



Agenda

INTERNAL OPERATIONS COMMITTEE

March 14, 2022
10:30 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).

Join from PC, Mac, Linux, iOS or Android:
<https://cccouny-us.zoom.us/j/81462064630>

Meeting ID: 814-6206-4630

Or Telephone:
USA 214 765 0478
USA 888-278-0254 (US Toll Free)
Conference code: 845965

[Find local AT&T Numbers](#)

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. RECEIVE and APPROVE the Record of Action for the February 14, 2022 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER recommending to the Board of Supervisors the reappointment of Victoria Smith and the appointment of Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026, and PROVIDE direction to staff on filling the remaining vacant seat. *(Julie Enea, County Administrator's Office)*
5. INTERVIEW applicants for the At Large seat of the Los Medanos Health Advisory Committee for an initial term to commence upon the dissolution of the Los Medanos Community Healthcare District and end on December 31, 2023, and DETERMINE recommendation for Board of Supervisors consideration. *(Julie DiMaggio Enea, County Administrator's Office)*
6. RECEIVE report on the Auditor-Controller's audit activities for 2021 and APPROVE the proposed schedule of financial audits for 2022. *(Sandra Bewley, Auditor-Controller's Office)*
7. RECEIVE the 2020/21 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet. *(Joe Yee, Public Works Department)*
8. CONSIDER accepting the Phase One Interim Report for the Arts and Culture Prospectus and PROVIDE direction to staff regarding the potential dissolution of the Arts and Culture Commission and re-organization of an Arts Council for Contra Costa County. *(Lara DeLaney, County Administrator's Office)*

9. The next meeting is currently scheduled for April 11, 2022.

10. Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

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:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 03/14/2022
Subject: RECORD OF ACTION FOR THE FEBRUARY 14, 2022 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the February 14, 2022 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the February 14, 2022 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for 2-14-22



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 14, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair

Absent: Candace Andersen, Vice Chair

Staff Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Present:

Attendees: Lea Castleberry, Jennifer Quallick

1. Introductions

Chair Burgis called the meeting to order at 10:30 a.m. and noted that Vice Chair Andersen would be absent.

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

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

3. RECEIVE and APPROVE the Record of Action for the November 8, 2021 IOC meeting.

Chair Burgis approved the record of action from the November 8, 2021 IOC meeting as presented.

AYE: Chair Diane Burgis

Other: Vice Chair Candace Andersen (ABSENT)

4. RECOMMEND to the Board of Supervisors the appointment of Tim Bancroft to the General Public seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2023.

Chair Burgis approved the recommendation as presented.

AYE: Chair Diane Burgis

Other: Vice Chair Candace Andersen (ABSENT)

5. APPROVE the proposed 2022 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Chair Burgis asked staff to review the meeting schedule to ensure there were no conflicts with religious holidays. She agreed to cancel the August meeting and suggested to staff that any meeting agenda in September be kept to a minimum due to scheduled vacations.

AYE: Chair Diane Burgis

Other: Vice Chair Candace Andersen (ABSENT)

6. APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Staff advised about the status of the two open recruitments and the challenge in filling technical seats on the Local Enforcement Agency Independent Hearing Panel, which rarely if ever is required to meet.

Chair Burgis asked about the funding and staffing for the Los Medanos Health Advisory Board. Staff agreed to gather that information and follow-up via email.

Chair Burgis approved the recruitment plan and schedule as presented.

AYE: Chair Diane Burgis

Other: Vice Chair Candace Andersen (ABSENT)

7. The next meeting is currently scheduled for March 14, 2022.
8. Adjourn

Chair Burgis adjourned the meeting at 10:41 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 03/14/2022
Subject: NOMINATION TO THE LOCAL ENFORCEMENT AGENCY INDEPENDENT HEARING PANEL
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 22/5
Referral Name: Advisory Body Recruitment
Presenter: Julie Enea **Contact:** Julie DiMaggio Enea 925.655.2056

Referral History:

In 1992, the Board of Supervisors, in its capacity as the governing body of the County Local Enforcement Agency, adopted Resolution No. 92/153, which, among other things, appointed the full Board to serve as the hearing panel, a body that implements enforcement and permitting activities at local solid waste facilities, pursuant to a statute that was later repealed. Under current law, hearings regarding the above matters may be conducted by either a hearing officer or by a hearing panel, which may be either (1) a panel of three members of the LEA governing body or (2) an independent three-member panel appointed. (Pub. Resources Code, § 44308.) The Panel will hear matters related to solid waste enforcement, permits, and appeals.

The California Code of Regulations requires the appointment of either an independent hearing panel or hearing officer when in the jurisdiction of the LEA there exists a publicly owned or operated solid waste facility or disposal site. In Contra Costa County, the following jurisdictions own solid waste facilities: City of El Cerrito (Registration Tier Permit Transfer Station), City of Brentwood (Brentwood Transfer Station), City of Martinez (Martinez City Rubbish-closed landfill), City of Richmond (Naval Fuel Depot Pt. Molate-closed landfill), the City of Antioch (Antioch City Landfill-closed landfill), and the California Department of Water Resources (Banks Delta Pumping-closed dump site in Byron). For this reason, CalRecycle recommended that an independent hearing panel be established. CalRecycle also advised that there can be only one LEA hearing panel.

On November 5, 2013, the Board of Supervisors adopted Resolution No. 2013/423, establishing the Contra Costa County Local Enforcement Agency Independent Hearing Panel. The Board, at that time, decided that it would not appoint one of its members to the LEA Hearing Panel and subsequently referred to the IOC the recruitment of three County resident nominees, for BOS consideration, to serve on the panel. As a result of the 2013 recruitment, the Board of Supervisors appointed the first Independent LEA Hearing Panel, composed by Daryl Young, Larry Sweetser (technical expert), and Ana Cortez. Ana Cortez was later replaced by Victoria Smith.

The three-year terms of office for all three panel members will expire on March 31, 2022.

Referral Update:

Among the specific duties of the County LEA are the permitting of solid waste facilities. Solid waste facilities include solid waste transfer or processing stations, composting facilities, transformation facilities and disposal facilities. The permitting process includes the issuance of solid waste facilities permits as well as the denial, revision, modification, suspension and revocation of permits. The County LEA also performs regular inspections of solid waste facilities. A solid waste facility is required to comply with applicable laws and regulations and the terms and conditions of any solid waste facilities permit issued by the County LEA to the facility. Compliance is usually achieved through inspection reports and compliance schedules. Where violations are found, the County LEA works with affected parties on corrective measures as long as those parties make a good faith effort to comply with the requirements.

Public Resources Code section 44308 governs appointments to the Hearing Panel as follows:

1. No more than one member of the Board of Supervisors shall serve on the Hearing Panel.
2. Members of the Hearing Panel shall be selected for their legal, administrative, or technical abilities in areas relating to solid waste management.
3. At least one member shall be a technical expert with knowledge of solid waste management methods and technology.
4. At least one member shall be a representative of the public at large.
5. A member shall serve for a term of four years and may not serve more than two consecutive terms.

Since its establishment in 2013, the Hearing Panel has met twice in Concord (one hearing, split into two evening sessions).

On February 14, 2022, the IOC approved a recruitment plan and schedule prepared by the County Administrator's Office in consultation with Environmental Health, calling for interviews to be held by the Internal Operations Committee on March 14, 2022. In response to the call for applications, the County received two applications, from incumbent Victoria Smith, who is eligible to serve a second term, and from retired County Environmental Health Specialist Joe Doser. Incumbents Daryl Young and Larry Sweetser are not currently eligible for reappointment because each has just completed two consecutive terms on the panel.

Since the number of well-qualified applicants is fewer than the number of vacancies, staff recommends the direct appointment of the applicants. The recommended appointment of Joe Doser will satisfy the requirement that at least one panelist shall be a technical expert in solid waste management and technology.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Victoria Smith and the appointment of Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026.

CONSIDER options for filling the remaining seat and PROVIDE direction to staff:

- a. Direct staff to continue to recruit until the vacant seat can be filled, and/or
- b. Recommend that the Board appoint a Board of Supervisors member to the vacant seat.

Fiscal Impact (if any):

None.

Attachments

Media Release LEA Independent Hearing Panel

Application Victoria Smith LEA Independent Hearing Panel

Application Joe Doser LEA Independent Hearing Panel



Contra Costa County

County Administrator's Office • 1025 Escobar St. • Martinez, CA 94553 • www.contracosta.ca.gov

Media Release

FOR IMMEDIATE RELEASE

Monday, January 24, 2022

Contact: Julie DiMaggio Enea
Phone: (925) 655-2056
Email: julie.enea@cao.cccounty.us

Contra Costa County is Seeking Members for the Solid Waste Local Enforcement Agency Independent Hearing Panel

In 2013, the Contra Costa County Board of Supervisors established an Independent Hearing Panel for the Contra Costa Solid Waste Local Enforcement Agency (LEA). The three-member panel requires two members of the public who reside in Contra Costa County and a technical expert with knowledge of solid waste management, technology, and laws. The Panel will hear matters related to solid waste enforcement, permits, and appeals.

County residents who have an interest in public policy and solid waste management are encouraged to apply for this volunteer opportunity. Panelists receive a stipend of \$50 on those days on which the panel meets. The County Board of Supervisors will appoint to fill three vacancies for a four-year term ending on March 31, 2026.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, February 18, 2022. Applicants should plan to be available for public interviews in Martinez on Monday, March 14, 2022.

For more information about the LEA Independent Hearing Panel, contact Tim Kraus, Contra Costa County Environmental Health, at (925) 608-5549 or Tim.Kraus@cchealth.org.

###

Application Form

Profile

Victoria _____ R _____ Smith _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Orinda _____ CA _____ 94563 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Hastings College of Law

Degree Type / Course of Study / Major

Law

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

CA Dept. of Real Estate

Hours Completed

Licensed CA Broker 2002-present

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Assessment Appeals Board: Submitted

Seat Name

District 2 Alternate

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

Yes No

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

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

I would like to assist the residents of Contra Costa County in ensuring fair property tax valuation using my skills as a real estate attorney and licensed real estate broker.

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.

Mayor, Orinda City Council; Member, Central Contra Costa Solid Waste Authority Board; Contra Costa County Local Enforcement Agency Independent Hearing Panel – 2018-current; Contra Costa County Sustainability Commission – 2017 – current. For a full list, please see my attached resume.

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

Victoria Smith

Orinda, CA 94563

Education

University of California, Berkeley, CA A.B., 1978
Hastings College of the Law, San Francisco, CA J.D., 1981

Professional Experience - Law Practice

1995 - present - Law Office of Victoria Robinson Smith, Orinda, CA

Practice areas: Represent individuals and businesses in real estate, contracts, business and commercial matters.

1987-1995 - Partner, Alborg & Dictor, Oakland and Walnut Creek, CA

Practice areas: Represented individuals and businesses in real estate, professional negligence defense and financial services litigation.

Professional Memberships

Licensed California Real Estate Broker (2002 – present)
Contra Costa County Bar Association - Board of Directors and President Women's Section (1997-2003)
Orinda Chamber of Commerce

Public Service

Mayor, City of Orinda (2008, 2010, 2016), City Council Member, City of Orinda--2004–2016

Orinda Infrastructure Committee

Public Works Aesthetic Review Committee

Liaison to the Moraga-Orinda Fire District

Liaison to the East Bay Regional Park District

Liaison to the Friends of the Creeks

Liaison to the Orinda Unified School District

Liaison to the Acalanes Unified High School District

Alternate Member: School Bus Committee Liaison, Southwest Region Planning Committee (CCTA),

Lamorinda Project Management Committee, Lamorinda Fee & Financing Authority

Planning Commissioner, City of Orinda, 2003-2004

Central Contra Costa Solid Waste Authority -2005-2016 Chair

Contra Costa Mayor's Conference (2014) Board Member/Chair

Contra Costa County Local Enforcement Agency Independent Hearing Panel – 2018-current

Contra Costa County Sustainability Commission – 2017 – current

President, Orinda Senior Village, Inc. and Orinda Senior Housing Foundation – 2017-current

Grants Coordinator, Strive for Change Foundation - 2015–current

Board Member, Contra Costa County Family and Children's Trust Committee – 2000-2004

Registered Adult Leader, Boy Scouts of America -1992–current

Application Form

Profile

Joseph _____ G _____ Doser _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Martinez _____ CA _____ 94553 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Retired _____
 Employer Job Title

Length of Employment

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?

30 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Local Enforcement Agency Independent Hearing Panel: 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?

1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

U. of Nevada

Degree Type / Course of Study / Major

B.S./Health Sciences

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Jose State

Degree Type / Course of Study / Major

Teaching Credential (awarded)

Degree Awarded?

Yes No

College/ University C

Name of College Attended

U.C. Berkeley Extension

Degree Type / Course of Study / Major

Cert. in Hazardous Material Mgt. (awarded)

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Emergency Management Specialist

Certificate Awarded for Training?

Yes No

Other Training B

Various CalRecycle trainings

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Registered Environmental Health Specialist

Qualifications and Volunteer Experience

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

I was previously employed as the supervisor of a local enforcement agency (LEA) for solid waste and have a continued interest in matters related to environmental health, including in the area of solid waste management.

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

I supervised the County's LEA for solid waste for 7 years. This included providing regulatory oversight of solid waste facilities and enforcement action when necessary to obtain compliance. I was involved in an extensive case that went before the LEA IHP. I served on the State's (CalRecycle) Enforcement Advisory Council for 7 years and was its chair for several years.

[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:

Retiree pension.

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

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.

RESUME

Joseph G. Doser, Jr.

██████████
Martinez, CA 94553
██████████
██████████

EDUCATION

- B.S., University of Nevada
Major: Health Science with extensive coursework in chemistry, biology, and mathematics.
- Hazardous Materials Management Certificate, University of California Berkeley Extension
- California Commission on Teacher Credentialing – Vocational Education Credential
- Emergency Management Specialist Certificate – California Specialized Training Institute

EXPERIENCE

Oct. 05 Supervising Environmental Health Specialist
to Feb. 22 Contra Costa Environmental Health
2120 Diamond Blvd., Suite 200
Concord, CA 94520
(925) 608-5500

Provided supervision in the areas of retail food, consumer protection, plan check, pools/spas/water parks, harmful algal blooms, jails, tattoo/body arts, massage parlors, solid waste, waste tire, code enforcement, body arts, cannabis, illegal prescription drug sales, and medical waste. Also provided the lead for the division's oncall, disaster/emergency preparedness and response, and customer service programs. Monitored staff productivity, work quality, and cost recovery. Provided guidance to staff on complex situations. Developed policies, procedures, and ordinances to promote program goals. Trained staff. Assigned special projects to staff (e.g., illegal haulers, code compilation, website development, etc.). Represented the Division at meetings and public outreach activities, including the statewide solid waste Enforcement Advisory Council (EAC). Conducted administrative hearings. Responded to inquiries from the media, elected officials, and the public. Served on interview panels.

