



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

February 28, 2022
9:00 A.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

PUBLIC ACCESS TO THIS MEETING IS AVAILABLE BY CALLING IN DURING THE MEETING BY DIALING (888) 278-0254 (US Toll Free) FOLLOWED BY THE ACCESS CODE 985922#, OR VIA THE FOLLOWING ZOOM LINK:

<https://cccounv-us.zoom.us/j/89198002363?pwd=U09DNkIvM2tmWHZhcThMOUZE00hCUT09>

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECOMMEND to the Board of Supervisors the appointment of Sharon Sakai-Miller to the At-Large Seat #20 and Dale Harrington to the At-Large Seat #13 on the Contra Costa Advisory Council on Aging (ACOA) with terms expiring September 30, 2022, and the appointments of George Lee and Mike Awadall to Alternate At-Large seats on the ACOA with terms expiring September 30, 2023, as recommended by the Employment and Human Services Department.
4. RECOMMEND to the Board of Supervisors the appointment of the following individuals to the Local Planning and Advisory Council for Early Care and Education seat as follows with terms expiring April 30, 2022: Silvana Mosca-Carreon, Child Care Provider 1 – West County; Brenda Brown, Child Care Provider 2 – Central/South County; Jacqueline Smith, Child Care Provider 3 - Central/South County; Crystal McClendon-Gourdine, Community 1 – West County; Stacey Norman, Community 2 - Central/South County; Phelicia Lang, Community 4 – East County; Laura Rodriguez, Discretionary 4 – West County; John Moon, Public Agency 3 - Central/South County; and appoint the following individuals to the Local Planning and Advisory Council for Early Care and Education with terms expiring on April 30, 2024: Rachel Fogelman, Public Agency 4 – East County; Amy Mockoski, Discretionary 2 – Central/South County, as recommended by the County Office of Education.
5. RECOMMEND to the Board of Supervisors the appointment of Martha Carter to the Member At-Large Seat 6 and Nicolette Schumacher to the Member At-Large Alternate 3 on the Alcohol and Other Drugs Advisory Board with terms expiring on June 30, 2025, as recommended by the Health Services Department.
6. ACCEPT the 2021 Needle Exchange Update report and DIRECT staff to forward the report to the Board of Supervisors for their information, as recommended by the Health Services Department.
7. ACCEPT the 2021 Quarter 3 and Quarter 4 reports from the Council on Homelessness, and DIRECT staff to forward the reports to the Board of Supervisors for acceptance, as recommended by the Health Services Department.
8. ACCEPT status report on fiscal administration for the Commission for Women and Girls and CONSIDER recommending to the Board of Supervisors approval of the attached amended Commission bylaws. *(Julie Enea and Monica Carlisle, County Administrator's Office)*

9. CONSIDER accepting the Health Services Department Public Health Division reports on Family and Human Services Referral Nos. 118 Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment and 82 Secondhand Smoke Protections Ordinance, and directing staff to forward the reports to the Board of Supervisors for their information. (Cedrita Claiborne, Community Wellness & Prevention Director)
10. The next meeting is currently scheduled for March 28, 2022.
11. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Enid Mendoza, Committee Staff
Phone (925) 655-2051
Enid.Mendoza@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

3.

<u>Meeting Date:</u>	02/28/2022	
<u>Subject:</u>	Appointments to the Advisory Council on Aging	
<u>Submitted For:</u>	Monica Nino, County Administrator	
<u>Department:</u>	County Administrator	
<u>Referral No.:</u>	N/A	
<u>Referral Name:</u>	Appointments to Advisory Bodies	
<u>Presenter:</u>	N/A	<u>Contact:</u> Anthony Macias, 925.602.4175

Referral History:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 adopting policy amendments governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at-large/countywide seats be reviewed by a Board of Supervisors committee.

The Advisory Council on Aging (ACOA) provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

The Advisory Council on Aging consists of 40 members serving 2 year staggered terms, each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan. The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, 1 Retired Senior Volunteer Program, and 19 Members at-Large.

Pursuant to the ACOA Bylaws, the ACOA may recommend for appointment up to four (4) alternate Member-at-Large (MAL) members, who shall serve and vote in place of members (City or MAL) who are absent from, or who are disqualifying themselves from participating in a meeting of the ACOA.

The Area Agency on Aging, the ACOA and the Clerk of the Board, using Contra Costa TV (CCTV), assisted with recruitment. Area Agency on Aging staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County Employment and Human Services Department (EHSD) website contains dedicated web content where interested members of the public are encouraged to apply. The website provides access to the Board of Supervisors' official application with instructions on whom to contact for ACOA related inquiries, including application procedures.

Referral Update:

The Contra Costa Area Agency on Aging (AAA) recommends the following individuals for appointment to Member At-Large Seats assigned to the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2022:

- Member At-Large Seat #20: Sharon Sakai-Miller
- Member At-Large Seat #13: Dale Harrington

The Contra Costa Area Agency on Aging (AAA) recommends the following individuals for appointment to Alternate Member At-Large Seats (MAL) assigned to the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2023:

- Alternate Member At-Large Seat: George Lee

- Alternate Member At-Large Seat: Mike Awadalla

Mrs. Sakai-Miller submitted an application for ACOA membership dated 08/25/2021 that is provided as a separate attachment. The ACOA Membership Committee interviewed Mrs. Sakai-Miller on 10/20/2021. The Membership Committee recommended Mrs. Sakai-Miller to the ACOA Executive Committee to fill MAL#20 seat. The ACOA Executive Committee approved Mrs. Sakai-Miller to fill MAL#20 at their 12/1/2021 meeting. Members of the ACOA voted unanimously to approve Mrs. Sakai-Miller's appointment to MAL#20 seat at their 12/15/2021 meeting.

Mr. Dale Harrington submitted an application for ACOA membership dated April 29, 2021 that is provided as a separate attachment. The ACOA Membership Committee interviewed Mr. Harrington on August 25, 2021. The Membership Committee recommended Mr. Harrington to the ACOA Executive Committee to fill MAL#13 seat. The ACOA Executive Committee approved Mr. Harrington to fill MAL#13 at their meeting on February 2, 2022. Members of the ACOA voted unanimously to approve Mr. Harrington's appointment to MAL#13 seat at their meeting on February 16, 2022.

Mr. George Lee submitted an application for ACOA membership dated 08/16/2021 that is provided as a separate attachment. The ACOA Membership Committee interviewed Mr. Lee on 09/15/2021. The Membership Committee recommended Mr. Lee to the ACOA Executive Committee to fill an Alternate MAL seat. The ACOA Executive Committee approved Mr. Lee to fill an Alternate MAL at their 12/1/2021 meeting. Members of the ACOA voted unanimously to approve Mr. Lee's appointment to an Alternate MAL seat at their 12/15/2021 meeting.

Mr. Mike Awadalla submitted an application for ACOA membership dated 04/22/2021 that is provided as a separate attachment. The ACOA Membership Committee interviewed Mr. Awadalla on 08/25/2021. The Membership Committee recommended Mr. Awadalla to the ACOA Executive Committee to fill an Alternate MAL seat. The ACOA Executive Committee approved Mr. Awadalla to fill an Alternate MAL at their 12/1/2021 meeting. Members of the ACOA voted unanimously to approve Mr. Awadalla's appointment to an Alternate MAL seat at their 12/15/2021 meeting.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of the following individuals to Member At-Large seats on the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2022:

- Member at Large Seat #20: Sharon Sakai-Miller
- Member at Large Seat #13: Dale Harrington

RECOMMEND to the Board of Supervisors the appointment of the following individuals to Alternate Member At-Large seats on the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2023:

- Alternate Member at Large Seat: George Lee
- Alternate Member at Large Seat: Mike Awadalla

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

ACOA Roster

Sharon Sakai-Miller Application

Dale Harrington Application

George Lee Application

Mike Awadalla Application

Advisory Board	Seat Title	Term Expiration	Current Incumbent	Incumbent Supervisor District	BoS Appointment Date
Advisory Council on Aging	Nutrition Project Council	9/30/2022	Vacant		
Advisory Council on Aging	At-Large 1	9/30/2022	Reed, Penny	I	12/8/2020
Advisory Council on Aging	At-Large 2	9/30/2022	Krohn, Shirley	IV	10/25/2020
Advisory Council on Aging	At-Large 3	9/30/2023	Butler, Rhoda	III	10/19/2021
Advisory Council on Aging	At-Large 4	9/30/2022	Shafiabady, Sara	V	10/25/2020
Advisory Council on Aging	At-Large 5	9/30/2022	Card, Deborah	V	10/25/2020
Advisory Council on Aging	At-Large 6	9/30/2022	Lipson, Steve	I	10/25/2020
Advisory Council on Aging	At-Large 7	9/30/2022	Selleck, Summer	IV	10/25/2020
Advisory Council on Aging	At-Large 8	9/30/2022	Leasure, Nancy	II	10/25/2020
Advisory Council on Aging	At-Large 9	9/30/2023	Richards, Gerald	V	10/19/2021
Advisory Council on Aging	At-Large 10	9/30/2022	Tobey, Terri	II	10/25/2020
Advisory Council on Aging	At-Large 11	9/30/2023	Bhambra, Jagjit	V	10/19/2021
Advisory Council on Aging	At-Large 12	9/30/2022	Neemuchwalla, Nuru	IV	10/25/2020
Advisory Council on Aging	At-Large 13	9/30/2022	Vacant	IV	
Advisory Council on Aging	At-Large 14	9/30/2023	Yee, Dennis	IV	10/19/2021
Advisory Council on Aging	At-Large 15	9/30/2022	Bruns, Mary	IV	10/25/2020
Advisory Council on Aging	At-Large 16	9/30/2023	O'Toole, Brian	IV	10/19/2021
Advisory Council on Aging	At-Large 17	9/30/2022	Donovan, Kevin D.	II	10/25/2020
Advisory Council on Aging	At-Large 18	9/30/2022	Wener, Michael	II	11/2/2021
Advisory Council on Aging	At-Large 19	9/30/2023	Kleiner, Jill	II	10/25/2020
Advisory Council on Aging	At-Large 20	9/30/2023	Vacant	I	
Advisory Council on Aging	Local Committee Antioch	9/30/2022	Fernandez, Rudy	III	10/25/2020
Advisory Council on Aging	Local Committee Brentwood	9/30/2023	Kee, Arthur	III	10/19/2021
Advisory Council on Aging	Local Committee Clayton	9/30/2023	Berman, Michelle	IV	10/19/2021
Advisory Council on Aging	Local Committee Concord	9/30/2023	Haberkorn, John	IV	11/2/2021
Advisory Council on Aging	Local Committee Danville	9/30/2023	Donnelly, James	II	10/19/2021
Advisory Council on Aging	Local Committee El Cerrito	9/30/2022	Vacant	I	
Advisory Council on Aging	Local Committee Hercules	9/30/2022	Doran, Jennifer	V	10/25/2020
Advisory Council on Aging	Local Committee Lafayette	9/30/2023	Partridge, Erin	II	10/19/2021

Advisory Board	Seat Title	Term Expiration	Current Incumbent	Incumbent Supervisor District	BoS Appointment Date
Advisory Council on Aging	Local Committee Martinez	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee Moraga	9/30/2023	Aufhauser, Martin	II	6/16/2020
Advisory Council on Aging	Local Committee Oakley	9/30/2023	Rigsby, Michael	III	12/14/2021
Advisory Council on Aging	Local Committee Orinda	9/30/2023	Evans, Candace	II	10/19/2021
Advisory Council on Aging	Local Committee Pinole	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee Pittsburg	9/30/2023	Carterelliott, Kacey	V	10/19/2021
Advisory Council on Aging	Local Committee Pleasant Hill	9/30/2023	Van Ackeren, Lorna	IV	10/19/2021
Advisory Council on Aging	Local Committee Richmond	9/30/2022	Smith, Frances	I	10/25/2020
Advisory Council on Aging	Local Committee San Pablo	9/30/2022	Vacant		
Advisory Council on Aging	Local Committee San Ramon	9/30/2022	Vacant	II	
Advisory Council on Aging	Local Committee Walnut Creek	9/30/2023	Freitag, Eric	IV	10/19/2021

Term length: 24 months



Contra Costa County

REDACTED

Please return completed applications to: Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Sharon, Last Name: Sakai-Miller, Home Address - Street: [REDACTED], City: San Ramon, Zip Code: 94583, Phone: [REDACTED], Email: [REDACTED], Resident of Supervisorial District: [REDACTED]

EDUCATION Check appropriate box if you possess one of the following: [] High School Diploma, [] CA High School Proficiency Certificate, [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include University of Hawaii (Japanese Language), Pepperdine University (M.A., Educational Technology), and Pepperdine University (Ed.D, Educational Technology).

Other Training Completed: Multiple Subject Teaching Credential; Administrative Credential in Education

Board, Committee or Commission Name: ACOA, Seat Name: Member at Large

Have you ever attended a meeting of the advisory board for which you are applying? [] No, [x] Yes, If yes, how many? 10

Please explain why you would like to serve on this particular board, committee, or commission. I currently serve as the ACOA representative for the City of San Ramon and am committed to working on and completing the new ACOA website of resources for older adults...

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) I have served for a year on ACOA and found that my experience as an educator, school district administrator, long time resident of Contra Costa County (40 years), and conservator for a super senior allows me a solid foundation to be a contributing member...

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

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [] Yes, [] No

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

Please check one: Yes No

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

Advisory Council on Aging (current); Technology Workgroup

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Sharon H. Sakai-Miller Date: 8/25/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

THIS FORM IS A PUBLIC DOCUMENT



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Dale, Last Name: Harrington, Home Address - Street: [Redacted], City: Walnut Creek, Zip Code: 94595, Phone: [Redacted], Email: [Redacted], Resident of Supervisorial District: 2

EDUCATION Check appropriate box if you possess one of the following: [X] High School Diploma, [] CA High School Proficiency Certificate, [] G.E.D. Certificate. Table with columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Other Training Completed: []

Board, Committee or Commission Name: Council on Aging, Seat Name: [Redacted]. Have you ever attended a meeting of the advisory board for which you are applying? [X] No, [] Yes. If yes, how many? []

Please explain why you would like to serve on this particular board, committee, or commission. I have a history of caring for senior citizens and I am a resident of Rossmoor in Walnut Creek. I am currently on the Golden Rain Foundation Board of Directors and a member of several clubs in Rossmoor.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) For over 20 years I was an Executive Director and Board member for corporations providing housing to elderly people. In addition, I was appointed by the Benicia City Council to serve on the Benicia Housing Authority Board of Directors.

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

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [X] Yes, [] No

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

Please check one: Yes No

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

Benicia Housing Authority
Affordable Housing Affiliation (Benicia)
California Association of Homes and Services for the Aging

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

CA

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [Signature]

Date: 4/29/21

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Martinez, CA 94553

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- 8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

THIS FORM IS A PUBLIC DOCUMENT

READY

Application Form

Profile

George

First Name

N

Middle Initial

Lee

Last Name

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Resident of Supervisorial District:

District 5

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Florida Intl University

Degree Type / Course of Study / Major

BBA/Marketing

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Training Completed:

Certificate Awarded for Training?

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Seat Name

George N Lee

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

Yes No

If Yes, how many meetings have you attended?

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

I feel my business and life experience would allow me to carefully consider business brought before the Council/Committee. I am now retired and so have no commercial conflicts, and have extra time available

Qualifications and Volunteer Experience

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

67 years old. I have run my own Construction material sales company for over 20 years. Prior, was Manager of a national construction supply firm in Oakland and acted as a material consultant to Caltrans, Structural Engineers for projects such as the new Transportation Center in SF, Ferry terminal on peninsula and 4th bore of Caldecott Tunnel; and contractors for concrete admixtures, repair materials, etc. Former president of local chapter Intl Concrete Repair Institute.

[Upload a Resume](#)

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

Yes No

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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

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

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

REDACT

Print Form



Contra Costa County

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Mike, Last Name: Awadalla, Home Address - Street: [REDACTED], City: Walnut Creek, Zip Code: 94598, Phone: [REDACTED], Email: [REDACTED], Resident of Supervisorial District: 4

EDUCATION Check appropriate box if you possess one of the following:
[checked] High School Diploma, [] CA High School Proficiency Certificate, [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Row 1: San Francisco State University, Microbiology, [checked] Yes [] No

Other Training Completed: Certified Senior Advisor (CSA)

Board, Committee or Commission Name: ACOA, Seat Name: Walnut Creek Seat

Have you ever attended a meeting of the advisory board for which you are applying?
[] No, [checked] Yes, If yes, how many? 10+

Please explain why you would like to serve on this particular board, committee, or commission.
From my work experience for the last five years with CarePatrol, I have acquired knowledge about issues that affect the elderly. I am also trained as a senior care advisor.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)
I have a BS in Microbiology. I worked as a Microbiologist for about 5 years. My second career was a 20 years in the restaurant business. I owned three restaurants in San Francisco. I have sold all three in 2015 after my dad was diagnosed with the Alzheimer's disease. My dad's sickness is what got me in the senior care business. I served as a caregiver for my dad until he passed in 2018. Currently, I am the owner of CarePatrol of Walnut Creek.

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

I would like to be considered for appointment to other advisory bodies for which I may be qualified.
Please check one: [checked] Yes, [] No



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4.

<u>Meeting Date:</u>	02/28/2022		
<u>Subject:</u>	Appointments to the Local Planning and Advisory Council for Early Care and Education (LPC)		
<u>Submitted For:</u>	Monica Nino, County Administrator		
<u>Department:</u>	County Administrator		
<u>Referral No.:</u>	25		
<u>Referral Name:</u>	Child Care Planning/Development Council Membership		
<u>Presenter:</u>	N/A	<u>Contact:</u>	Lara DeLaney, (925) 655-2057

Referral History:

The review of applications for appointments to the Contra Costa Local Planning Council for Child Care and Development was originally referred to the Family and Human Services Committee by the Board of Supervisors on April 22, 1997.

The Local Planning and Advisory Council for Early Care and Education (LPC) coordinates programs and services affecting early childcare and education, including recommendations for the allocation of federal funds to local early childcare and education programs.

The LPC consists of 20 members: 4 consumer representatives - a parent or person who receives or has received child care services in the past 36 months; 4 child care providers - a person who provides child care services or represents persons who provide child care services; 4 public agency representatives - a person who represents a city, county, city and county, or local education agency; 4 community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations; and 4 discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Terms of appointment are 3 years.

Referral Update:

The Local Planning and Advisory Council for Early Care and Education (LPC) and County Superintendent of Schools for Contra Costa County have reviewed the attached applications and determined that the applicants meet the eligibility requirements and request that the Family and Human Services Committee recommend their appointments to the Board of Supervisors.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of the following individuals to the Local Planning and Advisory Council for Early Care and Education seats and terms specified below:

- Silvana Mosca-Carreon, Child Care Provider 1 – West County, term expires on 4/30/2022
- Brenda Brown, Child Care Provider 2 – Central/South County, term expires on 4/30/2022
- Jacqueline Smith, Child Care Provider 3 - Central/South County, term expires on 4/30/2022
- Crystal McClendon-Gourdine, Community 1 – West County, term expires on 4/30/2022
- Stacey Norman, Community 2 - Central/South County, term expires on 4/30/2022
- Phelicia Lang, Community 4 – East County, term expires on 4/30/2022
- Laura Rodriguez, Discretionary 4 – West County, term expires on 4/30/2022
- John Moon, Public Agency 3 - Central/South County, term expires on 4/30/2022
- Rachel Fogelman, Public Agency 4 – East County, term expires on 4/30/2024
- Amy Mockoski, Discretionary 2 – Central/South County, term expires on 4/30/2024

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

LPC Appointments Memos

Silvana Mosca-Carreon Application

Brenda Brown Application

Jacqueline Smith Application

Crystal McClendon-Gourdine Application

Stacey Norman Application

Phelicia Lang Application

Laura Rodriguez Application

John Moon Application

Rachel Fogleman Application

Amy Mockoski Application



MEMORANDUM

DATE: February 1, 2022

TO: Contra Costa County Board of Supervisors
Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor Diane Burgis, District III, Vice Chair

Contra Costa County Office of Education
Lynn Mackey, Contra Costa County Superintendent of Schools

FROM: Denise Clarke, LPC Coordinator/Manager, Educational Services

SUBJECT: LPC RENWAL APPOINTMENTS
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

RECOMMENDATION(S):

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

Name	Seat	Area
Silvana Mosca-Carreon	Child Care Provider 1	West County
Brenda Brown	Child Care Provider 2	Central/South County
Jacqueline Smith	Child Care Provider 3	Central/South County
Crystal McClendon-Gourdine	Community 1	West County
Stacey Norman	Community 2	Central/South County
Phelicia Lang	Community 4	East County
Laura Rodriguez	Discretionary 4	West County
John Moon	Public Agency 3	Central/South County

REASON/S FOR RECOMMENDATION:

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;
- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Lynn Mackey. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf.



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

February 1, 2022

Family Human Services Committee
Contra Costa County Board of Supervisors
651 Pine Street, Suite 107
Martinez, CA 94553

Subject: Renewal Appointment of LPC Members

Dear County Board of Supervisors:

I have reviewed the memoranda and member renewal applications submitted by the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). I recommend approval of the following renewal appointments: Silvana Mosca-Carreon to Child Care Provider 1 – West County, Brenda Brown to Child Care Provider 2 – Central/South County, Jacqueline Smith to Child Care Provider 3 – Central/South County, Crystal McClendon-Gourdine to Community 1 – West County, Stacey Norman to Community 2 – Central/South County, Phelicia Lang to Community 4 – East County, Laura Rodriguez to Discretionary 4 – West County and John Moon to Public Agency 3 Central/South County Representatives.

Based on the applicants' education, background, current employment and continued leadership and commitment to the LPC and the child care community, I have determined that the renewal applicants meet the eligibility definition for Child Care Provider, Public Agency, Community Representative and Discretionary seats in Contra Costa County as defined by the LPC Membership Structure.

I extend my appreciation for their continued commitment in contributing their knowledge and expertise for the improvement of early care and education in Contra Costa County through community service on the LPC.

Thank you,

Lynn Mackey
Superintendent of Schools
Contra Costa County

cc: Denise Clarke, LPC Coordinator
Crystal McClendon-Gourdine, LPC Chair

MEMORANDUM

DATE: February 16, 2022

TO: Contra Costa County Board of Supervisors
Family and Human Services Committee
Supervisor Diane Burgis, District III, Chair
Supervisor Candace Andersen, District II, Vice Chair

Contra Costa County Office of Education
Lynn Mackey, Contra Costa County Superintendent of Schools

FROM: Denise Clarke, LPC Coordinator/Manager, Educational Services

SUBJECT: LPC APPOINTMENTS
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

RECOMMENDATION(S):

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

Name	Seat	Area
Rachel Fogleman	Public Agency Representative 4	East County
Amy Mockoski	Discretionary Appointee 2	Central/South County

REASON/S FOR RECOMMENDATION:

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;

- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Lynn Mackey. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf.



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

February 10, 2022

Family Human Services Committee
Contra Costa County Board of Supervisors
1025 Escobar Street, 4th Floor
Martinez, CA 94553

Subject: Appointment of LPC Members

Dear County Board of Supervisors:

I have reviewed the memoranda and member applications submitted by the Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC). I recommend approval to appoint Rachel Fogleman to the vacant seat of Public Agency 4 – East County and Amy Mockoski to the vacant seat of Discretionary Appointee 2 – Central/South County.

Based on the applicants' education, background, and current employment, I have determined that Ms. Fogleman and Ms. Mockoski meet the eligibility definition for these seats in Contra Costa County as defined by the LPC Membership Structure.

Ms. Fogleman is an early childhood teacher and administrator for state preschool at the Oakley Union Elementary School District. She is a teacher mentor for Special Education teachers and serves as school director and Early Childhood Services coach for educators at the district. Additionally, she holds a multiple subject teaching credential, and an Early Childhood Program Director Permit. She understands the diverse needs of children and families through her work experience as an educator and school site administrator. Ms. Fogleman will prove an asset to the LPC as a representative of early care and education programs based on public school sites. I vote to approve the recommendation submitted by the LPC.

Ms. Mockoski has been a Librarian in Contra Costa County for 18 years and is currently in charge of the programs and services for children and families for the entire county. She is an expert in early literacy and early childhood programming at the libraries. Ms. Mockoski collaborates with many community agencies that serve children and families and looks forward to participating on the LPC to help inform the library of the needs of the community and opportunities to partner with early education programs to serve families. I vote to approve the recommendation submitted by the LPC.

I extend my welcome to Ms. Fogleman and Ms. Mockoski and thank them for their interest in contributing knowledge and expertise for the improvement of early care and education in Contra Costa County through community service on the LPC.

Thank you,



Lynn Mackey
Superintendent of Schools
Contra Costa County

cc:

Denise Clarke, LPC Coordinator
Crystal McClendon-Gourdine, LPC Chair



Contra Costa County

Print Form

Please return completed applications to: Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Blanca Silvana, Middle Initial: [blank], Last Name: Mosca Carreon, Home Address - Street: [redacted], City: [redacted], State: Ca, Postal Code: [redacted], Primary Phone (best number to reach you): [redacted], Email Address: [redacted], Resident of Supervisorial District (if out of County, please enter N/A): N/A, District Locator Tool: [blank], Do you work in Contra Costa County? [checked] Yes [] No, If Yes, in which District do you work? [blank], Current Employer: Director - El Nuevo Mundo, Job Title: Director, Length of Employment: 43 years, How long have you lived or worked in Contra Costa County? 43 years

Board, Committee, or Commission: Local Planning and Advisory Council - LPA, Seat Name: Child Care Provider 1 - West, Have you ever attended a meeting of the advisory board for which you are applying? Please check one: [] Yes [checked] No, If Yes, how many? [blank]

EDUCATION

Check appropriate box if you possess one of the following: [checked] High School Diploma [] CA High School Proficiency Certificate [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include Holy Names University (Master's in Education) and Santa Maria Catholic University (BA Education- Social Science).

Occupational Licenses Completed: ECE Director, Other Trainings Completed: ESL, TET, Certificate Awarded for Training? [checked] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [] Yes [checked] No, If Yes, please explain: [redacted]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [checked] No

Are you a veteran of the U.S. Armed Forces? [] Yes [checked] No

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

I have been a member of the Local Planning Council for more than 15 years. I am an active planning committee member of the children's forum, but my main interest is to work on behalf of the children, primarily the underseved and low income children.

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

Please see attached resume

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

[Empty text box for current advisory boards]

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

[Empty text box for previously served advisory boards]

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

[Large empty text box for volunteer and community experience]

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship: [Empty text box]

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship: [Empty text box]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____

Date: **01/26/2022**

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Blanca Silvana Mosca Carreon

[REDACTED]

[REDACTED]

[REDACTED]

EDUCATION

State of California Commission on Teaching Credentialing. Child Development program
Director Permit. Valid to December 2022

Holy Name University, Oakland, California. Master of Arts Degree in Education, with emphasis
in International Education, 1978

Holy Name University, Oakland, California. Certificate on teacher Effectiveness Training, 1977

Holy Name University, Oakland, California. Certificate to teach English as a second language.
(ESL Teaching Certificate), 1976.

Catholic University, Santa Maria, Arequipa, Peru. Bachelor of Arts Degree in Education with
emphasis in History, Geography and Social Science, 1973.

EXPERIENCE

June 2011 – To the Present

Full time Director of International Child Resources Institute (ICRI) El nuevo Mundo Children's
Center. Richmond, CA.

Active member of the Contra Costa County Children's Center Directors Association

Working Member of the LPC Children's Forum.

Advisory Board Member of General Chemical/ Chem-Trade.

Member of the C C C Local Planning Council

June 1999 to June 2011:

Full time Director of the National Hispanic University – El Nuevo Mundo Children's Center,
Richmond, CA.

Active member of the Contra Costa County Children's Center Directors Association

Working Member of the LPC Children's Forum.

Advisory Board Member of General Chemical.

Member of the Local Planning Council

June 1992 to 1999:

The National Hispanic University; Education Department Chair, Director of ECE and English as a Second Language.

Instructor of Spanish, Bilingual Terminology and ECE courses.

Coordinator of (ETS) Educational Testing Services, Citizens Tests, Oakland

Spanish Language Assessor, Pacific Bell

Director of El Nuevo Mundo Children's Center

June 1990 to 1992: Consultant, California Department of Education member of the State Program Quality Review Team.

July 1989 to 1992:

The National Hispanic University; Professor of Spanish and coordinator of the ECE program.

Director of SE SABE summer program, Guadalajara, Jalisco, Mexico.

Spanish Language Assessor, Pacific Bell

Director of El Nuevo Mundo Children's Center

July 1987 to June 1989: Consultant, Health Department, Alameda County, Coordinator of the Child Safety program

July 1986 to 1987: The National Hispanic University; Director of the Summer Spanish Program for special education professionals. Technical coordinator of the LAU center. Supervisor/Director of el Nuevo Mundo Children's Center.

July 1984 to 1986: The National Hispanic University; Professor of Spanish.

Director of the Foreign language Department.

Field Coordinator of the Multifunctional Support Service Center.

June – July 1985 Acting Director of the MFSC.

Supervisor/Director of the El Nuevo Mundo Bilingual Children's Center.

Coordinator of the Special Education Spanish Assessment for Bilingual Educators Program. SE SABE VI.

July 1982 to June 1983: The National Hispanic University; Professor of Spanish.

Field Coordinator and Teacher Trainer of the Bilingual Education Service Center.

Supervisor of the El Nuevo Mundo Bilingual Children 's Center.

Spanish Language Instructor of the SE SABE IV Program, Guadalajara, Jalisco, Mexico, Summer 1983.

July 1981 to June 1982:

The National Hispanic University; Professor of Spanish.

Field Coordinator and Teacher Trainer of the Bilingual Education Service Center.

Supervisor of the El Nuevo Mundo Bilingual Children 's Center.

Spanish Language Instructor of the SE SABE III Program, Guadalajara, Jalisco, Mexico, Summer 1982.

July 1980 to June 1981:

Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center.

Spanish Language Instructor of the SE SABE II Program, Guadalajara, Jalisco, Mexico, Summer 1981. Supervisor of El Nuevo Mundo Children's Center.

July 1979 to June 1980:

Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center (BESC)

Spanish Language Instructor of the SE SABE I Program, Guadalajara, Jalisco, Mexico, Summer 1980.

July 1978 to June 1979:

Berkeley Unified School District./Bay Area Bilingual Education League; (BABEL)

Teacher Trainer and Zone Coordinator of the Bilingual Children's Center (BESC)

Education Consultant for the Multilingual Assessments Prescription Program. (MAPS), Berkeley U.S.D. Whittier Elementary School

King Junior High School

Berkeley High School

Supervisor of the project Vida Bilingual Childcare Center, Summer 1979.

March 1970 to December 1973:

High School Teacher, San Pedro Elementary and High school, Arequipa, Peru

SPECIAL SKILLS

Fluent Bilingual/Bicultural Spanish and English

15-years of successful track record as coordinator, presenter, designer of local, State and National Conferences.

Conference include:

The Annual Conference for Paraprofessionals.

The third Annual Conference of Multicultural Parents

The National Association for Bilingual Education Conference

The Annual Conference for Bilingual Educators

The National Hispanic University, Annual Convocations

The Multifunctional Support Service Center Regional Conference

The California Association for Bilingual Education Conference

National Hispanic University Founders Day Dinner

REFERENCES

Mr. Ken Jaffe. PHD

Founder and Global Director; International Child Resources Institute

125 University Ave., Berkeley, CA, 94710

Phone: 510-644-1000

Ms. Ruth Fernandez M.A;

Executive Director, First 5 Contra Costa

1485 Civic Court, Suite 1200

Concord, CA 94520

Phone: 925-771-7322

Ms. Erika Leonard;

Program Director. Kid Power California.org

Phone: 510-334-2242



Contra Costa County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name **Middle Initial** **Last Name**

Home Address - Street **City** **State** **Postal Code**

Primary Phone (best number to reach you) **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? Yes No **If Yes, in which District do you work?**

Current Employer **Job Title** **Length of Employment**

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission **Seat Name**

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

EDUCATION

Check appropriate box if you possess one of the following:

- High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Los Medanos	AA-Child Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Charter Oak State College	BA-Education Leadership	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Brandman University	MA Education-Leadership in ECE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed: **Certificate Awarded for Training?**
 Yes No
 Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

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

In my position as a director (thus employer) of subsidized child care and development program, I am a strong advocate for children and families. I am a life-long Contra Costa County resident and have actively served in the LPC for the last 5 years and would I like to have the opportunity to continue with my work in this area.

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

37 years experience as teacher, supervisor and director of Early Childhood program with funds from California Dept of Ed and Department of Social Services.
State Board member for EveryChild California (membership of state-funded program administrators). Current member LPC.

This year, more than ever, with the expansion of universal preschool, we need strong and experienced voices like mine to help guide the direction of growth in our county.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

CCC Local Planning and Advisory Council for Early Childhood Education

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

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

Advocacy Committee, School and Family Partnership Committee, Executive Committee, State-Funded program Co-chair- with the LPC
Northern section member at large for EveryChild California

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Signature]

Date:

01/31/2022

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
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7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra
Costa
County

Print Form

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Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Middle Initial Last Name

Home Address - Street City State Postal Code

Primary Phone (best number to reach you) Email Address

Resident of Supervisorial District (If out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? Yes No If Yes, in which District do you work?

Current Employer Job Title Length of Employment

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission Seat Name

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

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Cal State East Bay	Sociology/Women Studies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed: Yes No
 Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No
If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

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

I would like to continue my service on the Local Planning Committee because it has enhanced my ability to advocate for the consumers I serve. I enjoy meeting with my fellow committee members to discuss trends and plans to promote awareness and understanding of what our parents and children deserve in the educational system.

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

I have completed my first term and also participate on a sub-committee. I have served families in Head Start for over 11 years and have always been in a role promoting advocacy. I have experience as a Family Advocate, Community Partnerships Coordinator, as well as experience being a Parent Involvement Manager. I am also CLASS, HOVRS and TLC certified.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

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

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

1. Over 13 years with Hands of Hope Nonprofit
2. 12 years with Give Oakland
3. Annual Holiday Toy Drive with Mayor Aliano for the past three years.
4. Monument Impact Steering Committee for 4 years.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Jacqueline Smith Date: 1-23-22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

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5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
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7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Crystal Middle Initial: Y Last Name: McClendon-Gourdine

Home Address - Street: [Redacted] City: [Redacted] State: CA Postal Code: [Redacted]

Primary Phone (best number to reach you): [Redacted] Email Address: [Redacted]

Resident of Supervisorial District (if out of County, please enter N/A): Contra Costa District Locator Tool

Do you work in Contra Costa County? [X] Yes No If Yes, in which District do you work? WCCUSD

Current Employer: BabyLove Child Development Inc. Job Title: BabyLove Child Development Inc. Length of Employment: 10 yrs.

How long have you lived or worked in Contra Costa County? 1999

Board, Committee, or Commission: Local Planning and Advisory Council for Early Care & Education Seat Name: Board Member Community West

Have you ever attended a meeting of the advisory board for which you are applying? Please check one: [X] Yes No If Yes, how many? More than 30

EDUCATION

Check appropriate box if you possess one of the following:

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

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include Spelman College, University of Maryland (Human Development, MA), and University of Maryland (Educational Psychology, Ph.D.).

Occupational Licenses Completed: [Redacted]

Other Trainings Completed: [Redacted] Certificate Awarded for Training? [X] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [] Yes [] No

If Yes, please explain: [Redacted]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [] No

Are you a veteran of the U.S. Armed Forces? [] Yes [] No

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

I am interested in serving on this Advisory Council as I have been a committed board member since 2012. I have learned and contributed many perspectives, information and served fully on this board consistently. As an early childhood specialist my professional practice aligns with the mission, tasks, activities and core mission of this council and as such, I offer the perspective of a practitioner as well as a consumer of child care services.

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

See attached resume

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Local Planning and Advisory Council for Early Care & Education

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

Local Planning and Advisory Council for Early Care & Education

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

Contra Costa Chapter, Delta Sigma Theta Sorority, Inc.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: *McClendon Gourdine* Date: 1/28/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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Crystal McClendon-Gourdine, Ph.D.

EDUCATION

Ph.D. in Educational Psychology, **University of Maryland**
M.A. in Early Childhood, **Mills College**
M.A. in Human Development, **University of Maryland**
B.A. in Psychology, **Spelman College**

RELEVANT EXPERIENCE

2012-Present **Diversity, Equity, & Inclusion Consultant**, BabyLove Child Development, Inc.
2013 –Present **Coaching Consultant**, First 5 CA and San Jose Unified School District, Santa Clara County, CA
2017-2021 **Consultant**, WestED, Sausalito, CA
2011 – 2016 **Early Childhood Consultant**, Child Development Training Consortium, Modesto, CA

2012 – 2015 **Faculty**, Contra Costa College, San Pablo, CA
2003 – 2011 **Director**, BabyLove Learning Center Inc., Hercules, CA

EQUITY-CENTERED DEVELOPMENT, TRAINING & FACILITATION

2018 Fellow, National Equity Project, nine month leadership cohort designed to engage in Equity-related action research using Equity leadership framework
2019 *Taking Steps Together*, Equity and Identity workshop series for families of PreK children in collaboration with I3 Institute
2020 *Trauma Informed Practices With an Equity Focus*, K-12 one day training co-facilitated by Mindful Life Project

CURRENT ACTIVITIES & CERTIFICATIONS

California Director Mentor, Contra Costa College
CLASS Affiliate Trainer, Teachstone Toddler and Preschool certification
Teaching Pyramid
Business Administration Scale (BAS)
Program Administration Scale (PAS)
Chair, Local Planning Council for Childcare & Development, Contra Costa County Office of Education

REFERENCES

Julie Nicholson, Ph.D. Julie.m.nicholson@gmail.com
Ruth Fernandez rfernandez@first5coco.org
Alisa Burton Aburton@oaklandca.gov



Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Stacey Middle Initial: H Last Name: Norman

Home Address - Street: [Redacted] City: [Redacted] State: CA Postal Code: [Redacted]

Primary Phone (best number to reach you): [Redacted] Email Address: [Redacted]

Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool

Do you work in Contra Costa County? [X] Yes [] No If Yes, in which District do you work? Contra Costa

Current Employer: Adjunct Instructor of Early Childhood Studies Job Title: Adjunct Instructor of Early Childhood Studies Length of Employment: 3 years

How long have you lived or worked in Contra Costa County? []

Board, Committee, or Commission: Local Planning and Advisory Council for Early Care & Education Seat Name: Community 2 - Central/South

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

EDUCATION

Check appropriate box if you possess one of the following:

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

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include Cal State Hayward (East Bay) and Sonoma State.

