Under the amended and restated ENRA, Eden and CHDC will pay the County a portion of the County’s ongoing maintenance expenses for a property that no longer houses County functions. A sale of the property would relieve the County of all ongoing maintenance expenses. Revenue will be deposited to the building. (60.7% Hospital Enterprise Fund, 32.7% Public Health General Fund, 6.6% General Fund Building Occupancy)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Stacey Sinclair, 925. 957-2464

By: , Deputy

cc:

BACKGROUND:

The County owns the real property located at 100 38th Street in Richmond, the site of the former West County Health Center. The site of the 2-acre parcel is adjacent to the Richmond courthouse. The County-owned property is improved with a multi-story, 83-884-square-foot building that has been vacant since November 2018.

After determining that County use of the building is not feasible, in 2019 the County notified various public agencies and low-income housing groups of the County's intention to dispose of the property as surplus, in accordance with Government Code section 54222. Two low-income housing groups responded and were asked to submit proposals for the site that would be reviewed by a committee consisting of members of the Real Estate Division of Public Works, Health and Human Services, the Department of Conservation and Development and the County Administrator's office. The committee unanimously selected the proposal submitted by a partnership of Eden Housing, Inc., and Community Housing Development Corporation-North Richmond (Developer) as the preferred option. The Developer proposes to develop the property with 135 affordable housing units.

On December 17, 2019, the Board approved an ENRA between the County and the Developer. That agreement expired June 19, 2022. The amended and restated ENRA replaces the original agreement. The ENRA will be in effect through June 2024 to enable the Developer to obtain needed approvals from the City of Richmond prior to finalizing the terms of the purchase of the property.

In exchange for an extension of the term of the ENRA, the Developer has agreed to reimburse the County for a portion of the maintenance costs of the property. In the first year, the Developer will pay the County \$15,000 quarterly. In the second year, the Developer will pay the County \$30,000 quarterly.

CONSEQUENCE OF NEGATIVE ACTION:

Revitalization and reuse of the subject property as an affordable housing development would be delayed or terminated.

ATTACHMENTS

ENRA

AMENDED AND RESTATED
EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT
(Revitalization of Former West County Health Center)

This Amended and Restated Exclusive Negotiating Rights Agreement ("Agreement") is dated as of June 19, 2022 (the "Effective Date"), and is by and between the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "County") on the one hand, and EDEN HOUSING, INC., a California nonprofit public benefit corporation ("Eden"), and COMMUNITY HOUSING DEVELOPMENT CORPORATION-NORTH RICHMOND, a California nonprofit public benefit corporation ("CHDC"), on the other. Together, Eden and CHDC are the "Developer."

RECITALS

- A. The County is the owner of approximately two acres of real property located at 100 38th Street in Richmond, California, which is more particularly described in Exhibit A (the "Property"). The Property is adjacent to the Richmond courthouse. The Property is improved with a multi-story, 83,884-square-foot building that was formerly used by the County as a health center (the "Building"). The Building is currently vacant.
- B. The County desires that the Property and the Building be redeveloped to create affordable housing and community services. The Developer has submitted a proposal to the County under which the Developer would (i) rehabilitate the Building to create fifty-nine units of supportive housing, (ii) construct a new building with seventy-six units of family housing and approximately 8,500 square feet of commercial space including a YMCA child care facility, and (iii) if feasible, a 1,500 square foot microenterprise retail development project, such as a café, on the Property, all as more fully described in the Developer's proposal to the County, attached hereto as Exhibit B (such proposal, the "Project").
- C. The County and the Developer are parties to an Exclusive Negotiating Right Agreement dated December 19, 2019 (the "Original Agreement"), under which the parties are negotiating the terms under which the County would transfer the Property to the Developer to carry out the Project.
- D. The parties desire to amend and restate the Original Agreement in order to extend its term and to require payments to be made to the County by the Developer as consideration for this Agreement.

The parties therefore agree as follows:

AGREEMENT

Exclusive Negotiations

1. Good Faith Negotiations; Original Agreement Superseded.

- a. The County and the Developer shall negotiate diligently and in good faith during the Negotiating Period (defined below) the terms of a purchase and sale agreement (“PSA”) under which the County will transfer the Property to an entity formed by the Developer for the purpose of developing the Project. Among the issues to be addressed in the negotiations are the price to be paid by the Developer for the Property and land title conditions of the Property.
 - b. During the Negotiating Period, defined below, the County may only negotiate with the Developer regarding development of the Property and may not solicit or entertain bids or proposals for such development from any other entity.
 - c. This Agreement supersedes and replaces the Original Agreement. Effective on the Effective Date, the Original Agreement is of no force or effect, except the provisions of the Original Agreement that continue to apply to obligations under the Original Agreement.
2. Negotiating Period. The "Negotiating Period" under this Agreement is two years, beginning on the Effective Date and ending June 19, 2024.
- a. Subject to Section 2.b. below, if a PSA is not executed by the parties prior to the expiration of the Negotiating Period, this Agreement will terminate and neither party will have any further rights or obligations under this Agreement (with the exception of Section 17 (no encumbrances), Section 20 (no commissions), and Section 27 (indemnification), all of which survive the termination of this Agreement). Upon the execution of a PSA by the County and the Developer, this Agreement will terminate, and all rights and obligations of the parties will be governed by the PSA.
 - b. Notwithstanding anything to the contrary in this Agreement, if at the end of the Negotiating Period, a form of PSA has been mutually agreed upon by the Developer and the Director, but the PSA has not been approved by the parties’ governing bodies, the Director may extend the Negotiating Period to the date on which the County holds a public hearing to consider approving the PSA.
3. Commitment Fee. During the Negotiating Period, the Developer shall make quarterly commitment fee payments to the County as follows:

<u>Due Date</u>	<u>Amount Due</u>
Upon Full Execution	\$15,000.00
October 1, 2022	\$15,000.00
January 1, 2023	\$15,000.00
April 1, 2023	\$15,000.00
July 1, 2023	\$30,000.00
October 1, 2023	\$30,000.00
January 1, 2024	\$30,000.00
April 1, 2024	\$30,000.00

Payments are due without demand and are to be mailed to:

Contra Costa County
Public Works Department
Attention: Chief of Fiscal Services
255 Glacier Drive
Martinez, CA 94553

4. Developer's Representatives. The following people are authorized to negotiate the PSA on behalf of the Developer: Eden Housing – Kevin Leichner, Vice-President of Development, Housing Finance, and Acquisitions, KLeichner@edenhousing.org, (510) 247-8160; and CHDC – Donald Gilmore, Executive Director, dgilmore@communityhdc.org, (510) 412-9290 x12.

Negotiation Tasks

5. Overview. To facilitate negotiation of the PSA, the parties shall use reasonable good faith efforts to accomplish the negotiation tasks and due diligence set forth below in an effort to determine the feasibility of the Project and complete the negotiation and execution of a mutually acceptable PSA prior to the expiration of the Negotiating Period.
6. Purchase Price for the Property. During the Negotiation Period, the County and the Developer shall seek to agree upon a purchase price for the Property. The proposed purchase price for the Property is subject to approval by the County's Board of Supervisors.
7. Condition of Title. Within thirty days after the Effective Date, the Developer shall cause a reputable title company to issue a preliminary report for the Property to the Developer and the County. If the Developer objects to any of the exceptions to title, the Developer shall notify the County of its objection within thirty days of receipt of the preliminary report. Within fifteen days after the receipt of the Developer's objection, the County shall notify the Developer in writing if the County is willing to cause the exception to be removed. If the County is not willing to cause the exception to be removed and the Developer is unwilling to take title subject to the exception, this Agreement will terminate in accordance with Section 2.a. above.

Due Diligence

8. Physical Condition of Property. During the Negotiating Period, the Developer shall conduct any and all investigations it deems necessary to enable it to evaluate the physical condition of the Property prior to acquiring it in its as-is condition.
9. Financial Feasibility of Project. Within sixty days after the Effective Date, the Developer shall prepare and submit to the County a detailed financial analysis of the Project that contains, among other things, a budget for the Project and an operating pro forma for the housing component of the Project. The Developer shall use the budget and the pro forma

to evaluate the financial feasibility of the Project and to identify financing sources for the Project.

10. Planning Approvals; Compliance with Environmental Laws. The Developer acknowledges that the Project requires approvals and entitlements from the City of Richmond (the "City") (collectively, the "Planning Approvals"). During the Negotiating Period, the Developer shall submit conceptual site plans and preliminary designs for the Project to the City for informal review by City staff. The Developer shall pay any fees charged by the City for such review.
 - a. It will be a pre-disposition condition (among other conditions) for conveyance of the Property under the PSA that the Developer apply for and obtain any necessary Planning Approvals required for the Project.
 - b. Following submission of the necessary applications to the City for the required Planning Approvals, the Developer shall work with the City to prepare any environmental documentation required by the California Environmental Quality Act ("CEQA"), and, to the extent applicable, the National Environmental Policy Act ("NEPA").
11. Schedule of Performance. Within ninety (90) days after the Effective Date, the Developer shall provide the County with a proposed detailed schedule of performance for the Project that is to include, but is not limited to, the dates for submitting and obtaining Planning Approvals and financing commitments for the Project, the date construction plans will be submitted to the City, the date all preconditions to conveyance of the Property will be satisfied, the date escrow will close to convey the Property pursuant to the PSA, and the dates construction of the Project will commence and be completed.
12. Organizational Documents. Prior to the end of the Negotiating Period, the Developer shall provide the County with copies of the organizational documents for the entity that will take title from the County on behalf of the Developer. The organizational documents must show that the entity exists and is in good standing.
13. Outreach. The Developer shall prepare and submit to the County a plan for community outreach in connection with the Project. During the Negotiating Period, the Developer shall prepare appropriate refinements and modifications to the community outreach plan that are reasonably requested by the County.