March 92 Senior Environmental Health Specialist
to Oct. 05 Contra Costa Environmental Health

Performed a wide variety of duties in the areas of land use, onsite wastewater disposal, sewage complaints, small public water systems, water wells, environmental wells and soil borings, real estate transaction inspections, retail food establishments, food vehicles, temporary food events, plan check, public swimming pools/spas, massage parlors, and housing.

EXPERIENCE (continued)

Responsibilities included routine inspections; complaint and other investigations; report writing, ordinance writing, review of proposed legislation; program and policy development; development of educational handouts and departmental documents; staff education and training; development and implementation of HACCP programs; public relations, media relations; food handler training; retail food plan check.

Served on statewide CCDEH technical advisory committees in retail food, onsite sewage disposal, and water wells. Participated in State Department of Alcoholic Beverage Control IMPACT inspections. Participated in government/industry groups, including CURFFL Review Committee and speaking to industry groups, schools, service organizations, etc. Provided testimony before elected officials. Debt collection. Prepared cases for enforcement actions and testified in court and during depositions. Conducted soil profile examinations and percolation tests. Reviewed land development projects for planning agency comments. Developed land use and retail food program libraries. Conducted pollution studies. Conducted meat and poultry supply/bio-terrorism survey for the State Department of Food and Agriculture. Interviewed potential hires. Performed supervisory duties when designated by regular supervisors in their absence. Attended community meetings, including Municipal Advisory Councils, Neighborhood Councils, and Crimestoppers.

Also served as Shop Steward, elected Health Services General Negotiator, and member of the Joint Labor Health Coalition for Public Employees Local No. 1.

May 99
to 05

Instructor
Martinez Adult Education
Mt. Diablo Adult Education
West Contra Costa Adult Education

Developed a food manager food certification class. Taught food manager certification classes (ServSafe and NRFSP). Also participated in creating a well-received food safety video and television show for Mt. Diablo Television.

April 1989
to March 92

Environmental Health Specialist
Sutter County Health Department
1160 Civic Center Blvd., Yuba City, CA

Under general supervision performed a wide variety of duties in the areas of land use, onsite wastewater disposal, small public water systems, water wells, retail food establishments, public swimming pools/spas, rabies control, abandoned vehicle abatement, garbage abatement, substandard housing, real estate transaction inspections, infectious/medical wastes, and ambulances.

EXPERIENCE (continued)

Duties included inspections, complaint and other investigations, report writing, ordinance writing, program and policy development, development of educational handouts and program documents, testimony before elected officials, preparing cases for enforcement actions, conducting soil profile examinations, reviewing plans, development of a departmental library, and conducting pollution studies.

May 1987 to Assistant Sanitarian
April 1989 Sutter County Health Department
1160 Civic Center Blvd., Yuba City, CA

Similar duties as an Environmental Health Specialist but with a lesser degree of responsibility and autonomy.

PUBLICATIONS

- *Environmental Stealth*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, November 1991.
- *Development of a Procedure on Closure of Food Facilities for Immediate Health Hazards*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Winter 1992
- *Guidelines for Writing Effective Environmental Health Laws*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Fall 1993
- *Education vs. Pseudoeducation in Environmental Health Programs*, by Joseph G. Doser, Jr. and Terry L. Schmidtbauer, California Journal of Environmental Health, Summer 1994
- *The Customer is Often Wronged*, by Joseph G. Doser, Jr., California Journal of Environmental Health, Winter 1998
- *How Safe are Self-serve Unpackaged Foods?* by Joseph G. Doser, Jr., Journal of Environmental Health, Vol. 61, No. 8/April 1999

TECHNICAL ADVISORY COMMITTEES

- Bay Area Retail Food - CCDEH
- Septic System – CCDEH
- Water Well – CCDEH
- Enforcement Advisory Council (EAC) – CalRecycle/CCDEH

AWARDS

- California Environmental Health Association, Contributing Author of the Year, 1992.
- City of San Pablo Police Department, Special Recognition, 2004
- Contra Costa Health Services *Service Excellence Honor Roll*, 2005



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 03/14/2022
Subject: INTERVIEW APPLICANTS FOR LOS MEDANOS HEALTH ADVISORY COMMITTEE AT LARGE SEAT
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 22/5
Referral Name: Advisory Body Recruitment
Presenter: Julie Enea **Contact:** Julie DiMaggio Enea 925.655.2056

Referral History:

Per IOC policy, the IOC conducts interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and delegates the screening and nomination fill At Large seats on all other eligible bodies to each body or a subcommittee thereof.

In November 2017, the County submitted an application to the Contra Costa Local Agency Formation District (LAFCo) to dissolve the Los Medanos Community Healthcare District (District). On July 10, 2018, the Board of Supervisors adopted a resolution amending its original application to LAFCo to include a plan for providing comprehensive health-related services within the District's territory. As part of that amended application, the Board adopted Resolution No. 2018/436, which created the Los Medanos Health Advisory Committee (Advisory Committee). The Board formed the Advisory Committee to identify health disparities within the District's borders and to make recommendations related to a grant program to be conducted in the District's territory. The Advisory Committee initially consisted of five members and its formation is contingent upon the dissolution of the District.

On September 12, 2018, LAFCo voted unanimously to dissolve the District in support of the County's application. As part of that action, LAFCo imposed certain terms and conditions on the County as successor agency, including expansion of the Advisory Committee from five to seven members. The Board of Supervisors subsequently adopted Resolution No. 2018/543 (attached) on November 6, 2018 expanding the Advisory Committee and making related adjustments to the terms of office for those seats. The current composition of the Advisory Committee calls for (1) one At Large seat, to be interviewed by the IOC and recommended to the full Board for appointment.

In January 2019, Contra Costa County Superior Court Judge Steven Austin issued a temporary stay to prevent the LAFCo from dismantling the healthcare district before a February 2019 protest hearing. The District Board filed a petition to compel LAFCo to hold an election over whether the District should dissolve instead of ordering the dissolution without an election. The trial court granted the District's petition but, in December 2021, the appellate court overturned the trial court's decision and found in favor of the County and LAFCO .

On April 16, 2021, prior to the appellate court decision, Assemblymember Jim Frazier (D-Fairfield) passed AB 903 through the Assembly Local Government Committee on a unanimous vote of 8-0 to dissolve the Los Medanos Community Healthcare District. AB 903 would have dissolved the Los Medanos Community Healthcare District and required the County to be the successor of all rights and responsibilities of the district. AB 903 would have also required the county to complete a property tax transfer process to ensure the transfer of the district's health-related ad valorem property tax revenues to the county in order to operate the Los Medanos Area Health Plan Grant Program. The December 2021 appellate court decision rendered AB 903 moot.

The District appealed the appellate court decision to the California Supreme Court. On March 9, 2022, the Supreme Court declined to hear an appeal, effectively dissolving the District.

Referral Update:

In anticipation of the dissolution of the District, the County, on January 24, 2022, opened a four-week recruitment to fill the At Large seat on the Advisory Committee. The County received four applications, however, one applicant was deemed ineligible due to the requirement that members must reside or work in the District. Applications for the three applicants deemed qualified are attached.

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the At Large seat of the Los Medanos Health Advisory Committee for an initial term to commence upon the dissolution of the Los Medanos Community Healthcare District and end on December 31, 2023, and DETERMINE recommendation for Board of Supervisors consideration:

- Frank Jones (Concord, but serves District residents)
- Patt Young (Pittsburg, former LMCHD Board of Directors member)
- Dennisha Marsh (Pittsburg, former LMCHD Board of Directors member)

Fiscal Impact (if any):

No fiscal impact.

Attachments

BOS Resolution 2018/543 Augmenting Membership of the LMHAC

Media Release Los Medanos Health Advisory Committee

LMHCD Map

Application Frank Jones Los Medanos Health Advisory Cte

Application Dennisha Marsh Los Medanos Health Advisory Cte

Application Patt Young Los Medanos Health Advisory Cte

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

Adopted this Resolution on 11/06/2018 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2018/543

Resolution No. 2018/543 Augmenting the Membership of the Los Medanos Health Advisory Committee

WHEREAS, the Board of Supervisors of the County of Contra Costa (the “County”) has submitted an application to the Contra Costa Local Agency Formation Commission (“LAFCO”) for the dissolution of the Los Medanos Community Healthcare District (the “District”) pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code;

WHEREAS, the Board of Supervisors of the County (the “Board of Supervisors”) desires to promote the health and well-being of the people who live within the boundaries indicated on the map attached as Attachment A and incorporated herein by reference (the “Subject Territory”);

WHEREAS, contingent upon the dissolution of the District by LAFCO, the Board of Supervisors desires to create a grant program to provide comprehensive health-related services to residents of the Subject Territory (the “Los Medanos Area Health Plan Grant Program”);

WHEREAS, on July 10, 2018, the Board of Supervisors adopted Resolution No. 2018/436, which established the Los Medanos Health Advisory Committee, a five-member advisory committee created to make recommendations to the Board of Supervisors to enable the development and implementation of the Los Medanos Area Health Plan Grant Program;

WHEREAS, on September 12, 2018, LAFCO voted unanimously to approve the County’s application to dissolve the District, with the condition that the County increase the number of members on the Los Medanos Health Advisory Committee to seven members.

WHEREAS, this resolution supercedes Resolution No. 2018/436.

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

1. Establishment of the Los Medanos Health Advisory Committee.

Contingent upon the dissolution of the District by LAFCO pursuant to the application submitted to LAFCO by the County in November 2017, as amended, the Los Medanos Health Advisory Committee (the “Committee”) is established.

2. Territorial Area.

The area the Committee will serve is the Subject Territory.

3. Membership.

The Committee will consist of seven (7) members, who are to be selected and appointed by the Board of Supervisors, as follows: (i) two nominated by the City of Pittsburg; (ii) two nominated by the Bay Point Municipal Advisory Council; (iii) one nominated by the County’s Public Health Division, (iv) one nominated by the County’s Behavioral Health Division; and (v) one at-large member, who resides or works within the Subject Territory, nominated by the County’s Internal Operations Committee.

4. Term of Office.

The initial term of office will be two years for the following members:

- One member appointed upon the recommendation of the City of Pittsburg.
- One member appointed upon the recommendation of the Bay Point Municipal Advisory Council.
- The member appointed upon the recommendation the County's Public Health Division.
- The member appointed upon the recommendation of the County's Internal Operations Committee.

The initial term of office will be three years for the following members:

- One member appointed upon the recommendation of the City of Pittsburg.
- One member appointed upon the recommendation of the Bay Point Municipal Advisory Council.
- The member appointed upon the recommendation the County's Behavioral Health Division.

Following their initial terms, each seat will have a three-year term.

If a vacancy occurs, a replacement will be selected and appointed by the Board of Supervisors upon the nomination of the entity that nominated the prior holder of the seat. The newly-appointed member will serve the remainder of the term of the prior holder of the seat.

Upon the expiration of a member's term, the member is eligible to be reappointed by the Board of Supervisors.

5. Removal from Office.

Each appointed member of the Committee serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors.

6. Committee Purpose and Duties.

The Committee will advise the Board of Supervisors on the development and implementation of the Los Medanos Area Health Plan Grant Program and shall:

- Develop an area health plan that identifies the major health disparities that impact residents of the Subject Territory, and priorities for improving health outcomes. The plan will be presented to the Board of Supervisors for review and will not be final unless adopted by the Board of Supervisors. The Committee may engage an outside consultant to assist in developing the plan. The Committee shall submit an updated plan for approval by the Board of Supervisors no less than every five years.
- Solicit proposals from service providers interested in participating the Los Medanos Area Health Plan Grant Program and capable of addressing the priorities outlined in the adopted plan. Funding for grants will be provided from (i) a special fund established by the Auditor-Controller, at the direction of the Board of Supervisors, that is used to segregate the property tax revenue received by the County as a result of the dissolution of the District, and (ii) any other funds made available to the grant program.
- Monitor the efficacy of the programs to which grants are made.
- Report to the Board of Supervisors no less than once per year on the execution of the adopted plan, the grants provided under the grant program, the results achieved through the adopted plan and the grant program, and other matters that relate to the Committee's purpose and duties.

7. Quorum and Vote Necessary for Action.

A quorum is a majority vote of the total number of authorized positions on the Committee, not a majority of the total number of filled positions. The Committee may only take action by a majority vote of the total number of authorized positions, not by a majority vote of the quorum. (With seven authorized positions, a quorum is four members; four affirmative votes are necessary for action.)

8. Compensation.

Committee members will serve without compensation of any kind, and the Board of Supervisors will not provide funds for the payment of Committee meeting stipends.

9. Administrative Support.

Administrative support will be provided to the Committee by the County's Health Services Department.

10. Committee Funds.

Any funds transferred to or received by the County as a result of the dissolution of the District may only be used for the benefit of the residents of the Subject Territory.

11. Committee Operation and Procedural Rules.

Within the parameters of this Resolution, the Committee may organize itself and operate as it determines but shall hold regular meetings, at intervals to be established by the Committee, at an established time and place. The Committee may develop bylaws for the operation of the Committee, but such bylaws must be approved by the Board of Supervisors to be effective. The Committee meetings are to be conducted in accordance with the provisions of the Brown Act (Government Code sections 54950 et seq.), including the pre-meeting posting of meeting calendar notices, and the County Better Government Ordinance (County Ordinance Code, Division 25). In addition, the Committee must fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/375), and the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2002/377), as applicable.

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

ATTESTED: November 6, 2018

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Timothy M. Ewell, (925) 335-1036

By: , Deputy

cc: Hon. Michael R. McGill, Chair-Contra Costa LAFCO, Anna Roth, Health Services Director



Contra Costa County

County Administrator's Office • 1025 Escobar St. • Martinez, CA 94553 • www.contracosta.ca.gov

Media Release

FOR IMMEDIATE RELEASE

Monday, January 24, 2022

Contact: Julie DiMaggio Enea

Phone: (925) 655-2056

Email: Julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE LOS MEDANOS HEALTH ADVISORY COMMITTEE?