Occupational Licenses Completed: California emergency sub credential

Other Trainings Completed: Positive Guidance and Discipline Certificate Awarded for Training? [X] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [X] Yes [] No

If Yes, please explain: A full time job and volunteering with foster youth.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [X] No

Are you a veteran of the U.S. Armed Forces? [] Yes [X] No

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

I am an advocate and educator in the early childhood field and I want to be relevant in my field.

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

I am an adjunct instructor of early childhood studies at Diablo Valley College (DVC) and I am a former Kindergarten and Pre-K teacher. I have been in the ECE field for 18 years.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Local Planning and Advisory Council for Early Care & Education

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

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

Family Outreach

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Stacey Norman Date: 1/19/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
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From: [REDACTED]
 To: [REDACTED]
 Subject: Re: Please Renew Your Membership with the LPC - Due January 29th
 Date: Tuesday, January 18, 2022 9:33:02 PM

9:21 PM Tue Jan 18

28%

Contra Costa County Advisory Body Application - Copy_202109221732188321 PDF - 9.2 MB



Costa County

Clerk of the Board of Supervisors
 1025 Escobar Street, 1st Floor
 Martinez, CA 94553
 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Phelicia Middle Initial: E Last Name: Lang
 Home Address - Street: [REDACTED] City: [REDACTED] State: CA Postal Code: [REDACTED]
 Primary Phone (best number to reach you): [REDACTED] Email Address: [REDACTED]
 Resident of Supervisorial District (if out of County, please enter N/A): Glover District Locator Tool
 Do you work in Contra Costa County? Yes No If Yes, in which District do you work? Antioch
 Current Employer: Antioch Unified Job Title: Antioch Unified Length of Employment: 20 years
 How long have you lived or worked in Contra Costa County? 36 years

Board, Committee, or Commission: Local Planning Council Seat Name: Community Representative East Coun
 Have you ever attended a meeting of the advisory board for which you are applying?
 Please check one: Yes No If Yes, how many? 1-5-20

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
St. Mary's College CA	Masters Education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
" "	Reading Spec Credential	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Multiple Subject Teachers Credential

Other Trainings Completed: [REDACTED] Certificate Awarded for Training? Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain: My work schedule currently affords me times after 3 pm to volunteer. Exceptions can be made if given advance notices.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No





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

I would like to be considered to serve on this board because I believe the youngest children are our greatest investments towards a healthy future. I desire to be apart of the change making process to influence existing programs that support early literacy, and to work towards implementing new programs to support early literacy. I know that a small group of committed people can make a big difference, and our LPC is the hub to make positive change for our youngest in our county.

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

W
For the past five years I've served on our Local Planning Council's general board and it's School and Family sub-committee. Prior to this appointment and concurrently I served on Antioch Unified School District's Local Control and Advisory Committee, and it's African American Male Initiative. In addition I'm apart of First Fives Ready Kids East County. In all of these roles, My experience and skill in advocating for early learning qualify me for this appointment.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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

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

I served as a volunteer for six years on Antioch Unified's Local Planning Committee as a parent and community representative to assure equitable solutions, funding allocations, and representation for underserved youth

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:



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From:

Sent: Tuesday, January 18, 2022 8:32:53 AM



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Signed: Date:

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Phe Lang resumev2 2020 PDF

Phelicia Lang

EDUCATIONAL ADVOCATE



Profile

Phelicia is a dynamic literacy leader with twenty years plus experience in private, charter, and public-school arenas. As an extraordinary coach, she's developed and coordinated early literacy programs for students, families, teachers, and schools yielding lasting impacts. Phelicia's visionary gifts position her as a collaborative change agent, instrumental in advocating for improvements and innovations in early literacy.

Work Experience

2015 | Site Literacy Leader & Pre-K Coordinator

2020 | Antioch Unified School District 501 G Street Antioch, CA 94509

As a district reading interventionist needs were determined, programs were designed, and data collected to assure kindergarten-second grade students were proficient by third grade.

As creator and coordinator of Pre-K program, created curriculum, managed, trained and directed staff, provided intervention, collected data, and trained parents.

- Implemented district and school-wide plans for early literacy achievement
- Trained and coordinated Intervention teams & gave staff developments
- Established intensive summer school intervention for Pre-Kindergarten students

2006 | Teacher

2015 | Antioch Unified School District 501 G Street Antioch, CA 94509

Guided Kinder/first, first, third, English Language and Reading Intervention, and K-5 computers in self-contained classrooms. Served on grade level and other support committees to assure continued growth and achievement of students and staff in

- Multicultural literacy expert
- Intensive small group and one-one support
- Literacy Nights Coordinator

2000 | Certificated Teacher Advocate & Reading Teacher

2006 | Antioch Unified & Various Charter Schools

Gave academic guidance and technology support to families, administrated and coordinated the SAT/6 testing and facilitated the county Open House for students in the Contra Costa County.

- CAVA (CA Virtual Academy)

Contacts



PHONE :

[REDACTED]



EMAIL :

[REDACTED]

Education

2009

MASTERS READING LANG ARTS
SAINT MARY'S COLLEGE MORAGA, CA

1994

Multiple Subject Teaching
Patten University Oakland, CA

1986

BA Psychology Minor Business
San Jose State University

Software

Microsoft Word

[REDACTED]

Microsoft Power Point

[REDACTED]

Adobe Acrobat

[REDACTED]

Google Slides

[REDACTED]

Work Experience

2020 Workshop Presenter

Lane Community College Eugene Oregon

Developed and implemented staff development on the importance and impact of using culturally relevant tools to engage young learners

- Facilitated interactive workshop
- Administered Staff Development
- Directed an interactive and Hands-on modeling and demonstration

2017 Local Planning and Advisory Council for Early Education

Present Contra Costa Office of Education 77 Santa Barbara Road Pleasant Hill, CA

Represented Antioch Unified School District as an advocate for quality early childhood education and literacy programs. School and Family Partnerships Committee Member, worked to extend the reach of the Kindergarten Road Map and to develop the Passport to Kindergarten.

- Influenced, planned and implemented Infant-Kindergarten forum
- Helped promote Kindergarten Roadmap and the Passport to Kindergarten
- Advocated for adequate child-care, teacher education, and equitable pay

2013 Educational Community Activist

2019 Antioch Unified School District 501 G Street Antioch, CA

Core steering committee member for development of Brighter Beginnings Kindergarten summer program

- Parent and Teacher Representative for Local Advisory Program
- Advocate African American Male Initiative Program
- Researched, authored and established Bright Beginnings Summer Intervention Program for students entering Kindergarten.

References

REFERENCE NAME

Dr. Lawrence Rasheed
 P : +925 726 8182
 E : power_1906@yahoo.com

REFERENCE NAME

Dolores Williams
 P : 925 216 6001
 E : doloreswilliams@antiochschools.net

Social

 FACEBOOK : [REDACTED]

 TWITTER : [REDACTED]

 LINKEDIN : [REDACTED]

Certification

2015
Reading Recovery Certificate
Saint Mary's College CA Moraga

2008
Reading Specialist Credential
Saint Mary's College CA Moraga

Expertise

- Impactful Leadership
- Program Development
- Educational Facilitator
- Staff Development
- Family Advocate
- Administration
- Project Planning
- Skilled Researcher

Language

- English



Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Laura, Middle Initial: L, Last Name: Rodriguez, Home Address - Street, City, State: CA, Postal Code, Primary Phone, Email Address, Resident of Supervisorial District: yes, District Locator Tool, Do you work in Contra Costa County? Yes, If Yes, in which District do you work? 5, Current Employer: Tandem Partners in Learning, Job Title: Tandem Partners in Learning, Length of Employment: 7 years, How long have you lived or worked in Contra Costa County? 42

Board, Committee, or Commission: Local Planning Commission, Seat Name: Discretionary Appointee 4--West County, Have you ever attended a meeting of the advisory board for which you are applying? Please check one: Yes, If Yes, how many? 2

EDUCATION

Check appropriate box if you possess one of the following:

- High School Diploma, CA High School Proficiency Certificate, G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include California State University, East Bay (BA) and San Jose State University (MLIS).

Occupational Licenses Completed, Other Trainings Completed, Certificate Awarded for Training? Yes/No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain: Though I may have occasional scheduling conflicts, I can generally prioritize meeting attendance.

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

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

I am committed to ensuring that the needs of children and families in our County are met; that their educational settings are responsive, safe, enriched and respectful; and that their best needs are considered in decision-making processes.

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

I have worked in the field of early childhood education in Contra Costa County for the last 7 years, and have been a consumer of early care in the County for the last 9 years. I am familiar with the agencies that serve children and families, and with the particular needs of children in West County

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

LPC

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

N/A

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

N/A

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Laura Rodriguez

Date: 1/21/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

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Laura Rodriguez

EDUCATION

MA in Library and Information Science

2012

San Jose State University

Focus on children's literacy, and library services to children and Spanish-speaking populations.

BA in Ethnic Studies

2008

California State University, East Bay

Interdisciplinary degree with a focus on ethnic American literature.

EMPLOYMENT

Program Supervisor, Tandem, Partners in Early Learning

2021-present

- Procure books and materials for StoryCycles
- Training of staff, early learning professionals, childcare providers and families in areas of child development, emergent literacy, and trauma informed care.
- Strategic planning and steering, program development and direction

Early Learning Specialist (Senior level), Tandem, Partners in Early Learning

2015-2021

- Design curriculum to train professionals and families on early learning, emergent literacy, and early brain development. Provide concrete strategies for augmenting the early education of children in the classroom and other settings.
- Managing community literacy events and forging collaborative relationships with local libraries.
- Provide services to a roster of child care centers and preschool classrooms, including the provision of books and materials for StoryCycles, and training for staff and families.
- Build community partnerships that will extend Tandem's programming reach and scope.
- Member, Tandem Book Selection Committee.

Children's Librarian, San Rafael Public Library

2013-2015

- Coordinated and delivered all children's programming and other special events. Incorporated parent education into all programs while demonstrating concepts of emergent literacy attainment. Conducted all programs in bilingual format to ensure accessibility.
- Planned and implemented school outreach, preschool class visits, and worked closely with school librarians and other educators. Recommended books and materials to support classroom learning.
- Selected and purchased all books for juvenile collection. Managed collections and data.

Children's Library Associate, Solano County Library

2007-2013

- Paraprofessional position involved in all aspects of children's librarianship.
- Participated in original programming for children and families. Received 5-star reviews on Yelp.com for a bi-weekly Toddler Time program. Created the system's first Bilingual Story-time.
- "Outreach Ambassador": Received specialized training in marketing and public relations. Conducted large-scale advocacy presentations promoting library services to professional and special interest groups.
- Instructed library patrons in using the computer, electronic databases, and the Internet. Assisted to select resources, formulate queries, limit results and cite sources.



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: John Middle Initial: M Last Name: Moon

Home Address - Street: [Redacted] City: [Redacted] State: CA Postal Code: [Redacted]

Primary Phone (best number to reach you): [Redacted] Email Address: [Redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool

Do you work in Contra Costa County? [X] Yes [] No If Yes, in which District do you work? []

Current Employer: Contra Costa County Office of Education Job Title: Coordinator - CPIN Length of Employment: 1.5 years

How long have you lived or worked in Contra Costa County? 3 years

Board, Committee, or Commission: LPC Project and Workforce Committee Seat Name: Public Agency 3 Central/South

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

EDUCATION

Check appropriate box if you possess one of the following: [] High School Diploma [] CA High School Proficiency Certificate [X] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include Frostburg State University, Johns Hopkins University, and George Mason University.

Occupational Licenses Completed: []

Other Trainings Completed: CPIN certified Instructor Certificate Awarded for Training? [X] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [] Yes [X] No If Yes, please explain: []

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [X] No

Are you a veteran of the U.S. Armed Forces? [] Yes [X] No

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

I would like to continue to serve on this committee in order to establish relationships and offer service to the broader community as it relates to CPIN - The California Preschool Instructional Network. Serving in this capacity will assist in helping to learn/meet the needs of the early learning providers throughout Contra Costa County.

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

This is my 25th year in the field of early childhood/elementary education. Over the course of these many years I've been a teacher and a principal. Now as a coordinator of a large regional program that serves as a direct arm of the California Department of Education, I have great insight into what the field needs and the support structures that I can help provide.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

LPC Project and Workforce Committee

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

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

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Date:

12/17/2021

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Rachel Middle Initial: T Last Name: Fogleman

Home Address - Street: [Redacted] City: [Redacted] State: Ca Postal Code: [Redacted]

Primary Phone (best number to reach you): [Redacted] Email Address: [Redacted]

Resident of Supervisorial District (if out of County, please enter N/A): [Redacted] District Locator Tool

Do you work in Contra Costa County? [X] Yes [] No If Yes, in which District do you work? Oakley

Current Employer: Oakley Union Elementary School District Job Title: Oakley Union Elementary School District Length of Employment: 5 years

How long have you lived or worked in Contra Costa County? 5

Board, Committee, or Commission: Local Planning and Advisory Council for Early Care and Ed Seat Name: Public Agency - East County

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

EDUCATION

Check appropriate box if you possess one of the following:

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

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include SFSU and National University.

Occupational Licenses Completed: [Redacted]

Other Trainings Completed: [Redacted] Certificate Awarded for Training? [X] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [] Yes [X] No If Yes, please explain: [Redacted]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [] No

Are you a veteran of the U.S Armed Forces? [] Yes [X] No

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

I would like to serve on the board to support early childhood education and learnign within Contra Costa County. I am passionagte about early learning and the development of Universal TK and Universal preschool.

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

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

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

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

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ Date: [2/1/21] _____

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RACHEL FOGLEMAN, MSA, M.ED

PROFESSIONAL SUMMARY: Passionate leader bringing 14+ years of experience in mentorship, curriculum development, and incorporating an inclusive environment for a diverse group of learners. Keen leader who advocates for student and staff continuous improvement programs focused on raising academic levels of student's, and improving educators teaching skills. Highly versatile, able to manage different projects and accomplish them successfully. Adept in technology and incorporating digital resources for teaching and learning. Articulate in both speaking and writing, ready to take on any administrative, coordinator, or director role.

PROFESSIONAL EXPERIENCE

TEACHER ON SPECIAL ASSIGNMENT FOR EARLY CHILDHOOD SERVICE

Oakley Union Elementary School District, Oakley, CA

July, 2014 – Present

- Teacher mentor for 1st and 2nd year Special Education Teachers in the BTSA program.
- Serve as school director and Early Childhood Services TOSA coaching educators on best teaching practices and the use of digital resources including: Zoom, G-Suite, WebEx, Class Dojo, and Learning Genie.
- Developed a transitional TK process incorporating the California Framework.
- Raised schools scores to 4/5 and 3/5 aligning with DRDP measures.
- Planned distance learning curriculum and developed thematic units for remote learning aligned with DRDP classroom practices.
- Collaborate with all school specialists to ensure student's needs are being met including: speech therapist, occupational therapist, behavioral therapist, auditory professional, vision impairment professional, and school psychologist.
- Support collaboration for preschool inclusion with special education preschool; modify and adapt activities to meet IFSP and IEP goals.
- Plan and host parent training events to support student's developmental and academic success.
- Attend community partnerships and county office meetings.
- Continually assess the overall curriculum as well as support projects to promote program success.

ONLINE ADJUNCT PROFESSOR

National University, CA

October, 2018 – December, 2016

- Design and deliver curriculum for 25 Special Education student teachers in the California Teaching Credential Program.
- Collaborate with all stakeholders in the program to review and access new courses for the SPED department.
- Build positive relationships with all students and staff.

LEAD TEACHER

North Shoreview Public Montessori, San Mateo, CA

July, 2007 – June, 2014

- Participated in the school site committee to set yearly goals, budgeting, and safety plans.
- Aligned framework that adhered to the California Common Core Standards.

EDUCATION

National University

Master of Science in Administration

- Present (Coursework completed)

San Francisco State University

Master of Art in Elementary Education

- 2009

San Francisco State University

Bachelor of Art in Liberal Studies,

Minor in Writing

- 2006

CERTIFICATIONS

DIRECTORS PERMIT

California Commission on Teacher

Credentialing - exp. 2023

MULTIPLE SUBJECT

California Commission on Teacher

Credentialing - exp. 2023

MILD/MODERATE SPED

California Commission on Teacher

Credentialing - exp. 2023

EDUCATION SPECIALIST

California Commission on Teacher

Credentialing - exp. 2023

ADULT/CHILD/INFANT

CPR/FIRST AID

KEY SKILLS

- Microsoft Office (word/excel/ppt)
- Google Workplace
- Curriculum Planning
- Teacher Coaching
- Co-Teaching

- Implemented best practices and strategies from the ELA district meetings.
 - Created thematic units helping students identify new interests and drive their own continued learning beyond the curriculum.
 - Generated and delivered lesson plans using Montessori curriculum for a combination class of 2nd, 3rd and 4th graders.
-

- ECE Policies and Regulations
- QRS Assessment System
- CLASS Assessment System
- GLAD Strategies
- SEIS
- ECERS
- Love & Logic in the classroom



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Amy Middle Initial: A Last Name: Mockoski

Home Address - Street: [Redacted] City: [Redacted] State: CA Postal Code: [Redacted]

Primary Phone (best number to reach you): [Redacted] Email Address: [Redacted]

Resident of Supervisorial District (if out of County, please enter N/A): 5 District Locator Tool

Do you work in Contra Costa County? [X] Yes [] No If Yes, in which District do you work? 5

Current Employer: Librarian III Job Title: Librarian III Length of Employment: 18 years

How long have you lived or worked in Contra Costa County? 18 years

Board, Committee, or Commission: Local Planning and Advisory Council for Early Care and Education Seat Name: Discretionary Appointee Central/South County

Have you ever attended a meeting of the advisory board for which you are applying? Please check one: [X] Yes [] No If Yes, how many? 10

EDUCATION

Check appropriate box if you possess one of the following:

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

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include University of California- Santa Cruz and San Jose State University.

Occupational Licenses Completed: N/A

Other Trainings Completed: [Redacted] Certificate Awarded for Training? [] Yes [] No

Do you have any obligations that might affect your attendance at scheduled meetings? [] Yes [X] No

If Yes, please explain: [Redacted]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? [] Yes [X] No

Are you a veteran of the U.S. Armed Forces? [] Yes [X] No

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

For a number of years I attended the LPC meetings when Library Administration was directly next door to the County Office of Education and I always found them an interesting insight into education and child care for preschool children. I would like to serve on the council in order to assist with countywide policy development issues and priorities for child care funding and planning. The library is one of the greatest resources in the community for early literacy materials, programming and support and by serving on the council I can make sure that the library is always aware of the needs of the community in order to be ready to partner with early education programs and families.

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

I have been a Librarian in Contra Costa County for 18 years and I've worked in various parts of the County. I am currently a Librarian III for Library Administration in charge of the programs and services for children and families for the entire system. Youth Services Librarians are experts in early literacy and I have been providing direct literacy building programming including storytimes and parent and community educational presentations for my entire career. My current position also allows me the opportunity to provide lots of outreach and I have connections and partnerships set up with many community organizations that serve children, teens and families.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Head Start Policy Council

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

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

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship: Employee

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

] Date: [2/10/2022]

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Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

5.

<u>Meeting Date:</u>	02/28/2022	
<u>Subject:</u>	Appointments to Alcohol and Other Drugs Advisory Board	
<u>Submitted For:</u>	Monica Nino, County Administrator	
<u>Department:</u>	County Administrator	
<u>Referral No.:</u>	N/A	
<u>Referral Name:</u>	Advisory Board Appointment	
<u>Presenter:</u>	N/A	<u>Contact:</u> Fatima Matal Sol; (925) 335-3307

Referral History:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 adopting policy amendments governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee. At-Large seats on the Alcohol and Other Drugs Advisory Board are assigned to the Family and Human Services Committee (FHS) for review and recommendation to the Board of Supervisors.

The Alcohol and Other Drugs Advisory Board provides input and recommendations to the Board of Supervisors and the Health Services Department concerning family and community needs regarding prevention and treatment of alcohol and drug related problems. The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding treatment and prevention of alcohol and drug abuse problems. The board reports their findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors, and the communities they serve. The Alcohol and Other Drugs Advisory Board works in collaboration with the Alcohol and Other Drugs Services of Contra Costa Health Services. The board provides input and recommendations as they pertain to alcohol and other drugs prevention, intervention, and treatment services.

Referral Update:

The Alcohol and Other Drugs Advisory Board conducted a significant amount of outreach in the community to recruit for candidates. The Alcohol and Other Drugs Advisory Board's Executive Committee reviewed the applications and determined that the applicants meet the eligibility requirements and request that the Family and Human Services Committee recommend appointments to the Board of Supervisors. The new appointments are necessary to ensure broader geographical representation on the Alcohol and Other Drugs Advisory Board.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of the following individuals to the Alcohol and Other Drugs Advisory Board with terms expiring on June 30, 2025:

- Martha Carter, Member At-Large Seat 6
- Nicolette Schumacher, Member At-Large Alternate 3

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Martha Carter Application

Nicolette Schumacher Application

Other Applications Received

Application Form

Profile

Martha

First Name

A

Middle Initial

Carter

Last Name

[Redacted]

Home Address

[Redacted]

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code

Mobile: [Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Los Medanos Community College

Degree Type / Course of Study / Major

Journalism/Communications/Theater/Liberal Arts

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Media Studies -Current Student

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

3

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

Yes No

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

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

As a formerly incarcerated African American Grandmother, wife and scholar it is my responsibility to the communities I represent to be in a responsible environment to serve those communities by giving of myself in service. There could be no better way to serve that to be a part of this committee

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

(1) Founded Youth Readiness Program for Youth a 501 c 3 in 1996 in Alameda County when AFDC was transitioned into TANF (2) Mentor and advocate for the re-entry populations attending Los Medanos College as founder of CORE a campus club that conducted restorative justice practices and established a safe space for tutoring and support. (3) Current CAB member and Vice Chair for the Policy and Budget Committee

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

Resume attached

[Upload a Resume](#)

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Martha A. Carter

Pittsburg, CA 94565

Administrative Support Professional

Profile

Administrative support professional with over 20 years' experience. Office management skills and proficient in Microsoft Office programs. Strong planner and problem solver who readily adapts to change works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Education University of California Berkeley

Los Medanos College - AA Liberal Arts, Communications, Journalism and Theater

Key Skills

Office Skills:	Office Management Records Management Database Administration	Spreadsheets/Reports Event Management Calendaring	Front-Desk Reception Executive Support Travel Coordination
Computer Skills:	MS Word MS Excel MS PowerPoint	MS Outlook MS Access HBS Timekeeping Suite	10 key calculators by touch 60 wpm

Experience

Student University of California Berkeley Los Medanos College

2019-current
2015-2018

First African Methodist Episcopal Church of Oakland

2011-2012

Executive Assistant to the Senior Pastor

As the Executive assistant to the senior pastor, responsibilities include maintaining the daily operation of the administrative office. Tasks include scheduling counseling session, screening telephone calls, making detailed travel arrangements, and preparations for the Sunday worship services. The position is also responsible for Preparation of PowerPoint presentations for two Sunday morning services and the Wednesday evening Bible Study. Additionally, responsible for various committee meetings, Board of Directors, Stewards and Trustees.

Kelly Services, San Francisco, CA

Ework, San Francisco, CA

2008-2009

U.C.S.F Medical Center - Mount Zion Hospital

Human Resource Liaison- Payroll and Personnel - Pharmaceutical Services - In Patient Pharmacy

Supported the Pharmaceutical Department as Human Resources Representative for 227 Pharmacists and Pharmacy Technicians. Was responsible for using HBS Timekeeping System to process bi-weekly payroll for the pharmacists, pharmacy technicians and administrative staff. Was responsible for developing and implementing a new Records Management system for Pharmaceutical Services Department personnel files. Maintained access data base for Pharmacists and technician's licenses, pharmaceutical certifications, CPR certification and continuing education curriculum.

United Food and Commercial Workers Local 5

Martinez, CA

2006 to 2008

Administrative Support

As administrative support professional, provided clerical support, for the union attorney, and union representatives. Filed labor grievances for the union members and prepared board of adjustment hearings grievances with Labor Relations Departments for various grocery stores the union represents. Maintained and distributed the negotiated contracts for each grocery store including the editing, printing and binding of negotiated contracts. Collected dues from union members, enrolled new union members and explained membership, contract and health care benefits.

OAKLAND COMMUNITY HOUSING, INC. - Oakland, CA

1994 to 2006

Office Manager

As office manager provided clerical support for the Executive Director and his assistant in addition to interacting with the Board of Directors. Took minutes and transcribed those minutes for the board of director's meetings along with meeting resolutions. Coordinated and assisted in fundraising events for the organization. Proposed and produced Policy and Procedure Handbook for the administrative and property management offices of Oakland Community Housing, Inc. Developed summer workshops. Provided seminars directed at personal development, and the training of interns and new staff.

Application Form

Profile

Nicolette

First Name

Schumacher

Last Name

Middle Initial

[Redacted]

Home Address

[Redacted]

Suite or Apt

Walnut Creek

City

CA

State

94597

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Resident of Supervisorial District:

District 4

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Saint Marys College of California

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Saint Marys College of California

Degree Type / Course of Study / Major

Bachelors of Science in Business

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Training Completed:

Certificate Awarded for Training?

Yes No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

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

Yes No

If Yes, how many meetings have you attended?

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

It is very important to me I become more involved in serving my community, at a local level. I currently teach at UC Berkeley and serve on a board for independent hearing officers in the office of student code of conduct. As someone who see's cases where mental health is often manifested in that age group, left untreated it can turn to drug use as a form of self medication. Additionally I have witnessed this amongst family members and am very passionate about providing the appropriate care and support to people not only in these situations but in a preventative measure as well. I am more than willing to go through additional training and learn as much as I can to add value.

Qualifications and Volunteer Experience

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

I am not certain I am entirely qualified. I work full time in the technology industry. I have also taught at UC Berkeley more so because it is my passion, going on 7 years now. My experience in teaching has led me to take on several mentorship roles over the years and inspired me to become more active in serving my community. I joined the contra costa county republican party, I serve on a board with UC Berkeley, and I did spend several years living in San Francisco and volunteering with Big Brothers Big Sisters as well as Hands on Bay Area. I am hoping to contribute to society in a more meaningful and consistent way and in an area that has some of the most personal and profound impact.

Upload a Resume

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

Yes No

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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

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

Contra Costa County Republican Party Treasure and Executive board, as well as outreach program UC Berkeley Independent Code of Conduct Board Big Brothers Big Sisters Hands on Bay Area Fallen Heroes

Conflict of Interest and Certification

**Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or
Resolution No. 2021/234)**

Yes No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the County such as grants, contracts, or other
economic relationships?**

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

**I CERTIFY that the statements made by me in this application are true, complete, and correct
to the best of my knowledge and belief, and are made in good faith. I acknowledge and
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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Dameon _____ L _____ POTTS Sr _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Richmond _____ CA _____ 94806 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Field Talent _____ Electrician _____
 Employer Job Title

Length of Employment

4 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

40 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

Dameon Potts Sr

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

Yes No

If Yes, how many meetings have you attended?

4

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Laney College

Degree Type / Course of Study / Major

Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Richmond Works

Certificate Awarded for Training?

Yes No

Other Training B

Western Electrical Contractors Association

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Yes

Qualifications and Volunteer Experience

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

To whom this may concern, my name is Dameon Potts Sr. I have been a resident of Richmond for all the 40 years of my life.

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

I come from a low income family. I grew up in Richmond,ca and witnessed multiple shootings, domestic violence, robberies etc. I frequently volunteer at local youth centers to speak to the youth about the importance of getting a education and degrees. I also encourage them to stay away from getting involved in gang activity. I can relate with them because I am living proof that you can make positive outcomes through a negative conduit. I'm also a pop Warner league football coach for the Richmond steelers. I think that I can be an asset to help better our community more.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

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

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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

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

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Dameon Potts

RICHMOND, [REDACTED]
[REDACTED]

CAREER 4: To acquire a position in an organization where opportunities for advancement are based on my skills and contributions.

H HIGHLIGHTS OF QUALIFICATIONS

Critical Thinking
Problem Solving

Effective Communicator
Oral Comprehension

Hard Worker
Punctual

PROFESSIONAL EXPERIENCE

Electrician

- Plan layout/installation of electrical wiring, equipment, or fixtures, based on job specifications and codes.
- Installation 1/2"-2" emt/rigid conduit using hand benders as well as mechanical benders.
- Connect wires to circuit breakers, transformers, or other components.
- Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
- Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.
- Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.

Solar Installer Technician

- Install photovoltaic (PV) systems in accordance with codes and standards using drawings, schematics, and instructions
- Assemble solar modules, panels, or support structures, as specified
- Apply weather sealing to array, building, or support mechanisms
- Determine appropriate sizes, ratings, and locations for all system overcurrent devices, disconnect devices, grounding equipment, and surge suppression equipment

Low Voltage Installer

- Worked from schematics, diagrams, written and verbal instructions
- Inspection- Inspect electrical/fire alarm/network systems and their components to building/county code for the purpose of evaluating conditions and identifying necessary repairs and recommending preventive maintenance.
- Low voltage, single and multi-line wiring, and communication cables 5, 6, and coax.
- Built and installed racks, ladder racks.

WORK HISTORY GENERAL

Electrician	CIP Resources, Berkeley, CA	03/2011- Present
Electrician	Aerotek Energy Services, Alameda, CA	10/2008 - 01/2011

EDUCATION

El Cerrito High School, El Cerrito, CA - Diploma 1999

Laney College, Oakland, CA-2002
Western Electrical Contractors Association (WECA)-2007

Application Form

Profile

DIONNE

First Name

I

Middle Initial

URIBE

Last Name

[Redacted]

Home Address

Suite or Apt

ANTIOCH

City

CA

State

94509

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Resident of Supervisorial District:

None Selected

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

City college of SF

Degree Type / Course of Study / Major

Hotel and Restaurant Mgt

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Liberty Adult Education

Degree Type / Course of Study / Major

Advanced Microsoft Office

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Diablo Valley College

Degree Type / Course of Study / Major

Substance Abuse Counselor

Degree Awarded?

Yes No

Other Training Completed:

Boston Reed- Pharmacy Technician

Certificate Awarded for Training?

Yes No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

Dionne Uribe

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

Yes No

If Yes, how many meetings have you attended?

6

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

I am an employee for CCCHS for over 16yrs. I have experience with Behavioral Health, Conditional Release Program(CONREP), Alcohol and other and Drugs (Substance Abuse). I also Volunteer within my Community with feeding the Homeless and help with finding resources as well. I help with job applications and referral, clothing and food bank applications-CalFresh program- WIC and General Assistance programs. I also help with finding shelter, outpatient addition programs and going to Court as a advocate, and helping find shelter for Battered women and children. I am HIPPA and CPR(Healthcare) certified. I do this on my own time with my grandkids to serve our Community.

Qualifications and Volunteer Experience

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

Resume below

Upload a Resume

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

Yes No

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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

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

I have attended BHS monthly meetings, Community service volunteer which included the Homeless. Volunteer with Battered Women shelter. Help volunteer with various activities that benefit our Parrish members.

Conflict of Interest and Certification

**Do you have a familial or financial relationship with a member of the Board of Supervisors?
(Please refer to the relationships listed under the "Important Information" section below or
Resolution No. 2021/234)**

Yes No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the County such as grants, contracts, or other
economic relationships?**

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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to the best of my knowledge and belief, and are made in good faith. I acknowledge and
undersand that all information in this application is publicly accessible. I understand that
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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
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Dionne I. Uribe

Antioch, CA 94509

PROFESSIONAL PROFILE

I am seeking an opportunity as a Team Member with advancement potential. I'm a dependable, proactive and discrete customer service professional. I have strong office, purchasing and supply management skills, and a capacity to keyboard 40+ wpm. I have recent extensive training in Advanced Microsoft Office Suites .I am also a Certified Designer. I work well both independently and in a team context, attentive to supervisory direction and interact kindly with coworkers and public in all their diversity. I'm certified in Basic Life Support/CPR for HealthCare Providers and AED with The American Red Cross.

Skills and Qualifications

Clerk

- ◆ Proficient in Advanced Word, Excel, PowerPoint, Outlook, Publisher, Access.
- ◆ Data entry, keyboarding at 40+ wpm.
- ◆ Customer Service and multiple telecommunication call center and systems: Multi- line phone, radio system, overhead and personal pager.
- ◆ All general office: filing, fax, copy and scan.
- ◆ Knowledge of EPIC, cc link, CALOCUS/LOCUS, and I-site systems.
- ◆ Broad experience in a variety of training and work settings: Healthcare, business, school, as well with the homeless and inmates.

Food Assistant /Purchasing Manager/Dietary Supervisor and Chef

- ◆ Train workers in food preparation, and in service, sanitation, and safety procedures.
- ◆ Perform various financial activities such as cash handling, deposit preparation, and timesheets and payroll.
- ◆ Estimate ingredients and supplies required to prepare recipes. Resolve customer complaints regarding food service and make adjustments.
- ◆ Control inventories of food, equipment, wares, and liquor, and report shortages to designated personnel.
- ◆ Purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services. Build relation with Vendors.
- ◆ Observe and evaluate workers and work procedures to ensure quality standards and service and complete disciplinary write-ups if needed.
- ◆ Specify food portion, courses, production and time sequences for workstations and equipment arrangements.

Volunteer

- ◆ Assist director with yearly calendar to plan menus, and send out donation requests to various church and community merchants.
- ◆ Assist with serving over 100 homeless with hot and cold meals, location of shelters and help with getting cash aid within our county.
- ◆ Help organize and distribute clothing, toiletries and take inventories to do monthly census.
- ◆ Data entry of inventories and donations brought into center and handle various other clerical duties.

Experience

10/19- Present	Clerk-Senior Level	Environmental Health Services	Martinez, CA
10/13-10/19	Clerk-Senior Level	Behavioral Health/Mental Health Administration	Martinez, CA
11/11- 11/12	Clerk-Experienced Level	CONREP- Forensic Mental Health Administration	Martinez, CA
07/03- 11/11	Cook	Contra Costa Regional Medical Center	Martinez, CA
01/03-10/03	Food Assistant 3	Mt. Diablo School District	Concord, CA
09/02-01/03	Food Assistant I	Walnut Creek School District	Walnut Creek, CA
04/01-03/02	Dietary Supervisor	Ocadian Care Centers	Walnut Creek, CA
01/00-02/01	Purchasing Manager	Radisson Miyako Hotel	San Francisco, CA
11/98-01/00	Purchasing Manager	Embassy Suites Hotel	S. San Francisco, CA
11/00-Present	Volunteer	Help for the Homeless (NPO)	Antioch, CA

Education and Training

Diablo Valley College ▶ Certified Addiction Studies Counselor: 2017- Present
 Liberty Adult Education ▶ Advanced Microsoft Office Specialist: 2012 to 2013
 Contra Costa Medical Career College ▶ NHL Certified Medical Assistant: 2011
 Boston Reed College ▶ Pharmacy Technician: 2003
 City College of San Francisco ▶ Business 78 Units: 1990-1993
 Sunshine High School ▶ Diploma: 1990

Contra Costa County Alcohol and Other Drugs Advisory Board

Seat	Name	Address	District of Residence	Term Expires
District I	Antwon Cloird	Richmond, CA, 94804	I	6/30/2022
District II	Guita Bahramipour	Moraga, CA, 94556	II	6/30/2023
District III	Vacant			
District IV	Dylan Johnston	Concord, CA 94518	IV	6/30/2024
District V	Logan Campbell	Martinez, CA, 94553	V	6/30/2022
At Large - 1	Jonathan Ciampi	San Ramon, CA, 94583	II	6/30/2023
At Large - 2	Victor Ortiz	Walnut Creek, CA, 94598	IV	6/30/2024
At Large - 3	Talia Moore E.D.D.	El Sobrante, CA, 94803	I	6/30/2022
At Large - 4	Rhiannon Shires, Psy.D.	Danville, CA 94526	II	6/30/2023
At Large - 5	Evelyn Howard	Alamo, CA 94507	II	6/30/2023
At Large - 6	Vacant			
At Large - Alternate 1	Candace Cowing	Alamo, CA 94507	II	6/30/2024
At Large - Alternate 2	Robert Frey	Walnut Creek, CA, 94598	IV	6/30/2024
At Large - Alternate 3	Vacant			



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

6.

Meeting Date: 02/28/2022
Subject: HIV Prevention Needle Exchange Program Annual Update
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: 61
Referral Name: HIV Prevention Needle Exchange Program
Presenter: N/A **Contact:** Jessica Osorio, (925) 313-6771

Referral History:

The HIV Prevention/Needle Exchange program was referred to the Family and Human Services Committee (FHS) in October 2002. The issue was discussed four times during 2003 and was subsequently closed. The referral was then re-opened on January 4, 2005 for annual reports to FHS.

During the December 18, 2014 FHS meeting, Health Services Department staff were directed to begin reporting to FHS biennially regarding Referral #61 - HIV Prevention/Needle Exchange Program and to submit a report directly to the Board of Supervisor in the intervening years. Additionally, in December 14, 2015, FHS received a report on the program and recognized the incidents of HIV and AIDS had significantly decreased. Therefore, FHS felt that a biennial report to the Committee was sufficient. The Committee also advised staff to return to them at any time should the exposure data significantly change.

The Family and Human Services Committee last received a report on this program on June 22, 2020. A report in 2021 was not received due to the November FHS meeting being canceled and the lack of urgency to have the information reported at a special FHS meeting.

Referral Update:

Please see the attached report for an update on needle exchange prevention and services.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Health Services Department on needle exchange prevention updates, as part of a comprehensive approach to reduce transmission of HIV in Contra Costa County; and
DIRECT staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

2021 Needle Exchange Update Report

RECOMMENDATIONS

- 1) Accept this report on needle exchange as part of the comprehensive prevention program to reduce transmission of HIV in Contra Costa County.
- 2) Direct the Health Services Department to continue supporting and monitoring sterile needle exchange services using a modified “needs-based” distribution exchange model with built-in incentives to encourage the return of used needles.

GLOSSARY

Terms currently used to discuss needle exchange services include:

- Sterile needle/syringe *instead* of clean needle/syringe.
- Used needle/syringe *instead* of dirty needle/syringe.
- People who inject drugs (PWID) *instead* of Injection Drug Users (IDUs).
- People who use drugs (PWUD). Please note that the term PWUD includes PWIDs but also individuals that use other forms to use drugs (smoking, snorting, ingesting, etc.).
- *One-for-one exchange model* involves exchanging one sterile needle/syringe for a used one, the individual cannot get any additional needles/syringes.
- *Modified needs-based exchange model* involves exchanging sterile needles/syringes for used ones based on client self-reported daily use to ensure that everyone who injects drugs uses a new, sterile needle and syringe for each injection. As a *modified version* of this model, incentives are included to encourage clients to bring back their used needles.