General Terms

14. Reports. Unless otherwise waived by the County, the Developer shall provide the County with copies of all reports, studies, analyses, official correspondence and similar documents, but excluding confidential or proprietary information, prepared or commissioned by the Developer with respect to this Agreement and the Project, promptly upon their completion. The Developer makes no representation or warranty as to the accuracy or completeness of any such materials.

15. Limitation on Effect of Agreement. This Agreement does not obligate the County or the Developer to enter into a PSA or to enter into any particular PSA. By executing this Agreement, the County is not committing to dispose of the Property (or any portion of it). This Agreement is merely an agreement to conduct a period of exclusive negotiations. Any PSA that results from negotiations under this Agreement will be effective only if, and after, it has been considered and approved by the County Board of Supervisors in compliance with all legally required procedures, including, the requirements of CEQA and NEPA, and after it has been executed by duly authorized representatives of the County and the entity formed by the Developer to acquire the Property. Until and unless a PSA is approved by the County Board of Supervisors and executed by the County and the entity formed by the Developer to acquire the Property, no agreement drafts, actions, deliverables or communications arising from the performance of this Agreement will impose any legally binding obligation on either party to enter into or support entering into a PSA or be used as evidence of any oral or implied agreement by either party to enter into any other legally binding document.
16. Right of Entry. If the Developer or its consultants enter upon the Property, the Developer shall:
- a. Give the County seventy-two hours' notice of intent to enter the Property and the purpose of the entry.
 - b. Repair and restore any damage it may cause.
 - c. Deliver to the County, promptly upon request, a complete copy of any investigation, test, report or study that the Developer conducts, or causes to be conducted, with respect to the Property.
 - d. Indemnify, defend and hold the County and its directors, officers, employees and agents harmless from any and all claims, liabilities, damages, losses, expenses, costs and fees (including attorneys' fees and costs) that may proximately arise out of the Developer's entry upon the Property or the investigation(s) and test(s) the Developer may conduct.
 - e. Prior to entry, cause the County to be named as an additional insured on a commercial general liability insurance policy with limits of not less than Two Million Dollars (\$2,000,000) each occurrence combined single limit for bodily injury and property damage, including coverage from contractual liability, personal injury, broad form property damage, products and completed operations. The required insurance is to be provided under an occurrence form by an insurer authorized and licensed to provide such insurance in the State of California, and the Developer shall maintain such coverage for not less than two years after the expiration of the term of this Agreement.
17. No Encumbrances. It is expressly understood and agreed by the parties that no liens, lis pendens, or other encumbrance may be filed against the Property by reason of this Agreement or any dispute or act arising from this Agreement.

18. Notices. Any notices required or permitted under this Agreement (other than day to day routine communications) must be in writing and sent by overnight or personal delivery with delivery receipt. Such notices are to be sent to the address listed below:

County: Contra Costa County
Public Works Department
255 Glacier Drive
Martinez, California 94553
Attention: Real Property Manager

Developer: Eden Housing, Inc.
22645 Grand Avenue
Hayward, California 94541
Attention: SVP – Real Estate

Community Housing Development Corporation, Inc.
1535-A Fred Jackson Way
Richmond, CA 94801
Attention: Real Estate Development Director

19. Costs and Expenses. Each party is responsible for its own costs and expenses in connection with any activities and negotiations undertaken in connection with this Agreement and the performance of each of its obligations under this Agreement.

20. No Commissions. The County is not liable for any real estate commissions or brokerage fees that may arise from this Agreement or any PSA resulting from this Agreement. Each party represents that it has not engaged a broker, agent or finder in connection with this transaction.