The Los Medanos Health Advisory Committee was established by the Board of Supervisors in July 2018 as part of plan to dissolve the Los Medanos Community Healthcare District, increasing funding available for healthcare programming in the Pittsburg/Bay Point areas. The Committee has been charged with development of an area health plan to determine specific health needs of the community, identify priorities to address those needs and facilitate a request for proposals process to make funding recommendations for health programs in the community to the Board of Supervisors. The Committee includes representatives from the local community and medical practitioners, making this a unique opportunity for collaboration. It is anticipated that the Committee will hold its inaugural meeting in late Spring 2022.

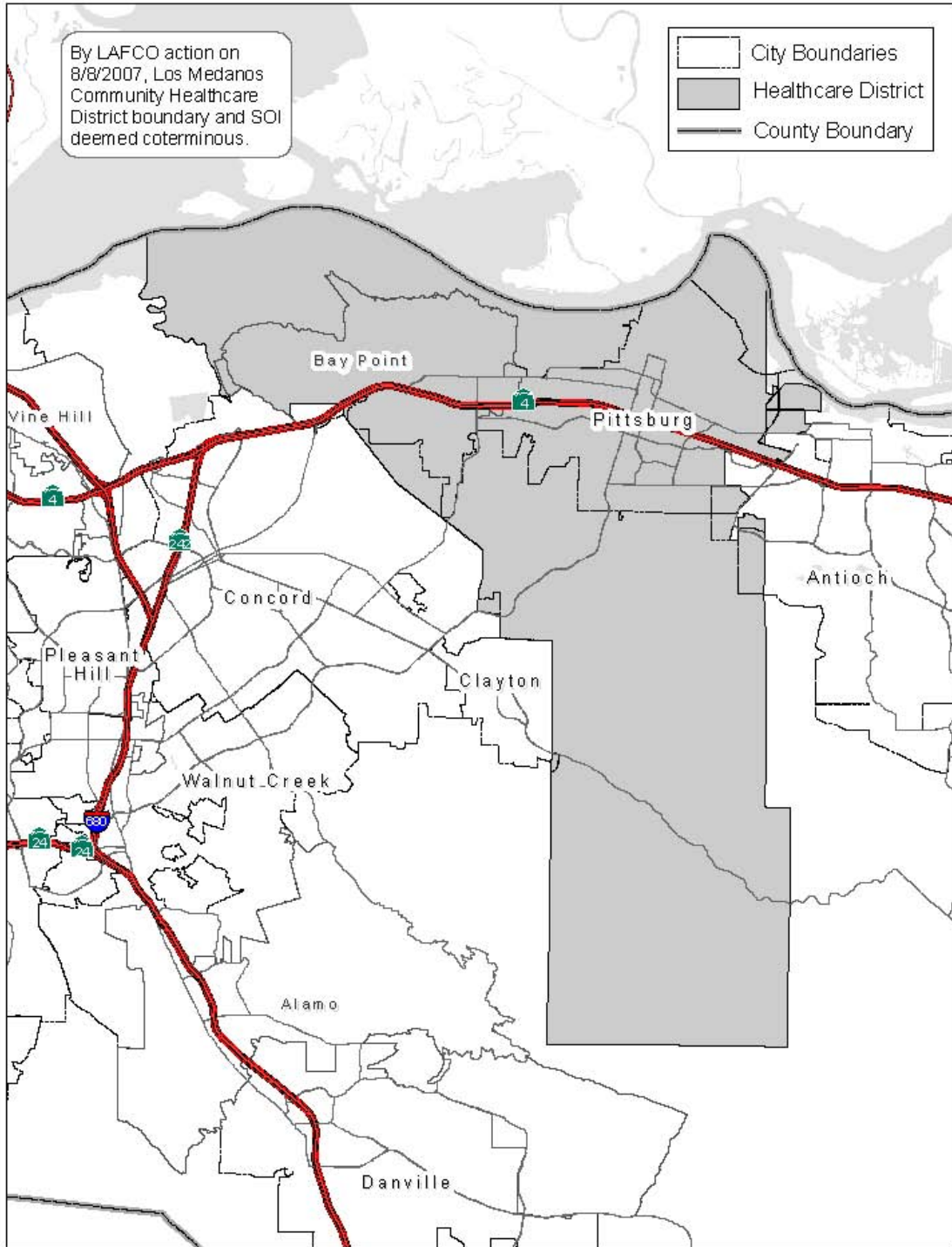
The County is recruiting volunteers to fill one vacancy in the "At Large" seat. The initial term of office is two years, ending on December 31, 2023, at which time the term of office will be three years. The County Board of Supervisors will make the appointment. Residents and those that work in the territory of the District, which is primarily the Pittsburg/Bay Point area, are welcome to apply. This is a volunteer appointment - no stipends or reimbursements are authorized for this Committee.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than **5 p.m. on Friday, February 18, 2022**. Applicants should plan to be available for public interviews in Martinez on Monday, March 14, 2022.

More information about the Los Medanos Health Advisory Committee can be found in the authorizing resolution, available at http://64.166.146.245/docs/2018/BOS/20180710_1118/34028_Resolution%202018-436%20Final.pdf .

###

Los Medanos Community Healthcare District



Map number: 2150004
 by Contra Costa County Community Development, GIS Dept.
 651 Hruska, #9 Floorplan Wing, Martinez, CA 94521-0009
 375044, 4504 1222613124W

This map was created by the Contra Costa County Community Development Department in 2007 using the Contra Costa County GIS Program. Some data was provided by the County of Contra Costa. While the County is not responsible for the accuracy of the data, the County is not responsible for the accuracy of the data. The map user should verify the accuracy of the data. The map user should verify the accuracy of the data. The map user should verify the accuracy of the data.



Application Form

Profile

Frank _____ **E.** _____ **Jones** _____
First Name Middle Initial Last Name

Home Address Suite or Apt
concord _____ **CA** _____ **94520** _____
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Sutter Delta Medical Center _____ **physical therapist** _____
Employer Job Title

Length of Employment

10 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?

36 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Los Medanos Health Advisory Committee: 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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

CSULB

Degree Type / Course of Study / Major

bachelors of science physical therapy

Degree Awarded?

Yes No

College/ University B

Name of College Attended

DVC

Degree Type / Course of Study / Major

AA

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

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

California physical therapist license

Qualifications and Volunteer Experience

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

I was involved in a similar program, briefly, while working for Los Medanos hospital. We provided programs to get the community involved in exercise and health programs. My role at the time was developing group exercise programs on a small scale at local parks and facilities that the community could attend. I am interested in finding if I can offer some input to developing community health programs

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

I have been a physical therapist for 36 years for Mt Diablo, John Muir, Los Medanos and Sutter Antioch hospitals. I have been involved in cardiac and pulmonary rehab, balance and fall prevention, and sports medicine programs as well as providing treatment programs for geriatric, orthopedic and neuro populations

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:

I still work full time so I am limited during regular working hours

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

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.

Application Form

Profile

Dennisha _____ A _____ Marsh _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Pittsburg _____ CA _____ 94565 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

N/A _____
 Employer Job Title

Length of Employment

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?

49 yrd

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Los Medanos Health Advisory Committee: Submitted

Seat Name

Pittsburg

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?

All

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Copping State University

Degree Type / Course of Study / Major

Psychology

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

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I am currently a Board of Directors and I want to continue the work I was elected for.

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

I have served on several advisory boards and understand the process also I am a active community member who listens to the residents

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:

Racial Justice Taskforce

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

Head Start

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

Community Advisory Commission CDBG Public Safety Commission Youth Advisory Council First 5 Parent Advisory Board Headstart Parent Advisory Board

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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 - (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

Patt _____ Young _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address
 Pittsburg CA 94565
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Retired _____
 Employer Job Title

Length of Employment

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?

14 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Los Medanos Health Advisory Committee: 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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Mills College

Degree Type / Course of Study / Major

English

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

Lactation Educator

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I served on the LMCHD Board of Directors and have an understanding of the communities in the District, the health concerns of District residents and the social determinants of health that impact and frame the poor health outcomes of many District residents. I have established relationships with many of the small community based organizations that have thru the years depended on LMCHD for funding, guidance and support to improve the lives and health outcomes for their clients. My work as a health educator and FIMR coordinator has given me an understanding of the needs of communities at risk for poor health outcomes.

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

Coordination, training and supervision of Peer Counselors. Community outreach and engaging disenfranchised communities to participate in activities that create and build social capital. Reviewing and approving grant applications. Monitoring and reviewing documentation of funding and making sure grantees fulfill their contractual obligations to the grantor (LMCHD)

[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.

Pittsburg Community Advisory Commission, Board member of First Baptist Head Start Board

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.

Patt Young

[REDACTED], Pittsburg, CA 94565
[REDACTED]

Objective: Part time employment supporting members from vulnerable populations and communities with the ultimate goal of improving health outcomes and quality of life.

City of Pittsburg Community Advisory Commission

Commissioner 03/18-
Present

Board of Directors Los Medanos Community Healthcare District

Board Director and Board Chair 08/17-
Present

More Excellent Way (MEW) 07/12-
09/19

Supervisor/Recruiter/Health Educator

- Supervise Lactation Peer Counselors
- Provide training and education to Peer Counselors
- Community Presentations
- Interview and recruit participants for program services

Contra Costa County Health Services 10/07-09/12

Senior Health Education Specialist/Project Coordinator/WIC Nutrition Assistant /Lactation Educator

- Develop and maintain program protocols and procedures for the review of cases according to State and national Fetal Infant Mortality Review (FIMR) guidelines
- Recruit, orient and support case review team
- Schedule, organize, and facilitates bi-monthly case review team meetings
- Coordinate activities of project staff including client interviews and medical record abstractions
- Establish systems to obtain individual case data including developing and negotiating agreements with hospitals and care providers authorizing access to medical records in order to conduct ongoing FIMR review.

- Abstract information from various data sources and summarizes the information for the case review team
- Analyze and evaluates FIMR case data and compiles recommendations for submission to State MCH Branch.
- Prepare status reports on progress towards accomplishing objectives for Mid-Year and Annual reports to the State MCH Branch.
- Present and distribute information related to FIMR findings and recommendations at local meetings of providers and advocacy coalitions.
- Provide training and education to local providers and advocacy groups on risk reduction for FIMR identified contributing factors to fetal and infant death
- Establish informational links with the Child Death Review Team, the Childhood Injury Prevention Coalition, Black Infant Health (BIH) Program and the Sudden Infant Death Syndrome (SIDS) Program
- Develop and facilitate program changes focusing on African American community for interconception care and education
- National FIMR consultant
- Provide health education updates and training for home visitors, program participants and case managers

The Perinatal Council

4/01-10/07

TPC is non-profit agency that works to support families by providing family advocacy, social support, and health education through a variety of home visiting programs with the ultimate goal of improving birth outcomes.

Program Coordinator/Supervisor

- Coordinate and supervise the delivery of prenatal outreach and tracking services through Black Infant Health
- Build community awareness regarding problems of poor birth outcomes in the African-American community;
- Develop and implement outreach strategies that inform African American women and their families of the health resources available to them
- Presentations to individuals, agencies and community groups
- Develop and implement program activities that will enrich and enhance the lives of women and their children
- Supervise Cal-Learn and Adolescent Family Life programs
- Develop health education curriculum promoting STD/HIV awareness and sexual responsibility targeting pregnant and parenting teens
- Review BIH, Cal-Learn and Adolescent Family Life Program activities to ensure scope of work met
- Implement appropriate interventions to support teens completing high school
- Provide ongoing review and analysis of agency data to identify community trends, strengths and areas for improvement
- Evaluate and revise program activities based on client data

Kaiser Permanente Health Education

5/99-12/06

The Health Education Department promotes wellness as the most effective way to keep members and communities healthy. The health

education department strives to inspire people, inform their choices and improve health.

Health Educator

- Facilitate Lactation, Childbirth Preparation, STI, and HIV/AIDS classes
- Multi-session and one day intensive Childbirth Preparation courses for couples
- Healthy Beginnings prenatal classes
- Conduct needs assessment and evaluation of program; maintain findings
- Provide individual instruction and counseling as necessary
- Maintain knowledge of Kaiser and community resources to encourage utilization of and referral to resources
- Classes for Pss Research and STI prevention

University of California Berkeley Survey Research Center 8/96-9/99

Survey Worker

- Cold and scheduled calls to respondents
- Conduct Computer Assisted Telephone Interviews (CATI)
- Conduct face-to-face interviews
- Refusal conversions
- Log and distribute incentives when applicable

The Perinatal Network (RPPC)

1/91-3/01

The Regional Perinatal Program of California serves as facilitator in coordinating and supporting perinatal quality improvement within the Alameda/Contra Costa region and creates and supports education programs to address the needs of high risk mothers and infants in the region through needs assessments and dissemination of information.

State and Program Coordinator/ FIMR Interviewer

- Locate women who experienced fetal and infant deaths using vital records, county social service database, and community based organizations
- Conduct in home maternal interview
- Provide grief and bereavement support and education
- Medical and other referrals as needed
- Medical record abstraction
- Develop culturally appropriate materials and brochures
- Community presentations
- Compose case summaries for Case Review Team (CRT) review

- Create database for FIMR findings
- Track CRT findings and recommendations
- Community presentations and recruitment for CRT
- Develop SIDS risk reduction manual for Alameda County providers
- Develop interview tool and provide training for Maternal Interviewers
- Participate in CRT and Alameda County Community Action Team (CAT)
- Coordinate program activities for California FIMR Support Program, supervise admin staff
- Provide training and technical support to California's FIMR projects
- Coordinate and facilitate two yearly FIMR Coordinator meetings
- Aggregate and analyze data from FIMR jurisdictions for training needs and to identify state trends and possible interventions and campaigns
- Compile and disseminate bi-monthly Clearing House publication highlighting medical and social topics that impact infant morbidity and mortality
- Data analysis of FIMR data to identify local community trends for risk reduction and service design for service providers
- Coordinate and facilitate state Health Summits based on FIMR findings and emerging infant mortality research

Howard Daniel, MD and Berkeley Primary Care Access Clinic

5/89

1/86-
5/89-

1/91

Primary Care clinics with focus on maternal and infant health

CPSP Health Educator

- Administer health, nutrition and psychosocial assessments to prenatal patients
- Develop care plan using CPSP guidelines
- Provide health education to individuals and groups
- STI and HIV counseling
- Lactation education
- Track birth outcomes for clinic trends

Highland Hospital Clinics

7/83-5/89

Alameda County clinics provide health care and health education services to low income and uninsured persons.