SUMMARY

In 2006, the Contra Costa Board of Supervisors:

- Terminated the local State of Emergency first declared on December 14, 1999.
- Authorized the Health Services Department to administer a clean needle and syringe exchange project pursuant to Health and Safety Code section 121349 et seq; and
- Directed the Health Services Director to annually report to the Board on the status of the clean needle and syringe exchange project.

In 2020, the Contra Costa Board of Supervisors Family and Human Services Committee:

- Approved a change from the one-to-one exchange model to a modified needs-based syringe exchange model.

This report satisfies State regulatory requirements to maintain needle exchange services in Contra Costa and covers the period of July 1, 2019 to Dec 31, 2020.

As of December 31, 2020, 2,815 individuals were living with HIV or AIDS in Contra Costa County. Between 2018 and 2020, the percentage of people living with HIV with injection drug use (IDU) identified as the mode of HIV transmission decreased from 7.3% of all those living with HIV to 6.7%. In addition, the percentage of those newly diagnosed with HIV identifying IDU as the mode of transmission between 7/1/2019 and 12/31/2020 was 1.8%, lower than in previous years (3% in 2016 and 3.2% in 2017/2018).

In Contra Costa County, needle exchange services are provided through a contract with the HIV Education and Prevention Project of Alameda County (HEPPAC). In 2019, Contra Costa Health Services provided \$72,000 from County General Funds to support the weekly operation of needle exchange services in West and East County. In September 2020, the Board of Supervisors approved to change from the established one-to-one exchange model to a modified needs-based model of syringe exchange and increase the annual amount to \$97,000.

Neither needle exchange nor legislative changes allowing pharmacies to dispense syringes without a prescription have had any apparent negative effect on residents, businesses, or law enforcement in Contra Costa. The availability of needle exchange as part of a comprehensive continuum of services for people who inject drugs continues to be a necessary public health measure to reduce transmission of blood borne diseases in Contra Costa.

BACKGROUND ON ACCESS TO CLEAN NEEDLES TO REDUCE TRANSMISSION

The California Department of Public Health (CDPH) reports that of the 137,785 people living with HIV/AIDS in California in 2019, 5.6% identified their risk for HIV as injection drug use.¹ Further, the CDPH Office of Viral Hepatitis reports that transmission of hepatitis C is primarily through sharing needles, syringes, or other drug-injection equipment. Lack of access to new, sterile injection equipment is one of the primary risk factors that may lead to sharing of hypodermic needles and syringes, which puts people who inject drugs at high risk for HIV, HCV, and Hepatitis B infection.²

Needle exchange has been an essential component of Contra Costa's strategy to reduce the transmission of HIV attributed to IDU since 1999, when the program operated under the Board's declaration of a State of Emergency to authorize needle exchange services. Health and Safety Code Section 121349.3 removed the requirement for a Declaration of Emergency and current regulations now require only that needle exchange information be provided at an open meeting of the authorizing body every two years.

¹ <https://www.cdph.ca.gov/>. California HIV Surveillance Report - 2019

² <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/2018-Chronic-HCV-Surveillance-Report-Exec-Summary.pdf>

From 2005-2010, Contra Costa participated in a statewide Disease Prevention Demonstration Project (DPDP) to assess the potential to reduce transmission of HIV by increasing access to sterile needles and syringes. The project evaluation showed lower injection-related risks among people who inject drugs (PWID) in those counties with syringe exchange programs. Additionally, evaluators of the pilot project found lower levels of unsafe discard of used syringes, no increase in the rate of accidental needle-stick injuries to law enforcement, and no increase in rates of drug use or drug-related crime.³

As a result of the success of the DPDP, 2011 legislation expanded syringe access through pharmacies throughout the state. Assembly Bill (AB) 1743 (Ting, Chapter 331, Statutes of 2014) further expanded access in January 2015 by allowing customers to purchase and possess an unlimited number of syringes. Participating pharmacies must provide counseling and offer information on safe disposal.

In April 2020, the California Department of Public Health (CDPH) updated their guidelines for Syringe Exchange Programs (SEPs) Funded by the CDPH Office of AIDS and addressed the need to move away from the one-for-one model.⁴

“Restrictive syringe access policies such as variations on one-for-one exchange or the imposition of limits on the number of syringes participants may acquire per transaction are not supported by public health evidence and may impose harm upon SEP participants. This recommendation follows the U.S. Public Health Service guidance that advises people who inject drugs to use a new, sterile needle and syringe for each injection. This Issue Brief does not supersede legal requirements for SEP operation established in California state laws or by county or municipal laws.”⁵

In addition to being a safer model for PWID to access enough injection equipment during COVID-19 shelter in place restrictions, the Contra Costa Board of Supervisors Family and Human Services Committee adopted the modified “needs-based” model in April 2020 to align with these State and Federal changes and improved understanding on best practices for SEPs.

REDUCING TRANSMISSION OF DISEASE

As of December 31, 2020, there were 2,815 individuals reported living with HIV (PLWH) in Contra Costa County. 33.8% reside in West County, 33.7% in Central County, and 32.5% in East County.⁶

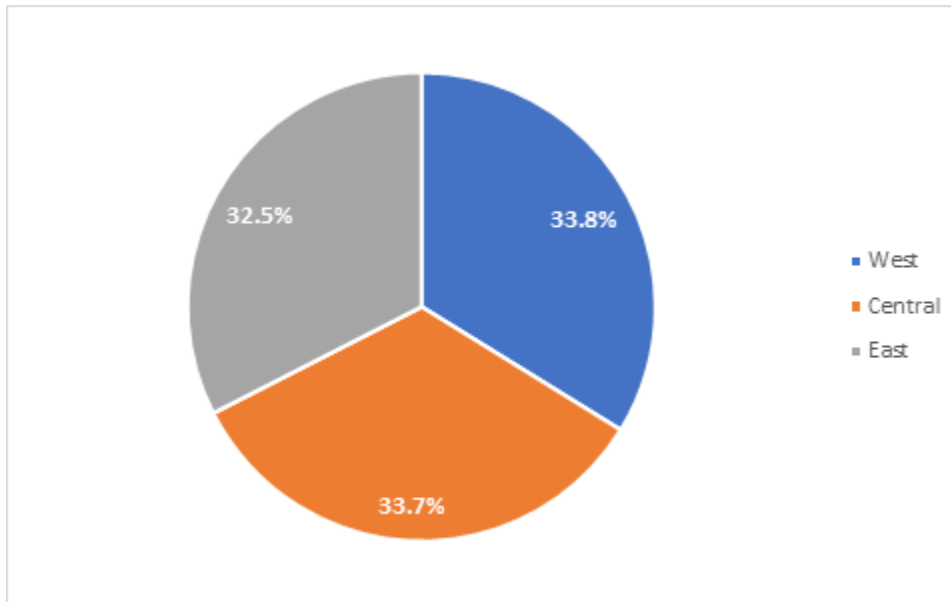
³ The full report of the evaluation can be accessed on the California Department of Public Health, Office of AIDS website <http://www.cdph.ca.gov/programs/Documents/SB1159StateReportFinal.pdf>

⁴ CDC. (1997). Health Resources and Services Administration, National Institute on Drug Abuse and Substance Abuse and Mental Health Services Administration. HIV prevention bulletin: Medical advice for persons who inject illicit drugs. Retrieved May 29, 2016.

⁵ https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/Guidelines%20for%20SEPs_ADA.pdf

⁶ Data Use Agreement (DUA) Q3 DUA 10.01.2021

Chart 1: Distribution of all Persons Living with HIV (PLWH) by Region in Contra Costa as of 12/31/2020



Of all PLWH in Contra Costa, 334 individuals (12%) identify injection drug use or injection drug use among men who have sex with other men as their mode of HIV transmission.⁷ Among new HIV diagnoses in Contra Costa County, the majority of new cases are still attributed to male-to-male sexual contact (MMSC). Between July 1, 2019, and December 31, 2020, of the total new HIV cases (n=109), 72 (66%) were attributed to MMSC. In this 18-month period, 7 cases (6.4%) had either injection drug use (IDU) or MMSC **and** IDU as their self-reported probable mode of transmission.

Special note: In calendar year 2019, 95 residents of Contra Costa County were newly diagnosed with HIV. In 2020, this number decreased to 64 persons newly diagnosed, a 32.6% decrease. With the onset of the COVID-19 pandemic in February 2020 and the subsequent stay-at-home orders and shutdowns, people were reluctant to seek routine healthcare services and test for HIV. Similar decreases in new HIV diagnoses were seen in Alameda and other Bay Area Counties.

MATERNAL TRANSMISSION

It often takes two or three months for an accurate diagnosis of HIV or AIDS in a newborn since a positive test at birth may reflect maternal antibodies and not HIV infection. Children with HIV have usual childhood infections more often and more severely than uninfected children and can also be susceptible to the same opportunistic infections as adults with HIV.

⁷ Data Use Agreement (DUA) Q3 DUA 10.01.2021

Of the 2,815 individuals living with HIV or AIDS in Contra Costa County at the end of 2020, 22 are pediatric cases: the majority are now adults and 3 are children 12 years of age or younger. Identification and treatment of HIV-positive women in prenatal care is nearly universal, but we continue to encounter women who do not seek prenatal care prior to delivery. As an example, in 2016, Contra Costa County had one new case of maternally transmitted HIV. A comprehensive case review completed by the CCRMC Safety and Performance Improvement Committee found that while the woman accessed care quite late in pregnancy, through multiple providers, and was inconsistent in her follow-up, several health care systems could have performed better to possibly prevent the tragic outcome. Systems changes were proposed and there have been no new subsequent maternal transmission cases reported. Mother and child are both virally suppressed at this time.

HEPATITIS C

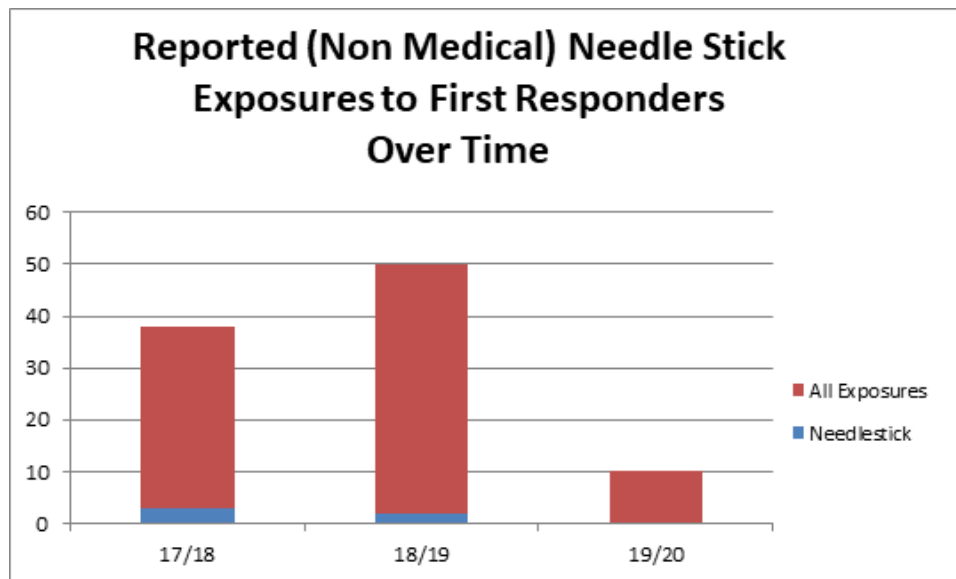
Hepatitis C infection (HCV) is largely attributed to the use of contaminated needles. Chronic HCV can lead to scarring of the liver, cirrhosis, liver failure and/or liver cancer. Across California the number of chronic Hepatitis C carriers continues to be unreliable due to variation in reporting capacities, changes in patient residences and the high volume of duplicated positive lab tests. Consequently, in Contra Costa the Acute Communicable Disease (ACD) program reviews only a fraction of the reports and only follows extremely acute infections and those with a higher likelihood of yielding opportunities for contact intervention and transmission interruption.

EXPOSURE IMPACT ON LAW ENFORCEMENT AND FIRST RESPONDERS

Occupational exposure to needle stick injuries (Chart 2) for first responders remains low. The Communicable Disease (CD) Control Program remains responsible for following up on any reported first responder exposures. CD is available for consult as requested and printed materials are also available at <http://cchealth.org/aids/syringe-exchange.php>.

Three of 35 exposures reported in 2018 were needle stick contacts and two out of 48 exposures reported in 2019 were needle stick contacts. In FY 2020, there were ten reported exposures among law enforcement and first responders, but none were from needle sticks (see Chart 2).

Chart 2: Reported (Non-Medical) Needle Stick Exposures to First Responders over Time



NEEDLE EXCHANGE SERVICES: July 1, 2019 – December 31, 2020

All data below is supplied by Contra Costa’s subcontracted needle exchange provider, HIV Education Prevention Project of Alameda County (HEPPAC). HEPPAC has provided services in Contra Costa County since 2012.

Needle exchange services in the region rely on a combination of county general funds and other funding secured by the contractor through foundations and other organizations. The budget funds portions of several staff salaries, including Community Health Promoters, a Data Specialist, and the Programs Manager. The budget also funds supplies. HEPPAC’s service delivery and reporting continue to improve.

Impact of COVID-19 Pandemic

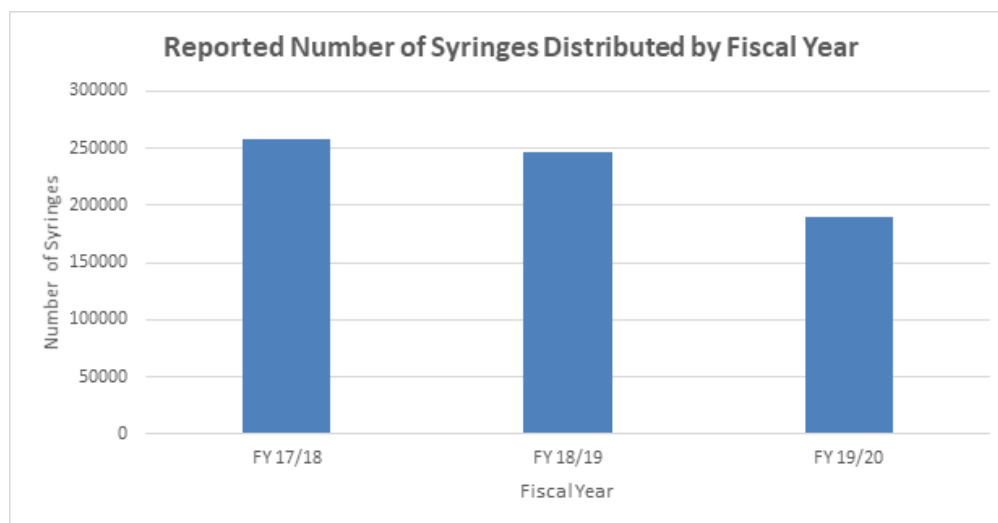
Needle exchange is an essential service, so HEPPAC stayed open during the shutdown period of the COVID-19 pandemic. Fewer individuals came to the syringe exchange sites, but this did not correlate to an equal drop in the number of individuals served and the total number of syringes distributed. **Table 1** shows a decrease of only 2% in total individuals served in FY 2020 as compared to FY 2019, and **Chart 3** shows a 22% decrease in total syringes distributed during the same period. In addition, in FY 19/20, 33% more clients were served than in FY 17/18. The main change that occurred during the shutdown was that HEPPAC had to reconfigure the process in which they served their clients. Before the pandemic, clients would line up to receive services. Since March 2020, clients are served using a “taco truck” method with one window to collect used syringes and take the client’s order and another window to give the client their sterile syringes and other requested paraphernalia. Clients are asked to wear a

mask and maintain social distancing between them. HEPPAC submitted a Social Distancing Protocol which was reviewed and approved by county staff.

Table 1: Ethnicity Totals Over Time (Needle Exchange Program)

Ethnicity Totals Over Time			
	FY 17/18	FY 18/19	FY 19/20
African American	541	969	376
White	871	1,142	1,720
Latino/Hispanic	207	346	342
Native American	10	4	9
Asian/Pacific Islander	22	40	11
Other	32	32	25
Total	1,683	2,533	2,483

Chart 3: Reported Number of Syringes Distributed by Fiscal Year



In FY 19/20, HEPPAC continued to notice a drop in the number of clients exchanging needles in West Contra Costa County. In FY 18/19, a total of 11,150 needles were exchanged as compared to 9,385 in FY 19/20 (a 16% drop). Some but not all these changes may be attributed to the COVID-19 pandemic. While the total number of African American and Latino clients served increased from FY 17/18 to FY 18/19 as shown in Table 1, the total number of needles exchanged by these two subpopulations remained low. However, in FY 19/20, something interesting occurred when the total number of Latino clients decreased by only 1% while the total number of African American clients decreased by 62%. One reported observation from HEPPAC is that African Americans tend to take other harm reduction supplies (i.e., pipes, cookers, cotton, hygiene/wound care, etc.) instead of sterile needles. Therefore, these clients

are not counted in the total number of clients exchanging syringes. Another possible reason for the reduction in African American clients accessing SEPs is that the physical site where services were being offered needed to be reevaluated to serve a higher percentage of African Americans who inject drugs. HEPPAC responded by searching for new sites in the Richmond/San Pablo area by working with local “gatekeepers” to increase utilization by word of mouth to their peers who inject drugs. In late 2019, HEPPAC met with members of the African American Health Conductors to get information on which neighborhoods would be the best fit to restart needle exchange services. The group decided that the Iron Triangle neighborhood offered the best opportunity to reach people who use drugs (PWUD) and come from the African American and Latino communities. In 2020, new sites were established in Richmond to serve this population – one in the Iron Triangle, and two roving sites (one behind the Target on McDonald Ave. and the other behind the Richmond Costco).

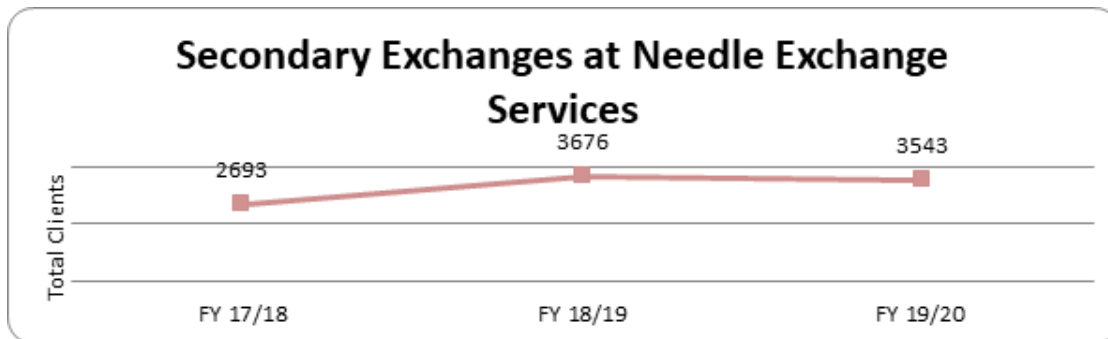
In East County the situation is different: Bay Point sites yield the highest volume of syringe exchanges in Contra Costa County. The average client utilizing harm reduction services in East County continues to be a White male between the ages of 40-49. As demonstrated in Table 1, the percentage of clients who identify as White increased by 34% from FY 18/19 to FY 19/20 and that population continues to be most needle exchange clients in the current fiscal year. The Bay Point site has also identified an increase in the number of participants reporting use of prescription opioid pills that are crushed and modified for injection. This trend is reflective of national trends and may be a contributing factor in accidental overdose deaths.

The effects of the pandemic were also seen in the number of referrals made in FY 19/20 as compared to the previous year. HEPPAC reported a decrease in health and social services referrals from 3,676 in FY18/19 to 2,889 in FY 19/20. HEPPAC maintains strong linkages to health care providers, substance use treatment services, collaborative partnerships with other community agencies and other resources. In addition, in FY 2018/19, HEPPAC established a relationship with Contra Costa Healthcare for the Homeless (HCH) program and for a limited time offered needle exchange services co-located with HCH’s Antioch Fulton Shipyard pop up clinic. This coincided with the temporary closure of HEPPAC’s West County site. Once the exchange site in the Iron Triangle in Richmond was established, HEPPAC could no longer keep syringe exchange staff at the Antioch Fulton Shipyard site.

In Contra Costa County, there are a high number of individuals who access harm reduction services for themselves as well as on behalf of others. These individuals are called “secondary exchangers”. Individuals who exchange for others report the estimated number of individuals for whom they exchange syringes, as summarized in **Chart 4**. The overall volume of secondary exchange decreased slightly (4%) in this reporting period as compared to the previous year. Still, the number of secondary exchangers by race and region continues to be the same with White clients in East County accounting for most secondary exchangers reported. Because secondary

exchangers attend needle exchange more than once in a year their numbers are duplicated. The number of clients they exchange for is self-reported.

Chart 4: Secondary Exchanges at Needle Exchange Services



One important and often overlooked aspect of SEPs is the actual disposal of used (formerly known as “dirty”) needles. HEPPAC’s model assures that used needle disposal occurs every week. Agency staff measure the number of used needles they dispose after every exchange by the size of the biohazard container they bring back to incinerate. HEPPAC uses containers that hold increments of 10, 50, 100, 250, 300, 1200 and 5,000 used syringes. They also provide these containers to clients to take home and bring back full to exchange. If clients bring used needles in other containers, the staff estimates based on the size compared to the biohazard containers. The collection and disposal of used needles occurs on a weekly basis and helps ensure that shared community spaces (i.e., playgrounds, parks, etc.) are free of used needles that may create a public health risk for county residents.

While planning to move from the one-to-one syringe exchange model to a modified “needs-based” model, HEPPAC proposed incentives for clients to bring back used needles. As a *modified version* of this model, HEPPAC includes incentives to encourage clients to bring back their used needles by giving them verbal praise, additional bio buckets, and when available, a \$5 voucher for a Subway sandwich. HEPPAC staff report that verbal praise is the most useful strategy, since they let clients know how important their efforts are in keeping used syringes from littering shared, public spaces. In the modified needs-based model, HEPPAC staff also places a cap on the number of sterile needles and syringes to be received by each client based on their historical use. For example, if a client reporting need for 25 needles per day is given 350 needles for a two-week period, but at their next exchange encounter they report needing two or three times as many needles, they will only receive their usual allotment of 350 needles. This example only applies to individuals exchanging for themselves and does not apply to individuals exchanging for themselves and others (secondary exchangers). HEPPAC has a demonstrated ability of getting to know their clients and their use habits, as well as documenting all their exchanges. Therefore, creating and enforcing a cap has not been problematic for HEPPAC staff.

HEPPAC stated that in the last quarter of this reporting period (October to December 2020) they distributed 45% more syringes than they collected. This is something that the agency experienced in Alameda County a few years ago when they adopted the needs-based model there. HEPPAC will focus on utilizing the incentives described above to get more clients to bring back their used needles. In addition, HEPPAC has increased the distribution and size of biohazard containers so that clients who are not going to needle exchange on a weekly basis due to the pandemic can bring back their used needles less frequently.

In this reporting period, West County residents exchanged a total of 9,385 used needles, which is lower than the previous two fiscal years. In East County, the same reduced amount was documented. In this reporting period, East County residents exchanged a total of 181,074 used needles, which is also lower than the previous two fiscal years. COVID-19 is mostly responsible for this downward shift. The downward trend is also evident when looking at needle exchange rates based on race and ethnicity. In FY 19/20, a total of 376 African American individuals were served at needle exchange sites as compared to 1,720 Whites. Consequently, the number of used needles exchanged by African American clients (n=3,249) was also lower than the amount by White clients (n=46,218). Some reasons for the differences in exchange behaviors may be that white clients report exchanging needles for secondary users at a much higher rate than African American clients. In addition, the volume of white clients continues to grow in East County. Overall, the data reported by HEPPAC shows a continued shift toward increasing utilization at the East Contra Costa sites.

During this reporting period, HEPPAC increased its reach by providing technical assistance to an emerging volunteer-based program called Martinez Harm Reduction Coalition (MHRC) that serves clients in need of harm reduction services in the downtown Martinez area. HEPPAC sees this group as a secondary exchanger group and provides them with supplies and best practices for running an effective syringe service program. In return, HEPPAC requests quarterly client service data from this group. HEPPAC also provided this group with training on how to educate their clients on overdose prevention and provided them with Narcan kits to distribute. In this reporting period, MHRC served a total of 54 clients and reported a total of 6 opioid overdose reversals using Narcan.

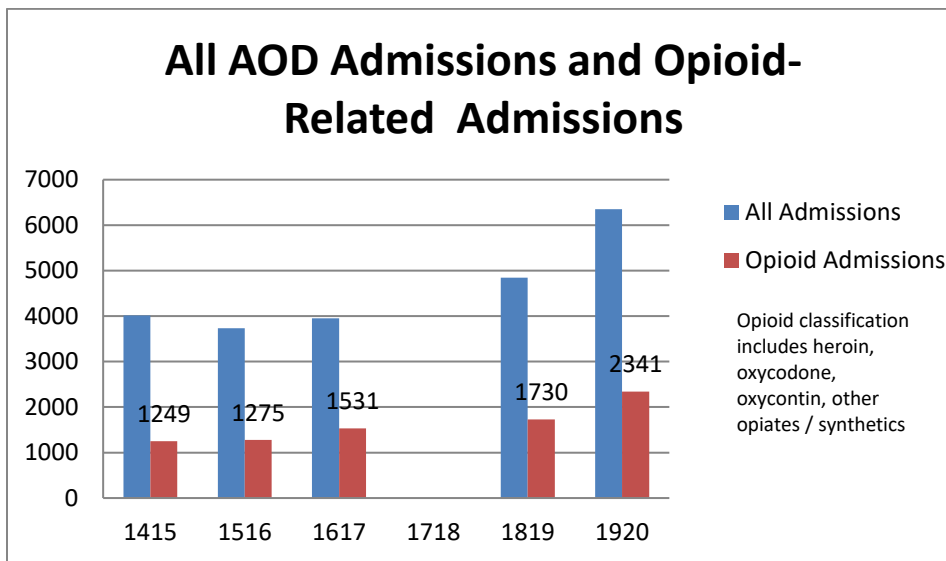
HEPPAC continues to distribute Narcan (the name brand for naloxone) overdose prevention kits to individuals most likely to experience or witness opioid overdoses. Before a kit is given, the client receives education on how to correctly use it. In FY 19/20, HEPPAC provided overdose education and prevention kits to a total of 480 clients. In the same period, HEPPAC reported 159 opioid overdose reversals among their clients in Contra Costa. As the presence of Fentanyl in the drug supply increases, so does the overdose rate. HEPPAC continues to increase awareness, training, and distribution of Narcan throughout the county.

Overall, HEPPAC is performing well and will continue to provide services in both East and West Contra Costa on a weekly basis. The Public Health program will continue to monitor service delivery in West County to both assess why the volume of clients has dropped off and determine if other steps are needed to increase performance.

ALCOHOL AND OTHER DRUG SERVICES

Admissions to AODS services (**Chart 5**) in Fiscal year 19/20 continued to increase from previous years. Increased enrollment is attributed to several factors, including an expansion of methadone treatment services due to increased admissions for opioid abuse treatment and increased access due to expanded healthcare coverage under the Affordable Care Act. Admissions are not necessarily unduplicated individuals – one person may enter treatment multiple times during the year depending on the availability of treatment slots.

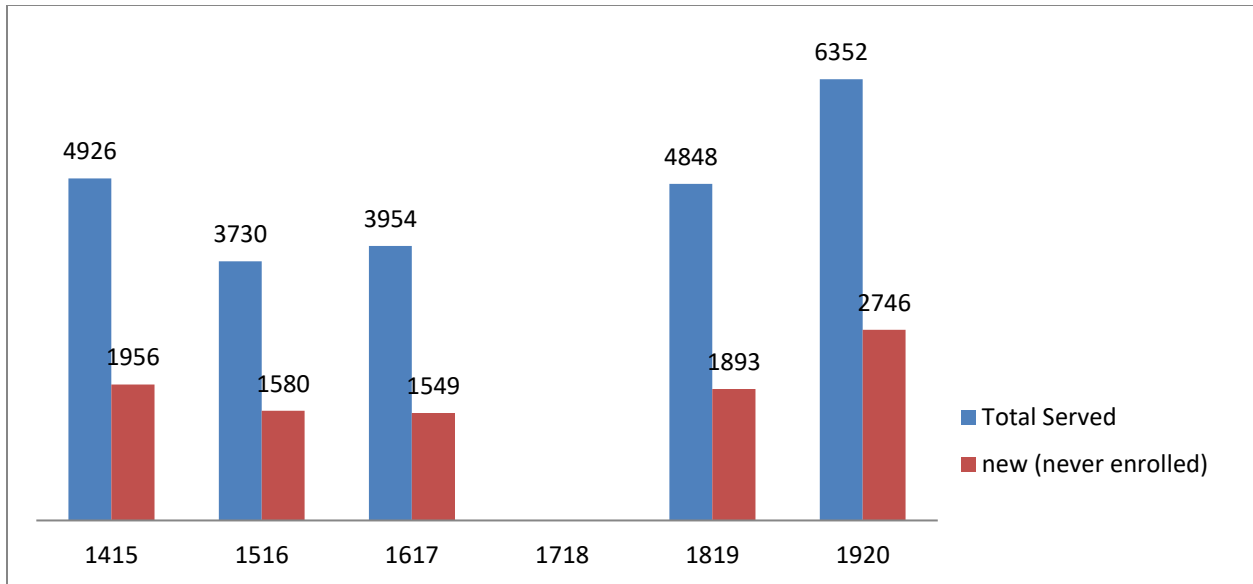
Chart 5: All AODS Admissions and Opioid-Related Admissions*



**Note: FY 17/18 has not been made available due to being held in a different AODS system.*

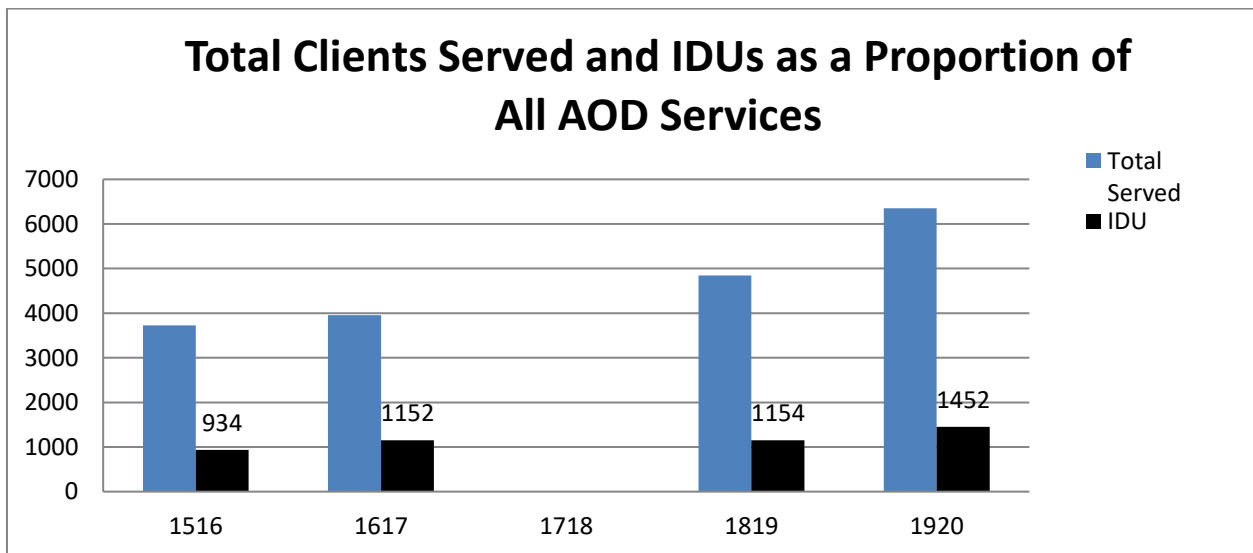
Of the 6,352 admissions fiscal year 19/20, roughly 43% were new (not previously enrolled) (**Chart 6**).

Chart 6: New Enrollees in AODS Services



In FY 19/20, 23% were injection drug users (IDUs) (**Chart 7**). The proportion of injection drug users to the overall population in AODS services has been similar year to year over the last several years: FY 15/16 (25%), FY 16/17 (28%), and FY 18/19 (24%).

Chart 7: Total Clients Served and IDUs as a Proportion of All AODS Services



As seen in **Chart 8**, the overall percentage of African Americans enrolled in services has remained similar from 19% of those served in 2017/18, 22% of those served in 2018/19 and 20% in 2019/20. The percentage of Hispanics enrolled in services has remained relatively steady at roughly 27% of those served, and Whites comprise just over half the service enrollees.

Chart 8: Enrollment in AODS Sites over Time by Primary Race/Ethnicity

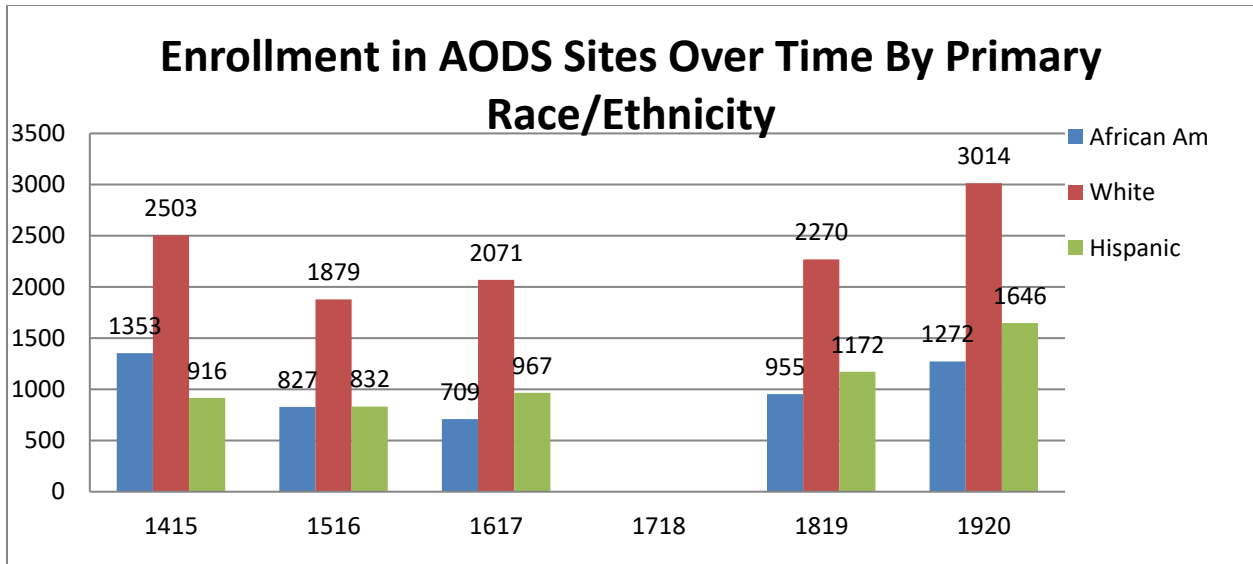
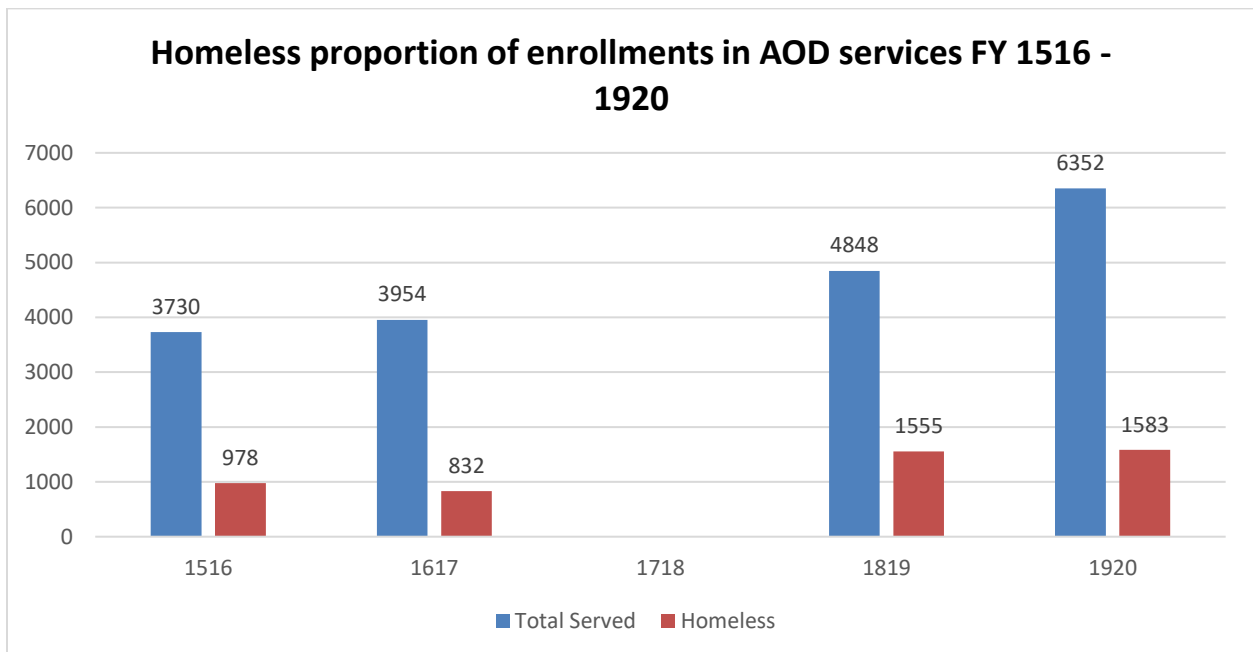


Chart 9 shows a slight decrease in enrollees who reported being homeless at the time-of-service initiation. In FY 2015/16, 26% reported being homeless, in FY 2016/17 21%, in FY 2018/19 32%, and in 2019/20 25% of total clients enrolled reported being homeless.

Chart 9: Homeless Proportion of Enrollment in AOD Services



Of the 6,352 clients served by AODS in 2019/20, 1036 did not have a noted HIV diagnosis, and 6 were noted to be HIV-positive.