21. Defaults and Remedies. Failure by either party to negotiate in good faith or to fulfill its obligations under this Agreement is an event of default hereunder. At the non-defaulting party's election, the non-defaulting party may give written notice of a default to the defaulting party, specifying the nature of the default and the action required to cure the default. If (i) a payment default remains uncured five days after receipt of the notice by the defaulting party, or (ii) any other default remains uncured fifteen days after receipt of the notice by the defaulting party, the non-defaulting party may terminate this Agreement.

a. Following a default and termination, neither party will have any further right, remedy or obligation under this Agreement, except that the obligations under Section 17 (no encumbrances), Section 20 (no commissions) and Section 27 (indemnification) will survive the termination of this Agreement.

b. Except as expressly provided above, if there is a default under this Agreement, (i) neither party will be liable to the other party for damages or otherwise, and (ii) neither

party will have any claims with respect to performance under this Agreement. Each party specifically waives and releases any such rights or claims it may otherwise have at law or in equity.

22. Governing Law. The laws of the State of California govern all matters arising out of this Agreement.
23. Assignment. The Developer may not transfer or assign any of its rights or obligations under this Agreement.
24. Entire Agreement; Counterparts. This Agreement constitutes the entire agreement between the parties regarding the subject matter of this Agreement. This Agreement may be executed in counterparts.
25. No Third-Party Beneficiaries. This Agreement is made and entered into solely for the benefit of the County and the Developer and no other person has any right of action under or by reason of this Agreement.
26. Time of the Essence. Time is of the essence in this Agreement and every provision contained in it.

[Remainder of Page Intentionally Left Blank]

27. Indemnification. Developer shall indemnify, hold harmless, and defend the County, its Board of Supervisors, agents, and employees (collectively, the "Indemnitees"), from and against all claims arising out of or in connection with this Agreement or the activities contemplated hereby; provided, however, Developer has no indemnification obligation with respect to the negligence or misconduct of any Indemnitee. Developer's indemnification obligations shall survive the termination or expiration of this Agreement and is effective regardless of any insurance Developer may have, or that may otherwise be available to the Developer.

The parties are signing this Agreement as of the date set forth in the introductory paragraph.

COUNTY

COUNTY OF CONTRA COSTA, a
political subdivision of the State of California

By: _____
Brian M. Balbas
Director of Public Works

DEVELOPER:

EDEN HOUSING, INC., a California
nonprofit public benefit corporation

By: _____
Name
Title

COMMUNITY HOUSING
DEVELOPMENT CORPORATION –
NORTH RICHMOND, a California
nonprofit public benefit corporation

By: _____
Name
Title



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Termination of Contract #23-686-3 with 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond)

RECOMMENDATION(S):

RATIFY action of the Health Services Director's, designee (Anna Roth), who issued a 30-day advance written notice to 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond), a limited liability company, to terminate Emergency Occupancy Agreement #23-686-3, for the provision of the State's Project Roomkey program emergency shelter services for homeless individuals who are high risk for COVID-19, effective at the end of business on June 30, 2022.

FISCAL IMPACT:

There is no fiscal impact for this action. This contract was funded by 100% by American Rescue Plan Act.

BACKGROUND:

The County has been participating in Project Roomkey since early April 2020, when the County Health Officer determined that congregate shelters needed to be emptied to reduce the risk of the spread of COVID-19. The County has been using the contractor's premises as a temporary residence since April 15, 2020. The County also provides various on-site support services for the residents.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** 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: June 21, 2022

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

Contact: Anna Roth, 925-957-5403

By: , Deputy

BACKGROUND: (CONT'D)

On April 28, 2020, the Board of Supervisors approved Emergency Occupancy Agreement #23-686 with 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond), in an amount not to exceed \$494,233 per month for emergency shelter for homeless individuals, for the period from April 15, 2020 until terminated by the County.

On July 28, 2020 the Board of Supervisors approved to amend Emergency Occupancy Agreement #23-686-1 with 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond), to add the option that would give the County the right to purchase the hotel, with no change to the monthly payment limit or term.

On July 27, 2021 the Board of Supervisors approved to amend Emergency Occupancy Agreement #23-686-2 with 3150 Garrity Way DE, LLC (dba Courtyard by Marriot, Richmond), to increase the monthly rent by \$27,107 per month, from \$494,233 to \$521,940 per month to include daily meals for homeless hotel residents, with no change in the term.

The County has successfully reopened shelters with sleep-stations to provide a non-congregate setting for our homeless residents, and added 174 interim housing units in Pittsburg. Low occupancy numbers at the final Roomkey site and with the slowing of the pandemic, the County is closing the final hotel in line with decreasing need and an end to dedicated pandemic funding.

Approval by the Board of Supervisors will ratify the actions of Health Services Department staff issuance of a 30-day advance written notice sent to the contractor to terminate the contract, which was done prior to Board consideration and approval. In accordance with General Conditions, Paragraph 5. (Termination), the notice issued to the contractor has the termination effective date as, at the end of business on June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this termination is not approved, the contractor will continue to provide services that are not in compliance with General Conditions paragraph 5 (Termination and Cancellation).

ATTACHMENTS