Lactation Counselor

- Provide lactation education classes in clinic setting
- Provide lactation education, support and assistance to all inpatient postpartum women
- Home visits and telephone counseling for up to 3 months
- Develop, coordinate and supervise Alameda County Breastfeeding Peer Counseling Project

Education

Mills College, Oakland, CA
Bachelor of Arts, Major: English

Technical Skills

Microsoft Word, Excel, Power Point, Publisher, SPSS, data entry, BIH
MIS, Lodestar, literature review, and internet research

Professional/Training

Certified Lactation Educator
Certified to provide HIV/AIDS counseling
National FIMR trainer for Maternal Interviewing and FIMR methodology



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 03/14/2022

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2022

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 22/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Sandra Bewley, Supv Auditor/Acctnt

Contact: Joanne Bohren 925-335-8610

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2021 and transmitting the proposed schedule of financial audits for 2022, which are already in progress.

In past years, the Auditor's Office sometimes found a lack of adherence to several of the County's administrative requirements for cash collection; discharge of delinquent accounts; inventories of materials, supplies and capital assets; and petty cash. Noncompliance with procurement card policies, contracting policies and procedures, and MAC fiscal procedures have also been among past findings.

Supervising Accountant-Auditor Sandra Bewley will present the 2022 report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2021 and APPROVE the proposed schedule of financial audits for 2022.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

Proposed 2022 Internal Audit Plan

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller




Harjit S. Nahal
Assistant Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 608-9300
Fax (925) 646-2649

March 14, 2022

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Sandi Bewley, Supervising Accountant-Auditor 

SUBJECT: Internal Audit-Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed examination schedule for 2022, and the attached "*Schedule of Internal Audit Examinations for 2021*" summarizes the status of the 2021 examinations.

In 2021, the Internal Audit Division completed twenty-two (22) of the thirty-three (33) scheduled examinations. Of the thirty (33) examinations scheduled, fieldwork has been completed for eight (8) examinations. The Internal Audit Division is in the process of scheduling exit conferences to issue the final examination report. Three (3) examinations were postponed to calendar year 2022 due to the COVID-19 pandemic and implementation of new financial software to prepare the Annual Comprehensive Financial Report.

Examination Report

Objectives:

The necessary tests and procedures were conducted to determine if, within the scope of the examinations, the following financial conditions existed:

- Assets were adequately safeguarded.
- Appropriate internal controls were in place and functional.
- Records were accurate and reliable.
- Statutory, contractual, and administrative requirements were followed.

General Findings:

There is an overall lack of adherence to several of the County's administrative requirements. Many of the departmental examinations included the recommendations in the following areas:

- Lack of compliance with Board Resolution 2020/1 ensuring MAC members have been trained on the Ralph M. Brown Act (Government Code §54950), the County Better Government Ordinance, Contra Costa County's conflict of interest policy, and submitting annual reports to the Contra Costa County Board of Supervisors.
- Lack of compliance with the Administrative Bulletins established for the cash collection process, petty cash, inventories of capital assets, county incentives such as gift cards and transportation vouchers, discharge of delinquent accounts, expense reimbursement, county volunteer programs, safeguarding of physical inventories; and,
- Lack of adherence to the procurement card manual.

Conditions:

Approximately thirty-one percent (31%) of the findings in 2021 were repeated from previous examinations. Common examination conditions included:

- Certificates of training not provided for MAC members and lack of annual reports submitted to the Contra Costa County Board of Supervisors;
- Lack of segregation of duties over cash handling;
- Lack of timeliness of deposits when receiving and depositing cash;
- Nonuse of a mail/transfer record to record cash received;
- Lack of annual replenishment of petty cash;
- Lack of submission of required application and documentation for volunteers;
- Lack of adequate procurement card supporting documentation, lack of approving official authorization of cardholder charges; and,
- Lack of an official County asset tag affixed to capital assets.

In order to timely correct issues and mitigate repetitive findings, the Internal Audit division follows-up with auditees six months after the issuance of the examination report to determine if the recommendations were implemented. No data is available yet on the status of the 2021 findings.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases. Per the Procurement Card Manual, Section V.G., the use of a procurement card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases is prohibited. Cardholders are also prohibited from using the procurement card for purchases not authorized in the County's Administrative Bulletins. Additionally, use of cardholder accounts by noncardholder(s) is prevalent and required supporting documentation for payments often is missing or inadequate.

2022 Scheduled Examinations

The Supervising Accountant-Auditor of the Internal Audit division and the Auditor-Controller performed a thorough review of existing and recurring examinations that should be incorporated in the 2022 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts and reoccurring examinations. Twenty (20) examinations have been scheduled for calendar year 2022. The 2022 schedule has been condensed from the prior year due to the implementation of the Contra Costa County Workday Finance Project.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Supervising Accountant-Auditor or the Auditor-Controller, a reoccurring examination may be scheduled prior to it being due based on the preferred cycle.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Attachments

Schedule of Internal Audit Examinations for 2021

Department Project Description		Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2021	Estimated Hours 2021	Exam Hours 2021
Completed Examinations-Scheduled						
Board of Supervisors						
1102	District 2 General Department Examination (Including MACs)	06/13	4	X	100	145.50
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	06/20	1 (Law)	X	60	7.50
0116	Medical & Dental Premium Payments	04/14	2	X	220	321.00
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	31.00
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	02/20	1/4 (Law)	X	50	35.00
0151	Treasury Cash & Investments - 2nd qtr	06/20	1/4 (Law)	X	50	30.00
0151	Treasury Cash & Investments - July 1	07/20	1/4 (Law)	X	50	32.00
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	08/20	1/4 (Law)	X	50	34.00
0151	Treasury Cash & Investments - 4th qtr	12/20	1/4 (Law)	X	50	28.00
0151-A	Tax Collector Cash on Hand - 1st qtr	02/20	1/4	X	20	17.00
0151-A	Tax Collector Cash on Hand - 2nd qtr	06/20	1/4	X	20	16.00
0151-A	Tax Collector Cash on Hand - July 1	07/20	1/4	X	20	15.00
0151-A	Tax Collector Cash on Hand - 3rd qtr	08/20	1/4	X	20	16.00
0151-A	Tax Collector Cash on Hand - 4th qtr	12/20	1/4	X	20	26.50
0154	Supplemental Tax Collection	12/13	2	X	200	112.00
0172	Treasury Oversight Committee (calendar year)	12/19	1 (Law)	X	175	188.50
Department of Information Technology						
0147	General Department Examination	04/14	3	X	120	178.00
Sheriff-Coroner						
3005	Inmates' cash	12/13	2	X	400	231.50
Agriculture						
3351	General Department Examination	03/13	4	X	120	214.00
Animal Services						
3661	General Department Examination	05/17	2	X	350	434.00
Health Services						
4521	Environmental Health-Hazardous Materials Div	04/16	2	X	250	149.50
5403	Materials Management	03/13	3	X	200	167.50

Schedule of Internal Audit Examinations for 2021

Department		Last Done	Prefd.	Scheduled	Estimated	Exam
Project Description		Through	Examination	For	Hours	Hours
			Cycle (yrs)	2021	2021	2021
Employment & Human Services						
5001	Administration	06/16	3	X	200	282.50
Public Works						
1481	Print and Mail Inventory	06/14	3	X	120	88.00
Public Works-Purchasing Division						
1493	Procurement Card Program - 4th qtr	12/19	1/4 (CAO)	X	60	129.50
1493	Procurement Card Program - 1st qtr	03/20	1/4 (CAO)	X	60	152.00
1493	Procurement Card Program - 2nd qtr	06/20	1/4 (CAO)	X	60	151.00
Veterans Affairs						
0580	General Department Examination	NEW	4	X	100	85.00
Contra Costa Fire Protection District						
9502	General Department Examination	03/14	2	X	300	140.00
9501	Other Supplies Inventory	06/13	3	X	80	168.00
Examinations carried to 2022						
Assessor						
0016	General Department Examination	12/16	4	X	160	129.00
Conservation and Development (DCD)						
3571	North Richmond Mitigation Fund	06/17	4	X	250	34.00
Public Works-Purchasing Division						
1493	Procurement Card Program - 3rd qtr	09/20	1/4 (CAO)	X	60	27.00

Schedule of Internal Audit Examinations
Calendar Year 2022

Department		Historical		Prefd.	Scheduled	Exam
Project Description		Estimated	Last Done	Examination	For	Hours
		Hours	Through	Cycle (yrs)	2022	2022
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	06/21	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)	60		1	X	60
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	50	02/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	04/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	07/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	09/21	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/21	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	02/21		X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	04/21		X	20
0151-A	Tax Collector Cash on Hand - July 1	20	07/21		X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	09/21		X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/21		X	20
0172	Treasury Oversight Committee (calendar year)	175	12/20	1 (Law)	X	175
Employment & Human Services						
5005	In Home Supportive Services (IHSS)	175	03/15	3	X	175
Health Services						
3641	Public Administrator	120	01/16	2	X	120
Probation						
3081	General Department Examination	240	04/20	2(Law)	X	240
Purchasing:						
1493	Procurement Card Program - 3rd qtr	60	09/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 2nd qtr	60	06/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 1st qtr	60	03/21	1/4 (CAO)	X	100
1493	Procurement Card Program - 4th qtr (2021)	60	12/20	1/4 (CAO)	X	100



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 03/14/2022
Subject: RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES
Submitted For: Brian M. Balbas, Public Works Director/Chief Engineer
Department: Public Works
Referral No.: IOC 25/3
Referral Name: Review of Annual Master Vehicle Replacement List and Disposition of Low-Use Vehicles
Presenter: Joe Yee, Deputy PW Director **Contact:** Joe Yee, Deputy PW Director 925-313-2104

Referral History:

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, administered by the Public Works Department. Each year, the Public Works Department Fleet Services Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. The Board requested the IOC to review annually the Public Works Department report on the fleet and on low-mileage vehicles.

Referral Update:

Attached for the Committee's review is the 2020/21 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

Recommendation(s)/Next Step(s):

RECEIVE the 2020/21 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Fiscal Impact (if any):

Reassigning underutilized vehicles would increase cost efficiency, but the fiscal impact was not estimated.

Attachments


2020/21 Fleet Internal Service Fund and Underutilized Vehicle Report



Memo

March 14, 2022

TO: Internal Operations Committee
Supervisor Diane Burgis, District III, Chair
Supervisor Candace Andersen, District II, Vice Chair

FROM: Brian M. Balbas, Public Works Director 

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2020-21 REPORT

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2020-21.

Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of 1654 vehicles/equipment/trailers, of which, 966 vehicles are included in the ISF program.

ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2019-20 expenses were reviewed to develop new rates for FY 2020-21, which went into effect September 1, 2020. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce overall fleet costs.

Highlights

- In FY 2020-21, 83 vehicles were purchased, 29% fewer than FY 2019-20, and 2% fewer than were purchased in FY 2018-19. Of this amount, 5 are new additions to the fleet requested by departments for newly hired staff and new or expanded services.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. A recent review of FY 2019-2020 usage identified 53 units as being underutilized that required further analysis for possible reassignment or replacement. This amount is a dramatic increase from two which was identified the previous year. It appears the main reason for the increase is due to staff working remotely in response to the COVID-19 pandemic. Fleet will continue to monitor vehicle usage post-pandemic to determine if there are longer lasting work patterns that reduces the need for vehicles.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 3 electric and 25 hybrid vehicles as replacement vehicles in FY 2020-21.
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped

with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. 722 vehicles in the County fleet are equipped with these devices.

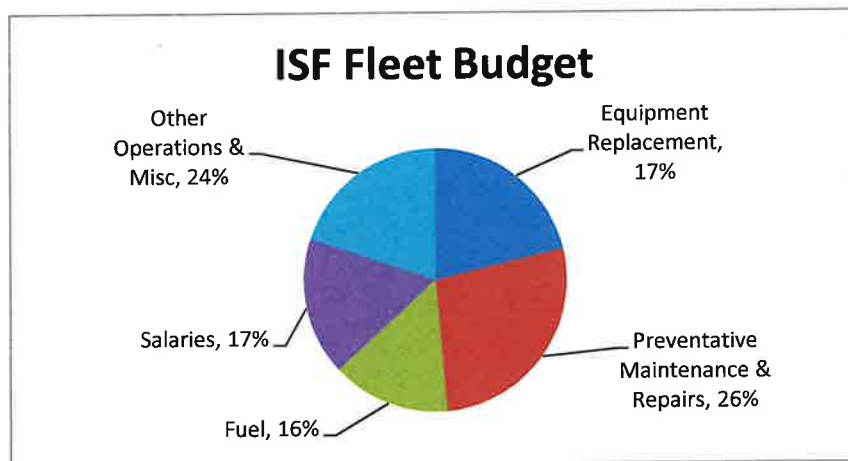
Light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

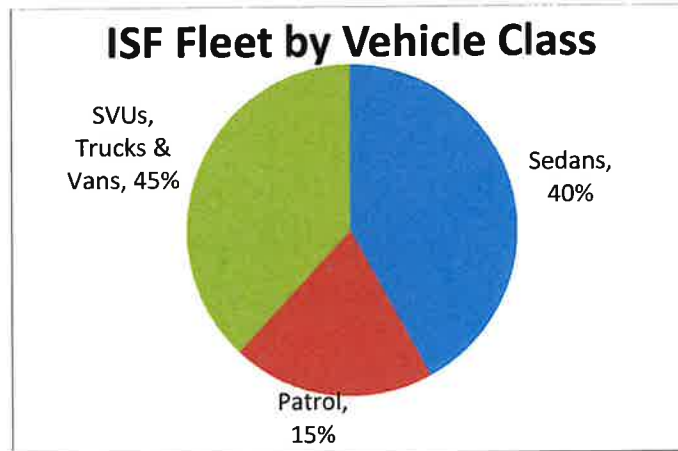
Summary

In FY 2020-21, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

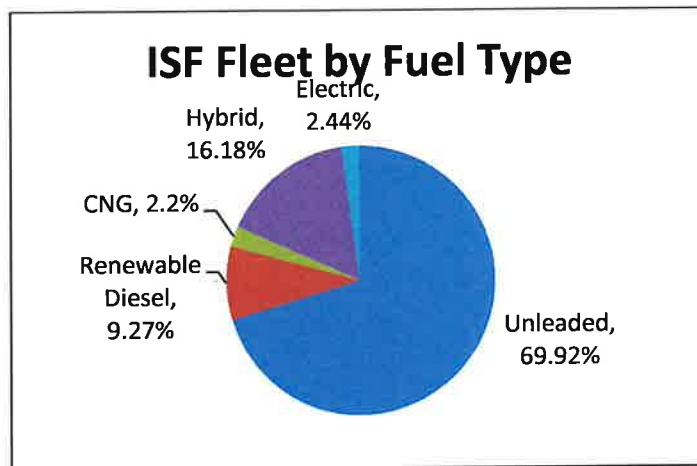
The FY 2020-21 budget of \$16,977,767 included: \$2,933,233 for salaries and benefits; \$4,400,300 for vehicle repairs; \$2,800,000 for fuel; and \$2,900,000 for the replacement of fleet vehicles and equipment.