OTHER PREVENTION ACTIVITIES FOR INJECTION DRUG USE

Opioid Agonist Therapy

Recent research out of Stanford explored the most effective and cost-effective ways to combat HIV risk among injection drug users. As abuse of prescription opioids rises and as more individuals inject drugs like heroin, the risk of increased blood borne illnesses such as HIV and Hepatitis C also increases. Their investigation of HIV prevention programs for injection drug users revealed that opioid agonist therapy (OAT) options, most commonly methadone and buprenorphine maintenance therapies, are the most cost effective. OAT options can also be highly effective in helping people stop injecting drugs over time. They also found that combining prevention efforts such as needle-syringe exchanges, OAT, Pre-Exposure Prophylaxis (PrEP), and prevention and testing with high-risk negatives have higher rates of success than standalone interventions.⁸

Alameda & Contra Costa County Integrated HIV Prevention & Care Plan

Contra Costa County HIV/AIDS and STD program staff and Consortium members assisted in the development of the regional 2017 - 2021 Alameda & Contra Costa County Integrated HIV Prevention & Care Plan. The plan is used to evaluate care and prevention efforts in both counties. Key prevention components of the plan that focus on injection drug users include:

1. Through a collaboration involving the Oakland Transitional Grant Area (OTGA) Planning Council, the Contra Costa HIV Consortium, and the two county health departments, develop an **End of AIDS Action Plan** for the Oakland TGA that outlines steps to implement a collaborative, multidisciplinary campaign to end HIV in the two-county region, including ending new HIV infections, ending HIV-related deaths, and ending HIV related stigma.
2. Continually collect and report data on new HIV diagnoses in the OTGA, including breakdowns by ethnicity, gender, transmission category, and age.
3. Conduct ongoing needs assessments to identify emerging issues related to HIV infection and access to HIV education, testing, and other resources.
4. Deliver targeted, sustained, and evidence-based HIV prevention interventions that are appropriate for high-risk populations.
5. Support the development of expanded, tailored, HIV-related stigma reduction campaigns in English and Spanish that are aimed at specific, high-risk subpopulations and are developed in collaboration with consumers; that address stigma related to HIV, homophobia, and HIV risk behaviors; that incorporate cutting-edge social media approaches; and that contain sex-positive messages.

⁸ <https://med.stanford.edu/news/all-news/2017/05/study-identifies-cost-effective-ways-to-combat-hiv-risk.html>

6. Utilize targeted social marketing, media, mobilization and condom distribution programs in English and Spanish to raise and sustain awareness of HIV risk.
7. Ensure widespread, accessible, and well-publicized syringe distribution and syringe exchange services.

The Integrated HIV Prevention & Care Plan targets the highest risk populations including men who have sex with other men and injection drug users, for HIV prevention and care services. Needle exchange remains an integral component of the plan. In Contra Costa County, we anticipate continuing the use of County General Funds for needle exchange services to support the downward trend in HIV infections attributed to injection drug use. The current plan can be found on the Public Health website at <http://cchealth.org/aids>.

Data-to-Care Programs

Data-to-Care is a public health strategy that aims to use HIV and STD surveillance data to identify HIV-diagnosed individuals and those at highest risk for HIV not in care, link them to care, and support the HIV Care Continuum (individuals diagnosed with HIV, percentage of individuals linked to HIV care, percentage of individuals who are virally suppressed, and percentage of individuals who are retained in care). In this reporting period, the HIV/AIDS and STD Program continued to offer two data-to-care interventions that prioritize high-risk individuals: 1) targeted outreach to individuals who have been recently diagnosed with an STD, including individuals who are co-infected with HIV and STDs, and 2) a Pre-Exposure Prophylaxis (PrEP) Navigation Program for Contra Costa residents.

PrEP is the use of anti-retroviral medication to prevent acquisition of HIV infection. It is used by HIV-negative persons who are at high risk of being exposed to HIV through sexual contact or injection drug use. Studies have shown that PrEP reduces the risk of getting HIV from sex by about 99% when taken daily. Among people who inject drugs, PrEP reduces the risk of getting HIV by at least 74% when taken daily.⁹ At present, there are two medications with an FDA-approved indication for PrEP: tenofovir disoproxil fumarate-emtricitabine, which is available as a fixed-dose combination in a tablet called Truvada®, and emtricitabine & tenofovir alafenamide fumarate, which is available in a fixed-dose combination in a tablet called Descovy®. Both pills are once-daily prescription medicines for adults and adolescents at risk of HIV who weigh at least 77 pounds. Both medications are also commonly used in the treatment of HIV. The main difference is that Descovy® for PrEP is recommended to prevent HIV for people at risk through sex, **excluding people at risk through receptive vaginal sex**. Descovy has not yet been studied for HIV prevention for receptive vaginal sex, so it may not be appropriate for some people. PrEP should be considered part of a *comprehensive prevention plan* that includes adherence support, risk reduction counseling, HIV prevention education and provision of condoms.

⁹ <https://www.cdc.gov/hiv/basics/prep.html>

The HIV/AIDS and STD Program is actively expanding access to pre-exposure prophylaxis for HIV prevention (PrEP) for Contra Costa residents. The State of California's assistance program for the prevention of HIV, PrEP-AP, helps cover the out-of-pocket medical costs related to getting on PrEP. This includes access to all medications on the PrEP-AP formulary for the prevention of HIV and treatment of sexually transmitted infections (STIs), certain vaccines, labs, and all office visits. The PrEP-AP serves HIV-negative persons ages 12 or older who are residents of California with a Modified Adjusted Gross Income (MAGI) that does not exceed 500% of the Federal Poverty Level based on family size and household income. All Contra Costa Positive Health and Sexual Health providers are now PrEP-AP providers, which gives individuals a choice of day and evening appointments options throughout the week. Clinics are located at the West County Health Center, Martinez Health Center, Pittsburg Health Center, and Brentwood Health Center. The Concord Health Center is in the process of being added to the HIV Program's PrEP-AP contract as a fifth clinical provider site.

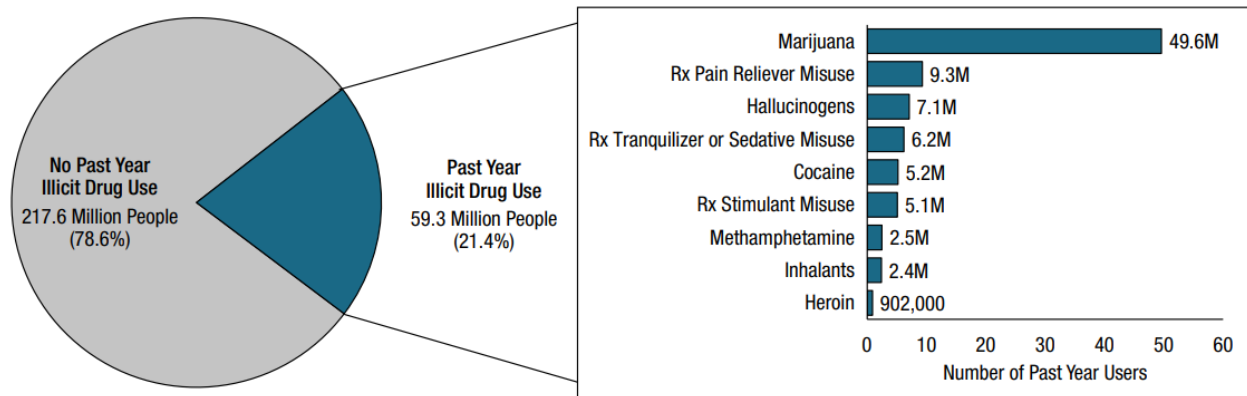
The Line List targeted outreach intervention consists of generating lists that are pulled from State and County surveillance systems. These line lists are focused on three populations at particularly high-risk for HIV and/or repeat STDs: men who have sex with men (MSM) recently diagnosed with one or more STD, women of color (African American and Latinas) recently diagnosed with one or more STD, and individuals co-infected with HIV and STD(s). Trained Disease Intervention Technicians (DITs) call the individuals on the line lists and offer risk reduction services, partner services, and, in the case of people who do not have HIV, Pre-Exposure Prophylaxis (PrEP) navigation services. In this reporting period, DITs provided risk reduction services to a total of 381 individuals (349 HIV-negative and 32 people living with HIV). Please note, the Line List work was also affected by the COVID-19 pandemic since fewer individuals tested and received treatment for STDs in FY 19-20.

OPIOID OVERDOSE

Opioids are medications that relieve pain. They reduce the intensity of pain signals reaching the brain, diminishing the effects of a painful stimulus. Medications that fall within this class include hydrocodone (e.g., Vicodin), oxycodone (e.g., OxyContin, Percocet), morphine (e.g., Kadian, Avinza), codeine, and related drugs. Hydrocodone products are the most prescribed for a variety of painful conditions, including dental and injury-related pain. Morphine is often used before and after surgical procedures to alleviate severe pain. Codeine is often prescribed for mild pain. In addition to their pain-relieving properties, some of these drugs—codeine and diphenoxylate (Lomotil) for example—can be used to relieve coughs or severe diarrhea.

Heroin is an opioid drug that is synthesized from morphine. In 2020, 902,000 Americans reported using heroin in the past year, a number that has risen steadily since 2007. The greatest heroin use is among individuals aged 18-25.¹⁰

Chart 10: Past Year Illicit Drug Use: Among People Aged 12 or Older; 2020



Data from 2011 showed that nearly 80% of Americans using heroin report misusing prescription opioids first, and it is estimated that about 23% of individuals who use heroin become dependent on it.¹¹ Prescription opioid pain medications such as Oxycontin and Vicodin can have effects similar to heroin when taken in doses or in ways other than prescribed, and they are currently among the most commonly abused drugs in the United States (See Chart 10: Rx Pain Reliever Misuse).

The California Department of Health reported 5,363 opioid-related overdose deaths in 2020, with 3,857 deaths related to fentanyl overdose. This marks an increase of 121% from the 2,428 reported opioid-related deaths in 2018, which was a 42% increase since 2012.¹² In Contra Costa County, there were 81 opioid deaths in 2018, 84 in 2019, and 144 in 2020 which is a marked increase from the 50 opioid overdose deaths reported in 2016.¹³ All regions of the county have experienced fatal overdoses, emergency department visits, and hospitalizations due to opioid overdose.

Recognizing the life-saving effects of the opioid-overdose reversal drug naloxone, Senate Bill (SB) 833 (Chapter 30, Statutes of 2016) established a new Naloxone Grant Program within the California Department of Public Health (CDPH).¹⁴ The goal of the program was to reduce fatal overdoses by increasing access to naloxone nasal spray called Narcan.

¹⁰

<https://www.samhsa.gov/data/sites/default/files/reports/rpt35325/NSDUHFFRPDFWHTMLFiles2020/2020NSDUHFFR1PDFW102121.pdf>

¹¹ <http://www.drugabuse.gov/publications/drugfacts/heroin>

¹² <https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/SACB/Pages/PrescriptionDrugOverdoseProgram.aspx>

¹³ <https://skylab.cdph.ca.gov/ODdash/>

¹⁴ <https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/SACB/Pages/NaloxoneGrantProgram.aspx>

In 2017-2019, the HIV/AIDS and STD Program administered the Naloxone Grant Program by distributing the county's 1,642 State-allotted doses to local community agencies with existing naloxone distribution systems and those working with individuals most likely to experience or witness opioid overdoses.

After this successful pilot program, the California Department of Health Care Services began providing free naloxone directly to organizations and entities.

DISPOSAL

Contra Costa Environmental Health (CCEH) administers the Medical Waste Management Program for Contra Costa County and is the local enforcement and regulatory agency for Medical Waste Generators. CCEH issues permits and registers generators of medical waste, responds to complaints of abandoned medical waste on public property, and implements the Medical Waste Management Act (Part 14, C. 1-11 of the California Health and Safety Code). The agency web site maintains a list of frequently asked questions (FAQs) on syringe and needle disposal, a list of disposal sites in Contra Costa, several pamphlets describing the proper disposal of syringes and other medical waste, and links to state and other resources. Additional information can be found at <https://www.contracosta.ca.gov/depart/cd/recycle/options/msh.htm>.

Local Drop Off Sites for Needles/Sharps	Contra Costa County
<u>Alamo</u>	
<u>Alamo Sheriff's Substation</u>	
150 Alamo Plaza, Suite C, 94507	(925) 837-2902
<u>Antioch</u>	
<u>Delta HHW Collection Facility</u>	
2550 Pittsburg-Antioch Hwy, 94509	(925) 756-1990
<u>Concord</u>	
<u>Mt. Diablo Resource Recovery</u> (For residents of Concord Only)	
4080 Mallard Drive,	
<u>Contra Costa County Regulatory/Information Service</u>	
<u>Contra Costa Environmental Health - Medical & Solid Waste</u>	(925) 692-2500
<u>Lafayette</u>	
<u>Lafayette Fire Station</u>	
3338 Mt. Diablo Blvd., 94549	

Martinez	
Mt. View Sanitary District (MVSD)	
3800 Arthur Rd., 94553	(925) 228-5635
Moraga	
Moraga Fire Station	
1280 Moraga Way, 94556	
Orinda	
Orinda Police Department	
22 Orinda Way, 94563	
Richmond	
West County HHW Collection Facility	
101 Pittsburg Ave., 94801	(888) 412-9277
San Jose	
Safety Kleen	(408) 294-8778
San Ramon	
San Ramon Fire District	
1500 Bollinger Canyon Rd., 94583	
Walnut Creek	
John Muir Rossmoor Medical Center Pharmacy	
1220 Rossmoor Parkway, 94598	(925) 988-7510
Walnut Creek City Hall	
1666 North Main Street, 94596	

The Public Health HIV/AIDS and STD program has received no complaints from law enforcement, businesses, pharmacies, or community members regarding discarded syringes this year.

CONCLUSIONS:

1. **Access to sterile needles has made a difference** in Contra Costa and remains an important component of the overall strategy to reduce transmission of blood borne diseases.
2. **Law enforcement exposure** to potential blood borne pathogens via needle stick injury has not increased with the implementation of needle exchange and pharmacy syringe sales. Materials for Law Enforcement to document potential exposure and request assistance are available on the website.
3. **Needle exchange is a critical component and essential service** of Contra Costa's HIV prevention strategy and should remain in effect until further notice. Needle exchange is also a crucial part of Contra Costa's strategy to address the opioid epidemic by increasing naloxone access and linking people to substance use treatment programs.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

7.

<u>Meeting Date:</u>	02/28/2022	
<u>Subject:</u>	Council on Homelessness Quarter 3 and 4 Reports	
<u>Submitted For:</u>	Monica Nino, County Administrator	
<u>Department:</u>	County Administrator	
<u>Referral No.:</u>	5	
<u>Referral Name:</u>	Homeless Continuum of Care / Health Care for the Homeless	
<u>Presenter:</u>	N/A	<u>Contact:</u> Jaime Jenett, (925) 464-0152

Referral History:

Health, Housing and Homeless Services Division staffs the Council on Homelessness, which functions as both an advisory board to the Board of Supervisors and the governing board of the Contra Costa County Homeless Continuum of Care.

In November 2014, the Board approved “Forging Ahead Towards Preventing and Ending Homelessness: An Update to Contra Costa’s 2004 Strategic Plan”, that renewed the County’s 2004 plan with the latest data, best practices, and community feedback and reaffirmed the County’s commitment to the Housing First approach. As such, “Forging Ahead” establishes this guiding principle:

“Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through shared responsibility, accountability, and transparency of the community.”

The Strategic Plan Update identifies two goals:

- 1) Decrease the length of time people experience homelessness by focusing on providing Permanent Housing and Services; and
- 2) Decrease the percentage of people who become homeless by providing Prevention activities.

To achieve these goals, three strategies emerged:

- Implement a coordinated entry/assessment system to streamline access to housing and services while addressing barriers, getting the right resources to the right people at the right time; and
- Use best, promising, and most effective practices to give the consumer the best possible experience through the strategic use of resources; and
- Develop the most effective platforms to provide access, support advocacy, and connect to the community about homelessness and available resources.

The Homeless Program of the Health, Housing and Homeless Services Division partners with the Homeless Advisory Board and Continuum of Care to develop and carry out an annual action plan that identifies the objectives and benchmarks related to each of the goals and strategies of Forging Ahead. Further, the Homeless Program incorporates the strategic plan goals into its own delivery system of comprehensive services, interim housing and permanent supportive housing as well as contracting with community agencies to provide additional homeless services and housing with the goal of ending homelessness in our community.

The Council is submitting a Q3 and Q4 2021 quarterly reports with updates on the homeless Continuum of Care and work of the Council on Homelessness, as well as recommendations for the Board of Supervisors from the Council on Homelessness Advisory Body.

Referral Update:

Please see the attached Homeless Continuum of Care 2021 Quarter 3 and Quarter 4 reports for updates.

Recommendation(s)/Next Step(s):

ACCEPT the 2021 Quarter 3 and Quarter 4 reports from the Council on Homelessness, and DIRECT staff to forward the reports to the Board of Supervisors for their information.

Fiscal Impact (if any):

There are no fiscal impacts.

Attachments

CoH 2021 Quarter 3 Report

CoH 2021 Quarter 4 Report



STAFF REPORT FROM THE CONTRA COSTA COUNCIL ON HOMELESSNESS

Contra Costa County Homeless System of Care Quarterly Report for Quarter 3 of 2021 (July-September)

LETTER FROM THE CHAIR

Dear Contra Costa County Board of Supervisors,

The third quarter of 2021 saw the Continuum of Care (CoC) and Council on Homelessness (COH) prepare to respond to funding opportunities, begin work to achieve the ambitious goal committed to through the Regional Action plan of reducing homelessness by 75% by 2024 and adjust as COVID-19 impacted programs and services begin to reboot.

Highlights include

- Roll out of over 200 + Emergency Housing Vouchers
- Responding to funding opportunities
- Implementation of equity tools
- Data on our system of care
- Reopening of programs and facilities

The Council on Homelessness is always happy to share information on the tremendous work happening to address homelessness in Contra Costa!

Sincerely,

Lindy Johnson, Chair of the Council on Homelessness

INTRODUCTION

The Contra Costa Council on Homelessness (CoH) is the governing and oversight body for the County homeless Continuum of Care (CoC) and is appointed by the Board of Supervisors. The Council provides advice and input to the Board of Supervisors on the operations of homeless services, program operations, and program development efforts in Contra Costa County. The Contra Costa Council on Homelessness is the governing body for the Contra Costa County Continuum of Care (CoC).

The Contra Costa CoC is comprised of multiple partners, including service providers, members of the faith community, local business, private and public funders, community members, education system and law enforcement, and others who are working collaboratively to end homelessness. The COH and COC are supported by Contra Costa Health Services Health, Housing & Homeless Services (H3) Division. H3 functions as the CoC administrative entity and collaborative applicant, CoC Lead Agency and Homeless Management Information System (HMIS database) Lead Agency.

The purpose of this report is to share information about the CoC and COH activities with the Contra Costa County Board of Supervisors and to provide recommendations from the COH to the County Board of Supervisors on long range planning and policy formulation that would support the county homeless CoC. This report includes information on system data, funding and policy activities, and CoC initiatives. All information will reflect activities and data for the prior quarter.

This report was produced on behalf of the CoH by H3 in collaboration with the CoH and CoC partners.

SYSTEM DATA

Appendix A includes a data analysis depicting the inflow and outflow of clients in the system, current utilizers of the system, and recidivism (rates of individuals returning to homelessness). The graphics and content in that analysis depict data for the third quarter of 2021 (July, August and September).

SYSTEM FUNDING

This quarter the CoC continued to evaluate the system of care and prepared to pursue funding opportunities to address the gaps in Contra Costa's homeless system.

Emergency Housing Vouchers (EHV)- The American Rescue Plan (ARP) of 2021 appropriated \$5 billion for New Emergency Housing Vouchers (Tenant Based Rental Assistance). Contra Costa received 201 vouchers. The Council on Homelessness and providers made progress developing EHV related processes and programs needed to distribute the vouchers, including setting

priorities and implementing a specific EHV Voucher Working Group of the Oversight Committee.

HUD CoC NOFA- In Quarter 3 of 2021, the CoC continued preparations to compete for the CoC's largest source of renewable (sustainable) funding from the US Department of Housing & Urban Development – the HUD CoC Notice of Funding Opportunity (NOFO). This competition brings in more than 80% of the CoC's funding and is the primary source of funding for the County's permanent supportive housing stock. This funding application was released by HUD in mid-August and the application process, including a Technical Assistance workshop for prospective applicants was completed in Q3. In early Q4, the Council on Homelessness Review and Rank Committee will review all applications and rank them in order of funding priority and the Council on Homelessness will vote on the final priority listing at the October 28, 2021 Council meeting.

Homeless Housing, Assistance and Prevention Grant (HHAP) Rounds 3&4- The state is allocating approximately \$6.6M to Contra Costa through rounds 3 and 4 of the Homeless Housing, Assistance and Prevention Grant (HHAP). The funding will require a 3-year action plan that incorporates a local landscape analysis and identification of community plans to reduce and resolve homelessness during this period of time. H3 will be working with technical assistance providers to help develop the work plan. In September, the Council voted to recommend that the community apply for HHAP Rounds 3 and 4 jointly as a CoC and County and submit intent to redirect form to the State of California.

POLICY

The CoC works closely with H3 and local stakeholders and system partners to track homeless and affordable housing policy that may impact the CoC, its clients, funding or current and future operations. The CoH and CoC, with support from H3, tracked the state budget and United States Department of Housing and Urban Development (HUD) for upcoming funding and funding policy strategies related to homelessness.

The Council tracked progress of the state budget closely and is preparing for community input opportunities to help determine local priorities for future funding.

SYSTEM INITIATIVES

The CoC regularly engages in multiple activities, partnerships, evaluations, and improvement that are designed to improve services to clients and achieve various system goals.

Equity - A four-part training series on Racial Equity, conducted by C4 Innovations for H3, CoC leadership, providers and partners was completed in Q3. In addition, the Council revised the supplemental application and rubric used to select new potential Council members to increase diversity and the ability of people with lived experience to be selected for the Council.

Homelessness Awareness Month - The Council convened a Homelessness Awareness Month Planning Committee to develop materials and events to mark Homelessness Awareness Month in November.

Regional Action Plan Progress- The Continuous Quality Improvement Committee began meeting with the goal of using Continuous Quality Improvement methods to reduce unsheltered homelessness by 75% by 2024, a goal committed to through adoption of the Regional Action Plan.

System Partner Map- In this quarter, the CoC launched the Homeless Partner Map which displays homeless services and those connections to other partnering services in Contra Costa County. This tool is designed to help local agencies and partners understand how various local systems and partners are currently connected to the homeless system (Contra Costa's Homeless Continuum of Care). To see the map, go to <https://cchealth.org/h3/coc/#Map>.

Meetings, Trainings, and Events – The CoC hosted three (3) COH meetings for Councilmembers to meet to conduct the business of the CoC Board; three (3) CoC provider meetings; five (5) trainings including the series of four (4) trainings on Racial Equity and a training on Fair Housing; and 12 other events including one (1) HUD CoC NOFO Technical Assistance Session, two (2) COH Policy Committee meetings, one (1) Oversight Committee meeting, two (2) HMIS Policy Committee meetings, two (2) Continuous Quality Improvement (CQI) Committee meetings, three (3) Homelessness Awareness Month Committee meetings and one (1) Executive Director meeting. The recordings, minutes and materials for trainings and meetings can be found on the H3 website¹ and on the County agenda center², and a calendar of upcoming meetings and events can be found on the H3 website.

COVID-19 UPDATE

The CoC has continued to support providers, staff, and consumers during the COVID-19 pandemic providing guidance, COVID-19 testing, vaccines, and implementing a strategy to transition individuals in Project Roomkey into permanent housing. The system of care is

¹ <https://cchealth.org/h3/coc/partners.php#Training>

² <https://www.contracosta.ca.gov/agendacenter>

continuing to reopen programs and sites in accordance with health orders and guidance provided by Contra Costa Health Services.

Concord Shelter and Service Center- The Concord Shelter, Philip Dorn Respite Center and Concord Service Center have been remodeled and the sites reopened. The shelter now has individual sleep stations that provide privacy and allows for couples and multigenerational adult households. The Service Center provides showers, laundry, bathrooms and mail, in addition to an outdoor pocket park with kennels for pets. The Service Center will also function as a Warming Center with 6 beds for individuals who need to come indoors but cannot access a shelter.

East County Interim Housing Program (ECIHP)- In quarter 3, renovations continued on the former Motel 6 in Pittsburg now operating as the East County Interim Housing Program (ECIHP), with Bay Area Community Services (BACS) contracted as the service provider. Construction began on the East County Homekey site and residents were temporarily relocated to Project Room Key sites. The Homekey site is expected to reopen in early December and once the site is repopulated, the Central county Project Room Key hotel will close.

Project Room Key- In Q3, the remaining 2 Project Roomkey hotels continued operations and residents were offered housing case management focused on exit planning and housing stabilization. Housing placement continued for the one hundred participants approved for housing vouchers and Rapid Rehousing Program.

TESTING AND VACCINATION

In the third quarter of 2021, among people who meet the HUD definition of homelessness:

- 6,026 new COVID-19 tests were administered
- 327 individuals received positive tests for COVID-19
- 1,726 vaccines administered

Additional data related to COVID-19 and those experiencing homelessness can be found on the data dashboard.³

RECOMMENDATIONS

1. Support Policies That Further Regional Action Plan Goals

³ <https://www.coronavirus.cchealth.org/homeless>

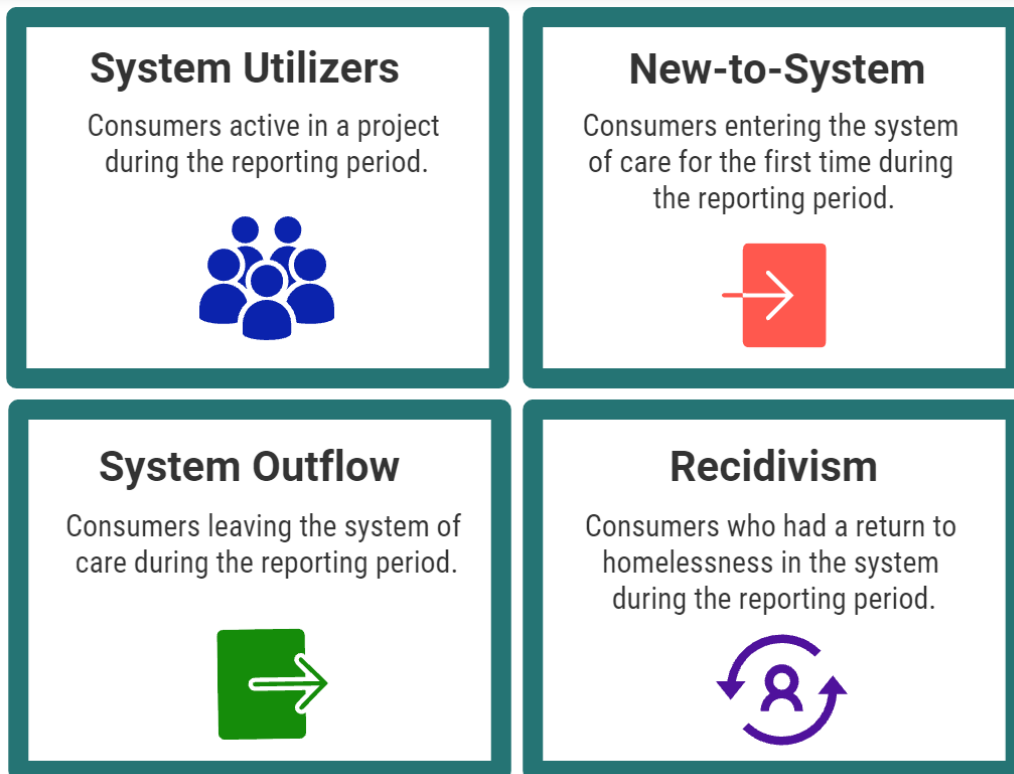
The COH is excited to support the Regional Action Plan goal to bring 75% of the unsheltered indoors by 2024 by improving existing systems & investing in the 1-2-4 system flow. In order for the CoC to reach this goal, the system will need to secure more ongoing funding for prevention and permanent housing interventions such as Permanent Supportive Housing.

CONTRA COSTA COUNTY HEALTH, HOUSING, AND HOMELESSNESS DATA SUMMARY

Description of the data:

- **What:** Program Utilization, Outcomes, and Consumer Demographics Summary
- **Who:** Contra Costa Continuum of Care (CoC) consumers
- **When:** July1, 2021 – September 30, 2021 (Quarter Three)
- **Why:** Presentation to the Board of Supervisors

This summary includes high-level analyses of CoC consumers and households during the third quarter (Q3) of 2021 (July 1, 2021 to September 30, 2021), focusing on the following four indicators, including race and ethnicity demographics for each measure:



Main Findings

- System Utilizers
 - 3,968 households (4,991 consumers) utilized the homelessness system of care during Q3 (Prevention and Diversion, Literally Homeless, and Permanent Housing programs⁴).
 - The majority of households were White (45%), followed closely by Black/African American/African (38%); 17% were Hispanic/Latin(a)(o)(x).
 - 70% of all households accessed a Literally Homeless program.
- New-to-System
 - 15% of all households served were new to the system (594 households).
 - White and Black/African American/African households each made up 38% of households that were new-to-system. 24% were Hispanic/Latin(a)(o)(x).
 - The majority of new-to-system households (83%) accessed a Literally Homeless program during Q3.
- Exits from System
 - 15% of all households served were categorized as “outflow” or exited the system of care (599 households).
 - The majority of exiting households were White (44%), followed closely by Black/African American/African (36%); 21% were Hispanic/Latin(a)(o)(x).
 - 35% of households exited to a Permanent destination.
 - There were only four more households exiting the system of care (599 households) than newly entering the system of care (594 households) in Q3.
- Returns
 - Small number of returning households (N=16) make the data vary widely from quarter to quarter.
 - White households returned to homelessness at a higher rate than any other racial group of consumers (88% of returning households).
- Racial/Ethnic Comparisons
 - The proportion of White households new-to-system and proportion of outflow were lower than White proportion of system utilizers, suggesting that White households have less movement in and out of the system of care than other populations.
 - The proportion of Hispanic/Latin(a)(o)(x) new-to-system and proportion of outflow were higher than their proportion of system utilizers, suggesting that Hispanic/Latin(a)(o)(x) move out in and out of the system of care faster than other populations.

⁴ The Coordinated Entry project type is not included in this quarter’s summary. Please see the Methods section for more details.

System Utilizers

3,968 households (4,991 consumers) had an active enrollment in a Continuum of Care (CoC) program during Quarter Three of 2021. This included all programs in the three intervention levels of service within Contra Costa County’s Homelessness CoC (Prevention and Diversion, Literally Homeless, and Permanent Housing programs⁵). The number of consumers and households accessing programs at each intervention level is presented in Table 1. Of the total 3,968 household enrollments last quarter, 2,814 households (70%) accessed Literally Homeless programs, 916 households (23%) were enrolled in Permanent Housing programs, and 238 households (7%) utilized Prevention and Diversion programs.

Intervention Level	Number of Consumers	Number of Households	% of Consumers	% of Households
Prevention/Diversion	337	238	6%	7%
Literally Homeless	3,493	2,814	71%	70%
Permanent Housing	1,162	916	23%	23%
Total Deduplicated	4,991	3,968	100%	100%

Table 1. Household System Utilization by Intervention Level

White households were the largest racial group accessing the system of care (making up 45% of households in the CoC); followed by Black/African American (38%). All other racial groups made up 7% or less of the CoC (Table 2).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	2,149	1,794	43%	45%
Black, African American, or African American Indian, Alaska Native, or Indigenous	1,906	1,490	38%	38%
Multi-Racial	282	176	6%	4%
Asian or Asian American	101	75	2%	2%
Native Hawaiian or Pacific Islander	77	55	2%	1%
Missing	98	84	2%	2%
Total Deduplicated	4,991	3,968	100%	100%

⁵ A detailed description of each program type category is provided in the Methods section of this summary.

Table 2. Race Breakdown by Unique Consumers and Households

Non-Hispanic/Latin(a)(o)(x) made up 81% of the CoC; 17% were Hispanic/Latin(a)(o)(x), (Table 3).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Non-Latin(a)(o)(x)	3,929	3,215	79%	81%
Hispanic/Latin(a)(o)(x)	967	668	19%	17%
Missing	395	85	2%	2%
Total Deduplicated	4,991	3,968	100%	100%

Table 3. Ethnicity Breakdown by Unique Consumers and Households

New-to-System

594 households (with 813 unique consumers), or 15% of all households served during Q3, enrolled into the system of care for the first time ever during the report period. This includes new enrollments into a program within the Prevention and Diversion, Literally Homeless, or Permanent Housing intervention levels. The breakdown of program utilization by intervention level is shown in Table 4. Of the 594 new households entering the system in Q3, 97 (16%) entered Prevention and Diversion programs, 493 (83%) entered Literally Homeless programs, and 4 households (1%) entered Permanent Housing programs.

Intervention Level	Number of Consumers	Number of Households	% of Consumers	% of Households
Prevention and Diversion	144	97	18%	16%
Literally Homeless	664	493	82%	83%
Permanent Housing	5	4	1%	1%
Total (unduplicated)	813	594	100%	100%

Table 4: Household Inflow by Program Type

Both White and Black/African American households made up 38% of the households that were new-to-system followed by American Indian/Alaska Native/Indigenous (11%, Table 5).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	292	226	36%	38%
Black, African American, or African	323	227	40%	38%
American Indian, Alaska Native, or Indigenous	89	65	11%	11%
Multi-Racial	36	24	4%	4%
Asian or Asian American	20	9	2%	1%
Native Hawaiian or Pacific Islander	10	8	1%	1%
Missing	43	35	5%	6%
Total Deduplicated	815	601	100%	100%

Table 5: Race Breakdown of Consumers New to System of Care

Non-Hispanic/Latin(a)(o)(x) made up 72% of the CoC; 24% were Hispanic/Latin(a)(o)(x), (Table 3). The proportion of Hispanic/Latin(a)(o)(x) that made up new-to-system (24%) was higher than the proportion of Hispanic/Latin(a)(o)(x) of system utilizers (17%).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Non-Latin(a)(o)(x)	585	428	72%	72%
Hispanic/Latin(a)(o)(x)	200	141	25%	24%
Missing	28	25	3%	4%
Total Deduplicated	813	594	100%	100%

Table 6: Ethnicity Breakdown of Consumers New to System of Care

System Outflow

599 households (819 consumers), or 15% of active consumers during Q3, exited the system of care and did not reenroll into another program by the end of the reporting period. The exit destinations of consumers leaving the system of care, according to their final exit, are shown in Table 7. Exit destination categories include Temporary settings (emergency shelters not in the HMIS, hospital, jail, staying with friends or family temporarily), Permanent settings (subsidized housing with a move-in date, moving into own unit/house, staying with friends or family permanently, nursing home), Unsheltered Destination (last destination recorded was a place not meant for habitation), and Other (consumer deceased or destination unknown).

209 households (365 consumers), or 35% of all household system leavers, exited to a Permanent exit destination in Quarter Three. Another 48% of households exited to an Other/Unknown destination, 12% to a Temporary destination, and 5% to an Unsheltered exit destination.

Exit Destination Category	Number of Consumers	Number of Households	% of Consumers	% of Households
Temporary	102	73	12%	12%
Permanent	365	209	45%	35%
Unsheltered	37	32	5%	5%
Other/Unknown	315	285	38%	48%
Total Deduplicated	819	599	100%	100%

Table 7: Exit Destinations of Consumers Leaving the System of Care

White households were the largest racial group making up system outflow (44% of households exiting the system of care); followed by Black/African American (36%). All other racial groups made up 7% or less of system outflow (Table 8).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	329	265	40%	44%
Black, African American, or African American Indian, Alaska Native, or Indigenous	320	213	39%	36%
American Indian, Alaska Native, or Indigenous	58	44	7%	7%
Multi-Racial	49	31	6%	5%
Asian or Asian American	30	20	4%	3%
Native Hawaiian or Pacific Islander	8	5	1%	1%
Missing	25	19	3%	3%
Total Deduplicated	819	599	100%	100%

Table 8: Race Breakdown of Consumers Exiting the System of Care

Non-Hispanic/Latin(a)(o)(x) made up 76% of the system outflow (76% of exiting households); 21% were Hispanic/Latin(a)(o)(x), (Table 9). Hispanic/Latin(a)(o)(x) made up a greater proportion of exits from the CoC (21%) than system utilizers (17%).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Non-Latin(a)(o)(x)	611	457	75%	76%
Hispanic/Latin(a)(o)(x)	186	124	23%	21%
Missing	22	18	3%	3%
Total Deduplicated	819	599	100%	100%

Table 9: Ethnicity Breakdown of Consumers Exiting the System of Care

Recidivism

16 households (21 consumers) returned as literally homeless to the CoC in Q3 of 2021. A return as literally homeless included anyone who enrolled in a Literally Homeless program within two years from their last exit to a Permanent destination.

Because the number of people/households returning each quarter is small, proportions of returns by race and ethnicity will be more pronounced and will fluctuate significantly each quarter. Please keep this in mind as conclusions are drawn potentially indicating disparities. Annual data will be analyzed at the final quarter to check on the stability of any disparities identified across quarters.

White households made up a greater proportion of people returning to the system (88%) and Asian/Asian Americans made up 12%. No other racial groups returned to the crisis response from a previous permanent housing exit (Table 10). Again, these numbers are too low to draw comparisons to other data in this report.

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	18	14	82%	88%
Black, African American, or African American Indian, Alaska Native, or Indigenous	0	0	0%	0%
Multi-Racial	0	0	0%	0%
Asian or Asian American	2	2	10%	12%
Native Hawaiian or Pacific Islander	1	0*	4%	0%
Missing	1	0*	4%	0%
Total Deduplicated	21	16	100%	100%

*Household data is based on the HoH. Asian or Asian American and Native Hawaiian or Pacific Islander each had one consumer who returned, but not reflected as a household. Those consumers were dependents and not counted as a household.

Table 10: Race Breakdown of Consumers Returning to System of Care

Non-Hispanic/Latin(a)(o)(x) made up 81% of the system returners (13 households); 19% were Hispanic/Latin(a)(o)(x), (Table 11).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Non-Latin(a)(o)(x)	17	13	81%	81%
Hispanic/Latin(a)(o)(x)	4	3	19%	19%
Missing	0	0	0%	0%
Total Deduplicated	21	16	100%	100%

Table 11: Ethnicity Breakdown of Consumers Returning to System of Care

New-to-System and Outflow by Race/Ethnicity

Summarizing the Quarter Three findings presented above, the system of care was comprised of 3,968 households: 594 households (813 consumers) were new to the system, 599 households (819 consumers) left the system, and 16 households (21 consumers) returned within two years from an exit to a stably housed destination (Figure 1).