The FY 2020-21 actual expenditure total was \$14,629,831. In addition, expenditures for the purchase of ISF equipment was \$2,940,570 and \$969,133 was on order at fiscal year-end. Included in the FY 2020-21 Total Revenue reported on Attachment B is \$58,716 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2020-21 was \$16,851,288. This increase in fund balance is related to the increased value of equipment within the ISF.





Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use renewable diesel fuel and all sedans must have a Partial Zero Emissions Vehicle (PZEV) rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

Attachments

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2020-21

Category	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 372.33	\$ 0.170	\$ 375.75	\$ 0.170	\$ 378.00	\$ 0.240	\$ 388.17	\$ 0.300	2.7%	25.0%
ISF-Cargo Van	397.75	0.300	376.17	0.360	334.50	0.330	326.67	0.470	-2.3%	42.4%
ISF-Passenger Van	293.42	0.290	283.17	0.300	327.92	0.450	360.50	0.460	9.9%	2.2%
ISF-Patrol	770.17	0.470	794.50	0.630	794.25	0.580	905.42	0.610	14.0%	5.2%
ISF-Sports Utility Vehicle	373.75	0.230	415.08	0.210	432.67	0.400	442.17	0.250	2.2%	-37.5%
ISF-Truck, Compact	238.00	0.380	228.25	0.310	258.50	0.320	283.50	0.380	9.7%	18.8%
ISF-Truck, Fullsize	482.33	0.360	383.67	0.460	356.42	0.460	413.75	0.430	16.1%	-6.5%
ISF-Truck, Utility	540.75	0.590	618.33	0.240	507.92	0.400	567.67	0.340	11.8%	-15.0%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2021**

	FY 2019-20	FY 2020-21
Beginning Fund Balance	\$ 15,526,281	\$ 16,311,795
Expenses		
Salaries & Benefits	\$ 2,669,121	\$ 2,888,504
Services and Supplies, Other Charges	8,669,587	8,618,849
Depreciation	2,975,911	3,122,478
Total Expenses	\$ 14,314,619	\$ 14,629,831
Revenues		
Charges for services	\$ 14,493,755	\$ 14,477,817
Transfers In/(Out)	-	-
Sale of Surplus Vehicles	393,854	411,675
Indemnifying Proceeds (Accidents)	212,524	279,832
Total Revenue	\$ 15,100,133	\$ 15,169,324
Change in Fund Balance	\$ 785,514	\$ 539,493
FY Ending Fund Balance	\$ 16,311,795	\$ 16,851,288

**Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2021**

	FY 2019-20	FY 2020-21
Assets		
Current Assets:		
0010 Cash	\$ 4,648,301	\$ 5,604,134
0100 Accounts Receivable	26,328	134,299
0170 Inventories	248,632	161,095
0180 Due From Other Funds	1,709,564	1,911,307
0250 Prepaid Expense	(24,808)	(64,952)
Total Current Assets	\$ 6,608,015	\$ 7,745,883
Noncurrent Assets:		
0340 Equipment	\$ 28,361,329	\$ 29,258,175
0360 Construction In Progress	708,166	581,527
0370 Reserve For Depreciation	(18,268,376)	(19,298,032)
Total Noncurrent Assets	\$ 10,801,119	\$ 10,541,670
Total Assets	\$ 17,409,134	\$ 18,287,553
Liabilities		
0500 Accounts Payable	\$ 511,266	\$ 624,372
0540 Due To Other Funds	464,822	652,616
0640 Employee Fringe Benefit Pay	121,250	159,277
Total Liabilities	\$ 1,097,339	\$ 1,436,265
Net Position		
Net Capital Assets	\$ 10,801,119	\$ 10,541,670
Working Capital	5,510,676	6,309,618
Total Net Position	\$ 16,311,795	\$ 16,851,288



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 03/14/2022

Subject: Reorganization of the Contra Costa County Arts and Culture Commission

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter: Lara DeLaney, Sr. Deputy County Administrator

Contact: Lara DeLaney (925) 655-2057

Referral History:

The Arts and Culture Commission of Contra Costa County (AC5) was established in 1994 to advise the Board of Supervisors in matters and issues relevant to Arts and Culture; to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; and to increase communications and understanding between all citizens through art. Most importantly, the mission of the Commission is to promote arts and culture as a vital element in the quality of life for all citizens of Contra Costa County.

The Arts and Culture Commission is composed of nine regularly appointed members (one representative from each of the five supervisorial districts and four at-large representatives) and one alternate. Appointments are for a four-year period with terms expiring on June 30 of alternating odd-numbered years. The Commission also includes two non-voting Youth Advisors.

In 2019, the Arts and Culture Commission completed a [Cultural Planning Prospectus](#) with the recommendation to develop a set of policy recommendations through collaborations and community partners for countywide cultural development. Calls for racial equity and social justice, particularly heightened during the pandemic, highlighted the need for AC5 to “recalibrate” its focus, shifting to a “community action plan highlighting the value of art by creating an updated Arts & Culture Prospectus for Contra Costa County that identifies a district art project.”

On March 22, 2021, the Family and Human Services Committee received a presentation on the Arts and Culture Commission’s recommendation to create the updated [Arts & Culture Prospectus for Contra Costa County](#), which will act as a precursor to a cultural plan. The AC5 proposed to identify community stakeholders, hire a consulting firm to facilitate two workshops, and present an updated Arts & Culture Prospectus that identifies district art projects to the Board of Supervisors. The overall guiding principles for the Prospectus were to increase engagement, outreach and community awareness, highlight art resources, and conduct a community arts evaluation that identifies district art projects in need. The FHS Committee expressed support for the development of an updated Prospectus and recommended a presentation to the Board of Supervisors.

On May 18, 2021, the Board of Supervisors received a presentation on the County Arts and Culture Commission, including the proposal for development of an updated Arts & Culture Prospectus for Contra Costa County that identifies district art projects.

Referral Update:

Status on Arts and Culture Commission Operations

Since September 2021, several AC5 Commissioners and the Managing Director have submitted letters of resignations:

- September 27, 2021, former Chair Ben Miyaji (District II) resigned.
- September 27, 2021, District III Commissioner Grant Taylor resigned.
- September 28, 2021, District IV Commissioner Elizabeth Wood resigned.
- January 3, 2022, Chair Silvia Ledezma (District I) resigned.

- January 4, 2022, Commissioner Joan D’Onofrio (At-large 3) resigned.
- January 4, 2022, Managing Director Jenny Balisle resigned.
- February 4, 2022, Commissioner Joe Arandia (District V) resigned.

In addition, Senior Deputy County Administrator Dennis Bozanich, who used to provide oversight to the AC5, resigned from the County Administrator’s Office effective December 29, 2021.

AC5 Commissioner Dawn Lopshire was appointed to the District IV seat on January 11, 2022.

Attachment 1 is a current membership roster for the Arts and Culture Commission.

Despite the above-mentioned resignations, the following Arts and Culture Commission programs will be continued through June 30, 2022, with support from contractors and the County Administrator’s Office:

- Poetry Out Loud

Poetry Out Loud is a national arts education program that encourages the study of poetry by offering free educational materials and a dynamic recitation competition for high school students across the country. All Contra Costa County High School students, grades 9-12, are invited to enter Poetry Out Loud. School winners advance to the County competition, then the State competition, and ultimately to the National Finals.

- ABOUTFACE

Veterans and their family members are provided with a series of free self-portrait painting classes under the ABOUTFACE program for the purpose of addressing the needs of veterans and improving their lives through art programming. It is based on the belief that individuals have the capacity to heal themselves.

- Art Passage

Art Passages is a changing exhibition program at the County Administration Building (1025 Escobar Street, 1st floor, Martinez) highlighting the Arts and Culture Commission of Contra Costa County’s signature programs and initiatives. Exhibitions showcase artists, arts organizations, and diverse creative expressions representative of Contra Costa County.

- Youth Advisor

The AC5 includes two non-voting Youth Advisor members. Each Youth Advisor will be a high school or college student. Each Youth Advisor will be interviewed and recommended by the Commission for appointment by the Board of Supervisors for a one-year term. Youth Advisors will perform individual Commission-approved service projects during their respective terms. The Youth Advisors will be expected to attend all Commission meetings and other Commission activities as needed.

- Impact Project

With the California Arts Council’s grant funding, the County will develop and implement an Impact Project. Conversations are currently underway to confirm project concept. The purpose of the CAC grant is to highlight systemic/structural racism, education, poverty, cultural/social justice, or environmental sustainability in response to COVID-19.

- Jump StArts

With support from the CAC Jump StArts planning grant, the County will develop the concept for an art project to serve justice-involved youth at Juvenile Hall. Community workshops and public presentations will identify a strategy, actions, and a timeline for the implementation of an art project for the County’s justice-involved youth.

A copy of the FY 21-22 Work Plan for the Arts and Culture Commission is included as Attachment 2 to provide more information regarding the programs provided by the Commission.

In addition to the previously mentioned organizational changes, an annual Measure X investment of \$250,000 was approved by the Board of Supervisors on November 16, 2021 to support the following arts and culture programs for the County.

\$100,000 Support Staff:

- Supplement existing funding for a full-time Managing Director and part-time communication and marketing support.

\$100,000 District Public Art Program:

- District Public Art Program: Contra Costa County's first public art program following Bay Area Counties (\$20,000 each District investment).
- Addresses District public art requests through an application process for artists and art organizations.

\$50,000 New Programs:

- Youth Advisor in each District: Expand equity and opportunity to every District.
- Arts Connection: Connect artists and art organizations for quarterly meetings for advocacy, opportunities, and data collection.
- AIRS (Artist-in-Residency in the School) pilot program: Place teaching artists in CCC schools to work with students to create art projects.

The FY 21-22 Adjusted Budget for the Arts and Culture Commission is \$152,430. As of December 31, 2021, the Arts and Culture Commission's total expenditures for FY 21-22 was approximately \$40,000. CAO staff anticipates that the Commission expenditures will include another \$60,000 by 6/30/2022, bringing the total expenditures in FY21-22 to be approximately \$100,000. This estimate is based on ongoing expenditures by contractors, program related supplies, and other IT costs to continue the budgeted art signature programs through the end of the fiscal year. At the end of FY 21-22, staff expect that AC5 will have a total fund balance of approximately \$50,000 primarily due to Managing Director resignation, consultant contract savings, and under-utilization of the Impact Projects grant funds.

Phase One Interim Report for the Arts and Culture Prospectus

In August 2021, the County executed a \$30,000 contract with Barbara Goldstein from Art Builds Community (ABC) consulting team to develop an updated Arts and Culture Prospectus for Contra Costa County which will act as a "community action plan and identify art projects that are specific to the unique needs of the supervisorial districts." The scope of work included project initiation and research, community outreach and engagement, and the creation and presentation of the Prospectus.

Between August 2021 and December 2021, the ABC consulting team interviewed available AC5 Commissioners (Y'Anad Burrell, Joan D'Onofrio, Sylvia Ledezma, Ben Miyaji, Elizabeth Wood, and Naina Shastri), the Managing Director, and staff from several County departments (County Administrator's Office, Elections Division, Department of Conservation and Department) and the County Office of Education, and created a cultural asset map that shows the locations of arts facilities and activities in the County. In addition, the consulting team planned to conduct extensive public engagement including pop-up events, focus groups, and other equity-centric outreach. However, since the Arts and Culture Commission was not able to meet between October 2021 and January 2022, multiple Commissioners and staff resigned within a short period of time, collaboration with a Subcommittee was not possible, along with other logistical challenges presented by the pandemic (not able to host in person pop-up events, focus groups, community workshops due to concerns regarding COVID), the consulting team was not able to conduct the community outreach and engagement activities as planned.

In January 2022, ABC submitted its Phase One Interim Report for the Prospectus to the County Administrator's Office. The Interim Report is included as Attachment 3 to this board order. In the Executive Summary of the Interim Report, the consulting team stated that "While the Commission supported the development of this prospectus, Commissioner dissent, along with resignations of Commissioners and staff, have left the consulting team without the guidance it needs to proceed." The Report also examines the structure of the Commission and provides examples in Appendixes 4 and 5 of how other counties in the Bay Area and other parts of the United States have structured their arts support agencies as public-private partnerships. In the Bay Area, [Santa Clara County](#), [Marin County](#), [Santa Cruz County](#), and [Napa County](#) all have nonprofit agencies designated as Arts Councils for their counties.

Based on the research conducted to date, the ABC consulting team suggests the following next steps for the County:

- Determine which County officer will lead the rethinking of the County's art support.
- Dissolve the Arts and Culture Commission and create an interim strategy to oversee existing programs.
- Re-budget the remaining FY 2021-22 AC5 funds to commission the development of a 10-year Arts and Cultural Plan for Contra Costa County that includes broad public outreach and proposes a different Arts and Culture Commission structure.

There are some important factors to consider when reviewing this Interim Report. First, creating a prospectus or plan requires having an active and engaged client, which was not available to the consultants during the time they developed this report. For example, the public outreach component of the work was dependent upon having a functioning Commission subcommittee, or,

preferably, a broader steering or advisory committee that could confer with the consultants and help guide outreach. Apparently, the AC5 culture prospectus ad hoc committee ceased functioning after one meeting due to Commissioner resignations, and there is currently no Commission leadership for the prospectus nor staff to assist in forming a broader subcommittee.

Regarding the section of the Interim Report that analyzed facilities and institutions in each Supervisorial District, this section of the report was a cultural asset survey and not intended to reflect arts activities in each district. In an ideal planning situation, focus groups would be conducted along with public activities in each district. The cultural asset survey would serve as a starting point to identifying additional places where arts activities are occurring and other institutions that were not discovered. Finally, conferring with a broader range of County departments to assess opportunities for integrating the arts into other County activities is necessary and important. However, besides the few county departments mentioned above, no interviews with representatives from other county departments which might benefit from arts and culture programs were made available to the consultants.

When the Interim Report was submitted, the Art Builds Community consultants expressed that developing a cultural plan or even completing work on a prospectus for a plan is both premature and infeasible at this time.

At the February 14, 2022 meeting of AC5 attended by Commissioners Beverly Kumar, Dawn Lopshire, Y'Anad Burrell, Lanita Mims and Alternate Naina Shastri, ABC made a presentation to the Commission regarding the Interim Report and the consulting team's suggestions summarized above and received input from commissioners. AC5 Commissioners stated that they do not want the Commission to dissolve, rather they would like to discover what the issues have been and figure out how to resolve them. Commissioners stated that the Commission has a long history of supporting arts and culture in the county, and it would be unfortunate to dissolve the work that has been going on for many years after a 90-day observation in the middle of a pandemic. Commissioners do not want the County to dismantle the work they have done and request that the County consider "rebooting" the Commission so that they can carry the important work forward.

Upon further discussion with the Art Builds Community consulting team following the February 14, 2022 Arts and Culture Commission meeting, staff would like to provide the following options for the Internal Operations Committee's review and consideration:

Option #1:

Dissolve the Arts and Culture Commission and establish a Public-Private Partnership Arts Council for Contra Costa County to oversee the administration of County art funds and programs. This option provides the County the opportunity to leverage existing arts expertise and resources within a nonprofit organization; allows the organization/Council to act as the State-Local Partnership (SLP) for Contra Costa County to compete for future California Arts Council grants; allows the Council to fundraise from other businesses/individuals/foundations; provides the Council with the authority to administer County arts funds and pull together various funding sources to maximize resources and efficiency.

Steps in this transition process would include:

- Issue a Request for Proposals to select a nonprofit organization to be the designated Public-Private Partnership Arts Council for the County and coordinate the provision of arts and cultural programs and services countywide.
- The organization appoints a Manager to develop a plan to launch the Arts Council.
- County establishes a budget to support; funding administered by the Public-Private Partnership Arts Council to support cultural and arts activities across the county.
- A nonprofit organization acting as the Arts Council for the County will include a Board of Directors and supporting staff within their organization to administer arts programs, write grant proposals, regrant arts funds to other community-based organizations and individual artists, work with school districts for arts education, and seek cooperation with municipalities.
- The Arts Council will serve as a connector, investor, advocate and leader for the arts and culture in Contra Costa County and be supported by a number of people and organizations including state and local government, school districts, private and public foundations, businesses and community members.
- Dissolve AC5.

Option #2:

Keep the current Arts and Culture Commission configuration as an advisory body to the Board of Supervisors and move forward with the following actions:

- fill Commission vacancies;
- assign the Commission to a County department other than County Administration;
- recruit and appoint a new contractor as full-time Managing Director;

- update Commission bylaws (Attachment 4) to better define the roles of commissioners, Managing Director, and County staff in the administration of County arts funds and programs;
- train Commissioners and new Managing Director on advisory body functions.

Recommendation(s)/Next Step(s):

ACCEPT Phase One Interim Report for the Arts and Culture Prospectus and PROVIDE direction to staff regarding the potential dissolution of the Arts and Culture Commission and re-organization of an Arts Council for Contra Costa County.

Fiscal Impact (if any):

The potential dissolution of the Arts and Culture Commission will impact the expenditure of the estimated FY 2021-22 Fund Balance of \$50,000 and the Measure X allocation of \$250,000. Fund administration for existing art programs through June 30, 2022 will be supported by the County Administrator's Office.

Attachments

Attachment 1 Arts and Culture Commission Roster

Attachment 2 AC5 FY 21-22 Work Plan

Attachment 3 Interim Report CCC ArtsandCulturalProspectus REV 02.10.22

Attachment 4 AC5 Bylaws

Arts and Culture Commission Membership Roster			
Seat	Commissioner Name	Term start:	Term end:
District I	VACANT		6/30/25
District II	Beverly Kumar	7/1/19	6/30/23
District III	VACANT		6/30/23
District IV	Dawn Lopshire	1/12/22	6/30/23
District V	VACANT		6/30/25
At-Large 1	Y'Anad Burrell	2/12/13	6/30/23
At-Large 2	VACANT		6/30/23
At-Large 3	VACANT		6/30/25
At-Large 4	Lanita Mims	11/6/18	6/30/25
Alternate	Naina Shastri	8/11/21	6/30/25
Youth Advisor #1	Carolyn Considine	2/2/21	6/30/22
Youth Advisor #2	VACANT		



Arts and Culture Commission of Contra Costa County 1025 Escobar Street, 4th Floor, Martinez, CA 94553
(925) 646-2278 staff@ac5.cccounty.us www.ac5.org

FY 21-22 Work Plan

The Arts and Commission of Contra Costa County is determined to deliver signature programs, initiatives, and grant opportunities as we adjust to the pandemic. For July 2021- July 2022, the *FY21-22 Work Plan* prioritizes the following grants, programs, and initiatives:

1. *Measure X*
2. *Arts and Culture Prospectus of Contra Costa County* (Venture Capital Rebudget and Arts and Cultural Organizations General Operating Relief CAC grant)
3. *Impact Projects* (CAC grant)
4. *Jump StArts* (CAC grant)
5. *ABOUTFACE*
6. *Poetry Out Loud*
7. *Youth Advisor*
8. *Art Passages*

Executive Summary:

- The *FY21-22 Work Plan* features two estimates with charts: timelines and budget.
- *Measure X* and *Arts and Culture Prospectus of Contra Costa County* will be top FY21-22 priority in securing staff, stabilizing programs, and new initiatives.
- The pandemic and funding will determine the final outcome of grants, programs, and initiatives.

Mission: The Arts and Culture Commission of Contra Costa County is dedicated to advancing the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County so that we may grow creatively as a community that preserves and celebrates our diverse cultural expression.

Guiding Principles

1. Increase Engagement: We envision our signature programs and initiatives identify the needs of the diverse and vibrant population from each Contra Costa County district.

2. Increase Outreach: Our signature programs and initiatives utilize new and innovative artistic practices to tap into the diversity of our cultures.

3. Increase Community Awareness: Our signature programs and initiatives enhance the Arts and Culture Commission's visibility as art advocates and highlight the importance of a better understanding of all communities.

4. Increase Community Awareness of County Arts Resources: Residents will be made aware of the cultural resources that the Arts and Culture Commission provides through announcements, social media, and public awareness along with partnerships with art museums, centers, and organizations.

5. Conduct a Community Evaluation: The arts encourage a healthy environment in which communities become participants in the process. The goal is to engage in strategic discourse to hear the needs of the community and provide the support necessary to embrace the creative process. Intersectionality is the awareness of our differences and seeking to achieve a common purpose.

Descriptions

1. **Measure X:** Measure X is a new Contra Costa County sales tax in which a resident board will be making spending recommendations to the Board of Supervisors. Contra Costa County has the 3rd largest population in the Bay Area with the lowest arts budget. On July 28th, the Arts and Culture Commission presented a \$625,000 ask to secure staff and signature programs (examples below) including transformational ideas such as *District Public Art Program*, *Youth Advisor* in each District, *Arts Connection*, *Community Art Fund*, *AIRS* (Artist-in-Residency in the School) pilot program, and *Build Structures*.
2. **Arts and Culture Prospectus of Contra Costa County (Venture Capital Rebudget and Arts and Cultural Organizations General Operating Relief CAC grant):** Calls for racial equity and social justice in a time of a historical pandemic, highlight the need to recalibrate our focus. Requests for district art projects along with Contra County County government and organization collaborations have increased. In order to succeed, uplift, and meet the needs of all communities, we must garner sustained policy support through example. Our new request shifts to a community action plan highlighting the value of art by creating an updated *Arts & Culture Prospectus for Contra Costa County* that identifies a district art project.
3. **Impact Projects (CAC grant):** With California Arts Council support, the Arts and Culture Commission of Contra Costa County seeks an *Impact Projects* grant for an Utility Box Art Program. Artists partner with local organizations to create a design highlighting systemic/structural racism, education, poverty, cultural/social justice, or environmental sustainability in response to COVID-19.
4. **Jump StArts (CAC grant):** With support from the California Arts Council, the Arts and Culture Commission of Contra Costa County will develop an art project in partnership with Juvenile Hall and the Office of Reentry & Justice to serve justice-involved youth. Two community workshops and public presentation will identify a strategy, actions, and timeline.
5. **ABOUTFACE:** In 2015, the California Arts Council, the Arts and Culture Commission, and the Physical Medicine & Rehabilitation Service at Veterans Affairs Health Care developed *ABOUTFACE* for the purpose of addressing the needs of veterans and improving their lives through art programming. It is based on the belief that individuals have the capacity to heal themselves.
6. **Poetry Out Loud:** *Poetry Out Loud* is a national arts education program that encourages the study of poetry by offering free educational materials and a dynamic recitation competition for high school students across the country. This program helps students master public speaking skills, build self-confidence, and learn about literary history and contemporary life. Poetry Out Loud provides free curriculum materials—all available online—including a poetry anthology, a comprehensive teacher’s guide, videos of student performances, lesson plans, and promotional and media resources. All Contra Costa County High School students, grades 9-12, are invited to enter *Poetry Out Loud*. School winners advance to the County competition each February, then the State competition in March, and ultimately to the National Finals. Every Contra Costa County high school (public, private, parochial, independent, alternative, continuation, court, charter and home schools), non-profit organizations, and libraries are encouraged to participate. Students don’t enter the POL competition directly, but through their high schools or a school POL liaison such as a teacher, librarian, school staff, or organization member.
7. **Youth Advisor:**
The Commission will also include two non-voting Youth Advisor members. Each Youth Advisor will be a high school or college student. Each Youth Advisor will be interviewed and recommended by the Commission for appointment by the Board of Supervisors for a one-year term. Each Youth Advisor will perform a Commission-approved service project during their

respective term. The Youth Advisors will be expected to attend all Commission meetings and other Commission activities as needed.

8. Art Passages:

Art Passages is a changing exhibition program at the new County Administration Building (1025 Escobar Street, Martinez) highlighting the Arts and Culture Commission of Contra Costa County's signature programs and initiatives. Exhibitions showcase artists, arts organizations, and diverse creative expressions representative of Contra Costa County.

Timeline

Program	July 21	Aug. 21	Sept. 21	Oct. 21	Nov. 21	Dec. 21	Jan. 22	Feb. 22	March 22	April 22	May 22	June 22	Notes:
Measure X	Measure X Presentation	Community Advocacy and Letters	Measure X Board Recommendation to Board of Supervisors	Board of Supervisors, Community Advocacy, and Implementation Timeline Draft	Implementation Timeline	TBA	TBA	TBA	TBA	TBA	TBA	TBA	
Arts and Culture Prospectus	Research and identify cultural stakeholders. ACP Subcommittee and Managing Director create a database.	Confirm workshop stakeholders.	Work with Art Builds Community by providing information and data.	Art Builds Community holds interviews and plans public workshops.	Art Builds Community attends Commission meeting and shares updates.	Work with Art Builds Community by providing information and data.	Art Builds Community attends Commission meeting and shares updates.	Board of Supervisors presentation and approval of <i>Arts & Culture Prospectus for Contra Costa County and District Art Project</i> funding through June 2022	TBA	TBA	TBA	TBA	
Impact Projects					Artists and Organizations check in, timeline, and information meeting. Artists collaborate with partner organizations for design through February 2022	Design workshops.		Artists submit final designs.	Artists assigned utility box assignments.		Utility boxes prepared for artists.	Artists start painting utility boxes.	July: Water repellent sealer/varnish and anti-graffiti coating application on Utility Boxes. Aug: Artist and Community Organization Virtual Reception and Town Hall. Oct: Contra Costa County Board of Supervisors Artist and Community Organization Recognition.
Jump StArts				Outreach to participating youth, artists, community leaders, partners, advocates, and commissioners. Set workshop dates and locations (virtual or onsite).		JUMP StArts workshop #1 and #2		Workshops draft summary	Workshops summary and Board of Supervisors presentation.		JUMP StArts art project and/or program draft.		July: JUMP StArts art project and/or program final proposal. Aug: JUMP StArts art project and/or program public presentation. Sept: JUMP StArts art project and/or program securing partners, funding, and creating a timeline for implementation.
ABOUTFACE				Oct.-Dec: Preparation, timeline coordination, lesson plans, and workshop format.		Dec-April: Website and social media.	Jan.-Feb.: Communication, Veteran outreach, marketing, and organization presentations.	Workshop #1 supplies order, prep and delivery.	Workshop #1 (3 Saturdays), Workshop #2 supplies order, prep and delivery.	Workshop #2 (3 Saturdays)	May-July: ABOUTFACE exhibition		
Poetry Out Loud				Oct.-Nov: Preparation, timeline coordination, and program/screening format. Website and social media.		Dec-Jan: Schools and organizations offer POL to students. POL student coaching outreach. Friends of AC5 funding requests and prizes coordination.	Jan.-Feb: POL coaching sessions available upon request. Completion of High School competitions and judging (scoring and tabulations). Paperwork finalized and deadline for County competition. Schools opt-in and CAG POL sent the final participation list. Graphics, script created for Arts and Culture Commission virtual county-level screening and award ceremony. Website and social media.	Arts and Culture Commission virtual county-level screening and award ceremony. Awards coordination and delivery. POL coaching sessions for State competition available upon request. Website and social media.	State Finals and Board of Supervisors presentation, paperwork, and delivery of certificates. Website and social media.	National Finals.			
Youth Advisor	Feb.-June 22: Carolyn Cosidine appointed first Youth Advisor. Commissioner Beverly Kumar is her mentor.	June-Aug: Youth Advisor application marketing process (online creation) and coordination.	Sept.-Oct: Youth Advisor open-call and application reviews (including ad-hoc interview subcommittee)	Oct.-Nov: Youth Advisor selection, mentor identification, and training.	Fall 21-22: New Youth Advisor appointment period including project coordination.				March 22-June 22: Youth Advisor marketing and application coordination process.				
Art Passages	ABOUTFACE till Dec. 3, 2021					Art of the African Diaspora Dec. 14, 2021 - Feb. 28, 2022.			Cesar Chavez exhibit March 14, 2022 - June 13, 2022			Marsh Creek exhibit July 1, 2022 - Sept. 30, 2022.	

Timelines

1. **Measure X Timeline:**

Activity Period: July 2021-June 2022

Date	Task & Activities
July 2021	Measure X Presentation
August 2021	Community Advocacy and Letters
September 2021	Measure X Board Recommendation to Board of Supervisors
September-October 2021	Board of Supervisors, Community Advocacy, and Implementation Timeline Draft
November 2021	Implementation Timeline
November-December 2021	TBA
January 2022-June 2022	TBA

2. **Arts and Culture Prospectus of Contra Costa County Timeline:**

Activity Period: July 2021-June 2022

Date	Task & Activities
July-August 2021	Research and identify cultural stakeholders. ACP Subcommittee and Managing Director create a database.
August 2021	Confirm workshop stakeholders.
September 2021	Work with Art Builds Community by providing information and data.
September-October 2021	Art Builds Community holds interviews and plans public workshops.
November 2021	Art Builds Community attends Commission meeting and shares updates.
November-December 2021	Work with Art Builds Community by providing information and data.
January 2022-June 2022	Art Builds Community attends January Commission meeting. Board of Supervisors presentation and approval of <i>Arts & Culture Prospectus for Contra Costa County and District Art Project</i> funding.