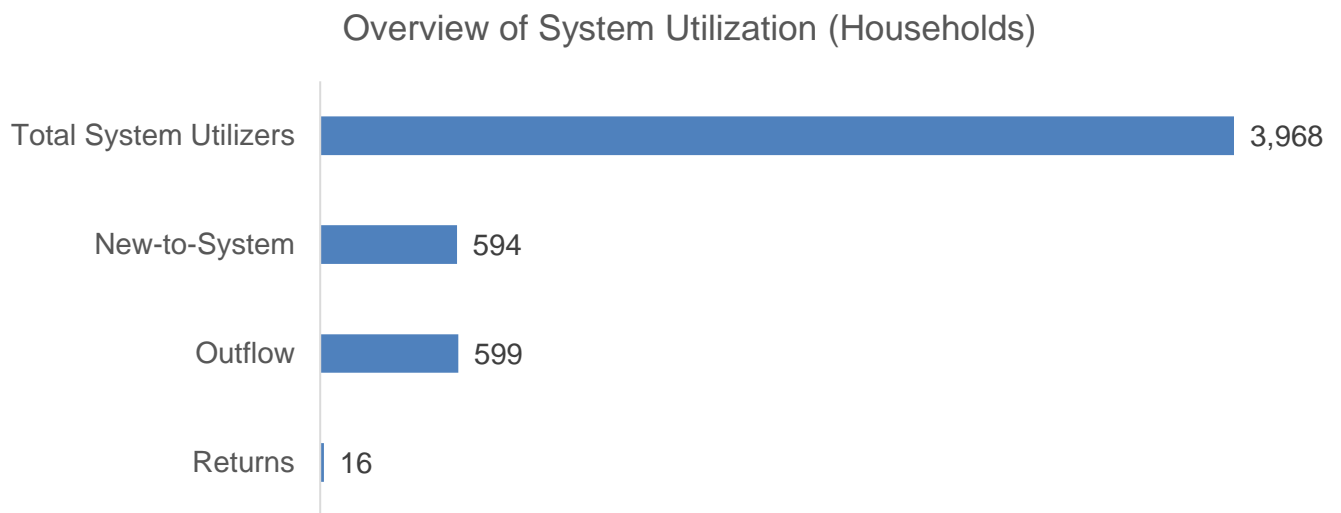


Figure 1: Overview of System Utilization Unique Households)

There are differences by race and ethnicity for system utilizers, new-to-system, outflow, and returns to the homelessness system of care (Figure 2):

- White households made up 45% of system utilizers, 38% of new-to-system, 44% of outflow, and 88% of returns. This percent of new-to-system than system utilizers and exits/outflow suggests that White households had more people who remain in the system for longer periods of time than other racial/ethnic groups. The very few number of households that return to the system within the reporting period make inferences about the data inconclusive.
- Black/African American households made up 38% of system utilizers, 38% of new-to-system, 36% of outflow, and 0% of returns. There were no differences across the system categories.
- American Indian/Alaska Native/Indigenous made up 7% of system utilizers, 11% of new-to-system, 7% of outflow, and 0% of returns. They had higher rates of new-to-system than system utilization.
- People with Multiple Races made up 4% of system utilizers, 4% of new-to-system, 5% of outflow, and 0% of returns. There were no differences across the system categories.
- Asian/Asian American households made up 2% of system utilizers, 1% of new-to-system, 3% of outflow, and 12% of returns. The low number of households that return to the system make inferences about the data inconclusive.
- Native Hawaiian/Pacific Islander households made up 1% of system utilizers, 1% of new-to-system, 1% of outflow, and 0% of returns. There were no differences across the system categories.
- Hispanic/Latin(a)(o)(x) households made up 17% of system utilizers, 24% of new-to-system, 21% of outflow, and 19% of returns. The higher proportion of new-to-system and outflow than system utilizers suggest that this population moves in and out of the system faster than other racial/ethnic groups.

Race and Ethnicity Across User Types (Households)

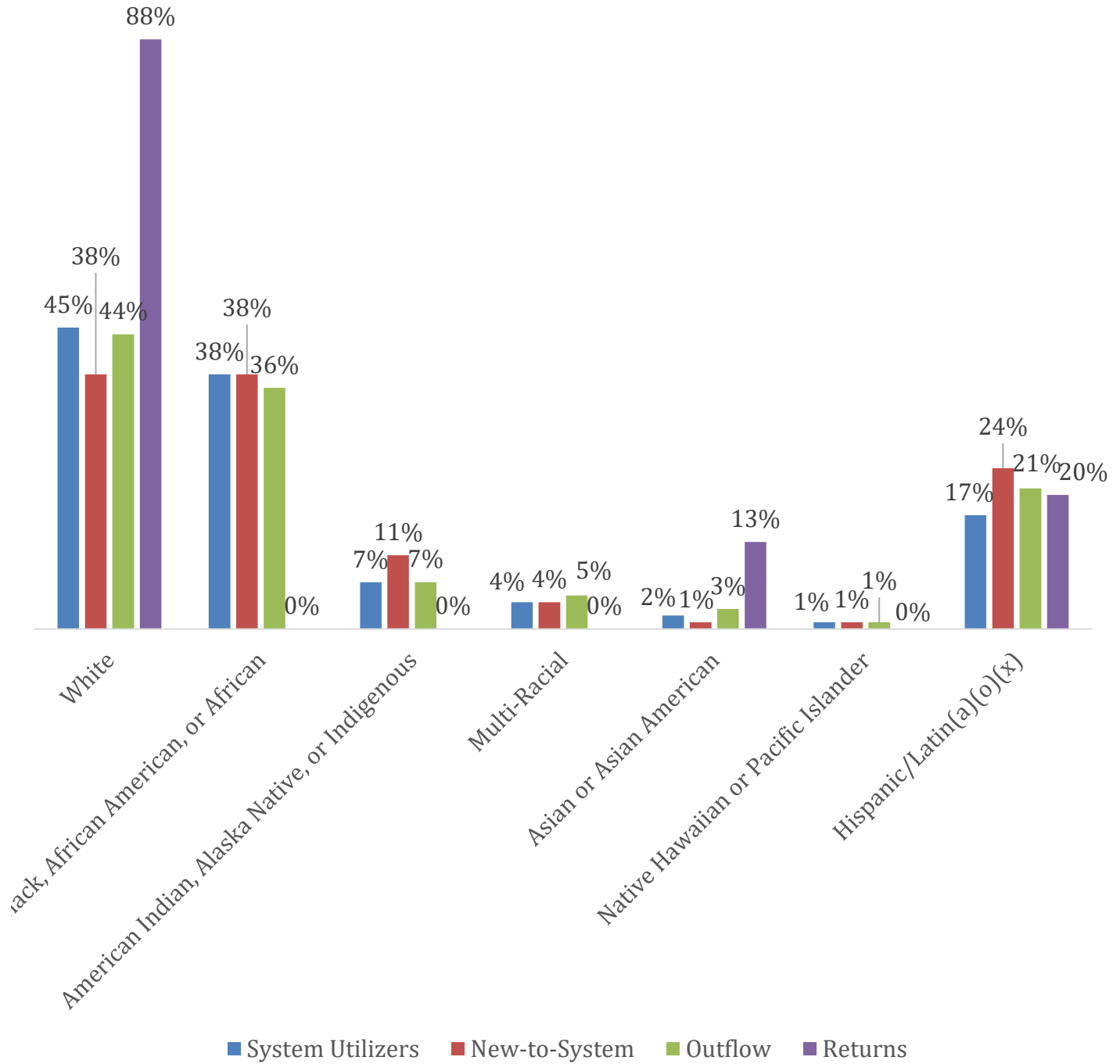


Figure 2: System Utilization by Race & Ethnicity

Methods & Definitions

Data Quality & Analysis

- As the methodology to pull and analyze the BOS quarterly data continues to be refined and improved, we recommend not drawing conclusions based on previous BOS quarter data. We will provide an annual report summarizing all quarters in early 2022 that will provide insight on these four primary indicators over an annual basis. Further, the HMIS is a live and shared database; numbers are potentially subject to minor fluctuations at any given time, should the report be rerun for the same time period. This could be due to retroactive data entry or data clean-up work.

Head of Household (HoH)

- The Head of Household (HoH) is one member of a household to whom all other household members can be associated. A household can be a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit, or, for persons who are not housed, who would live together in one dwelling unit if they were housed. For the purpose of this report, the demographic data of the HoH represents the entire household.
- Sometimes consumers enroll in a program with a household and enroll in another program as a single adult. They are reflected in both the household count and the consumer count.
- Household data is determined by the HoH, including demographics such as race and ethnicity.

Race Definitions (as defined by the Department of Housing and Urban Development)

- American Indian, Alaska Native, or Indigenous: A person having origins to any of the indigenous peoples of North and South America, including Central America.
- Asian or Asian American: A person having origins of Asian descent, including but not limited to Chinese, Indian, Japanese, Korean, Pakistani, Vietnamese, or another representative nation/region.
- Black, African American, or African: A person having origins to any of the Black racial groups of Africa, including Afro-Caribbean.
- Native Hawaiian or Pacific Islander: A person having origins in any of the indigenous peoples of Hawaii, Guam, Samoa, or another Pacific Island.
- Multi-Racial: A person who identifies as more than one race.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

- Hispanic/Latin(a)(o)(x): A person of Central American, Latin American, or South American origin, separate from race.

Deduplication Strategies—intervention levels, outflow, new-to-system, returners

- Consumers and households may enter multiple programs within the same intervention level, or even across intervention levels, resulting in multiple enrollments over the course of a report period. This requires manually removing duplicate enrollments. When removing duplicate enrollments across intervention levels, we chose enrollments in Literally Homeless over Prevention and Diversion or Permanent Supportive Housing. For the outflow, new-to-system, and return analyses, the order of deduplication did not impact the results as we simply needed to know the number of consumers/households.

Intervention Levels

- Intervention Levels included in this report are 1) Prevention and Diversion, 2) Literally Homeless, and 3) Permanent Housing. Coordinated Entry has been excluded from this analysis due to pending system wide decisions around inclusion/exclusion criteria, as well as data completion concerns. The system utilization numbers in this report will be noticeably lower compared to Quarter 1, which did include Coordinated Entry program data.
 - Prevention and Diversion:
 - An enrollment into a Homeless Prevention or Diversion program
 - Literally Homeless:
 - An enrollment in Emergency Shelter, Transitional Housing, or Street Outreach
 - An enrollment in a Services Only project with no move-in date recorded, and with a housing status not equal to “stably housed”
 - Rapid Rehousing or Permanent Supportive Housing if the household does not have a move-in date
 - Permanent Housing:
 - An enrollment in Rapid Rehousing or Permanent Supportive Housing with a move-in date
 - An enrollment in Street Outreach or Services Only project while stably housed, according to the housing status question

Exit Destination Categories

- The specific exit destinations that fall under each category are listed below:
 - Temporary:

- Emergency shelter not in HMIS, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter, Hospital or other residential non-psychiatric medical facility, Host Home (non-crisis), Hotel or motel paid for without emergency shelter voucher, Moved from one HOPWA funded project to HOPWA TH, Jail, prison or juvenile detention facility, Psychiatric hospital or other psychiatric facility, Staying or living with family, temporary tenure (e.g. room, apartment or house), Staying or living with friends, temporary tenure (e.g. room, apartment or house), Transitional housing for homeless persons (including homeless youth) not in HMIS, Safe Haven, Residential project or halfway house with no homeless criteria, Substance abuse treatment facility or detox center.
 - Permanent:
 - Long-term care facility or nursing home, Rental by client in a public housing unit, Rental by client, no ongoing housing subsidy, Rental by client, with GPD TIP housing subsidy, Owned by client, no ongoing housing subsidy, Owned by client, with ongoing housing subsidy, Moved from one HOPWA funded project to HOPWA PH, Rental by client, with HCV voucher (tenant or project based), Rental by client, with other ongoing housing subsidy, Rental by client, with RRH or equivalent subsidy, Rental by client, with VASH housing subsidy, Permanent housing (other than RRH) for formerly homeless persons, Staying or living with friends, permanent tenure, Foster care home or foster care group home, Staying or living with family, permanent tenure. All of these exits must have a move-in date.
 - Unsheltered:
 - Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside).
 - Other/Unknown:
 - Client doesn't know, Client refused, Data not collected, Deceased, Other, or No exit interview completed.

APPENDIX B

Commonly Used Acronyms and Terms

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
BOS	Board of Supervisors (Contra Costa County)
BCSH	California Business Consumer, Services and Housing Agency
CARE	Coordinated Assessment and Resource
CCACS/CCYCS	Contra Costa Adult Continuum of Service/ Contra Costa Youth Continuum of Services (H3 programs)
CDBG, CDBG-CV	Community Development Block Grant (federal and state programs) and the federal Community Development Block Grant CARES Act coronavirus allocation.
CESH	California Emergency Solutions and Housing program (state funding)
COH	Council on Homelessness
Continuum of Care (CoC)	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CES/CE	Coordinated Entry
CNWS	Concord Naval Weapons Station
CORE	Coordinated Outreach Referral, Engagement program
COVID-19	Coronavirus
DCD	Contra Costa Department of Conservation and Development
DOC	Department Operations Center
CDSS	California Department of Social Services
EHSD	(Contra Costa County) Employment and Human Services Division
EOC	Emergency Operations Center
ESG and ESG-CV	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant CARES Act coronavirus allocation.
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HCFC	Housing Coordinating and Financing Council (state governing board under BCSH)
HEAP	Homeless Emergency Aid Program (state funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program (state funding);
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)

Homekey	California funding to support development of interim and permanent housing
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA	Notice of Funding Availability
PHA	Public Housing Authority
Project Roomkey	COVID-related State funding program to support decongregating homeless shelters using hotels/motels.
PSH	Permanent Supportive Housing
PUI	Persons Under Investigation
RFP/RFQ/LOI	Request for Proposal/Request for Qualifications/Letter of Intent related to funding opportunities
RRH	Rapid Rehousing
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAY	Transition Age Youth (usually ages 16-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool

Contra Costa County COVID-19 Resources:

Please see below for additional resources on COVID-19.

Health Services COVID Data Dashboard- <https://www.coronavirus.cchealth.org/dashboard>

Health Services Homeless Specific Data Dashboard- <https://www.coronavirus.cchealth.org/homeless-dashboa>

Health Services COVID Updates- <https://www.coronavirus.cchealth.org/health-services-updates>

Health Services Homeless-Specific COVID Resources -<https://www.coronavirus.cchealth.org/for-the-homeless>



STAFF REPORT FROM THE CONTRA COSTA COUNCIL ON HOMELESSNESS

Contra Costa County Homeless System of Care Quarterly Report for Quarter 4 of 2021 (October - December)

LETTER FROM THE CHAIR

Dear Contra Costa County Board of Supervisors,

The fourth quarter of 2021 saw the Continuum of Care (CoC) and Council on Homelessness (COH) responding to our system's largest funding opportunity (Housing and Urban Development CoC Notice of Funding Opportunity), implement equity principles in new Council member selection process, with great results and reopen more County shelter facilities as we responded to the Omicron COVID-19 variant.

Highlights include

- Continued distribution of Emergency Housing Vouchers
- Application process for HUD CoC NOFO
- Selected new Council Members that better reflect the diversity of the community served
- Data on our system of care
- Reopening of County shelter
- Responding to Omicron variant

I have decided to step down from my seat as the Community Member representative to make space for more diversity on the Council but intend to stay involved and engaged in addressing homelessness in our community. It's been a pleasure working with H3 staff and the entire Council on Homelessness. I am constantly inspired by their commitment to service and improving the quality of life for all members of our community!

Sincerely,

Lindy Johnson, Outgoing Chair of the Council on Homelessness

INTRODUCTION

The Contra Costa Council on Homelessness (CoH) is the governing and oversight body for the County homeless Continuum of Care (CoC) and is appointed by the Board of Supervisors. The Council provides advice and input to the Board of Supervisors on the operations of homeless services, program operations, and program development efforts in Contra Costa County. The Contra Costa Council on Homelessness is the governing body for the Contra Costa County Continuum of Care (CoC).

The Contra Costa CoC is comprised of multiple partners, including service providers, members of the faith community, local business, private and public funders, community members, education system and law enforcement, and others who are working collaboratively to end homelessness. The COH and COC are supported by Contra Costa Health Services Health, Housing & Homeless Services (H3) Division. H3 functions as the CoC administrative entity and collaborative applicant, CoC Lead Agency and Homeless Management Information System (HMIS database) Lead Agency.

The purpose of this report is to share information about the CoC and COH activities with the Contra Costa County Board of Supervisors and to provide recommendations from the COH to the County Board of Supervisors on long range planning and policy formulation that would support the county homeless CoC. This report includes information on system data, funding and policy activities, and CoC initiatives. All information will reflect activities and data for the prior quarter.

This report was produced on behalf of the CoH by H3 in collaboration with the CoH and CoC partners.

SYSTEM DATA

Appendix A includes a data analysis depicting the inflow and outflow of clients in the system, current utilizers of the system, and recidivism (rates of individuals returning to homelessness). The graphics and content in that analysis depict data for the fourth quarter of 2021 (October, November and December).

SYSTEM FUNDING

This quarter the CoC continued to evaluate the system of care and pursued funding opportunities to address the gaps in Contra Costa's homeless system, including our largest source of funding, the HUD CoC NOFO

HUD CoC NOFO- In Quarter 4 of 2021, the CoC completed its Housing and Urban Development Continuum of Care Notice of Funding Opportunity (HUD CoC NOFO) application process. This work including having a sub-committee of the Council on Homelessness review and rank all

submitted applications from providers seeking HUD CoC funds and having the Council on Homelessness vote on the final ranking of projects to be submitted to HUD. The full application was submitted to HUD 11/15/21.

Emergency Housing Vouchers (EHV)- The American Rescue Plan (ARP) of 2021 appropriated \$5 billion for New Emergency Housing Vouchers (Tenant Based Rental Assistance). Contra Costa received 201 vouchers. Fifty seven (57) long term shelter stayers were approved through Contra Costa's Coordinated Entry System (CES) and referred to the Housing Authority of Contra Costa County (HACCC) for processing and approval. Contra Costa CES, along with HomeBase, conducted multiple trainings on aftercare and individualized service plans with providers making referrals for EHV and client facing materials were developed and translated into Spanish.

POLICY

The CoC works closely with H3 and local stakeholders and system partners to track homeless and affordable housing policy that may impact the CoC, its clients, funding or current and future operations. The CoH and CoC, with support from H3, tracked the state budget and United States Department of Housing and Urban Development (HUD) for upcoming funding and funding policy strategies related to homelessness.

The Council tracked progress of the state budget closely and is preparing for community input opportunities to help determine local priorities for future funding.

SYSTEM INITIATIVES

The CoC regularly engages in multiple activities, partnerships, evaluations, and improvement that are designed to improve services to clients and achieve various system goals.

Equity - C4 Innovations, a technical assistance provider, conducted Listening Sessions with clients and staff as part of an equity assessment that will be presented in Q1 2022. Using revised the supplemental application and rubric, the Council selected new Council members that increased the racial and ethnic diversity and number of people with lived experience to serve on the Council.

Homelessness Awareness Month – To mark Homelessness Awareness Month (November), the CoC developed a 100+ page toolkit (<https://cchealth.org/h3/coc/pdf/Homeless-Awareness-Toolkit.pdf>) , a 5-minute video amplifying the voices of people with lived experience of homelessness (<https://spark.adobe.com/video/g8uFATP1cNCal>), recognized over 50 outstanding individuals and agencies impacting homelessness (<https://cchealth.org/h3/coc/awards.php>), presented to the Board of Supervisors on 11/9 and

hosted a the CoC Learning Hub: "Hearing Other People's Experiences (H.O.P.E.) Beyond Homelessness", a panel discussion featuring people with lived experience in our community. A recording of the Learning Hub can be viewed here: <https://youtu.be/1-V9Su8fnUc> and recommendations from the attendees of that panel discussion can be found in the "Recommendations" section below.

Regional Action Plan Progress- The Council on Homelessness Continuous Quality Improvement Committee was renamed the "Plan for Accelerating Transformative Housing (PATH) Innovations Committee". This committee of diverse stakeholders is looking at the Regional Action Plan 1:2:4 cost/gaps analysis model and will utilize improvement science techniques to test the effectiveness of selected interventions.

Meetings, Trainings, and Events – The CoC hosted three (3) COH meetings for Councilmembers to meet to conduct the business of the CoC Board; multiple Committee and Work Group meetings including three (3) HUD CoC NOFO Review and Rank Sessions, one (1) Oversight Committee meeting with three (3) EHV Work Group meetings and one (1) public EHV Feedback session to support the work of that committee, one (1) HMIS Policy Committee meeting, one (1) Continuous Quality Improvement (CQI) Committee meeting, one (1) Homelessness Awareness Month (HAM) Committee meeting and two (2) video Work Group meetings to support the work of that committee, three (3) Nominating Committee meetings, one (1) Point in Time Count Committee meeting; and additional CoC meetings including: one (1) Executive Director meeting; three (3) CoC provider meetings; two (2) trainings including "Workforce Development" and "Working with Clients with Criminal Histories", a CoC Learning Hub : "Hearing Other People's Experiences (H.O.P.E.) Beyond Homelessness" and the launch of the Homeless-Workforce Integration Network (H-WIN) meetings (a partnership between Workforce Development and Homeless Services). The recordings, minutes and materials for trainings and meetings can be found on the H3 website¹ and on the County agenda center², and a calendar of upcoming meetings and events can be found on the H3 website.

COVID-19 UPDATE

The CoC has continued to support providers, staff, and consumers during the COVID-19 pandemic providing guidance, COVID-19 testing, vaccines, and implementing a strategy to transition individuals in Project Roomkey into permanent housing. The system of care is

¹ <https://cchealth.org/h3/coc/partners.php#Training>

² <https://www.contracosta.ca.gov/agendacenter>

continuing to reopen programs and sites in accordance with health orders and guidance provided by Contra Costa Health Services.

Brookside Shelter – The County’s Brookside Shelter in Richmond reopened on December 1st, 2022 with capacity for 34 individuals and 2 couples.

Delta Landing- In Q4, the project formerly known as the East County Interim Housing Project (ECHIP) was renamed to Delta Landing. H3 hosted a Grand Opening on December 6th that included attendance by a representative from Governor Newsome’s office as well representatives from other as local, state and federal elected officials. Construction is expected to finish in early 2022, and when reopened, the facility will have 172 resident rooms.

Project Room Key- In Q4, operations at the Marriott, SureStay, and Premier Inn continued, pending the reopening of Delta Landing. The SureStay in Richmond was host to 32 PUI rooms, but because of the recent surge across the county, an additional 20 rooms were brought online for PUI placements. H3 and Public Health continue closely monitoring occupancy at the site.

TESTING AND VACCINATION

In the fourth quarter of 2021, among people who meet the HUD definition of homelessness:

- # of COVID-19 tests: 5,128
- # of individuals with positive test for COVID-19: 95
- # of vaccines administered: 1,738

Additional data related to COVID-19 and those experiencing homelessness can be found on the data dashboard.³

RECOMMENDATIONS

Participants of the 11/8/21 CoC Learning Hub: "Hearing Other People's Experiences (H.O.P.E.) Beyond Homelessness" were asked to provide their recommendations to decision makers about how to best respond to homelessness. Three key themes emerged from their responses:

1. Invest more in direct services
2. Invest in amplifying the voice of people with lived experience
3. Invest in housing

³ <https://www.coronavirus.cchealth.org/homeless>

APPENDIX A

**Contra Costa County Health, Housing, and Homelessness Data Summary
Q4, 2022**

Contra Costa County Health, Housing, and Homelessness Data Summary

Description of the data:

- **What:** Program Utilization, Outcomes, and Consumer Demographics Summary
- **Who:** Contra Costa Continuum of Care (CoC) consumers
- **When:** October 1, 2021 – December 31, 2021 (Quarter Four)
- **Why:** Presentation to the Board of Supervisors

This summary includes high-level analyses of CoC consumers and households during the fourth quarter (Q4) of 2021 (October 1, 2021 to December 31, 2021), focusing on the following four indicators, including race and ethnicity demographics for each measure:

System Utilizers

Consumers active in a project during the reporting period.



New-to-System

Consumers entering the system of care for the first time during the reporting period.



System Outflow

Consumers leaving the system of care during the reporting period.



Recidivism

Consumers who had a return to homelessness in the system during the reporting period.



Main Findings

- System Utilizers
 - 4,061 households (5,163 consumers) utilized the homelessness system of care during Q4 (Prevention and Diversion, Literally Homeless, and Permanent Housing programs¹).
 - The majority of households were White (45%), followed closely by Black/African American/African (38%); 17% were Hispanic/Latin(a)(o)(x).
 - 73% of all households accessed a Literally Homeless program.
- New-to-System
 - 15% of all households served were new to the system (629 households).
 - Black/African American/African households made up 42% of households that were new-to-system; White households made up 35%. 22% were Hispanic/Latin(a)(o)(x).
 - The majority of new-to-system households (90%) accessed a Literally Homeless program during Q4.
- System Outflow
 - 19% of all households served were categorized as “outflow” or exited the system of care (776 households).
 - The majority of exiting households were White (44%), followed closely by Black/African American/African (35%); 22% were Hispanic/Latin(a)(o)(x).
 - 20% of households exited to a Permanent destination.
 - There were 147 more households exiting the system of care (776 households) than newly entering the system of care (629 households) in Q4.
- Returns
 - Small number of returning households (N=24) make the data vary widely from quarter to quarter.
 - White households made up 71% of returning households and Native Hawaiian/Pacific Islanders made up 25%.
- Racial/Ethnic Comparisons
 - The proportion of White households new-to-system and proportion of outflow were lower than White proportion of system utilizers, suggesting that White households have less movement in and out of the system of care than other populations.
 - The proportion of Hispanic/Latin(a)(o)(x) new-to-system and proportion of outflow were higher than their proportion of system utilizers, suggesting that Hispanic/Latin(a)(o)(x) move out in and out of the system of care faster than other populations.

¹ The Coordinated Entry project type is not included in this quarter’s summary. Please see the Methods section for more details.

System Utilizers

4,061 households (5,163 consumers) had an active enrollment in a Continuum of Care (CoC) program during Quarter Four of 2021. This included all programs in the three intervention levels of service within Contra Costa County’s Homelessness CoC (Prevention and Diversion, Literally Homeless, and Permanent Housing programs²). The number of consumers and households accessing programs at each intervention level is presented in Table 1. Of the total 4,061 household enrollments last quarter, 2,981 households (73%) accessed Literally Homeless programs, 896 households (22%) were enrolled in Permanent Housing programs, and 183 households (5%) utilized Prevention and Diversion programs.

Intervention Level	Number of Consumers	Number of Households	% of Consumers	% of Households
Prevention/Diversion	284	183	5%	5%
Literally Homeless	3,755	2,981	72%	73%
Permanent Housing	1,185	896	23%	22%
Total Deduplicated	5,163	4,061	100%	100%

Table 1. Household System Utilization by Intervention Level

White households were the largest racial group accessing the system of care (making up 45% of households in the CoC); followed by Black/African American/African (38%). All other racial groups made up 8% or less of the CoC (Table 2).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	2,154	1,791	42%	45%
Black, African American, or African	2,008	1,524	39%	38%
American Indian, Alaska Native, or Indigenous	363	288	7%	7%
Multi-Racial	295	179	6%	4%
Asian or Asian American	98	65	2%	2%
Native Hawaiian or Pacific Islander	88	76	2%	2%
Missing	157	138	2%	2%
Total Deduplicated	5,163	4,061	100%	100%

Table 2. Race Breakdown by Unique Consumers and Households

² A detailed description of each program type category is provided in the Methods section of this summary.

Non-Hispanic/Latin(a)(o)(x) made up 81% of the CoC; 17% were Hispanic/Latin(a)(o)(x), (Table 3).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Latin(a)(o)(x)	4,049	3,252	78%	81%
Hispanic/Latin(a)(o)(x)	995	698	19%	17%
Missing	119	111	2%	2%
Total Deduplicated	5,163	4,061	100%	100%

Table 3. Ethnicity Breakdown by Unique Consumers and Households

New-to-System

629 households (with 905 unique consumers), or 15% of all households served during Q4, enrolled into the system of care for the first time ever during the report period. This includes new enrollments into a program within the Prevention and Diversion, Literally Homeless, or Permanent Housing intervention levels. The breakdown of program utilization by intervention level is shown in Table 4. Of the 629 new households entering the system in Q4, 64 (10%) entered Prevention and Diversion programs, 563 (90%) entered Literally Homeless programs, and 2 households (less than 1%) entered Permanent Housing programs.

Intervention Level	Number of Consumers	Number of Households	% of Consumers	% of Households
Prevention and Diversion	111	64	12%	10%
Literally Homeless	792	563	88%	90%
Permanent Housing	2	2	<1%	<1%
Total (unduplicated)	905	629	100%	100%

Table 4: Household Inflow by Program Type

Black/African American/African households made up 42% of the households that were new-to-system followed by White households (35%) and American Indian/Alaska Native/Indigenous (10%, Table 5).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	289	222	32%	35%
Black, African American, or African American Indian, Alaska Native, or Indigenous	394	251	44%	42%
American Indian, Alaska Native, or Indigenous	90	66	10%	10%
Multi-Racial	39	21	4%	3%
Asian or Asian American	11	13	2%	2%
Native Hawaiian or Pacific Islander	23	14	3%	2%
Missing	47	36	5%	6%
Total Deduplicated	905	629	100%	100%

Table 5: Race Breakdown of Consumers New to System of Care

Non-Hispanic/Latin(a)(o)(x) made up 74% of the CoC; 22% were Hispanic/Latin(a)(o)(x), (Table 3). The proportion of Hispanic/Latin(a)(o)(x) that made up new-to-system (22%) was higher than the proportion of Hispanic/Latin(a)(o)(x) of system utilizers (17%).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Latin(a)(o)(x)	668	463	74%	74%
Hispanic/Latin(a)(o)(x)	202	137	22%	22%
Missing	30	24	4%	4%
Total Deduplicated	905	629	100%	100%

Table 6: Ethnicity Breakdown of Consumers New to System of Care

System Outflow

776 households (1,072 consumers), or 19% of active households during Q4, exited the system of care and did not reenroll into another program by the end of the reporting period. The exit destinations of consumers leaving the system of care, according to their final exit, are shown in Table 7. Exit destination categories include Temporary settings (emergency shelters not in the HMIS, hospital, jail, staying with friends or family temporarily), Permanent settings (subsidized housing with a move-in date, moving into own unit/house, staying with friends or family

permanently, nursing home), Unsheltered Destination (last destination recorded was a place not meant for habitation), and Other (consumer deceased or destination unknown).

Most system leavers (59% of households with exits) exited to a missing or unknown destination (550 people, 457 households). 158 households (294 consumers), or 20% of all household system leavers, exited to a Permanent exit destination in Quarter Four. Another 16% of households exited to a Temporary destination, and 4% to an Unsheltered exit destination.

Exit Destination Category	Number of Consumers	Number of Households	% of Consumers	% of Households
Temporary	179	127	17%	16%
Permanent	294	158	27%	20%
Unsheltered	49	34	5%	4%
Other/Unknown	550	457	51%	59%
Total Deduplicated	1,072	776	100%	100%

Table 7: Exit Destinations of Consumers Leaving the System of Care

White households were the largest racial group making up system outflow (44% of households exiting the system of care); followed by Black/African American/African (35%). All other racial groups made up 10% or less of system outflow (Table 8).

Race of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
White	429	340	40%	44%
Black, African American, or African American Indian, Alaska Native, or Indigenous	415	274	39%	35%
Multi-Racial	47	33	4%	4%
Asian or Asian American	14	12	1%	2%
Native Hawaiian or Pacific Islander	25	14	2%	2%
Missing	31	24	3%	3%
Total Deduplicated	1,072	776	100%	100%

Table 8: Race Breakdown of Consumers Exiting the System of Care

Non-Hispanic/Latin(a)(o)(x) households made up 76% of the system outflow; 22% were Hispanic/Latin(a)(o)(x), (Table 9). Hispanic/Latin(a)(o)(x) made up a greater proportion of exits from the CoC (22%) than system utilizers (17%).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Latin(a)(o)(x)	798	594	74%	76%
Hispanic/Latin(a)(o)(x)	257	1167	24%	22%
Missing	17	15	2%	2%
Total Deduplicated	1,072	776	100%	100%

Table 9: Ethnicity Breakdown of Consumers Exiting the System of Care

Returns to Homelessness

24 households (32 consumers) returned as literally homeless to the CoC in Q4 of 2021. A return as literally homeless included anyone who enrolled in a Literally Homeless program within two years from their last exit to a Permanent destination.

Because the number of people/households returning each quarter is small, proportions of returns by race and ethnicity will be more pronounced and will fluctuate significantly each quarter. Please keep this in mind as conclusions are drawn potentially indicating disparities.

White households made up a greater proportion of people returning to the system (71%) and Native Hawaiian/Pacific Islander made up 25%. No head of household from other racial groups returned to the crisis response from a previous permanent housing exit (Table 10). Again, these numbers are too low to draw comparisons to other data in this report.

Race of All Consumers	Number of Consumers	Number of Households*	% of Consumers	% of Households*
White	17	17	53%	71%
Black, African American, or African American Indian, Alaska Native, or Indigenous	3	0	9%	0%
Multi-Racial	3	0	9%	0%
Asian or Asian American	0	0	0%	0%
Native Hawaiian or Pacific Islander	7	6	22%	25%
Missing	1	1	3%	4%
Total Deduplicated	32	24	100%	100%

*Household data is based on the HoH.

Table 10: Race Breakdown of Consumers Returning to System of Care

Hispanic/Latin(a)(o)(x) made up 54% of the system returners (13 households, Table 11).

Ethnicity of All Consumers	Number of Consumers	Number of Households	% of Consumers	% of Households
Non-Hispanic/Latin(a)(o)(x)	16	11	50%	46%
Hispanic/Latin(a)(o)(x)	6	13	50%	54%
Missing	0	0	0%	0%
Total Deduplicated	32	24	100%	100%

Table 11: Ethnicity Breakdown of Consumers Returning to System of Care

Overview of System Utilization

Summarizing the Quarter Four findings presented above, the system of care was comprised of 4,061 households and 5,163 consumers. There were 629 households (905 consumers) entering the system of care and 776 households (1,072 consumers) which exited the system of care. 24 households (32 consumers) returned within 24 months (Figure 1).

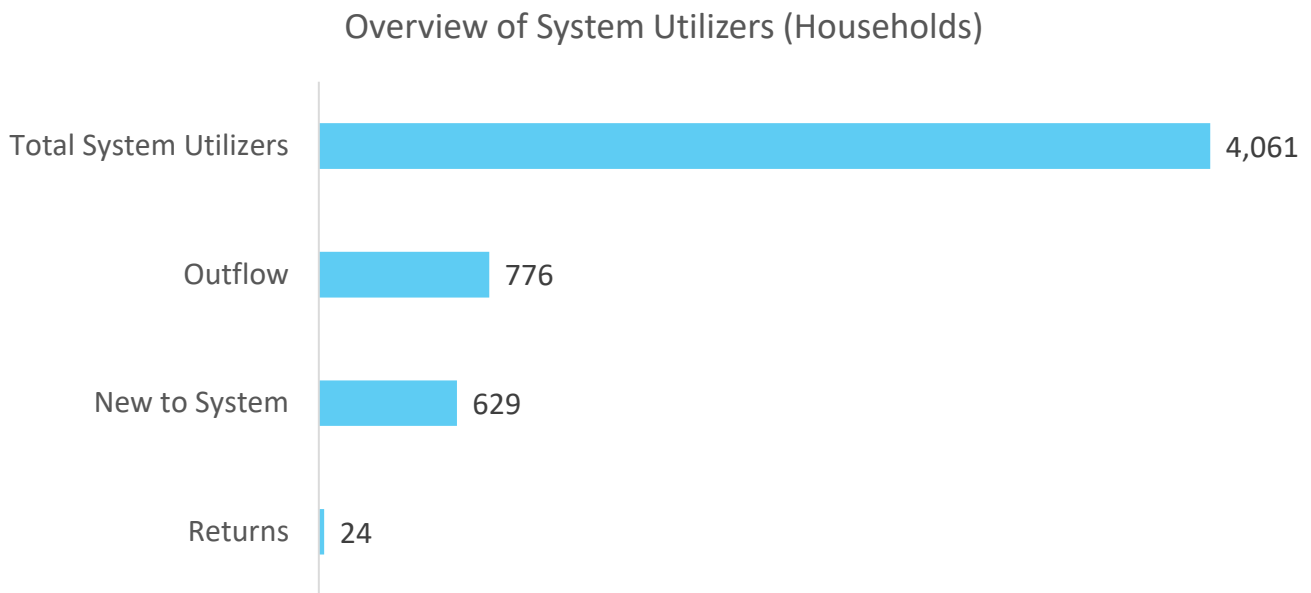


Figure 1: Overview of System Utilization Unique Households)

There are differences by race and ethnicity for system utilizers, new-to-system, outflow, and returns to the homelessness system of care (Figure 2):

- White households made up 45% of system utilizers, 35% of new-to-system, 44% of outflow, and 71% of returns. The lower percent of new-to-system than system utilizers suggests that White households had more people who remained in the system for longer periods of time than other racial/ethnic groups. The very few number of households that return to the system within the reporting period make inferences about the data inconclusive.
- Black/African American/African households made up 38% of system utilizers, 42% of new-to-system, 35% of outflow, and 0% of returns. There were no differences across the system categories.
- American Indian/Alaska Native/Indigenous made up 7% of system utilizers, 10% of new-to-system, 10% of outflow, and 0% of returns. They had higher rates of new-to-system than system utilization and exits/outflow.

- People with Multiple Races made up 4% of system utilizers, 3% of new-to-system, 4% of outflow, and 0% of returns. There were no differences across the system categories.
- Asian/Asian American households made up 2% of system utilizers, 2% of new-to-system, 3% of outflow, and 0% of returns. There were no differences across the system categories.
- Native Hawaiian/Pacific Islander households made up 1% of system utilizers, 2% of new-to-system, 2% of outflow, and 25% of returns. The very few number of households that return to the system within the reporting period make inferences about the data inconclusive.
- Hispanic/Latin(a)(o)(x) households made up 17% of system utilizers, 22% of new-to-system, 22% of outflow, and 46% of returns. The higher proportion of new-to-system and outflow than system utilizers suggest that this population moves in and out of the system faster than other racial/ethnic groups. The very few number of households that return to the system within the reporting period make inferences about the data inconclusive.

Race and Ethnicity Across User Type

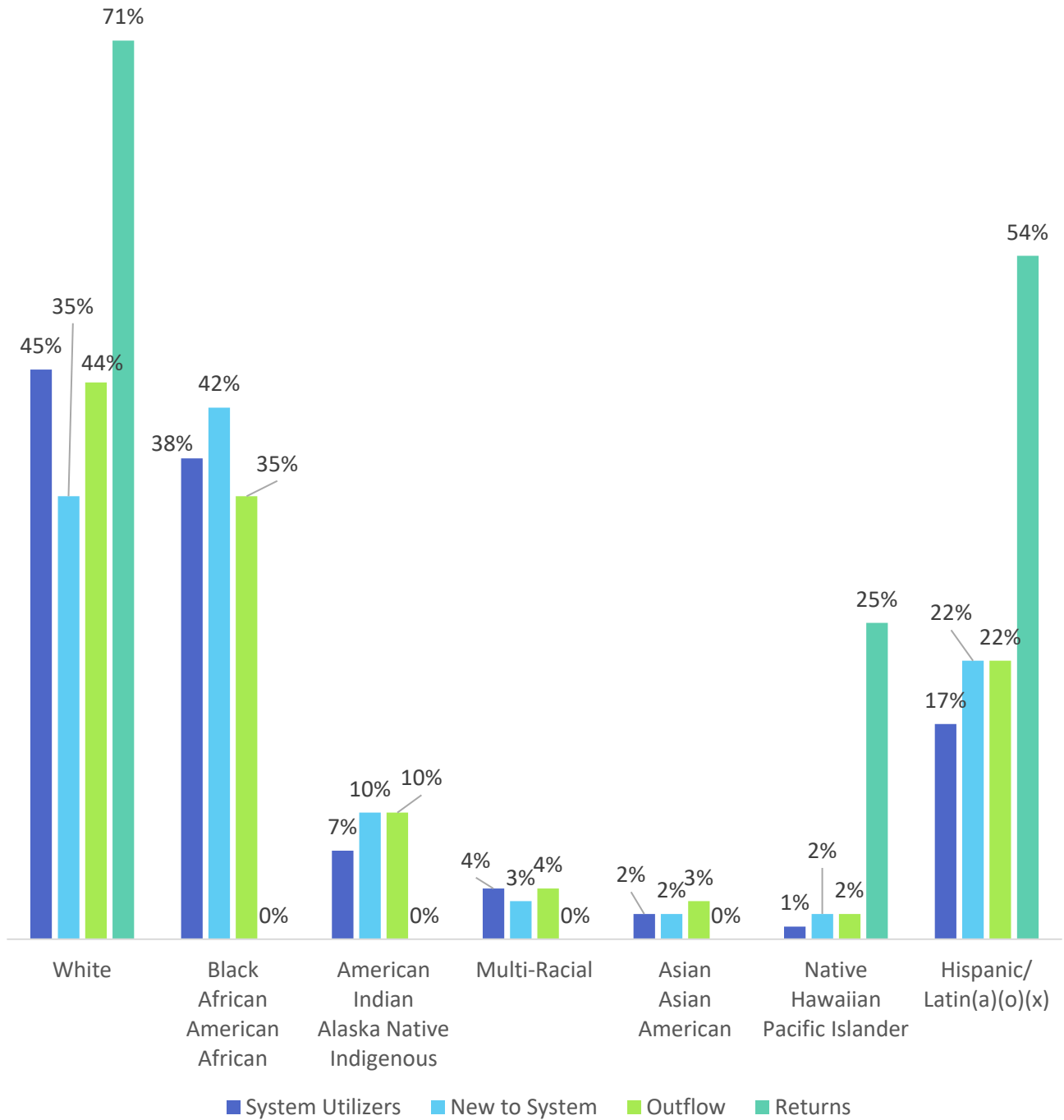


Figure 2: System Utilization by Race & Ethnicity

Review of 2021 Quarterly Trends

A comprehensive analysis of 2021 system utilizers, inflow, outflow, returns, and race/ethnicity differences will be provided in the 2021 annual report. As a preliminary review, the four quarterly reports were compared to identify trends or noteworthy shifts. The take-aways are provided below.

- Data quality and completeness for each quarterly report is impacted by how many days the report is run after the quarter ended. This real-time data changes after each quarter due to auto-exits and data cleaning. The number of system utilizers and people in outflow is greater when the report is run soon after the quarter ended. For this reason, program and policy decisions should rely on annual data instead of quarterly data.
- Race and ethnicity make-up did not vary from quarter to quarter across system utilizers, inflow, or outflow. Variations in race/ethnicity among returners varied, likely due to the small number of people/households each quarter returning to the system from permanent housing. For this reason, program and policy decisions that focus on households returning to the system should rely on annual data instead of quarterly data.
- The number of system utilizers was similar from quarter to quarter and did not appear to have seasonal differences.
- Inflow varied from 538 households during Q2 to 629 in Quarters 1 and 4.
- Outflow varied from 421 households in Q1 to 1,003 in Q2 (again, the lower outflow may have been a result of running the report soon after the quarter ended).
- The different between inflow and outflow was greatest in Q2 with 495 households added to the system of care.

Methods & Definitions

How to Use This Report

- The report analyzes “real-time” data that changes as people enter and exit new programs. The quality and completeness of the data is impacted by the amount of time between the end of the quarter and the data-run date. For Quarter 4, the report was prepared 47 days after the end of the quarter.
- As the methodology to pull and analyze the BOS quarterly data continues to be refined and improved, we recommend not drawing conclusions based on previous BOS quarter data. An annual report summarizing all quarters will be published in early 2022 that will provide insight on these four primary indicators over an annual basis. Further, the HMIS is a live and shared database; numbers are potentially subject to minor fluctuations at any given time, should the report be rerun for the same time period. This could be due to retroactive data entry or data clean-up work.

Head of Household (HoH)

- The Head of Household (HoH) is one member of a household to whom all other household members can be associated. A household can be a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit, or, for persons who are not housed, who would live together in one dwelling unit if they were housed. For the purpose of this report, the demographic data of the HoH represents the entire household.
- Sometimes consumers enroll in a program with a household and enroll in another program as a single adult. They are reflected in both the household count and the consumer count.
- Household data is determined by the HoH, including demographics such as race and ethnicity.

Race Definitions (as defined by the Department of Housing and Urban Development)

- American Indian, Alaska Native, or Indigenous: A person having origins to any of the indigenous peoples of North and South America, including Central America.
- Asian or Asian American: A person having origins of Asian descent, including but not limited to Chinese, Indian, Japanese, Korean, Pakistani, Vietnamese, or another representative nation/region.
- Black, African American, or African: A person having origins to any of the Black racial groups of Africa, including Afro-Caribbean.
- Native Hawaiian or Pacific Islander: A person having origins in any of the indigenous peoples of Hawaii, Guam, Samoa, or another Pacific Island.
- Multi-Racial: A person who identifies as more than one race.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnicity

- Hispanic/Latin(a)(o)(x): A person of Central American, Latin American, or South American origin, separate from race.

Deduplication Strategies—intervention levels, outflow, new-to-system, returners

- Consumers and households may enter multiple programs within the same intervention level, or even across intervention levels, resulting in multiple enrollments over the course of a report period. This requires manually removing duplicate enrollments. When removing duplicate enrollments across intervention levels, we chose enrollments in Literally Homeless over Prevention and Diversion or Permanent Supportive Housing. For the outflow, new-to-system, and return analyses, the order of deduplication did not impact the results as we simply needed to know the number of consumers/households.

Intervention Levels

- Intervention Levels included in this report are 1) Prevention and Diversion, 2) Literally Homeless, and 3) Permanent Housing. Coordinated Entry has been excluded from this analysis due to pending system wide decisions around inclusion/exclusion criteria, as well as data completion concerns. The system utilization numbers in this report will be noticeably lower compared to Quarter 1, which did include Coordinated Entry program data.
 - Prevention and Diversion:
 - An enrollment into a Homeless Prevention or Diversion program
 - Literally Homeless:
 - An enrollment in Emergency Shelter, Transitional Housing, or Street Outreach
 - An enrollment in a Services Only project with no move-in date recorded, and with a housing status not equal to “stably housed”
 - Rapid Rehousing or Permanent Supportive Housing if the household does not have a move-in date
 - Permanent Housing:
 - An enrollment in Rapid Rehousing or Permanent Supportive Housing with a move-in date
 - An enrollment in Street Outreach or Services Only project while stably housed, according to the housing status question

Exit Destination Categories

- The specific exit destinations that fall under each category are listed below:
 - Temporary:
 - Emergency shelter not in HMIS, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter, Hospital or other residential non-psychiatric medical facility, Host Home (non-crisis), Hotel or motel paid for without

emergency shelter voucher, Moved from one HOPWA funded project to HOPWA TH, Jail, prison or juvenile detention facility, Psychiatric hospital or other psychiatric facility, Staying or living with family, temporary tenure (e.g. room, apartment or house), Staying or living with friends, temporary tenure (e.g. room, apartment or house), Transitional housing for homeless persons (including homeless youth) not in HMIS, Safe Haven, Residential project or halfway house with no homeless criteria, Substance abuse treatment facility or detox center.

- Permanent:
 - Long-term care facility or nursing home, Rental by client in a public housing unit, Rental by client, no ongoing housing subsidy, Rental by client, with GPD TIP housing subsidy, Owned by client, no ongoing housing subsidy, Owned by client, with ongoing housing subsidy, Moved from one HOPWA funded project to HOPWA PH, Rental by client, with HCV voucher (tenant or project based), Rental by client, with other ongoing housing subsidy, Rental by client, with RRH or equivalent subsidy, Rental by client, with VASH housing subsidy, Permanent housing (other than RRH) for formerly homeless persons, Staying or living with friends, permanent tenure, Foster care home or foster care group home, Staying or living with family, permanent tenure. All of these exits must have a move-in date.
- Unsheltered:
 - Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside).
- Other/Unknown:
 - Client doesn't know, Client refused, Data not collected, Deceased, Other, or No exit interview completed.

APPENDIX B

Commonly Used Acronyms and Terms

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
BOS	Board of Supervisors (Contra Costa County)
BCSH	California Business Consumer, Services and Housing Agency
CARE	Coordinated Assessment and Resource
CCACS/CCYCS	Contra Costa Adult Continuum of Service/ Contra Costa Youth Continuum of Services (H3 programs)
CDBG, CDBG-CV	Community Development Block Grant (federal and state programs) and the federal Community Development Block Grant CARES Act coronavirus allocation.
CESH	California Emergency Solutions and Housing program (state funding)
COH	Council on Homelessness
Continuum of Care (CoC)	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CES/CE	Coordinated Entry
CNWS	Concord Naval Weapons Station
CORE	Coordinated Outreach Referral, Engagement program
COVID-19	Coronavirus
DCD	Contra Costa Department of Conservation and Development
DOC	Department Operations Center
CDSS	California Department of Social Services
EHSD	(Contra Costa County) Employment and Human Services Division
EOC	Emergency Operations Center
ESG and ESG-CV	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant CARES Act coronavirus allocation.
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HCFC	Housing Coordinating and Financing Council (state governing board under BCSH)
HEAP	Homeless Emergency Aid Program (state funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program (state funding);

HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)
Homekey	California funding to support development of interim and permanent housing
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA	Notice of Funding Availability
PHA	Public Housing Authority
Project Roomkey	COVID-related State funding program to support decongregating homeless shelters using hotels/motels.
PSH	Permanent Supportive Housing
PUI	Persons Under Investigation
RFP/RFQ/LOI	Request for Proposal/Request for Qualifications/Letter of Intent related to funding opportunities
RRH	Rapid Rehousing
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAY	Transition Age Youth (usually ages 16-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool

Contra Costa County COVID-19 Resources:

Please see below for additional resources on COVID-19.

Health Services COVID Data Dashboard- <https://www.coronavirus.cchealth.org/dashboard>

Health Services Homeless Specific Data Dashboard- <https://www.coronavirus.cchealth.org/homeless-dashboa>

Health Services COVID Updates- <https://www.coronavirus.cchealth.org/health-services-updates>

Health Services Homeless-Specific COVID Resources <https://www.coronavirus.cchealth.org/for-the-homeless>



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

8.

Meeting Date: 02/28/2022

Subject: COMMISSION ON WOMEN AND GIRLS BYLAW AMENDMENTS AND FISCAL ADMINISTRATION

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter: Julie Enea & Monica Carlisle **Contact:** Julie DiMaggio Enea 925.655.2056 or Monica Carlisle (925) 655-2040

Referral History:

The Contra Costa Commission for Women and Girls 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 Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

BYLAW REVISIONS

In September 2017, the Internal Operations Committee held a discussion about problems that had been reported concerning the Commission for Women and Girls and has worked with the Commission to institute policy and bylaws changes to address the issues that have hindered functioning of the Commission. The Commission met to discuss bylaws revisions and clarifications and submitted bylaws amendments to the Family and Human Services Committee for review at the March 22, 2021 FHS meeting. The proposed Commission bylaws changes as presented at the March 22, 2021 FHS meeting are summarized below:

ARTICLE III. MEMBERSHIP, Section 2. Member Responsibilities and Section 6. Removal: Moved language pertaining to member absences from Section 2 to Section 6, since Section 6.2. addresses membership attendance.

ARTICLE III. MEMBERSHIP, Section 4. Terms of Appointment: Added the seat term staggering plan and as previously approved by the Board to extend seat terms from 3 years to 4 years, and not included in the last bylaws revision.

ARTICLE IV. OFFICERS, Section 1. Nomination of Officers: Established the annual February Commission meeting for the annual appointment of officers.

ARTICLE IV. OFFICERS, Section 2. Election of Officers: Removed ballots process at a membership committee and replaced with the election being conducted publicly at a commission meeting and by majority vote.

On March 22, 2021, FHS reviewed the bylaws amendments and recommended that the Board of Supervisors accept the amended bylaws of the Contra Costa Commission for Women and Girls. However, FHS's recommendation of the acceptance of the amended bylaws was not subsequently submitted to the Board of Supervisors for adoption.

FISCAL ADMINISTRATION

Similar to other County advisory bodies, the Commission for Women receives no financial support from the County. County advisory bodies are composed of volunteer citizens and typically receive limited staff support from the County. For many years, the Commission partnered with the Friends of the Commission for Women, a private 501(c)(3) nonprofit entity formed in 2003, to provide funding for Commission activities. In recent years, however, the priorities of the Commission and the Friends group appeared to diverge and the Commission was unable to function effectively. Many members resigned due to dissatisfaction and disenfranchisement.

In 2018, the Internal Operations Committee amended the Commission bylaws to create an arms-length relationship between Commission and the Friends group, stipulating that Friends members who were also members of the Commission must recuse themselves from Commission issues involving Friends funding. The IOC also directed that any Commission funds be deposited to the County Treasury in an account designated for the Commission. The Commission was asked to provide an accounting of its funds available for transfer.

On June 26, 2021, the Friends group filed for dissolution with the California Secretary of State and distributed its fund balances to two entities: Stand! For Families Free of Violence and Community Violence Solutions.

Referral Update:

BYLAW REVISIONS

After March 22, 2021, the Commission met again to discuss additional bylaws revisions and clarifications and approved more changes as shown in the attachments. The recommended bylaws amendments attachments include both a red-lined version showing the additional proposed changes from the last revision and a clean version with all proposed changes included. The substantive newly proposed changes are summarized below:

ARTICLE I. NAME, Section 2.: Updated the year when the Advisory Committee was renamed the Contra Costa Commission for Women, updated the name of the Advisory Committee, and included information regarding when the Board of Supervisors adopted the revised bylaws that changed the name of the Commission to Contra Costa Commission for Women and Girls.

ARTICLE III. MEMBERSHIP, Section 1. Members: Removed the language defining diversity with six social identities: racial, ethnic, age, religious affiliation, gender, and sexual orientation.

ARTICLE III. MEMBERSHIP, Section 2. Member Responsibilities.: Added additional member responsibilities with the expectation that at-large members will endeavor to attend one Board of Supervisor's meeting each year, members will be an ambassador and proponent of the Commission, and all members will be expected to serve on at least one committee annually. Included clarification language.

ARTICLE III. MEMBERSHIP, Section 4. Terms of Appointment: Specified that the staggered expiration dates for member seats will occur at the end of the first year, second year and third year, respectively.

ARTICLE III. MEMBERSHIP, Section 5. Vacancies: Added a topic phrase at the beginning of each paragraph to summarize the subject of the paragraph. Changed the name of the Committee to which the Commission will recommend applicants from the Internal Operations Committee to the Family and Human Services Committee. Included other clarification language.

ARTICLE III. MEMBERSHIP, Section 6. Removal: Added the language to state that the Chair will notify the Board of Supervisors of the vacancy upon receipt of a written notice of resignation. Updated the topic phrase at the beginning of each paragraph. Specified that members whose attendance rate falls below 45% should be within the previous twelve regularly scheduled meetings. Split paragraph 2 into paragraphs 2, 3 and 4 with topic phrases added at the beginning of each paragraph. Renumbered the previous paragraphs 3 and 4 to paragraphs 5 and 6. Changed the "Membership Committee" into the "Commission Chair and Vice Chair" to be the body that will review the matter should a meeting attendance recommendation be triggered under this section. Added a sentence that the Chair will notify the BOS of the poor conduct and recommendation for removal. Included other clarification language.

ARTICLE IV. OFFICERS, Section 1. Nomination and Election of Officers: Removed the previous Section 1. Nomination of Officers. Changed the previous Section 2. Election of Officers into a new Section 1. Nomination and Election of Officers. Removed the language regarding a report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February. Updated the language to clarify the process of the nomination and election of officers.

ARTICLE V. MEETINGS, Section 1. Regular Meetings: Changed regular meetings to be held on the 4th Tuesday of each month and updated the address of the meeting location.

ARTICLE V. MEETINGS, Section 2. Special Meetings: Updated the address of the meeting location.

ARTICLE V. MEETINGS, Section 3. Action at a Meeting: Quorum and Required Vote: Added the requirement that a quorum must be present to conduct a meeting. Included clarification language. Added the statement that “Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.”

ARTICLE VI. COMMITTEES, Section 2. Standing Committees: Removed Events Committee from being a Standing Committee, and removed the language describing the responsibilities of the Events Committee. Renumbered Legislative Committee, Membership Committee and Public Relations Commission. Removed the language regarding the submission of recommended applicants’ names from the Membership Committee to the Internal Operational Committee for possible consideration by the Board of Supervisors for appointment and keep the Executive Committee appraised of the status of pending appointments. Included other clarification language.

ARTICLE VI. COMMITTEES, Section 4. Terms of Committee Membership: Clarified that membership of standing or special Committees will be reviewed and confirmed in the month of March, not February. Removed the sentence requiring all members of Commission must serve on at least one Standing and/or Special Committee.

FISCAL ADMINISTRATION

For the administration of funds secured by or on behalf of the County's Commission for Women and Girls, the County Administrator's Office established budgetary organization #1153 in Department 0135-Economic Development, which is overseen by the County Administrator's Office. In consultation with Commission Chair Kelly Clancy, the following procedures have been established for depositing and accessing Commission funds:

A. Solicit Funds or Apply for Grants

1. Commission Chair or Treasurer completes and submits “**FIN1- Form**” (*Attached*) to the CAO liaison for approval or rejection by the Board of Supervisors.
2. Commission Chair or Treasurer takes appropriate action only after receiving notification by the CAO liaison of the Board of Supervisors’ official approval and authorization.

B. Receipt of Each Gift or Bequest

❖*Regardless of Value*

1. Commission Chair or Treasurer completes and submits “**FIN2- Form**” (*Attached*) to the CAO liaison for approval or rejection of the gift or bequest.
2. Commission Chair or Treasurer submits any cash or checks received with the gift or bequest to the CAO liaison with the “**FIN2- Form**.”
3. Commission Chair or Treasurer keeps account of funds received.

C. Expenditure of Commission funds

1. Commission Chair or Treasurer directs the CAO liaison, via email, to expend funds after affirmative vote by Commission quorum (substantiated by Commission minutes). Expenditure of Commission funds are processed in accordance with the County's purchasing policies and procedures.
2. Commission Chair or Treasurer keeps account of expenditures. CAO liaison will reconcile Commission's financial reports with the County Finance System.

Ms. Clancy advised staff that the Commission has no funds to transfer to the new account at this time.

Fundraising and Solicitation

Currently, there is no State statute or County policy that would allow the County's Commission for Women and Girls to engage in fundraising. The State's Commission on Women and Girls is statutorily authorized to do fundraising, accept gifts, donations, hold events, etc. (Gov. Code 8244(f).) This appears to be unique authority in the State and likely why most local fundraising is conducted by non-profit charitable organizations, such as "friends groups" that support particular public causes. Moreover, County policies on advisory bodies contain restrictions that would hamper fundraising activities, i.e., *"Advisory bodies, in general, should not engage in activities or projects that are not specifically authorized by the Board. (Contra Costa County, Advisory Body Handbook: Guidelines & Resources for Boards, Committees, Commissions, and Councils Governed by the Contra Costa County Board of Supervisors, Oct. 2021, at p. 6)."* County policies forbid Board advisory bodies to establish bank accounts, handle cash, or transact cash business of any kind.

The Commission's Women's Hall of Fame gala and Makers Market likely involve handling cash (e.g., raffles), spending County funds (e.g., preparing for and planning fundraising events or opportunities), and contracting for goods or services (e.g., to host events) — activities that advisory bodies are specifically prohibited from engaging in. The Hall of Fame gala, for example, can in future be hosted as a publicly sponsored event with free admission, funded through grants and donations, as ticket sales might limit those who can attend to only those who can afford to attend rather than to the public generally.

The California Attorney General's Office has issued two opinions related to fundraisers in the context of raffles and opined in both scenarios that the charitable organizations seeking to utilize a raffle as a fundraising tool could not lawfully do so because the raffles in question violated state gambling laws. (71 Ops.Cal.Atty.Gen. 139; 82 Ops.Cal.Atty.Gen. 12.) In California, certain tax-exempt organizations such as charities may hold fundraising raffles, but the California Constitution does not expressly authorize counties or their commissions to conduct raffles. (Cal. Const. art. IV, § 19(g).) The County does not meet the statutory definition of an eligible organization that may conduct a raffle because it is not a private non-profit. (*Id.*) However, these limitations may not impede a foundation or other eligible entity from fundraising on behalf of the Commission, so long as they comply with the laws governing charitable organizations in the state of California (including registration, filing, and reporting requirements). Thus, it is possible for the Commission to partner on a one-time or ongoing basis with a foundation or other eligible entity to promote, with Board authorization, specific events.

Alternatively, unlike fundraising, the Commission is not expressly prohibited from accepting grants or donations and may be empowered by the board to do so in order to carry out its purpose. (*See* 71 Ops.Cal.Atty.Gen. 121 at pgs. 2-3.) While public agencies and their commissions may not solicit donations, they can provide information on their public websites as to how and where donations can be made. With Board authorization, the Commission may apply for grants. With Board authorization granted on February 1, 2022, the Commission for Women and Girls submitted a grant application (attached) to the California Commission on the Status of Women and Girls, which is the State's fiscal agent to grant and administer \$5M statewide to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic. The Commission requested funds in each of the following categories:

- **Capacity Building \$50,000** -- Strengthen an existing organization's systems and operations; establish a new local commission (city or county); and may involve human capacity, developmental skillbuilding, or structural sustainability to improve ability to serve intended target audience of local women and girls.
- **Communications \$50,000** -- Design and/or support digital communications strategies; support education and engagement opportunities to reach intended audience; may involve website development, social media, online content creation, collateral development, language translations, media/PR efforts.
- **Community Engagement \$150,000** - Create, facilitate, and promote outreach and engagement opportunities; collect stories, data and community solution proposals and gather input from women impacted by the COVID-19 pandemic (will be shared with CCSWG and the public); may involve public meetings, interviews, convening with community groups and residents with an emphasis on strategic engagement of underrepresented women and girl's voices.
- **Direct Services \$150,000** -- Support the organization's existing programming and direct services; increase services to the intended target audience of women for the purpose of improving economic opportunity and security for women and

girls.

- **Re-granting \$250,000** -- Support the organization's existing grant program(s); expand impact to the intended target audience of women and girls for the purpose of improving economic opportunity and security for women and girls.

Grant recipients will be notified by email during the week of February 22-28, 2022 and activities can commence on March 1, with progress reports due quarterly beginning on May 1. Should the Commission be a grant recipient, grant funds would be deposited in the new County account and administered by the County Administrator's Office on behalf of the Commission.

Recommendation(s)/Next Step(s):

ACCEPT status report on fiscal administration for the Commission for Women and Girls and CONSIDIER recommending that the Board of Supervisors approve the amended Commission bylaws.

Fiscal Impact (if any):

No fiscal impact. Fund administration will be supported within existing resources of the County Administrator's Office.

Attachments

Commission for Women Bylaw Revisions Redline

Commission for Women Bylaw Revisions Non-Redline

Friends of the CCC Commission for Women Dissolution 7-31-21

BOS Authorization to Seek Grant 2-1-22

Commission for Women and Girls Grant Application 2-4-22

Request to Solicit Funds FIN-1

Request to Accept Donation Fin-2

BYLAWS OF THE
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS
ADOPTED BY BOARD OF SUPERVISORS
DECEMBER 2021

ARTICLE I. NAME

Section 1.

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

Section 2.

This body was formed in 1984 as an ~~a~~Advisory ~~c~~Committee. In ~~1999~~2000, the Contra Costa County Board of Supervisors approved the Contra Costa County Women’s Advisory Committee’s ~~Advisory Committee’s~~ request that ~~it the association~~ be renamed the Contra Costa Commission for Women. In May 2019, the Board adopted revised bylaws that changed the name to Contra Costa Commission for Women and Girls.

ARTICLE II. PURPOSE

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

ARTICLE III. MEMBERSHIP

Section 1. Members

The Commission shall not exceed fifteen (15) members plus one Alternate At-Large member, and the membership shall be broadly representative of the ~~racial, ethnic, age, religious affiliation, gender, and sexual orientation~~ diversity of the community at large. Members must be at least 18 years of age and work and/or reside in Contra Costa County.

The Alternate At-Large member is a non-voting member except that he/she shall fill in for a regular At-Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. ~~A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.~~

- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women’s and girls’ issues and in the work of the Commission.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- All members will be expected to serve on at least one standing and/or special committee annually and actively participate in meetings and events.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the work undertaken by the committee project.
- For those members appointed to the specific geographic District for the Board of Supervisors in which the member works or resides, i.e.: District I, II, III, IV, and V; also referred to as “District Members”, meet and/or communicate regularly with the Supervisor for the member’s District. District Members shall commit to meeting quarterly with their Supervisor for the member’s Districts.

Section 3. Appointment

District Members and At-Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

Section 4. Terms of Appointment

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats at the end of the first one (1) year, five (5) seats plus the alternate at the end of the second (2nd) year and five (5) seats at the end of the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made. Starting in 2021, the Year 1 seats expire.

<u>Seats expiring in Year 1</u>	<u>Seats expiring in Year 2</u>	<u>Seats expiring in Year 3</u>
<u>1. At-Large 1</u>	<u>1. At-Large 5</u>	<u>1. At-Large 3</u>
<u>2. At-Large 2</u>	<u>2. At-Large 6</u>	<u>2. At-Large 8</u>
<u>3. At-Large 4</u>	<u>3. At-Large 10</u>	<u>3. At-Large 9</u>
<u>4. At-Large 7</u>	<u>4. District 3</u>	<u>4. District 1</u>
<u>5. District 5</u>	<u>5. District 4</u>	<u>5. District 2</u>
	<u>6. Alternate</u>	

Section 5. Vacancies

Recruitment: The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III

(Membership), Section 1 (Members) in formulating a recommendation for recruitment by the Commission.

Recommendation of Applicants: The Membership Committee will recommend present Applicants to the District Supervisors or the Board's Internal Operations Family and Human Services Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

Onboarding: The Membership Committee shall also engage in onboarding of new members, as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. a. Voluntary Resignation. Members who wish to resign shall address a written notice of resignation do so in writing to the Commission Chair. The Chair will notify the Board of Supervisors of the vacancy.
2. Meeting Attendance Recommendation. ~~Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year.~~ Members ~~who miss three (3) consecutive meetings and/or~~ whose attendance rate falls below forty-five percent (45%) of the previous twelve regularly scheduled meetings will trigger an automatic meeting attendance recommendation notice to the Executive Committee.
3. Constructive Resignation. A member who that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned from his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- ~~2.4. Monitoring.~~ The Membership Committee shall monitor meeting attendance.
- ~~3.5.~~ Lack of participation on Standing and Special Committees. The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Membership Commission Chair and Vice Chairtee will take this information into consideration should a meeting attendance recommendation be triggered under Article III Section 6.2 item (b.) number two (2) above.
- ~~4.6.~~ Poor Conduct. Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook may be grounds for removal from the Commission. The Chair will notify the Board of Supervisors of the poor conduct and recommendation for removal.

ARTICLE IV. OFFICERS

The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.

Section 1. Nomination of Officers

~~For annual appointment of Commission Chairperson, and Vice Chairperson, the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.~~

Section 12. Nomination and Election of Officers

A Membership Committee and Chair shall be nominated and elected by Commission members at the regularly scheduled Commission meeting each ~~January~~February.

~~A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.~~

Election of officers from among the members of the Commission shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

~~Officer(s) shall be elected from among the members of the Commission in February of each year.~~ Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly ~~through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee at the February Commission meeting.~~ The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-~~cast vote~~ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No ~~C~~ommission ~~M~~ember~~e~~r shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a ~~C~~ommission ~~M~~ember~~e~~r.

Section 32. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No ~~C~~ommission ~~M~~ember~~e~~r shall serve on the Executive Committee for more than two consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer.

The membership will conduct an election to fill the resultingly vacant position of~~replace~~ the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

Section 43. Duties

1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.

- Check the Commission’s mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 54. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the ~~third~~ fourth (~~3rd~~4th) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, ~~651 Pine St., Room 106~~ 1025 Escobar Street, 1st Floor, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, ~~651 Pine St., Room 106~~ 1025 Escobar Street, 1st Floor, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

A quorum must be present to conduct a meeting. A quorum is one ~~Member~~ person more than one-half of the authorized ~~M~~ membership, or 8 members. Each ~~M~~ member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved ~~by approval~~ by at least a simple majority of the total number of voting members (~~and no fewer than~~ at least 5 ~~M~~ members).
3. Proxy voting is not permitted.
4. The Alternate ~~At~~ At-Large Member may only vote in the absence of one ~~At~~ At-Large Member.

4.5. Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: ~~Events~~, Legislative, Membership, and Public Relations. The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless otherwise approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

~~1. **Events Committee.** The Events Committee's responsibilities are as follows:~~

- ~~• Plan events throughout the year.~~
- ~~• Invite speakers to Commission meetings.~~
- ~~• Collaborate with outside groups, as needed.~~

2.1. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors 'State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.

- If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

3.2. Membership Committee. The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election as Commission to-officers. The Membership Committee's responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview Commission applicants and make recommendations to the Commission regarding applicants.
- ~~Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment to the Commission, and keep the Executive Committee apprised of the status of pending appointments.~~
- ~~Engage oOnboarding with a new Members.~~
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

4.3. Public Relations Committee. The Public Relations Committee's responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (*Listserv*) of individuals interested in the Commission's work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees (“ad hoc” or “select” committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each ~~February, March~~ membership of standing or special Committees will be reviewed and confirmed ~~in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.~~

Section 5. Accountability of Committees

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee’s area of expertise. Only the Commission may take action on Committee recommendations.

ARTICLE VIII. GOVERNANCE

The operations of the Contra Costa Commission for Women ~~and Girls and Girls~~ shall be governed by its bylaws~~—~~. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE ~~VIII~~X. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting. These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women’s Advisory Committee on May 18, 1993, and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, ~~and {2017}~~, May 7, 2019, and October 30 2019December 7, 2021

BYLAWS OF THE
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS
ADOPTED BY BOARD OF SUPERVISORS
DECEMBER 2021

ARTICLE I. NAME

Section 1.

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

Section 2.

This body was formed in 1984 as an advisory committee. In 1999, the Contra Costa County Board of Supervisors approved the Contra Costa County Women’s Advisory Committee’s request that it be renamed the Contra Costa Commission for Women. In May 2019, the Board adopted revised bylaws that changed the name to Contra Costa Commission for Women and Girls.

ARTICLE II. PURPOSE

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

ARTICLE III. MEMBERSHIP

Section 1. Members

The Commission shall not exceed fifteen (15) members plus one Alternate At-Large member, and the membership shall be broadly representative of the diversity of the community at large. Members must be at least 18 years of age and work and/or reside in Contra Costa County.

The Alternate At-Large member is a non-voting member except that he/she shall fill in for a regular At-Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences.
- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.

- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women’s and girls’ issues and in the work of the Commission.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- All members will be expected to serve on at least one standing and/or special committee annually and actively participate in meetings and events.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the work undertaken by the committee.
- For those members appointed to the specific district for the Board of Supervisors in which the member works or resides, i.e.: District I, II, III, IV, and V; also referred to as “District Members”, meet and/or communicate regularly with the Supervisor for the member’s District. District Members shall commit to meeting quarterly with the Supervisor for the member’s District.

Section 3. Appointment

District Members and At-Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

Section 4. Terms of Appointment

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats at the end of the first (1) year, five (5) seats plus the alternate at the end of the second (2nd) year and five (5) seats at the end of the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made. Starting in 2021, the Year 1 seats expire.

Seats expiring in Year 1	Seats expiring in Year 2	Seats expiring in Year 3
1. At-Large 1	1. At-Large 5	1. At-Large 3
2. At-Large 2	2. At-Large 6	2. At-Large 8
3. At-Large 4	3. At-Large 10	3. At-Large 9
4. At-Large 7	4. District 3	4. District 1
5. District 5	5. District 4	5. District 2
	6. Alternate	

Section 5. Vacancies

Recruitment: The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for recruitment by the Commission.

Recommendation of Applicants: The Membership Committee will recommend applicants to the District Supervisors or the Board's Family and Human Services Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

Onboarding: The Membership Committee shall also engage in onboarding of new members, as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. **Voluntary Resignation.** Members who wish to resign shall address a written notice of resignation to the Commission Chair. The Chair will notify the Board of Supervisors of the vacancy.
2. **Meeting Attendance Recommendation.** Members whose attendance rate falls below forty-five percent (45%) of the previous twelve regularly scheduled meetings will trigger an automatic meeting attendance recommendation notice to the Executive Committee.
3. **Constructive Resignation.** A member who is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned from the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
4. **Monitoring.** The Membership Committee shall monitor meeting attendance.
5. **Lack of participation on Standing and Special Committees.** The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Commission Chair and Vice Chair will take this information into consideration should a meeting attendance recommendation be triggered under Article III Section 6.2.
6. **Poor Conduct.** Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook may be grounds for removal from the Commission. The Chair will notify the Board of Supervisors of the poor conduct and recommendation for removal.

ARTICLE IV. OFFICERS

The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.

Section 1. Nomination and Election of Officers

A Membership Committee and Chair shall be nominated and elected by Commission members at the regularly scheduled Commission meeting each February.

Election of officers from among the members of the Commission shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly at the February Commission meeting. The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-vote until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No Commission Member shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a Commission Member.

Section 2. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No Commission Member shall serve on the Executive Committee for more than two consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to fill the resultingly vacant position of Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

Section 3. Duties

1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 4. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the fourth (4th) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 1025 Escobar Street, 1st Floor, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 1025 Escobar Street, 1st Floor, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

A quorum must be present to conduct a meeting. A quorum is one Member more than one-half of the authorized Members, or 8 members. Each Member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by at least a simple majority of the total number of voting members (and no fewer than 5 Members).
3. Proxy voting is not permitted.
4. The Alternate At-Large Member may only vote in the absence of one At-Large Member.
5. Commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: Legislative, Membership, and Public Relations.

The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless otherwise approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

1. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors 'State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
 - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

2. **Membership Committee.** The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election as Commission officers. The Membership Committee's responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees 'consent to serve, and provide the slate of nominees to the Commission in February
- Interview Commission applicants and make recommendations to the Commission regarding applicants.
- Onboard new Members.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

3. **Public Relations Committee.** The Public Relations Committee's responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (*Listserv*) of individuals interested in the Commission's work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each March membership of standing or special Committees will be reviewed and confirmed..

Section 5. Accountability of Committees

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

ARTICLE VII. GOVERNANCE

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE VIII. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting. These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993, and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, 2017, May 7, 2019, and December 7, 2021



Secretary of State
Nonprofit Certificate of Dissolution
 (California Nonprofit Corporation ONLY)

DISS NP

FILED

Secretary of State
 State of California

D1730207

Filing Number

07/31/2021

Filing Date

This Space For Office Use Only

IMPORTANT — [Read Instructions](#) before completing this form.

There is **No Fee** for filing a Nonprofit Certificate of Dissolution

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00 plus copy fees

Attorney General Letter: All nonprofit **public benefit** and **religious** nonprofit corporations are required to get a letter from the California Attorney General's office waiving objections to the nonprofit corporation's distribution of assets, or confirming the nonprofit corporation has no assets. If your corporation is a public benefit or religious corporation, you **must** attach that letter to this Nonprofit Certificate of Dissolution ([see instructions](#)).

1. Corporate Name (Enter the exact name of the nonprofit corporation as it is recorded with the California Secretary of State.)

Friends Of The Contra Costa Commission For Women

2. 7-Digit Secretary of State Entity Number

2509639

3. Election

The dissolution was made by a vote of **ALL** of the members, or if there are no members, by a vote of **ALL** of the directors of the California nonprofit corporation.

Note: If the above box is **not** checked, a **Nonprofit Certificate of Election to Wind Up and Dissolve** (Form ELEC NP) must be filed prior to or together with this Nonprofit Certificate of Dissolution. (California Corporations Code sections 6611, 8611, 9680 and 12631.)

4. Debts and Liabilities

(Check the applicable statement. Only **one box** may be checked. If second box is checked, you must include the required information in an attachment.)

- The known debts and liabilities have been actually paid or paid as far as its assets permitted.
- The known debts and liabilities have been adequately provided for in full or as far as its assets permitted by their assumption. Included in the **attachment** to this certificate, incorporated herein by this reference, is a description of the provisions made and the name and address of the person, corporation or government agency that has assumed or guaranteed the payment, or the depository institution with which deposit has been made.
- The nonprofit corporation never incurred any known debts or liabilities.