3. Impact Projects CAC Grant Timeline:

Grant Activity Period: November 1, 2021-October 31, 2022

Date	Task & Activities
November 2021	Confirm Contra Costa County utility box locations.
November 2021	Artists and Organizations check in, timeline, and information meeting.
December 2021	Design workshops.
November 2021-February 2022	Artists collaborate with partner organizations for design.
February 2022	Artists submit final designs.
March 2022	Artists assigned utility box assignments.
May 2022	Utility boxes prepared for artists.
June 2022	Artists start painting utility boxes.
July 2022	Water repellent sealer/varnish and anti-graffiti coating application on Utility Boxes.
August 2022	Artist and Community Organization Virtual Reception and Town Hall.
October 2022	Contra Costa County Board of Supervisors Artist and Community Organization Recognition.

*Reference: https://arts.ca.gov/grant_program/impact-projects/

4. Jump StArts CAC Grant Timeline: Grant Activity Period: Oct. 2021–Sept. 2022

Date	Task & Activities
October 2021	Outreach to participating youth, artists, community leaders, partners, advocates, and commissioners.
October 2021	Set workshop dates and locations (virtual or onsite).
December 2021	JUMP StArts workshop #1 and #2
February 2022	Workshops draft summary
March 2022	Workshops summary and Board of Supervisors presentation.
May 2022	JUMP StArts art project and/or program draft.
July 2022	JUMP StArts art project and/or program final proposal.
August 2022	JUMP StArts art project and/or program public presentation.
September 2022	JUMP StArts art project and/or program securing partners, funding, and creating a timeline for implementation.

*Reference: https://arts.ca.gov/grant_program/jump-starts/

5. ABOUTFACE Timeline: Activity Period: October 2021-July 2022

Date	Task & Activities
October-December 2021	Preparation, timeline coordination, lesson plans, and workshop format.
December 2021-April 2022	Website and social media.
January 2022-February 2022	Communication, Veteran outreach, marketing, and organization presentations.
February 2022	Workshop #1 supplies order, prep and delivery.
March 2022	Workshop #1 (3 Saturdays). Workshop #2 supplies order, prep and delivery.
April 2022	Workshop #2 (3 Saturdays). Participant surveys.
May-July 2022	ABOUTFACE exhibition.

**A comprehensive 20-21 ABOUTFACE Project Plan and Timeline is available upon request.*

6. Poetry Out Loud Timeline: Activity Period: October 2021-April 2022

Date	Task & Activities
October-November 2021	Preparation, timeline coordination, and program/screening format. Website and social media.
December 2021-January 2022	Schools and organizations offer POL to students. POL student coaching outreach. Friends of AC5 funding requests and prizes coordination.
January-February 2022	POL coaching sessions available upon request. Completion of High School competitions and judging (scoring and tabulations). Paperwork finalized and deadline for County competition. Schools opt-in and CAC POL sent the final participation list. Graphics/script created for Arts and Culture Commission of Contra Costa County virtual county-level screening and award ceremony. Website and social media.
February 2022	Arts and Culture Commission of Contra Costa County virtual county-level screening and award ceremony. Awards coordination and delivery. POL coaching sessions for State competition available upon request. Website and social media.
March 2022	State Finals and Board of Supervisors presentation, paperwork, and delivery of certificates. Website and social media.
April 2022	National Finals.

**A comprehensive 20-21 POL Timeline is available upon request. References:*

<https://www.capoetryoutloud.org/>

https://docs.google.com/document/d/1G8qsaWF1WBSLprlyY_8ZZOZwz0a9FoaLK7AxkuK40Pc/edit?usp=sharing

7. Youth Advisor Timeline: Activity Period: July 2020-July 2022

Date	Task & Activities
February 2021- June 2022	Carolyn Considine appointed first Youth Advisor. Commissioner Beverly Kumar is her mentor.
June-August 2021	Youth Advisor application marketing, process (online creation) and coordination.
September-October 2021	Youth Advisor open-call and application reviews (including ad-hoc interview subcommittee)
October-November 2021	Youth Advisor selection, mentor identification, and training.
Fall 2021- Fall 2022	New Youth Advisor appointment period including project coordination.
March 2022-June 2022	Youth Advisor marketing and application coordination process.

8. Art Passages Timeline:

Proposed Activity Period: July 2021-July 2022

**2-3 exhibitions a year at the New County Administration Building.*

Proposed FY 21-22 Exhibition Schedule:

1. ABOUTFACE till December 3, 2021.
2. Art of the African Diaspora December 14, 2021 - February 28, 2022. (Create a call, 3-5 artists, concept theme) Identify: specifics,
3. Cesar Chavez exhibit March 14, 2022 - June 13, 2022.
4. Marsh Creek exhibit July 1, 2022 - September 30, 2022.

Contra Costa County Arts and Culture Prospectus: Phase One

Executive Summary

Art Builds Community is submitting this draft interim report at the completion of the research phase of the Contra Costa County Arts and Culture Prospectus. Our team began work on the prospectus in September 2021. Since that time, there have been significant resignations from the Arts and Culture Commission, the County Administrator's Office, and contractual arts staff. These leadership changes have hampered our efforts to initiate community outreach and focus groups, the next phase of prospectus development.

Since 1994, Contra Costa County has invested in the arts with the support of its volunteer-led Arts and Culture Commission, whose mission is “to advance the arts in a way that promotes communication, education, appreciation, and collaboration throughout Contra Costa County...(to) grow creatively as a community that preserves and celebrates our diverse cultural expression.” County-funded arts programs have enhanced the cultural life of the region and, as the County expands its financial support for the arts, these investments should be guided by a robust, aspirational plan with a structural framework to implement it. While the Commission supported the development of this prospectus, Commissioner dissent, along with resignations of Commissioners and staff, have left the consulting team without the guidance it needs to proceed. Attempts to reach all Commissioners to create a basis for the prospectus were sometimes rebuffed. Commissioners who were interviewed were often more invested in airing their grievances than providing their perspective on community needs and aspirations.

Whereas the County’s Request for Qualifications anticipated developing an arts prospectus through two public workshops, its guiding principles were to “increase engagement, outreach, community awareness, highlight art resources, and conduct a community evaluation.” Following consultant selection, Art Builds Community’s scope of work was refined in collaboration with the CAO and Art Staff to include greater public engagement including pop-up events, focus groups, and other equity-centric outreach. This community outreach was predicated upon identifying locations, participants, and an outreach framework with the support of AC5. Because the Commission did not meet during the research period, and Covid-19 presented logistical challenges, public has been postponed. To date, the consultants have created a [cultural asset map](#) (*Appendix 1*) that shows the locations of arts facilities and organizations activities in the County, interviewed available Commissioners and City staff, and charted public support of the arts in Contra Costa County cities and other Bay Area counties (*Appendices 2 and 3*). This interim report reflects Commissioners’ and County staff perspectives about opportunities for Contra Costa County to invest in the arts. It also examines the structure of the Commission and provides examples of how other counties in the Bay Area and other parts of the United States have structured their arts support agencies as public private partnerships (*Appendices 4 and 5*).

Based on research to date, the consultant team suggests the following next steps:

- Determine which County officer will lead the rethinking of the County’s art support.
- Dissolve the Arts and Culture Commission and create an interim strategy to oversee existing programs.

- Re-budget the remaining 2022-23 arts funds to commission a 10-year cultural arts plan for Contra Costa County that includes broad public outreach and proposes a different Commission structure.

Research

During this phase of the Arts and Culture Prospectus, Art Builds Community interviewed Commissioners, staff from several County departments (see p. 5), created a cultural asset map that identifies where arts activities are currently taking place, researched existing arts agencies in Contra Costa County cities and adjacent counties, and created a benchmarking report showing examples of public/private arts agencies in other parts of the United States (*see appendices*). We also reviewed YBCA's Artist Power Convening analysis of

Internal Stakeholders: Commissioners

Art Builds Community reached out to all Arts and Culture Commission's ten members and interviewed six of them. Some Commissioners, including Elizabeth Wood and Ben Miyaji, have recently resigned. Others, including Sylvia Ledezma and Joan D'Onofrio, submitted their resignations. Other Commissioners declined interviews or were not available. By January 2022, we had interviewed Y'Anad Burrell, Joan D'Onofrio, Sylvia Ledezma, Ben Miyaji, Naina Shastri, and Elizabeth Wood. These Commissioners have served between one and eleven years.

Commission Accomplishments

The Commission has launched and supported several significant programs, including Arts in Corrections and County Jails, an Arts Directory and Calendar, and Local Arts and Cultural Organization regrant program. In addition, the Commission supported:

- *Poetry Out Loud*, a partnership with the [California Arts Council](#), [National Endowments for the Arts](#), and [Poetry Foundation](#). This national recitation contest is open to high school students and awards cash prizes given by Friends of AC5, the Commission's nonprofit partner. The program is available to all high schools and organizations in the County that work with grades 9-12 (homeschoolers can also participate).
- *About Face* provides a series of free self-portrait painting classes for veterans and is supported through the [California Arts Council's Veterans in the Arts](#) as a free service to veterans living or working in Contra Costa County. It has received additional past support, including the **Michelangelo D'Onofrio Arts Foundation**, **Friends of AC5** [501(c)3], and [Returning Veterans of Diablo Valley](#).
- *Art Passage* is a changing exhibition program at the new County Administration Building that highlights the signature programs and initiatives supported by the Arts and Culture Commission. Exhibitions highlight artists, arts organizations, and diverse creative expressions representative of Contra Costa County.
- *Arts Café* is a series of workshops, lectures, discussions, and demonstrations on a variety of art topics was held until 2020 at locations throughout the County and online, in collaboration with the Art of Health & Healing, an organization of the County Health Department.

- *Art Recognition Awards* are given to those who have made a significant artistic or philanthropic contribution to Contra Costa's Arts and Culture every other year.

Commission Observations and Concerns

- Areas of Need:
 - County arts organizations lack networking opportunities.
 - Contra County does not receive a large enough share of California Arts Council funding. Only five grants were awarded in Contra Costa County last two years. These included a two-year grant that spans FY 20-21 and FY 21-22.
 - West County has the greatest need for additional art support.
 - In addition, the City of Concord, in Central County has no art commission to support activities there.

Opportunities:

- There are many enthusiastic arts supporters in the County
 - The Commission has a continuing interest in supporting arts education in schools, art in prisons, cultural districts, and a youth advisor program.
 - There are beautiful natural settings throughout the County where performing arts activities could be presented.
 - There are opportunities for cultural exchanges with sister cities.
- Commission Performance.
 - Commissioners have differing perspectives about their roles and responsibilities.
 - Commissioners do not agree upon the purpose of arts funding or where funds should be invested.
 - There is an uneasy relationship between the Friends of AC5 and members of the Arts and Culture Commission as a whole.
 - There is disagreement about the role of the Youth Advisor.
 - Commissioners assume 'ownership' of program development (youth advisor, arts education) and do not welcome ideas from other Commissioners.
 - New Commissioners feel excluded from discussions.
 - The Commission does not adhere to Brown Act rules nor follow established rules of order that would facilitate more civil discussions.
 - There is universal agreement among Commissioners about a breakdown in civil communication.

Internal Stakeholders: County Staff and Departments

- County Administrator Dennis Bozanich:
 - The County has a vision for a new County campus that will include new construction. The budget is \$60 million and can include public art.
 - Measure X, which was reported to the board in October 2021, included arts funding. The request of \$625,000 was reduced to an award of \$250,000 in November 2021.

- The cities in Contra Costa County received \$190 million in American Rescue Plan funds. It is possible that some of these funds can be used for art. At the time of the consultant's interview with Bozanich the cities were planning to return to the Board of Supervisors with additional ARPA requests. This is no longer expected to happen.
-
- Election Outreach Coordinator & Clerk recorder, Civic Engagement Staff: Eren Mendez
 - There is partnership potential for artists/arts organizations to enliven the Board of Supervisors' Cesar Chavez and Martin Luther King Jr. Day celebrations.
 - Artists can work with the Elections Department to create public artwork that asks the question, "How does a person become civically engaged?"
 - The department sponsors a photo contest to create images that encourage people to open their voting information booklets. These photos can be displayed as a public exhibit.
 - The arts can be used on social media platforms to encourage young adults from diverse socioeconomic and cultural backgrounds to become more civically engaged. This effort can be a collaboration with the departments' youth ambassadors' program.
- Planning Department: Will Nelson
 - Public art has been included in the language for the County General Plan, *Contra Costa 2040*.
 - The Sustainability Committee supports funding for public art maintenance.
 - Current County policy says that cultural institutions must be available and accessible for all.
 - Contra Costa County should look to other places for arts ideas, for arts supporting environmental cleanup, as was done with the Levitt Pavilion SteelStacks project in Bethlehem, Pennsylvania.
 - The Supervisors' focus areas are the plan elements addressing environmental justice, community health, sustainability, and economic development. Art can be intertwined with all these elements.
- STEAM (Science Technology Art and Math) Coordinator & Director of Curriculum Instruction: Hanna Ma
 - There is not adequate arts education in school plans. Teachers who are aware of this problem are making their voices heard, and arts education needs more support from the County Supervisor level.
 - The Arts and Culture Commission supported the *Art of Resilience* art show during the pandemic with the support of Commissioner Kumar, who introduced a student to the program who was already working on a similar project. There was little funding for this effort. The program was coordinated by Ma, and facilities bore the materials cost.
 - The STEAM program recently worked with Diablo Regional Art Association to support High School artists. The project was funded by Kaiser and provided in-kind marketing support from the County.

The Arts in Contra Costa County

Art Builds Community has created a [map](#) (Appendix 1) showing locations of performing and visual arts institutions throughout the County. The following is an analysis of arts facilities and organizations by district. It does not reflect of level of arts activities that may occur there.

- **District One**

- The arts and cultural locations in District 1 include theatre and art centers primarily. Most locations to experience the arts can be found in Richmond. There is the capacity to encourage arts and cultural engagement in Pinole, San Pablo, and the areas near the regional parks and historical park. The consultant team has been able to find little to no arts and cultural groups in El Sobrante and Hercules.