5. Required Statements (Do not alter the Required Statements – **ALL** must be true to file Form DISS NP.)

- a. The nonprofit corporation has been completely wound up and is dissolved.
- b. All final returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board.
- c. For Mutual Benefit or General Cooperative Corporations **ONLY**: The known assets have been distributed to the persons entitled thereto or the nonprofit corporation acquired no known assets.

6. Read, Verify, Date and Sign Below ([See Instructions](#) for signature requirements. Do not use a computer generated signature.)

The undersigned is the sole director or a majority of the directors now in office. I declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of my own knowledge.

6/26/21

Date

Signature

Julia Halsne

Type or Print Name

6/26/21

Date

Signature

Phyllis Gordon

Type or Print Name

6/26/21

Date

Signature

Hazel Wetherford

Type or Print Name

**Signature attachment to the to the Nonprofit Certificate of Dissolution (Form DISS NP)
for Friends Of The Contra Costa Commission For Women**

We, the undersigned, declare that we are members of the board of directors of the Friends Of The Contra Costa Commission For Women ("FCCCW"). We are signing this attachment to the Nonprofit Certificate of Dissolution, Form DISS NP, ("Certificate") for FCCCW because there are not enough signature lines on that Certificate for all of the directors of FCCCW.

I declare under penalty of perjury under the laws of the State of California that the matters set forth in the Certificate are true and correct of my own knowledge.

Date: 6/26/21


Argentina Devila-Luevano

I declare under penalty of perjury under the laws of the State of California that the matters set forth in the Certificate are true and correct of my own knowledge.

Date: 6/26/21

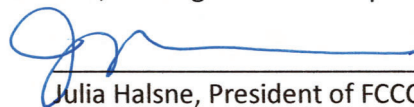

Kathi Reed

**Attachment Regarding Debts and Liabilities
of Friends Of The Contra Costa Commission For Women**

This attachment is made regarding Item 4 of the Nonprofit Certificate of Dissolution, Form DISS NP, ("Certificate") for the Friends Of The Contra Costa Commission For Women ("FCCCW").

With respect to the debts and liabilities of FCCCW, the FCCCW has paid its attorney in advance for its dissolution and is retaining \$1,000 for any further expenses. In addition, the two entities to which FCCCW is distributing its remaining money, expected to be approximately \$15,000 for each recipient -- Stand! For Families Free of Violence, 1410 Danzig Plaza, Concord, CA 94520, www.standffov.org and Community Violence Solutions, 2101 Van Ness Street, San Pablo, CA 94806, www.cvsolutions.org = will guarantee payment of any remaining debts and liabilities for FCCCW, although none are expected.

Date: 6/26/2021



Julia Halsne, President of FCCCW

ROB BONTA
Attorney General

State of California
DEPARTMENT OF JUSTICE



1300 I Street
P.O. Box 903447
Sacramento, CA 94203-4470
(916) 210-6400 Ext 8
Fax: (916) 444-3651
Dissolution@doj.ca.gov

July 23, 2021

METHVEN & ASSOCIATES
2232 SIXTH STREET
BERKELEY, CA 94710

CT FILE NUMBER: 123467

RE: Dissolution of FRIENDS OF THE CONTRA COSTA COMMISSION FOR WOMEN

Dear Directors:

Based on the representations made in your letter and the supporting documents included with it, the Attorney General's office waives objection to the disposition of the assets of the captioned corporation upon dissolution. (See Corporations Code section 6716.) [section 8716 for mutual benefit corporations].

The corporation may complete its dissolution with the California Secretary of State's office. AFTER the Secretary of State has endorsed the corporation's Certificate of Dissolution, please submit a copy to the undersigned at the address set forth above.

If the corporation had assets at the time of dissolution, please also provide a final financial report for the last complete accounting period through the date in which the organization's asset balance was reduced to zero.

Sincerely,

Registry of Charitable Trusts

For ROB BONTA
 Attorney General



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: February 1, 2022

Subject: Women's Recovery Response Grant from the California Commission on the Status of Women and Girls

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Contra Costa Commission on Women and Girls to apply for the Women's Recovery Response Grant from the California Commission on the Status of Women and Girls in an amount not to exceed \$250,000, to provide services to women who have been disproportionately affected economically by the ongoing pandemic for the period March 1, 2022 to February 28, 2023.

FISCAL IMPACT:

100% state funding by the California Commission on the Status of Women and Girls. No County match required.

BACKGROUND:

The California Commission on the Status of Women and Girls (CCSWG) is accepting grant applications from local women's commissions, local government entities for the purpose of establishing new women's commissions and nonprofits serving women and girls for its [2022 Women's Recovery Response](#) effort.

With \$5 million available, the Commission will award funds ranging from \$25,000 up to \$250,000 maximum, depending on the proposed activities for each funding category (Capacity Building, Communications, Community Engagement, Direct Services and Re-Granting). Preference will be given to organizations serving women who have been disproportionately affected economically by the ongoing pandemic including, but not limited to, low-income, unemployed, or underemployed, American Indian and Alaska Native Resources (AIAN), Black, Indigenous, People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (LGBTQIA), unhoused, rural, disabled, senior, and veteran populations.

The Contra Costa Commission for Women and Girls 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 Commission's mission is "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

The Contra Costa Commission for Women and Girls is scheduled to have its annual retreat on January 30, 2022 to determine the projects for which the Commission will propose to utilize the CCSWG Women's Recovery Response Grant. Since application materials are due by 4:00 p.m. on February 4, 2022, this Board Order will authorize the local women's commission to submit the grant application prior to the deadline.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/01/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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

ATTESTED: February 1, 2022

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

By: Antonia Welty, Deputy

Contact: Lara DeLaney, (925) 655-2057

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa County Commission for Women and Girls will not receive California State Women’s Recovery Response Grant funding, reducing local services to women who have been disproportionately affected economically by the ongoing pandemic.

Women's Recovery Response: Grant Funding Opportunity

APPLICATION



www.women.ca.gov

grants@women.ca.gov

WOMEN'S RECOVERY RESPONSE: GRANT FUNDING OPPORTUNITY

Application Release Date: January 10, 2022

Purpose of Solicitation

The California Commission on the Status of Women and Girls (CCSWG) is soliciting applications for the Women's Recovery Response Grant Program to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic. This Grant Funding Opportunity (GFO) solicitation provides detailed information and forms necessary to prepare a proposal for CCSWG grant funds. This is the first round of grant funds administered by the Commission is available on a rolling basis through fiscal year 2021-2022.

About the California Commission on the Status of Women and Girls

For more than 50 years, the California Commission on the Status of Women and Girls has identified and worked to eliminate inequities in state laws, practices, and conditions that affect California's women and girls. Established as a state agency with 17 appointed commissioners in 1965, the Commission regularly assesses gender equity in health, safety, employment, education, and equal representation in the military, and the media. The Commission provides leadership through research, policy and program development, education, outreach and collaboration, advocacy, and strategic partnerships.

Eligibility

Eligible applicants must be one of the following:

- A.** Local women's commission established with a city or county government.
- B.** Local government entity for the purpose of establishing new commissions and/or other grant funded activities that support and align with the mission of women and girl's commissions.
- C.** Statewide or local nonprofit¹ with an established history of programming and/or services that support and align with the mission of women and girl's commissions.

Availability

Applicants may apply for funds totaling \$25,000 up to \$250,000 based on the funding category for which they are applying. Based on availability of funds, CCSWG may choose to exceed or restrict the maximum amount for awards. The period of performance for projects funded will be 12 months, with an anticipated start date of March 1, 2022.

Submission Deadline

Completed grant applications must be submitted by 4:00 p.m. PST on Friday, February 4, 2022 using the online portal at <https://women.ca.gov/womens-recovery-response/>

Grant Award Performance Period

March 1, 2022 – February 28, 2023 (Final reporting due to CCSWG by March 1, 2023)

Contact Information

Questions concerning this GFO, the proposal process, or programmatic issues must be submitted in writing by email to: grants@women.ca.gov. Please do not submit questions to individual staff or Commissioners as these will not be answered.

¹ "Non-profit organization" means an organization qualified to do business in California and qualified under Section 501(c)(3) of Title 26 of the United States Code.

I. OVERVIEW

As the state entity tasked with assessing gender equity in multiple issue areas including health, safety, employment, education, and others, the California Commission on the Status of Women and Girls is uniquely positioned to support local commissions and the direct service providers they work with to ensure that women's needs are focused on statewide recovery efforts. The Budget Act of 2021 (Senate Bill 129) established the Women's Recovery Response to provide local assistance with \$5 million in one-time funds. The investment will insert structural support and resources into the network of local commissions while the California Commission continues to act as a statewide convener, facilitator, and oversight administrator. Funds will support:

- 1) **Existing local women's commissions** by engaging and strengthens existing local women's commissions to ultimately inform the development of a future statewide Women's Economic Recovery Blueprint.
- 2) **Development of new local commissions at the city and county level** to increase diverse representation of all women's voices throughout California.
- 3) **Increase resources for community-based organizations** providing direct services to support immediate needs for women through an economic security lens that ultimately support and align with the mission of women and girl's commissions.

The goal of this Grant Funding Opportunity is to build a more direct system of support for women in communities across the state by strengthening the existing network of local commissions, growing diverse representation of all women's voices through the establishment of new local commissions, and provide immediate relief to women by increasing resources for direct service providers to support the economic recovery of women and the economic circumstances of girls.

As we grapple with the long-term consequences and persistent challenges of this pandemic, it is imperative that women across the state, in all industries and localities, receive the support they need. The California Commission on the Status of Women and Girls is committed to leading the work to understand the impact of COVID-19 on women and families and ensuring that they are represented. This funding and the commitment from those who championed it is a key element of rebuilding in the wake of the pandemic. The California Commission on the Status of Women and Girls is proud to take this critical step toward equitable recovery statewide.

Current Geographic Distribution of Local Women's Commissions in California



Purple represents counties operating local women commissions.

Listed cities represent cities operating local women commission which also reside within purple counties.

II. PROGRAM REQUIREMENTS

This grant is governed by and shall be interpreted in accordance with the laws of the State of California.

A. Conflict of Interest

All participants are subject to State conflict-of-interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the proposal being rejected and any agreement being declared void. Applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

Pursuant to conflict of interest laws, individuals working on behalf of a funding recipient (grantee) may be required to file a Statement of Economic Interests (Form 700). You may review filing requirements at: <https://www.fppc.ca.gov>.

B. Confidentiality

Applicants should be aware that when submitting a proposal to the State, they will waive their rights to the confidentiality of the contents of the proposal. Once a decision on an application has been made by DWR, the proposal is subject to disclosure pursuant to the California Public Records Act (Gov. Code, § 6250 et seq.).

C. Labor Code Compliance

As part of the funding agreement, the funding recipient shall agree to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts subject to reimbursement from the funding agreement to assure that the prevailing wage provisions of the Labor Code are being met. Current Department of Industrial Relations (DIR) requirements may be found at: <http://www.dir.ca.gov/lcp.asp>.

III. APPLICANT INFORMATION

A. Legal applicant

Please provide the required information for the legal applicant organization

Name of Organization Contra Costa Commission for Women and Girls
Title of Proposal Grant to support women and girls of Contra Costa County
Type of Organization County Women's Commission
Primary Contact [First and Last Name] Kelly Clancy
Address, City, State and Zip Code 1025 Escobar Street, Martinez CA 94553
Phone 925.667.7950
Email info@womenscommission.com

*By entering your information, you agree to be entered into our database and received future communication from CCSWG.

B. Communities

Please identify the current footprint of cities and counties your organization serves.

COUNTIES	CITIES
Contra Costa County	Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek

C. How long (in years and/or months) has the applicant organization been in existence?

41 Years

D. Please select if the applicant organization received any grants from:

- State of California
- Federal Government
- City and/or County
- Other
- Applicant organization has not received any grants

Please list name of the grant program(s) awarded here
Please list name of the grant program(s) awarded here

E. Has the applicant organization ever been convicted of violating federal criminal law involving fraud, bribery, or gratuity violations?

- Yes
- No

F. Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?

- Yes
- No

G. How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?

- The applicant organization has not received an audit finding in the past five years
- 1-3 findings
- 4-6 findings
- 7+ findings

H. Does your accounting system identify and track expenditures and receipt of program funds?

- Yes
- No

If you selected "no," please briefly explain how your organization would track grant expenditures.
If you selected "no," please briefly explain how your organization would track grant expenditures.

IV. FUNDING CATEGORIES

A. Awarded Activities

CCSWG solicits proposals for projects that accelerate women's economic recovery from the impact of COVID-19. Grant funds will support activities intended to increase engagement/representation and improve economic security for women and girls.

Applicants can apply for any or all the funding categories with one exception:

Proposals to establish new local commissions can only apply for Capacity Building funds and no other category. Please select all areas of funding you are applying for:

Capacity Building [\$25,000 - \$50,000]

Strengthen an existing organization's systems and operations; establish a new local commission (city or county); and may involve human capacity, developmental skill-building, or structural sustainability to improve ability to serve intended target audience of local women and girls.

Describe the needs of your community, the history and purpose of the organization and how additional funding will support the organization's ability to serve the identified target audience. Describe how the organization has served or intends to serve those most impacted communities affected by Covid-19 and how your proposal support and align with the mission of women and girl's commissions. Describe how impact was measured and of success achieved, and how you propose to increase impact on the most affected populations of women and girls with this funding [Max 1,500 words].

The Women's Recovery Response Grant Funding will support CCCWG's capacity-building efforts for the next year. CCCWG understands that in order to serve effectively our diverse community and be able to make beneficial recommendations to the Board of Supervisors, the status of women and girls in our county, especially those impacted by COVID-19, must be clearly understood. CCCWG will use this grant to generate and publish an in-depth report on issues impacting women entitled CCCWG Status Report 2022. With this increased knowledge, CCCWG can actively support activities to improve the lives and economic security for women and girls, especially those impacted by COVID-19. This report can help improve the Commission's ability to serve local women and girls and will be shared with CCSWG and the public. Grant funds will also be used to support CCCWG's operations, including supplies for community engagement activities (signage, popup tent, etc).

With capacity building support, the Contra Costa Commission for Women and Girls would be better equipped to make an impact in the community as it relates to our goals around supporting women-owned businesses and our most economically disadvantaged female residents recover from the impacts of Covid-19...

The Contra Costa community is diverse and 51% of its population are female according to the US Census as of 2019. The Contra Costa Commission for Women and Girls focuses on educating the community and advising the Contra Costa Board of Supervisors on issues relating to equity and conditions for women and girls in the county. Our mission entails improving the economic status, social welfare, and overall quality of life for women and girls in Contra Costa County. This includes legislative advocacy along with educational events for the community as a whole. We also offer referrals to resources for women who need assistance with issues such as sexual harassment, child support, child abuse, domestic violence, and navigating through COVID 19.

During the pandemic, many women suffered economic losses whether they were business owners or employees. In 2021, the Commission focused part of its efforts on identifying women-owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. This event provided an opportunity for the businesses to reach customers, collaborate, and advertise at no cost to the business owners.

The Commission recognized the mental hardship the pandemic has created for women and girls in our community, so we sought out opportunities to collaborate with the Contra Costa Family Justice Center. The Family Justice Center identified our target audience through their channels, where we were able to co-host a Wellness & Resilience During COVID-19 symposium. The symposium raised awareness in the following topics: Suicide prevention, faith and spirituality, gentle yoga, trauma & treatment, and mental wellness and mindfulness.

The Commission helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Employment and Human Services and distributed at the hotels the County was using to house women in need during the COVID-19 crisis.

The feedback received from participating women & girls from both events as well as the collaborative partners was positive with room to build for future goals. The Commission will use awarded funds for capacity building and development, with a focus on maintaining equity considerations that are central to our mission. The Commission intends to identify additional vulnerable populations of women who are in need of resources, including women who have suffered economic losses from jobs that do not meet unemployment qualifications, such as nannies or in the housekeeping industry. We propose using consulting services to identify appropriate populations and to assess needs through inclusive outreach methods.

We also plan to host events to support women-owned businesses, which will support local small businesses and the planned events and outreach will also create exposure and listening opportunities for the commission, allowing us to be a growing resource for the County. In May of 2021, the commission hosted a maker's market pop-up event to support women owned businesses in Contra Costa County. The event was hosted at a local farm in Briones/Martinez at a discounted rate, where we had 30 women owned businesses/vendor booths, 5 health, wellness and county organization booths and 3 food booths, at no cost to the vendors. The commission held a raffle in the afternoon, giving away 5 free tickets to each attendee. The event had over 400 people in attendance and was well received. Vendors have continued to reach out and share commission information in hopes of participating in another maker's market. Hosting these events quarterly would help the women owned businesses in the county while providing services and much needed resources by pairing each vendor with a local non-profit such as Community Violence Awareness or STAND! We intend to find several locations in different districts throughout the County so that there is equal representation and opportunity to attend.

Capacity building and development will also include investments in our commission members. Having the ability to invest in leadership training for all commissioners will strengthen our ability to ensure appropriate delegation of responsibility, as well as strategic and succession planning, and will ensure future and continuous success for the commission. The commission intends to host online webinars with professionals from

various areas such as mental health, resilience, business ownership, and finances, giving women and girls much needed information and resources.

Funding to build capacity and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

Communications [\$25,000 - \$50,000]

Design and/or support digital communications strategies; support education and engagement opportunities to reach intended audience; may involve website development, social media, online content creation, collateral development, language translations, media/PR efforts.

Describe the communication strategies you plan to deploy and how you will achieve effective communications among the identified target audience [Max 1,000 words].

The Women's Recovery Response Grant funding will support our strategic communications efforts for the next year. In order to effectively engage with the community, CCCWG needs a strong social media presence. These grant funds will be used to design and execute a digital communication plan, including increasing the Commission's online presence and number of followers through both organic and paid promotion, online content creation, and website development. CCCWG will develop and implement a county-wide online education campaign highlighting Sexual Assault Awareness Month (April), Domestic Violence Awareness Month (October), Women's Heart Health Month (February), etc. CCCWG will educate and inform women & girls of resources available for them throughout the county, including pandemic support and economic recovery resources, through our social media and digital communications. In addition, collateral materials such as handouts highlighting available resources to women and girls will be produced and distributed at community engagement activities thus increasing our opportunity to communicate with community groups and residents, including underrepresented women and girls.

The Contra Costa Commission for Women & Girls recently redid their website to make access to county resources easier to discover. We would like to have ongoing campaigns to support connection to Contra Costa County women-owned businesses to support the creators, makers, and entrepreneurs of the county where we can promote any and all female-led businesses. This would be ideal to run through Google Search Ads that would help connect people looking for specific items to businesses run in the county. This campaign would also involve press releases to promote the campaign to local media along with potential ad buys, as well as targeted mailers (should the budget allow).

We also propose to create social media campaigns for events that the commission is hosting, as well as to disseminate vital information from the State and County. The commission used social media to reach out to women-owned businesses and local non-profits for our first pop-up market event. At future events we would love to more intentionally pair women-owned businesses with various non-profits around the County. Many women and girls do not have access to supportive services due to a lack of awareness, or in some cases due to abusive relationships with limited social media access. Creating events geared towards women will help to provide another avenue for women and girls to access help if needed.

☒ Community Engagement [\$25,000 - \$150,000]

Create, facilitate, and promote outreach and engagement opportunities; collect stories, data and community solution proposals and gather input from women impacted by the COVID-19 pandemic (will be shared with CCSWG and the public); may involve public meetings, interviews, convening with community groups and residents with an emphasis on strategic engagement of underrepresented women and girl's voices.

Identify the engagement activities you plan to deploy and how it will achieve community participation among the identified target audience [Max 1,000 words].

Community Engagement with the Contra Costa Commission for Women and Girls would be better equipped to make an impact in the community as it relates to our goals around supporting women-owned businesses and our most economically disadvantaged female residents recover from the impacts of Covid-19...

The Contra Costa community is diverse and 51% of its population are female according to the US Census as of 2019. The Contra Costa Commission for Women and Girls focuses on educating the community and advising the Contra Costa Board of Supervisors on issues relating to equity and conditions for women and girls in the county. Our mission entails improving the economic status, social welfare, and overall quality of life for women and girls in Contra Costa County. This includes legislative advocacy along with educational events for the community as a whole. We also offer referrals to resources for women who need assistance with issues such as sexual harassment, child support, child abuse, domestic violence, and navigating through COVID 19.

During the pandemic, many women suffered economic losses whether they were business owners or employees. In 2021, the Commission focused part of its efforts on identifying women-owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. This event provided an opportunity for the businesses to reach customers, collaborate, and advertise at no cost to the business owners.

The Commission recognized the mental hardship the pandemic has created for women and girls in our community, so we sought out opportunities to collaborate with the Contra Costa Family Justice Center. The Family Justice Center identified our target audience through their channels, where we were able to co-host a Wellness & Resilience During COVID-19 symposium. The symposium raised awareness in the following topics: Suicide prevention, faith and spirituality, gentle yoga, trauma & treatment, and mental wellness and mindfulness.

The Commission helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Employment and Human Services and distributed at the hotels the County was using to house women in need during the COVID-19 crisis.

The feedback received from participating women & girls from both events as well as the collaborative partners was positive with room to build for future goals. The Commission will use awarded funds for capacity building and development, with a focus on maintaining equity considerations that are central to our mission. The Commission intends to identify additional vulnerable populations of women who are in need of resources, including women who have suffered economic losses from jobs that

do not meet unemployment qualifications, such as nannies or in the housekeeping industry. We propose using consulting services to identify appropriate populations and to assess needs through inclusive outreach methods.

We also plan to host events to support women-owned businesses, which will support local small businesses and the planned events and outreach will also create exposure and listening opportunities for the commission, allowing us to be a growing resource for the County. In May of 2021, the commission hosted a maker's market pop-up event to support women owned businesses in Contra Costa County. The event was hosted at a local farm in Briones/Martinez at a discounted rate, where we had 30 women owned businesses/vendor booths, 5 health, wellness and county organization booths and 3 food booths, at no cost to the vendors. The commission held a raffle in the afternoon, giving away 5 free tickets to each attendee. The event had over 400 people in attendance and was well received. Vendors have continued to reach out and share commission information in hopes of participating in another maker's market. Hosting these events quarterly would help the women owned businesses in the county while providing services and much needed resources by pairing each vendor with a local non-profit such as Community Violence Awareness or STAND! We intend to find several locations in different districts throughout the County so that there is equal representation and opportunity to attend.

Community Engagement will also include investments in our commission members. Having the ability to invest in leadership training for all commissioners will strengthen our ability to ensure appropriate delegation of responsibility, as well as strategic and succession planning, and will ensure future and continuous success for the commission. The commission intends to host online webinars with professionals from various areas such as mental health, resilience, business ownership, and finances, giving women and girls much needed information and resources.

Funding to engage the community and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

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Direct Services [\$50,000 - \$150,000]

Support the organization's existing programming and direct services; increase services to the intended target audience of women for the purpose of improving economic opportunity and security for women and girls.

Detail the program activities and how additional funding will support increased impact for the identified target audience [Max 1,000 words].

The commission has been restructuring and rebuilding, after our goal setting meeting on January 20, 2022 the commission has established the 2022 goals to include hosting webinars and events to cover a variety of topics to provide resources and learning opportunities for women and girls throughout the county. The commission intends to host quarterly makers market events to support women owned businesses and County and non-profit services directed towards women and girls. The commission hosts a feminine hygiene product drive to provide necessary products to the unhoused population in Contra Costa County, this grant would allow the commission to provide more products to more women and girls. The commission intends to work with foster youth and women and girls re-entering the community after release from jail. This funding would allow the commission to host classes, seminars and leadership training.

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Re-Granting [\$100,000 - \$250,000]

Support the organization's existing grant program(s); expand impact to the intended target audience of women and girls for the purpose of improving economic opportunity and security for women and girls.

Detail the purpose and impact of the grant program and how additional funding will support increased impact for the identified target audience [Max 1,000].

The Contra Costa Commission for Women and Girls would use this funding to work with all of the vendors that we have previously worked with by issuing grants to help their businesses. We would do so by creating economic opportunities for Contra Costa female business owners by providing grants to female business owners for their various business needs. Creating opportunities for scholarships for Contra Costa female students including foster kids who could use added support. Creating grants to issue money to local female-oriented and led nonprofit organizations.

Contra Costa County is host to numerous non-profit agencies that benefit women and girls that could use some additional funding to create awareness of their organizations and to also advance the resources for the underserved.

One of the goals of the Women's Commission is to work with foster youth in the County on education and life skills. Re-granting would allow the commission to offer scholarships to those girls to help jumpstart their college careers or their small business enterprise.

Offering grants to local women owned businesses would help many businesses during these unprecedented times. The commission currently works with 38 vendors, groups and restaurants, each one of those businesses has put other businesses in touch with the Commission in hopes that they can join in one of our makers markets or they have reached out for information on resources. Re-granting to small and local businesses would provide much needed assistance throughout the county.

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B. Target Population(s)

Select the following audience(s) of women and girls your proposal intends to target.

[Select all that apply]:

- Low Income
- Unemployed or Underemployed
- Non or Limited English-Speaking
- BIPOC
- American Indian/Alaskan Native
- Immigrants or Refugees
- People with Disabilities
- Veterans
- LGBTQIA
- Unhoused
- Rural populations
- Underserved Seniors or Young Adults

C. Target Communities

Please identify the footprint of cities and counties your organization proposes to serve with this application:

COUNTIES	CITIES
Contra Costa County	Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek
Enter the county name.	Enter the city name.
Enter the county name.	Enter the city name.

V. BUDGET

A. Budget Narrative

Describe the budget and how it will support the objectives of your proposal [Max 1,000 words].

Capacity Building

Personnel-Total \$0.00

A. The Contra Costa Commission for Women is a Commission of volunteers and does not currently have any personnel.

Salaries Wages Benefits- Total \$15,000

As the Contra Costa Commission for Women does not have or expect to have any salaried employees in the foreseeable future, however it would be great if we could afford an intern or two to help us apply for grants or work with the commission on researching legislation

B. Operating Expenses- Total \$35,000

During the pandemic, many women suffered economic losses whether they were business owners or employed. In 2021, the commission focused parts of its efforts on identifying women owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. The commission also helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Housing and Human Services were distributed at the hotels the County used to house women in need during the COVID-19 crisis.

The commission does not have a permanent meeting space, the space that we were using was in violation of the Brown Act as it was not accessible to the public. The Commission is currently looking for event space to host their monthly meetings when the state allows public meetings again. The Commission will also need money for IT/technology since meetings are required to be in a hybrid format now. The commission will need to purchase all of the supplies and be trained in how to use them. Since the commission intends to host webinars and speaker series, these funds would help procure the necessary supplies and cover to cost of any location rentals.

Supplies/Materials - \$15,000

Location Fees - \$20,000

Communications \$50,000

The Contra Costa Commission for Women & Girls recently redid their website to make access to county resources easier to discover. We would like to have ongoing campaigns to support connection to Contra Costa County women owned businesses to support the creators, makers, and entrepreneurs of the county where we can promote any and all female-led businesses.

The Commission, in an effort to connect more authentically with our community, would like to add multiple levels of engagement both digitally and via print media. This includes but is not limited to online Ad campaigns, press releases to promote the campaign to local media along with potential ad buys, as well as targeted mailers. To achieve this level of engagement, the commission would like to allocate \$50,000.00 to accomplish our communication goal.

Webpage and email host: \$15,000

Google search Ads, social media campaigns are just two of the ways the commission can better connect with our intended audience.

Google search Ads-\$10,000

Social Media Campaigns-\$10,000

Print Media, targeted mailers and press releases will allow for us to better reach the different demographics represented in our county.

Print Media-\$2,500

Targeted mailers-\$10,000

Press Releases-\$2,500

Community Engagement \$150,000

The funding would be used to the commission to host makers markets quarterly, webinars, leadership classes, financial wellness and empowerment, support women owned businesses and non-profit agencies throughout the county. Funding to engage the community and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

Direct Services \$150,000

The money would be used to cover the costs of events hosted by the commission and also women and girls. This category would allow the commission to host classes and webinars covering the costs for the attendees. The commission intends to work with foster youth and women and girls re-entering the community after being in jail. These funds would allow the commission to host financial seminars, life skills trainings and educational resources.

Re-Granting \$250,000

The CCCWG would like to begin supporting women and girls in our county by creating scholarships and grants providing more opportunities for growth. The total cost to fund the three areas of interest is \$60,000.00. The categories are;

Create economic opportunities for Contra Costa female business owners with grants totaling \$150,000

Create opportunities for scholarships for Contra Costa female students.

Scholarship(s) totaling \$50,000 to be given to 2 female students

Create grants to issue money to local female-oriented and led nonprofit organizations

The grants totaling \$50,000 would be divided between the nominated nonprofit organizations

B. Cost Sheets

Fill out your proposed budget by using the **Exhibit A: Cost Sheet Template**

- **Salaries** includes services performed by staff directly employed by the applicant and must be identified by position, cost and time spent on allowable activities for the grant award. Personnel may be salaried or hourly, full-time or part-time positions.
- **Employee Benefits** must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits.
- **Operating Costs** defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be grant related and be encumbered during the performance period.

C. Invoices

Disbursement of grant funds occurs in one lump sum upon execution of the Grant Agreement. The State Controller's Office (SCO) will issue the warrant (check) to the Legal Applicant listed in the application. Grantees must submit statements of expenditures with each progress report according to the scheduled due dates. Grantees must maintain adequate supporting documentation for all costs claimed on invoices to substantiate project expenditures.

VI. TIMELINE OF REQUIRED ACTIVITIES

A. If awarded funds, will the organization be able to participate in the required activities outlined in the dates provided in this application?

- Yes
 No

B. Dates

The following dates are a projection at this time and will be finalized as final grantees awards are administered and the grant program commences.

KEY DATES

1/10/11

Grant Application is released to the public

1/20/22

Technical Assistance Webinar

- Applicants are highly encouraged to participate

2/4/22

Grant Applications are due no later than 4 p.m. PST

2/7/22 – 2/21/22

Grant Review Period by CCSWG

- Applicants must be available to answer questions

2/22/22 – 2/28/22

Grantee award notification period

- Applicants will be notified by email
- Instructions will be provided for any final granting documents required

3/1/22 – 3/4/22

Grants are awarded and activities can commence

March 2022

Women's History Month required communications and engagement activities

- Specific dates, details and toolkit for participation will be provided

April 2022

Grantee webinar on the Statewide Blueprint

- Specific date and details for participation will be provided

5/1/22

1st Progress Report is due

- Will provide some anecdotal data/testimony to include in the Blueprint

5/11/22

Advocacy Day prep training required for all grantees and partners

5/18/22

Advocacy Day participation required of all grantees

- Date is tentative and grantees will be notified of confirmation

C. Specialized Trainings

Throughout the course of the 12-month grant award period, CCSWG will be administering required trainings for grantees, bringing in experts, relevant content and supportive resources on topics that involve:

- Diversity, equity, and inclusion
- Strategic communications
- Impact reporting
- Tool development and implementation

Final topics will be determined in collaboration with grantees. Confirmed dates will be provided with advance notice to grantees. Key deliverables and outcomes of training will be identified with advance notices to grantees.

D. Progress Reports to CCSWG

<i>Report</i>	<i>Report Period</i>	<i>Due Date</i>
<i>1st Report</i>	<i>March 1 – April 30, 2022</i>	<i>May 1, 2022</i>
<i>2nd Report</i>	<i>May 1 – July 31, 2022</i>	<i>August 1, 2022</i>
<i>3rd Report</i>	<i>August 1 – October 31, 2022</i>	<i>November 1, 2022</i>
<i>Final Report</i>	<i>November 1 – February 28, 2023</i>	<i>March 1, 2023</i>

**Statements of expenditures will be required with each progress report.*

**Progress Report template will be provided once grants are awarded.*

EXHIBIT A: COST SHEET TEMPLATE

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input checked="" type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
Budget Category - Personnel		Total \$15,000
Salaries/Wages/Benefits		
Interns		\$15,000
Subtotal		\$15,000
Budget Category – Operating Expenses		Total \$35,000
Supplies/Materials		
Supplies/Materials		\$15,000
Location Fees		\$20,000
Subtotal		\$50,000
Budget Category – Subgrants		Total
Re-Granting		
		\$0
Subtotal		\$0
Consultant Services		
		\$0
Project Total		\$50,000
Indirect Cost Rate Applied 0.0% Indirect Cost		\$0
Check one: <input checked="" type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
Grand Total		\$50,000

EXHIBIT A: COST SHEET TEMPLATE

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input checked="" type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
Budget Category - Personnel		Total
Salaries/Wages/Benefits		
Subtotal		
Budget Category – Operating Expenses		Total
Supplies/Materials		
Webpage and email host, google search ads, social media campaigns, Print media		\$50,000
Subtotal		\$0
Budget Category – Subgrants		Total
Re-Granting		
Subtotal		\$0
Consultant Services		
		\$0
Project Total		\$50,000
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
Check one: <input checked="" type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
Grand Total		\$50,000

EXHIBIT A: COST SHEET TEMPLATE

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
Budget Category - Personnel		Total
Salaries/Wages/Benefits		
Subtotal		
Budget Category – Operating Expenses		Total
Supplies/Materials		
Event hosting, location costs, feminine hygiene products, etc		\$150,000
Subtotal		\$150,000
Budget Category – Subgrants		Total
Re-Granting		
		\$0
Subtotal		\$0
Consultant Services		
		\$0
Project Total		\$0
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
Grand Total		\$150,000

EXHIBIT A: COST SHEET TEMPLATE

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
Budget Category - Personnel		Total \$0
Salaries/Wages/Benefits		
Subtotal		
Budget Category – Operating Expenses		Total
Supplies/Materials		
Event hosting, teaching courses, teacher pay, location costs		\$150,000
Subtotal		\$0
Budget Category – Subgrants		Total
Re-Granting		
Subtotal		\$0
Consultant Services		
Subtotal		\$0
Project Total		\$0
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
Grand Total		\$150,000

EXHIBIT A: COST SHEET TEMPLATE

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input checked="" type="checkbox"/> Re-Granting
Budget Category - Personnel		Total \$
Salaries/Wages/Benefits		
		\$
Subtotal		
Budget Category – Operating Expenses		Total
Supplies/Materials		
		\$0
Subtotal		\$0
Budget Category – Subgrants		Total \$250,000
Re-Granting		
2 Scholarships to foster youth		\$50,000
5 Non-profit organizations		\$50,000
Small Women owned business grants		\$150,000
Subtotal		\$0
Consultant Services		
Project Total		\$0
Indirect Cost Rate Applied 0.0% Indirect Cost		\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
Grand Total		\$250,000

FIN1 Form: Solicit Funds/Apply for Grants

Date:

Commission for Women and Girls:

Commission Chair/Treasurer:

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1. Source or Agency providing funds:
  
2. Amount of funds: \$
  
3. Purpose (s) for which the funds may be used:
  
4. Time frame in which the funds may or must be used:
  
5. Condition(s) applicable to the acceptance of funds:
  
6. Contract Required:        YES \_\_\_\_\_  
                                              NO \_\_\_\_\_

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**Date:**

**CAO liaison:**

Approve: \_\_\_\_\_

Reject: \_\_\_\_\_

**FIN2 Form:  
Receipt of Each Gift or Bequest**

**Date:**

**Commission for Women and Girls:**

**Commission Chair/Treasurer:**

- ~~~~~
1. Source or Agency providing funds:
  
  2. Amount of funds: \$
  
  3. Purpose (s) for which the funds may be used:
  
  4. Time frame in which the funds may or must be used:
  
  5. Condition(s) applicable to the acceptance of funds:

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**Date:**

**CAO liaison:**

Approve: \_\_\_\_\_

Reject: \_\_\_\_\_





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

9.

**Meeting Date:** 02/28/2022

**Subject:** Tobacco Retail License and Secondhand Smoke Ordinance Updates

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:** 112 & 82

**Referral Name:** Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment & Secondhand Smoke Ordinance

**Presenter:** Cedrita Claiborne, Community Wellness & Prevention Director **Contact:** Enid Mendoza, (925) 655-2051

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#### **Referral History:**

##### **Referral No. 112 - Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment**

The Board of Supervisors approved two tobacco control ordinances in July 2017 to protect youth from tobacco influences in the retail environment: a zoning ordinance and a tobacco retailer licensing ordinance. Of particular concern were the marketing and availability of youth-friendly flavored tobacco products, small pack sizes of cigars and cigarillos, and density and location of tobacco retailers, since these contribute largely to youth exposure to tobacco influences and tobacco use. The tobacco retailer licensing ordinance required extensive preparation for implementation, and tobacco retailers were required to be compliant with the new provisions by January 1, 2018.

Health Services Department Public Health staff provided a report to the Board of Supervisors in March 2018 on preliminary implementation efforts. In November 2019, the Board of Supervisors adopted Ordinance 2019-34 (Sale of Electronic Smoking Devices and E-Liquids Prohibited) which increased the protections for youth from tobacco influences in the retail environment. Ordinance 2019-34 was a necessary response to an epidemic rise in youth vaping where young people were vulnerable to tobacco addiction as well as concerns related to E-cigarette/Vaping Associated Lung Injury (EVALI). The ordinance also expanded the restrictions on the sale of flavored tobacco in all areas of the unincorporated areas of the County, rather than just within 1,000 feet of youth-sensitive areas.

At the October 29, 2020 Family and Human Services Committee (FHS) meeting, Public Health staff reported on the implementation of the newly adopted Ordinance 2019-34, including information on strategies to continue tobacco retailer licensing and businesses zoning ordinance implementation activities despite the challenges presented by the COVID-19 pandemic.

##### **Referral No. 82 - Secondhand Smoke Ordinance**

At the November 13, 2017 Family and Human Services Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. The Committee accepted the report and recommendations, requested that language be added to extend smoking restrictions to guest rooms of hotels and motels, and directed staff to forward those recommendations to the Board of Supervisors for discussion and approval.

The ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. At the request of the Board of Supervisors, Contra Costa Public Health staff provided reports in March 2018 on preliminary implementation of the ordinances. A follow up report was later presented to the FHS in October of 2018, at which the FHS asked Public Health staff to send a letter to each City Manager inviting them to model their own city ordinances after the County's ordinance.

At the October 29, 2020 FHS meeting, Public Health staff reported on the implementation of the Secondhand Smoke

Protections Ordinance. The report included updates on the implementation of the Multi-Unit Housing Ordinance, compliance challenges and the technical assistance provided to cities within Contra Costa County.

**Referral Update:**

Please see the attached reports and presentation slides for updates on the implementation of Tobacco Retail Licensing Ordinance No. 2019-34 and Secondhand Smoke Protections Ordinance No. 2018-07.

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

CONSIDER accepting the Health Services Department Public Health Division reports on Family and Human Services Referral Nos. 118 Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment and 82 Secondhand Smoke Protections Ordinance, and directing staff to forward the reports to the Board of Supervisors for their information.

**Fiscal Impact (if any):**

There is no fiscal impact.

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**Attachments**

Tobacco Retail License Report

Secondhand Smoke Protections Report

Referral Reports Presentation

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To: Family and Human Services Committee, Contra Costa Board of Supervisors  
From: Ori Tzvieli, MD,  
Health Officer, Contra Costa County  
Public Health Director, Contra Costa Health Services  
Re: Annual Report on Implementation of Tobacco Retail Licensing Ordinance 2019-34  
Date: 02/28/22

## **I. Summary**

The Board of Supervisors adopted Ordinance 2019-34 (Sale of Electronic Smoking Devices and E-Liquids Prohibited) in November 2019 which strengthened protections for youth against tobacco influences in the retail environment. The alarming rise of vaping among vulnerable youth who are more susceptible to tobacco addiction, in conjunction with the E-cigarette/Vaping Associated Lung Injury (EVALI) epidemic made addressing this public health concern through policies such as Ordinance 2019-34 even more necessary and timely.

In addition to the above, the ordinance expanded restrictions on the sale of flavored tobacco in all unincorporated areas of the County, as opposed to only within 1,000 feet of youth-sensitive areas. Contra Costa Health Services' Tobacco Prevention Program facilitates implementation of this ordinance through programmatic activities and by supporting the Contra Costa Sheriff's Department with enforcement. This report will provide details of implementation of the Ordinance 2019-34, specifically activities conducted since the last report made to this committee in October 2020, notwithstanding the challenges presented by the COVID-19 pandemic.

## **II. Tobacco Retailer License Ordinance Background**

On September 10, 2019, the Board of Supervisors directed Public Health staff to prepare policy options that would address mounting concerns related to the rapid increase of use with electronic cigarettes by minors as well as the co-occurring epidemic of serious lung disease that has been linked to the use of vaping devices.

On November 19, 2019, Public Health staff provided the policy recommendations listed below:

1. Revise Division 445 (Secondhand Smoke and Tobacco Product Control) of the County Ordinance Code to prohibit the sale of any electronic smoking device or e-liquid that is required to obtain, but has not yet obtained, a premarket review order from the U.S. Food and Drug Administration pursuant to the federal Family Smoking Prevention and Tobacco Control Act.
2. Revise Section 445-6.006 of the County Ordinance Code to prohibit the sale of flavored tobacco products and menthol cigarettes expanding this prohibition to the entirety of the unincorporated county. Previously, the sale of these products was only prohibited within 1,000 feet of a public or private school, playground, park, or library.

3. Amend Section 413-4.608 (Retail sale standards - Commercial Cannabis Health Permits) of the County Ordinance Code to prohibit the sale or delivery of any e-liquid that contains tetrahydrocannabinol or any other cannabinoid, and to prohibit the sale or delivery of any electronic smoking device that can be used to deliver tetrahydrocannabinol or any other cannabinoid in aerosolized or vaporized form.

Public Health's Tobacco Prevention Program (TPP) Staff partnered with Contra Costa County's Department of Conservation and Development, Alcohol and Other Drugs Services (AODS), the Contra Costa County Office of Education Tobacco Use Prevention Education Program (TUPE) and community partners to inform community members about the upcoming policy. The Tobacco Prevention Coalition (TPC) and partners educated members of the community, especially the youth, on the positive impact of the proposed policy recommendations. More than 25 community members provided public testimony or wrote letters of support for the expansion of restrictions of the tobacco retailer license ordinance, most of which were youth who experienced the negative health effects of vaping amongst their friends and classmates. Ordinance 2019-34 was adopted by the Board of Supervisors unanimously on November 19, 2019. Implementation of the amended ordinance began April 1, 2020.

### **III. Implementation efforts since October 2020 report to the FHS Committee**

#### **Implementation of Ordinance 2019-34**

TPP Staff created a comprehensive strategy to inform the retailers and the public of the upcoming changes on the sale of flavored tobacco and vaping devices in the unincorporated areas of the County. The strategy included community presentations, social media posts on the Tobacco Coalition's (TPC) Facebook and Instagram, and informational mailers that were sent to all retailers in the unincorporated County.

In February 2021, TPP along with CCHS's Nutrition and Physical Activity Promotion Project, HIV/STD Prevention Program, Alcohol and Other Drugs Services Program hosted a "*State of The Retail Environment In Contra Costa County*" to share the California Department of Public Health's Healthy Stores For A Healthy Community (HSHC) campaign results. TPP implemented the HSHC survey tool with 383 of the 666 tobacco retailers in Contra Costa. Of those surveys collected, 183 were analyzed by the CCHS Epidemiology, Planning and Evaluation team and California Tobacco Control Program.

Following the Town Hall of February 2021, the HSHC Taskforce continues to meet monthly and based on community engagement and needs assessment, further analyzed data from 13 of the Bay Point tobacco retailers. The following were the results for Bay Point tobacco retailers:

- More than 75% sell flavored tobacco products compared to 23% of tobacco retailers surveyed sell fresh fruits and vegetables
- Nearly 77% sell alcohol while 15% sell non- or low-fat milk
- 100% sell unhealthy items such as chips and sodas
- Only 31% have storefront advertising for healthy products, but 2x more (62%) have advertising for unhealthy products including tobacco products, alcohol or sugary drinks
- Nearly 23% have ads for tobacco products in kid-friendly locations (either within 3 feet of candy or below 3 feet)

Additional data collection from the 13 Bay Point tobacco retailers, and other stores in Bay Point and close to the border (total of 27), is expected to occur between March and May 2022 to engage Bay Point residents and retailers to gather information on the items above and increase collaboration with store owners. The HSHC Taskforce is expected to hold 'Bay Point Town Hall' to share the findings in May 2022.

Annually TPP works with the Contra Costa County Business License Office and the Tax Collector's Office to send a mailing that includes a reminder to all tobacco retailers to renew their business license and any policy change that affects the retailers. In May 2021, the Business License Office mailed the annual business renewal reminder letters to all 84 tobacco retailers in unincorporated Contra Costa.

#### **Enforcement of Ordinance 2019-34**

In previous years, TPP Staff have assisted the Sheriff's Department in completing compliance checks. As the impacts of COVID-19 pandemic continued through much of 2021, TPP Staff delayed in-person activities, such as youth decoy and shoulder tap operations. However, through funding from the California Department of Justice, TPP was able to perform local tobacco control policy enforcement activities complementary to those enforcement activities under the purview of the Sheriff's Department through June 2021.

April 2021 through June 2021, fifty retailers were contacted by phone to participate in pre and post-test surveys and received educational packets by mail. While roughly 1% participated in the pre-test which focused on flavored products, legal age of sale, and electronic smoking devices, 70% of the retailer's responded to the post-test, with half of those scoring 100% demonstrating the effectiveness of this alternative strategy in ensuring that retailers are educated about and understand current tobacco control policies.

A Youth Taskforce was formed through funding from the California Department of Justice and 8 youth/young adults were trained to educate their peers about the negative health effects of the use of tobacco and tobacco products. Five presentations educating youth about the dangers of vaping at Diablo Valley College and with community organizations were conducted between February 2021 and June 2021.

**IV. Technical Assistance to Contra Costa Cities**

TPP Staff continue to offer comprehensive technical assistance to Contra Costa cities interested in considering tobacco control policies that prohibit the sale of flavored tobacco products and e-cigarettes or vaping devices in order to protect youth from the negative health effects associated with the use of these products, such as EVALI.

Over the past year, the following cities have either adopted or are considering expanding their tobacco retail control policies employing the Contra Costa County ordinance as a model:

| <b>City</b>  | <b>Policy Description</b>                                                                                                                             | <b>Date adopted/ Date effective</b>                                                                                                                                                                      |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Antioch      | Adopt comprehensive tobacco retailer license with a flavors restriction and a minimum pack size requirement                                           | Antioch’s City Council directed staff to develop draft ordinance (similar to County’s policy) in May 2021/ 1 <sup>st</sup> reading of TRL ordinance pending                                              |
| Pittsburg    | Adopt a comprehensive tobacco retailer license ordinance inclusive of flavored tobacco restrictions and a minimum pack size requirement               | Community partners presented to Pittsburg City Council in May 2021/ Staff has been directed to review and update all tobacco policies including SHS and retail in February 2022/ Draft ordinance pending |
| Danville     | Prohibits the sale of vaping devices and electronic smoking devices                                                                                   | February 18, 2020/<br>March 18, 2020                                                                                                                                                                     |
| Concord      | Adopt comprehensive tobacco retailer restrictions that are inclusive of flavored tobacco restrictions and a minimum price                             | Survey of tobacco products in Concord tobacco retailers conducted in December 2021/ Presentation to Concord Council expected Summer 2022                                                                 |
| San Ramon    | Comprehensive tobacco retail license with vaping sales restrictions, minimum pack size, minimum price, tobacco free pharmacies, no exemptions         | San Ramon youth, community partners, and TPP Staff provided education to Policy Standing Committee January 2022/Draft Ordinance pending (possibly March 2022)                                            |
| Walnut Creek | Adopt tobacco retail license with same exemptions as SB 793 (hookah, pipe tobacco, and roll your own tobacco leaves exempt from flavors restrictions) | Adopted November 9, 2021<br>Implemented April 9, 2022                                                                                                                                                    |

|               |                                                                                                                                                                                               |                                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Pleasant Hill | Adopt flavored tobacco sales restriction and vaping device sales ban with same exemptions as SB 793 (hookah, pipe tobacco, and roll your own tobacco leaves exempt from flavors restrictions) | Adopted February 7, 2022/<br>Implemented January 2023,<br>consideration will be given in March 2022 to revise cigar definition. |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

**V. Technical Assistance on Vaping Policies**

On June 26, 2018, the Board of Supervisors adopted cannabis land use Ordinance Nos. 2018-18 and 2018-19 to regulate commercial cannabis activities and personal cannabis cultivation in unincorporated Contra Costa County, including requiring land use permits to engage in commercial cannabis activities. Considering the newness of regulating the commercial cannabis industry and the evolving landscape of cannabis regulation, Contra Costa Health Services recommended a cautionary approach to local regulation that emphasizes protections for consumers, the public, and at-risk groups such as youth and individuals challenged with substance use disorders. In November 2019, Ordinance 2019-34 was introduced and subsequently adopted amending three sections of County code to bring alignment between County Tobacco Control Policy and Cannabis regulation. In particular, the provision prohibiting the sale of flavored cannabis products and any electronic smoking device that contains tetrahydrocannabinol or any other cannabinoid.

At the request of the Board of Supervisors, in May 2021 and July 2021 TPP Staff provided reports on the Triangulum between tobacco, cannabis and electronic smoking or vape devices, current trends in use among youth, and the negative health impacts associated with the use of vape devices, in particularly among vulnerable populations such as underage youth.

In August 2020, California became only the second state to ban the sale of flavored tobacco products including flavored electronic cigarettes through SB793. What was expected to be implemented in January 2021, due the tobacco industry filling a referendum, subsequently SB793 will be placed on the ballot for November 2022 to let voters decide whether it is to be implemented. With the support of the Board of Supervisors, the Contra Costa Tobacco Prevention Program continues to advance tobacco prevention policies and responds to various requests to provide technical assistance to other local public health departments for both tobacco and the emerging issue of cannabis, throughout the State, including Alameda, Sonoma, Santa Barbara, Los Angeles, and San Diego Counties. Technical assistance includes sharing best practices on the adoption, implementation, and enforcement of local tobacco prevention ordinances.

**VI. Recommendations**

Direct staff to track SB 793 referendum, and to keep the Committee informed of any changes that result in the November 2022 election.

Staff recommends that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Tobacco Retail Licensing Ordinance.



To: Family and Human Services Committee, Contra Costa Board of Supervisors  
From: Ori Tzvieli, MD  
Health Officer, Contra Costa County  
Public Health Director, Contra Costa Health Services  
Re: Annual Report on Implementation of Secondhand Smoke Protections Ordinance 2018-07  
Date: 2/28/22

### **I. Summary**

The Contra Costa Board of Supervisors adopted Smoke-free Multi Unit Residences Ordinance 2018-07 on March 13, 2018, which increased secondhand smoke protections for persons and families living within multiunit housing. Implementation of Ordinance 2018-07 for new and renewing leases began on July 1, 2018, whereas for continuing leases and owner-occupied units, implementation would start on July 1, 2019. This brief report is specific to the continued implementation of the broader Smoke-free Secondhand Protections (Division 445-4) and the modified strategies utilized to continue activities as the project continues to be impacted by the COVID-19 pandemic.

### **II. Secondhand Smoke Ordinance Background**

Across the State of California, and nationally, Contra Costa County continues to be recognized as a leader in developing and implementing local tobacco control policies. The County's secondhand smoke protections have continuously been updated and strengthened by the Contra Costa Board of Supervisors for more than a decade, with additional policies being adopted in October 2009, October 2010, April 2013, June 2014, July 2017, and March 2018.

Amendments to the County's Secondhand Smoke policy (Division 445-4) have expanded secondhand smoke protections and include the following: requiring all County-owned properties be 100% smoke-free; the inclusion of electronic smoking devices in defining "secondhand smoke"; and the expansion of 100% smoke-free multi-unit housing to include condos, townhomes, and the guest rooms of hotels and motels.

### **III. Implementation of Ordinance 2018-07 Since October 2020 Report**

The Smoke-free Multi-Unit Residence Ordinance 2018-07 is implemented through the activities of the Tobacco Prevention Program for the Public Health Division of Contra Costa Health Services.

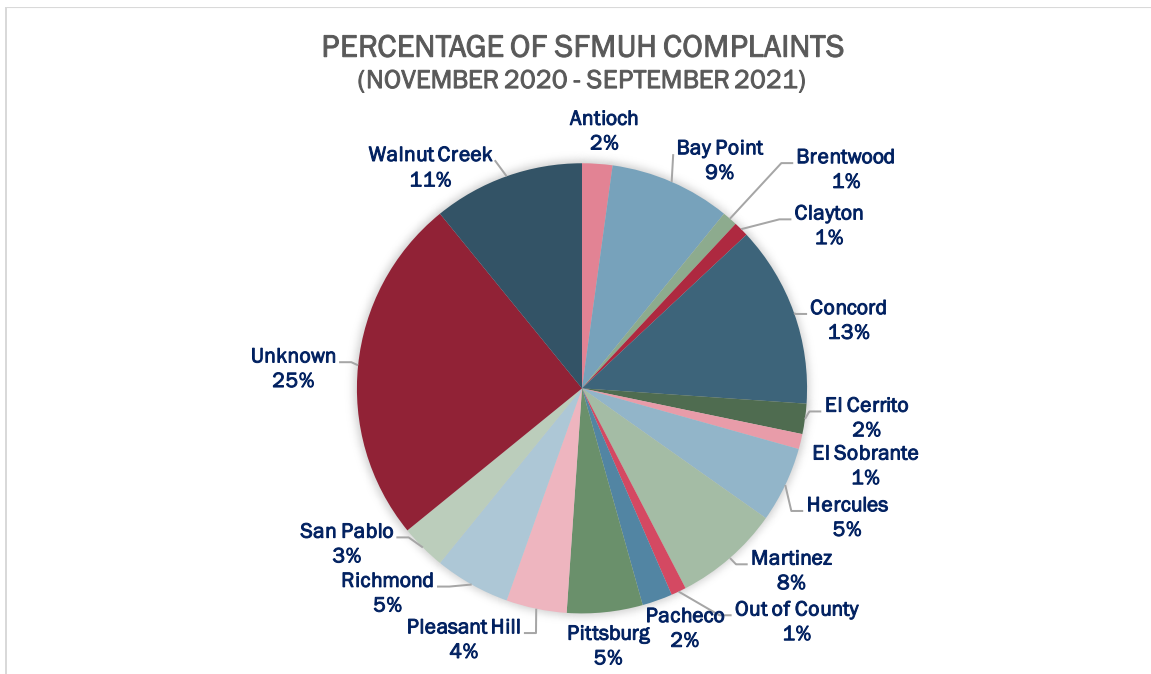
As our communities continue to experience unusual circumstances as a result of the COVID-19 pandemic, many activities normally conducted by TPP have been modified in order to adhere to guidance issued by the Contra Costa County Health Officer. Since the beginning of the pandemic TPP Staff have continued to respond to secondhand smoke complaints received through the TPP online portal and complaint line. The team also provided education to community members about smoke-free multiunit housing tobacco control policies. However, staff were unable to conduct site-visits since our last report for signage observations to ensure adherence to the COVID-19 guidelines.

TPP Staff made its last report to the Family and Human Services Committee in October 2020. The following is a summary of activities conducted November 2020 through September 2021. TPP will be collecting and analyzing data from October 2021 – December 2021 that will be provided in the next report.

The COVID-19 pandemic initially brought with it an increase in secondhand smoke complaints when the Contra Costa County Health Officer Orders to shelter in place and limit activities outside of their homes in March 2020. At the time of our last report, in October 2020, TPP received a total of 49 secondhand smoke complaints from residents and landlords within the unincorporated areas and cities throughout the County which was double the amount received the previous year. From November 2020-September 2021, the numbers have continued to increase following a similar pattern with 92 second-hand smoke complaints being registered with TPP.

All registered complaints are provided with appropriate resources and a follow-up call or email within 3-5 business days to ensure the health and safety of residents are not compromised due to a lack of adherence to secondhand smoke tobacco control policies. TPP Staff primarily focus on complaints from the unincorporated County and making connections to the appropriate department of local jurisdictions outside of the County’s purview.

**Graph I: Percentage breakdown of number of complaints within 2020-2021**



In reviewing the 92 complaints, a significant number of complainants (25%) inquired about the secondhand smoke violation policy and/or the violation process but did not want provide information regarding their specific location or they did not respond when staff attempted to communicate with them.

Over half (51%) were secondhand smoke violations within apartment complexes, 32% were in owner-occupied units such as townhomes and condominiums, and less than 5% came from other multi-unit housing types such as mobile homes parks, duplexes, etc. Seventy-four percent of the complaints were regarding

combustible cigarette smoke, while 26% pertained to second-hand smoke from the use of cannabis and electronic cigarettes devices. TPP staff also received requests for clarification of the ordinance and technical assistance by landlords and property managers seeking to comply with the ordinance.

#### **IV. Next Steps for Compliance**

Due to the impact of COVID-19, inspections were not conducted during this report period, but the implementation of additional strategies that were recommended in the October 2020 report designed to strengthen our outreach efforts and increase awareness by informing and educating landlords, property managers and tenants were implemented from the end of Fall 2020 through the Summer of 2021.

In 2020, in an effort to increase awareness and compliance, a secondhand smoke educational infographic flyer was distributed to property managers, property owners and operators in English and Spanish at all 5,035 multi-unit dwelling properties (two or more units such as duplexes, triplexes, condominiums, detached units, apartment complexes, etc.) in unincorporated county on 03/18/2021. Due to a significant number of inaccurate mailing addresses, approximately 100-200 flyers were returned to the program without forwarding addresses. In addition, the project's inability to obtain all unit numbers for the larger complexes required TPP staff to mail SFMUH educational postcards directly to SFMUH property managers, owners and landlords with the request to have them distributed to residents. These post cards in English and Spanish includes details regarding compliance, the complaint process and cessation resources.

Resources and downloadable smoke-free signs in 4 languages continue to be available on the CCHS TPP website. The smoke-free signs highlight that cannabis, vaping, and cigarette smoke is prohibited. Smoke free signage and decals can be provided upon request to all. The secondhand smoke webpage had 984 page views and 915 visitors between January 1, 2021, and June 30, 2021. TPP staff plans to update the webpage to include additional information on other smoke-free MUH policies throughout the county in the future.

#### **Unincorporated SFMUH Media Campaign**

Smoke-free messages that focus on reaching residents in unincorporated Contra Costa are posted regularly on the Tobacco Prevention Coalitions Facebook and Instagram social media platforms in collaboration with TPP Staff. Over the past year, over 64 educational messages about the harmful health effects of second-hand smoke associated with the use of tobacco and tobacco devices were posted on Facebook and Instagram. TPP subcontracted with media consultant Full Court Press to implement a media campaign focused on increasing the viewers knowledge regarding the harms of secondhand smoke, an educational digital ad campaign was developed and implemented that achieved millions of impressions. A total of 7.8 million impressions were through digital online platforms, 1.7 million impressions through streaming radio, 585,562 impressions through the Spanish Tv streaming service Univision and 795 airings on Galavision.

TPP Staff will continue to respond to requests for resources, assistance and information from residents, property managers and owners by phone and by email. TPP Staff plans to resume auditing and inspecting properties at random to confirm compliance with the smoke-free multiunit housing tobacco control policies early 2022 if funding is secured for these activities.

**V. Technical Assistance to Contra Costa Cities**

As of January 2022, fourteen (14) cities have adopted smoke-free multiunit housing tobacco control policies into their jurisdictions utilizing the County’s model ordinance. TPP Staff provided technical assistance to these local jurisdictions to incorporate components of the model ordinance and seeks to inform and educate those local jurisdictions that have no tobacco control policy in the hopes that they will consider further the many health benefits for their residents associated with having a in place protective smoke-free multiunit dwelling policies.

In 2021, most second-hand smoke complaints came from the cities of Concord, Walnut Creek, and Martinez. TPP staff provided education and resources to community members who filed complaints and forward the complaint to the appropriate contact in those cities when possible.

Of the 14 cities that TPP Staff provided technical assistance to the Cities of San Pablo, Richmond, Hercules, Clayton, Walnut Creek, Concord have considered similar smoke-free multi-unit housing policies for their jurisdictions based on the model provided by the County.

**V. Next Steps for Technical Assistance to Contra Costa Cities**

TPP Staff plans to continue smoke-free efforts in communities in East Contra Costa in 2022-2025 to help expand smoke-free protections to residents in the Antioch and Pittsburg communities. TPP Staff has made moderate progress in Antioch and Pittsburg with informing and educating policymakers on the importance of tobacco retail licensing control policies and additional details will be found in that report.

**VI. Recommendations**

TPP Staff requests that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff’s annual report on Contra Costa’s Secondhand Smoke Protections Ordinance.



# CONTRA COSTA HEALTH SERVICES DIVISION OF PUBLIC HEALTH TOBACCO PREVENTION PROGRAM ANNUAL REPORT

Contra Costa County  
Board of Supervisors  
Family & Human Services Committee  
February 28, 2022

# TOBACCO RETAILER LICENSE

## ORDINANCE 2019-34

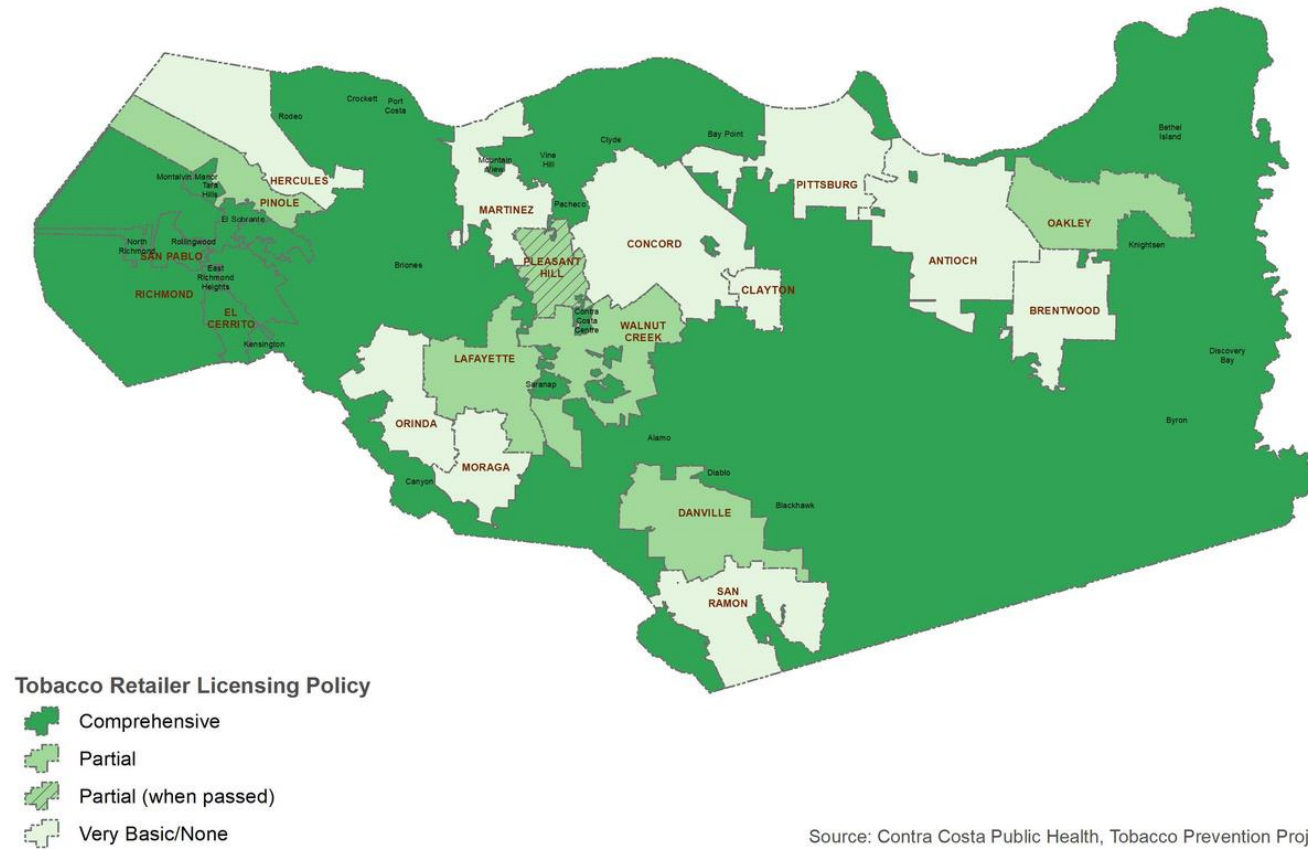
The Board of Supervisors Adopted Ordinance 2019-34  
(Sale of Electronic Smoking Devices and E-Liquids Prohibited) in November 2019.

### **Included in the ordinance:**

- No sale of flavored tobacco (including menthol)
- No sale of e-cigarette/vaping devices
- Little cigars sold in packs of at least 10
- No new tobacco retailers within 1,000 ft of youth sensitive areas or 500 ft of another retailer
- Prohibits coupons
- Set a cap on tobacco retailers

# Current TRL Policy Landscape

Tobacco Retailer Licensing Policy by Jurisdiction  
Contra Costa County



Source: Contra Costa Public Health, Tobacco Prevention Project.

Contra Costa Health Services, OIT Analytics, February 2022

# Technical Assistance & Enforcement

TOBACCO PREVENTION PROJECT PROVIDES:

- Tobacco Education
- Compliance Checks
- Technical Assistance



# SMOKE FREE MULTI-UNIT HOUSING



## HOUSING INFORMATION FOR RESIDENTS

INFORMACIÓN SOBRE VIVIENDAS PARA RESIDENTES

Smoking or vaping any tobacco or cannabis is prohibited in any multi-unit housing complex with 2 or more attached units within unincorporated county. (Ordinance 2-18-07)

*Está prohibido fumar o vapear tabaco o marihuana en cualquier complejo de viviendas de unidades múltiples con 2 o más unidades adosadas dentro de áreas no incorporadas del condado (ordenanza del 18-2-07).*

**This means that no one is allowed to smoke:**

*Esto significa que a nadie se le permite fumar:*

- |  |                                                                   |  |                                                                                           |
|--|-------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------|
|  | 1) Inside their unit<br>Dentro de su unidad                       |  | 2) On ANY balconies, patios, porches & decks<br>En NINGUN balcón, patio, porche o terraza |
|  | 3) In ANY Indoor common areas*<br>En NINGUNA área común interior* |  | 4) In ANY Outdoor common areas*<br>En NINGUNA área común al aire libre*                   |

\* For more information about what part of the property is included in indoor and outdoor common areas visit: <https://cchealth.org/tobacco/>

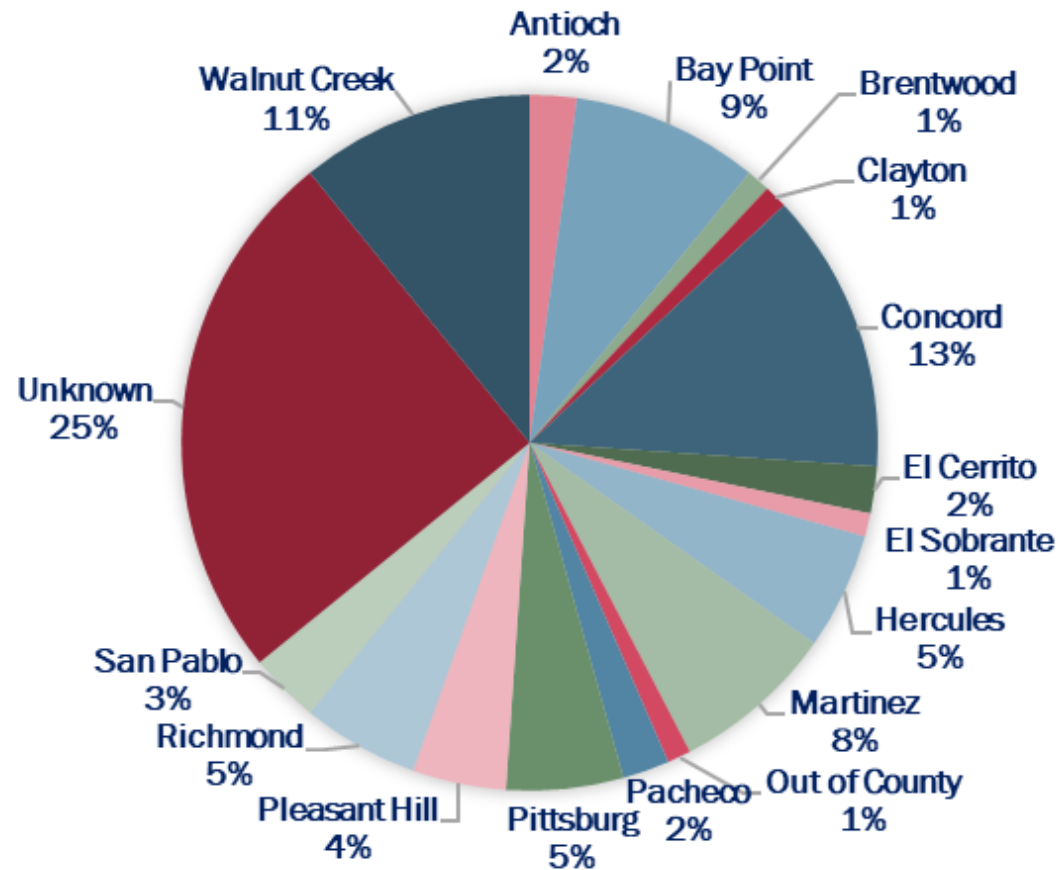
\* Para obtener más información sobre qué parte de la propiedad está incluida en las áreas comunes interiores y al aire libre, visite: <https://cchealth.org/tobacco/>



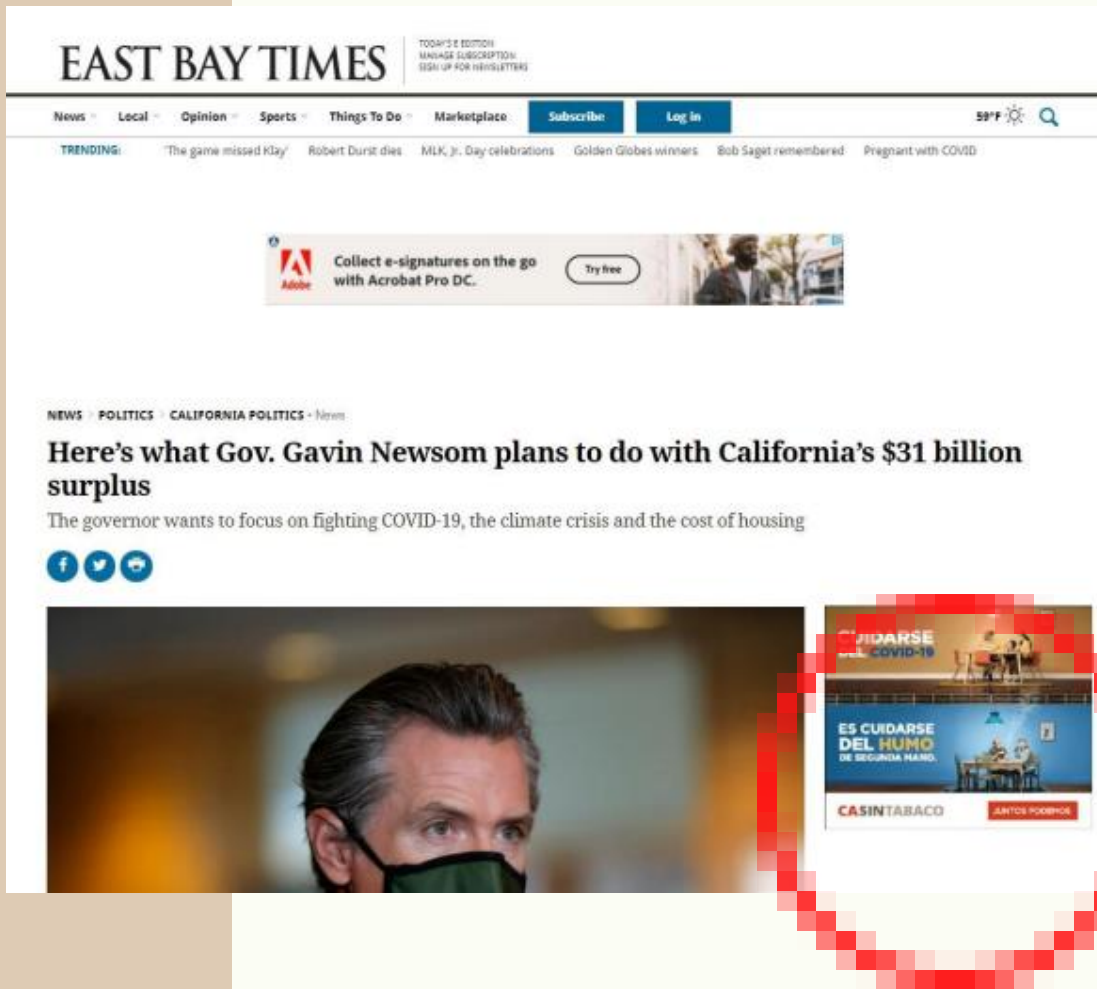
A 100% smoke-free multi-unit housing policy for unincorporated areas within Contra Costa was adopted on March 13, 2018, implemented through December 2021.

# SMOKE FREE MULTI-UNIT HOUSING COMPLAINTS 2020 - 2021

PERCENTAGE OF SFMUH COMPLAINTS  
(NOVEMBER 2020 - SEPTEMBER 2021)



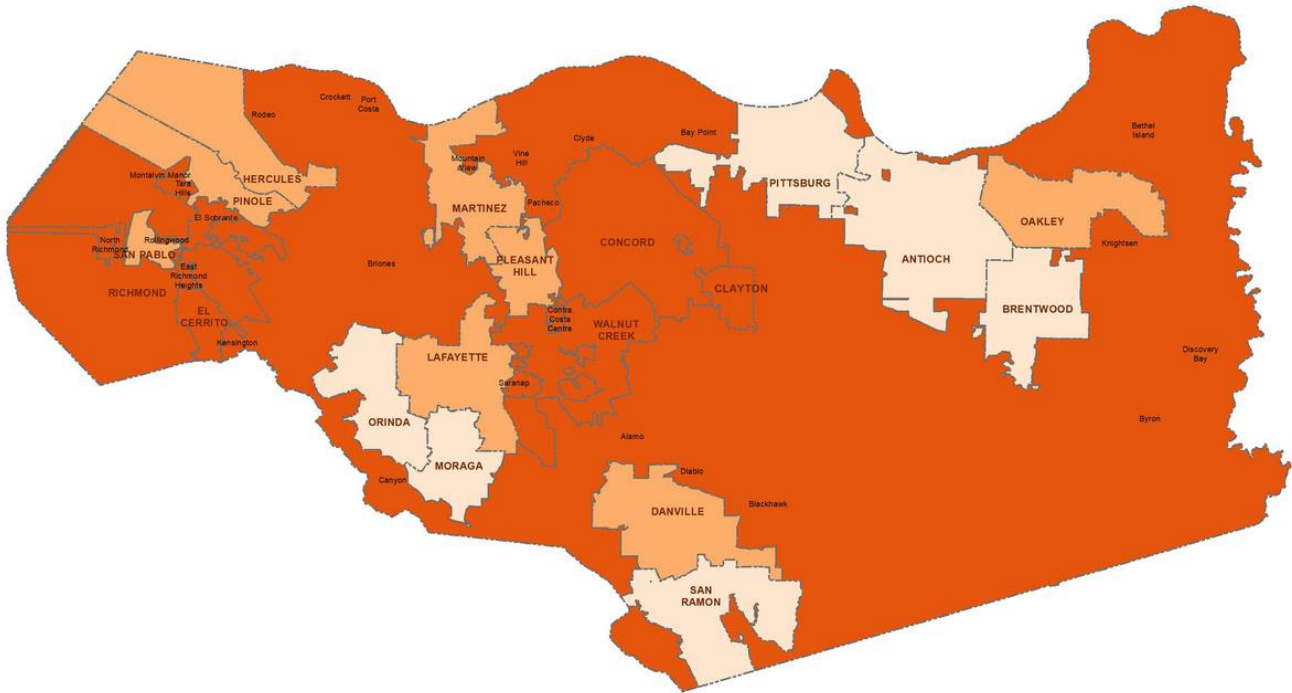
# OUTREACH & EDUCATION SMOKE FREE MULTI-UNIT HOUSING MEDIA CAMPAIGN



- 7.8 million impressions through digital platforms
- 1.7 million impressions through streaming radio
- 585,562 impressions through Univision Spanish TV
- 795 airings on Galavision

# Current SFMUH Policy Landscape

Smoke-Free Multi-Unit Housing Policy by Jurisdiction  
Contra Costa County



Source: Contra Costa Public Health, Tobacco Prevention Project.

Contra Costa Health Services, OIT Analytics, February 2022

**Thank You!**