- **District Two**

- There are few culturally specific arts facilities in District 2. Most arts and cultural sites are located on Saint Mary's campus, with little arts and cultural gathering opportunities throughout the cities in the district. There is not a centralized area to experience the arts. There are several historical locations rather than cultural groups or contemporary art experiences. That said, both the Cities of Danville and San Ramon support a variety of arts activities.

- **District Three**

- There are only a handful of arts and cultural experiences in District 3 available to the communities in Pittsburg, Antioch, Brentwood, and other cities within the district. The primary art activities available to engage with are historical locations and theatre. As a district close to the water and the regional park, there are opportunities in these locations.

- **District Four**

- One of the most dynamic art cities is in District Four, Walnut Creek. There is a clear presence of the city's engagement in providing arts opportunities for the community on the assessment map. Concord, Pleasant Hill, and Clayton have provided opportunities for the arts and culture; however, the locations are spread out without a centralized area.

- **District Five**

- While the City of Martinez has a vibrant arts community, District Five has a minimal number of arts and cultural facilities for the diverse community that lives there. The small number of institutions available for the community to experience are theatres with few historical halls. The city of Hercules does have a Polynesian dance company but is the only cultural dance group that could be located. ,

Arts and Culture Commission Structure

The role of the Arts and Culture Commission as described by the Board of Supervisors is to “...advise the Board of Supervisors in matters and issues relevant to Arts and Culture; to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government and to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all the citizens of Contra Costa County. “

The Commission was originally described as an advocacy and advisory organization charged with promoting the arts and building partnerships to support the arts. Once the Commission had a budget to administer, its role became more complex. The Commission has initiated a variety of programs, awards, and grants. It has now come to an impasse about its future: the programs it hopes to initiate, the role of staff and Commissioners in implementing them, and the role of Friends of AC5 in determining which projects to fund. That said, the Commissioners have advocated for the creation of a cultural plan that will create a vision for where the County can or should invest its arts dollars. This prospectus, as a precursor to a cultural plan, was to identify areas of need in each Supervisory District.

Several Commissioners see their role as initiating and managing programs with staff support; others see their role as advisory. Giving a volunteer Commission responsibility for developing programs and leading them is not a best practice. It places decisions about the use and management of public funds in the hands of a part-time nonprofessional body. Currently, there is inadequate staff support to research and implement the Commission’s ideas and initiatives.

Friends of AC5

The existence of a partner organization, Friends of AC5, has complicated the role of the Commission. The Friends group appears to be raising money and support the work of the Commission. This entity is led by current and former Arts and Culture Commissioners, and its role relative to the Commission is unclear. Whereas nonprofit partners to municipal departments such as libraries and parks supplement existing programs by buying supplies or raising funds, the Friends of AC5 seem, in some instances, to be dictating where the Commission should be directing its efforts while doing little to raise additional funds. This lack of clarity between the role of the Commission and Friends of AC5 group has created tension and potential conflicts of interest. At present, Friends of AC5 is out of compliance with the Secretary of State and is in the process of changing its name.

Emerging Themes

- The current structure of the County's arts/cultural support and direction is unclear, and it lacks a vision, mission, or guiding principles.
- While the Arts and Culture Prospectus was intended to address some of these issues, it cannot proceed without staff and Commission leadership.
- There is no mutual understanding of the role of the Arts and Culture Commission or how its work is meant to be conducted.
- There are areas of the County that benefit from the arts and other areas that are art deserts.
- The County's arts investments are out of step with surrounding counties, and there is no regular, dedicated funding source for support of the arts.
- There is potential to build art into public schools and other community-serving facilities in partnership with other County departments, Cities, and State institutions.
- There is no clear ownership of the arts within the County family. While the CAO's office provides support to the Commission, it does not provide leadership or adequate staff support.
- There is a strained relationship between the Commission the Friends of AC5, its nonprofit partner.

Next Steps

This interim report provides County staff with a preliminary assessment of needs and a starting point for a cultural plan. Appendices 4 and 5 demonstrate alternative ways of structuring the County's arts programs. A detailed cultural plan can build upon this phase of the Prospectus to include broader community outreach through in person events, surveys, and social media. These activities can build upon what the consultants have learned through preliminary interviews and mapping.

The following actions may be necessary before Contra Costa County initiates its cultural planning efforts.:

- Dissolve the Arts and Culture Commission.
- Determine who will oversee existing programs.
- Re-budget the funds and the remaining funds for the ABC contract to create a cultural plan for Contra Costa County.
- Appoint a diverse cultural plan steering committee.
- Decide how to continue the work of the Arts and Culture Commission in the absence of staff and Commissioners.
- Expand the cultural asset survey and needs assessment through public outreach events.
- Explore opportunities for partnerships with County Departments.

City	Sq Mi	District	City Dept	Commission	Liaison	Public %	Private %	Art or Cultural Plan	Municipal Code	Other Art Support
Brentwood	14.81	3	Economic Development	Arts Commission	Kris Farro kfarro@brentwoodca.gov	1%	1%	No	Chapter 2.44	
Danville	18.03	2	Recreation, Arts & Community Services	Arts Advisory Board	Jessica Wallner (Recreation Superintendent) - (925)-314-3426	No	No	No	Chapter 2.13	
El Cerrito	3.69	1	Your Government	Arts & Culture Commission	Alexandra Orologas (Assistant City Manager) - (510)-215-4302	1%		2013 Arts and Culture Master Plan	Chapter 13.50	
Lafayette	15.39	2	City Hall	Public Art Committee	Jenny Rosen jrosen@lovelafayette.org		1%		Chapter 6.26	
Moraga	9.44	2	Parks & Recreation	Art in Public Spaces Committee						
Richmond	52.48	1	Economic Development	Arts and Culture Commission	Winifred Day (Arts and Culture Manager) - (510)-620-6952	1.50%	1%	2002 Cultural Arts Plan	Chapter 6.5	
San Pablo	2.6	1	Planning Department	Planning Commission			1%	No	Chapter 7.63	Community Foundation Grant Program
San Ramon	18.08	2	Parks and Community A	Arts Advisory Committee	Adam Chow (Parks & Community Services Recreation Supervisor) - (925)-973-3321	1%	1%	Yes	Chapter X C 146-53	Provides a variety of arts services, classes, events and grants through Parks and Recreation and in partnership with San Ramon Arts Foundation supports grants for the arts. The City has five galleries.
Walnut Creek	19.77	4	Government	Arts Commission	Kevin Safine (Arts and Recreation Director) - (925)-943-5848	1%		Yes	Chapter 7-3 and Chapter 10-10	City provides funding for Lescher Art Center, including gallery and theatre. City works provides arts grants in collaboration with several foundations, as well as arts classes, concerts and other activities.

Appendix 3: Contra Costa County Arts and Culture Prospectus

Bay Area County Arts Commissions

Program	Location	Clients	Source of Funds	Programs	Staffing	Annual Budget
Alameda County Arts Commission	Alameda County	<ul style="list-style-type: none"> local artists Arts Organizations County Libraries 	<ul style="list-style-type: none"> 2% of each county capital project budget to be allocated for the acquisition, design, creation, installation and maintenance for public art and related administrative costs. These are the funders for Alameda County: <ul style="list-style-type: none"> California Arts Council. National Endowment for the Arts Foundation for the Arts in Alameda County East Bay Community Foundation Alameda County Office of Education's Alliane for Arts Learning Leadership 	<ul style="list-style-type: none"> Arts Advocacy; Arts Leadership Award. Arts Education - Art IS Education: Promoting public support for arts education for all youth 100 Families Alameda County: Art and Social Change Alliance for Arts Learning Leadership of the San Francisco Bay Area Annual Alameda County Poetry Out Loud Veterans Initiative in the Arts: Veterans Art Project 	<ul style="list-style-type: none"> Director Program Coordinator Public Art Program Coordinator x 2 Program Associate 	<p>MOE (maintenance of Effort) Budget adjustments necessary to support programs in 2020-2021: Arts Commission expenditure and revenue adjustments, appropriated 100,000 • Appropriation by Program - Cultural, Recreation & Education \$40.5M (1.2% of budget)</p>
San Francisco Arts Commission	San Francisco	<ul style="list-style-type: none"> local artists Arts Organizations 	<ul style="list-style-type: none"> Art Enrichment Ordinance , 2% for art program, funding for the acquisition of artwork for new public facilities and civic spaces. It ensures that two percent of the gross construction cost of civic buildings, transportation improvement projects, new parks, and other above ground structures such as bridges be allocated for public art. 1% for art program that requires that large projects in the Downtown and nearby neighborhoods provide public art that equals 1% of the total construction cost. There is an option for a aportion of the 1% art requirement to the City's Public Art Trust. Proposition E Funding: In November 2018, San Franciscans voted by 75% majority to allocate 	<ul style="list-style-type: none"> Civic Design Review (charter mandated responsibility of the Arts Commission) Community Investments; Art Education, partners with San Francisco Unified School District, Arts Education Alliance of the Bay Area, and the Department of Children, youth and their Fmailies. - Arts Education Directory, an online guide for parents, principals, and teachers with contact information for arts and arts education resources. Cultural centers, 4 City-owned facilities and 3 virtual cultural centers operated by nonprofit arts organizations and provide cultural and arts programs. 	<ul style="list-style-type: none"> Director of Public Art and Civic Art Collection Director of Public Art Trust and Speical Initiatives (Temproyary public art) Program Associate, Civic Design and Special Initiatives. Program Associate, Community Investment Program. Program Associate, Program Associate, Art Vendor Program Commission Secretary, Liaison to Commissioners, Director of Cultural Affairs, Deputy Directors. Director of Public & Private 	<p>Proposition E Funding: •FY20 Hotel Tax Allocations by Department: Grants for the Arts \$14,670,000, Arts Commission (Community Investment) \$11,430,000, Mayor's Office of Housing and Community Development \$2,700,000. •FY20 Hotel Room Tax Expenses (Arts Commission) Cultural Centers \$2,777,606, Cultural Equity Endowment \$4,668,292, Arts Impact Endowment \$1,554,250</p>
Silicon Valley Creates	Santa Clara County	<ul style="list-style-type: none"> Santa Clara Artists, Arts Institutions, fiscal sponsees 	<ul style="list-style-type: none"> Santa Clara County Transit occupancy tax (TOT) supports a portion of their budget. The TOT is 8%. Each year, the first \$500,000 in TOT supports arts and culture projects in the County. The remaining taxes fund human service needs in the County. Additional support comes from Packard, Hewlett, Applied Materials and California Arts Council. As an arts service organization they apply for specific grants to support their services. 	<ul style="list-style-type: none"> Arts Accelerator GenArts Silicon Valley SVMindshare. Poet laureate Content Magazine. SV Laureate/SVARTS/CONTENT Emerging Artist Award ArtsEdConnect. The Studio Grant Programs: <ul style="list-style-type: none"> Blue shield of California Community Health Mural Project - Gilroy X Factor Grants. SV Laureate Awards 	<ul style="list-style-type: none"> Chief Executive Officer. Creative Catalyst & ArtsWeb Arts Business Navigator. Program Manager. The Cultivator, Content Magazine Associate Producer, Content Magazine Program Assistant ArtsWeb Business Navigator. Administrative Manager. Accounting Coordinator. Director of Strategic Initiatives An additional committee was added - The Equity Council is advosry to the SVCreates Board of Directors and is made up of at least two board members and several community representatives. The council guides SVCreates in advancing racial and cultural equity within the organization's structure, leadership, programming, and planning. It has 5 members. 	<p>2019 expenses \$2,607,289.</p>
Creative Sonoma	Sonoma	<ul style="list-style-type: none"> Artists & Creatives Arts Education. Organizations & Enterprises 	<ul style="list-style-type: none"> Support from County of Sonoma Economic Development Board, California Arts Council, National Endowment for the Arts. The County of Sonoma has established a fund the be administered by Creative Sonoma to support cultural arts activities across Sonoma County. 	<ul style="list-style-type: none"> Public Art Directory Creatives at Work; artist creative directory, organizations and enterprise directory and film services directory. Professional development events Arts Education Hub Special Projects; Sonoma Sound 2021, Creative ReOpening 2020-2021 Creative Sonoma leverages funding and opportunities to partner throughout Sonoma County to integrate the arts in meaningful ways. Learn more about each of these projects and how creatives have been put to work to impact and uplift our entire community. Grant Programs: <ul style="list-style-type: none"> Arts Education Framework Consultancy Awards Arts & Cultural Equity Fellowship Grants. Arts Impact Grants for Organizations COVID-19 Arts Relief Grants for Organizations Recovery & Response Grants 	<ul style="list-style-type: none"> Director Program Officer Administrative Operations Coordinator Arts Education Manager. *There are also an 8 member Creative Sonoma Advisory Board and 9 member Economic Development Board of Directors 	

Appendix 4: Bay Area and Central Coast State-Local Partner Nonprofit Art Organizations

Summary:

1. California counties have utilized nonprofit art organizations as State-Local Partners for the California Arts Council.
2. This is for various reasons: nonprofit county organizations merge together, a county government agency has disbanded or dissolved, or an independent nonprofit organization provides county services.
3. This analysis includes Bay Area and Central Coast nonprofit art organizations examples: San Benito County Arts Council, SVCREATES, MarinArts, Arts Council Napa Valley, and Arts Council Santa Cruz County.
4. The following examples are recognized by the California Arts Council as county-designed local arts agencies:
https://arts.ca.gov/wp-content/uploads/2020/11/CAC_SLP_2019-21_Directory_050820.pdf

San Benito County Arts Council

Jennifer Laine, Executive Director
San Benito County Arts Council
831.636.2787

Links:

<https://www.sanbenitoarts.org/about/www.sanbenitoarts.org>

Website: “The San Benito County Arts Council is an entrepreneurial, nimble, collaborative nonprofit that provides arts programming and serves as a connector, investor, advocate and leader for the arts in San Benito County. Founded in 2006, the Arts Council is anchored by a dynamic, energetic and committed staff and Board of Directors supported by a growing number of people and organizations that includes state and local government, school districts at the County Office of Education, private and public foundations, individuals and businesses.

The San Benito County Arts Council is a 501(c)3 nonprofit organization based in Hollister, California, which serves as a State-Local Partner to the California Arts Council.”

Laine: In the 1980s, San Benito was a government agency but in the early 1990s it was disbanded and reconstituted several years later as a nonprofit organization.

Appendix 4: Bay Area and Central Coast State-Local Partner Nonprofit Art Organizations

2. Example: SVCREATES

Alexandra Urbanowski
Associate Director
alexandra@svcreates.org
408.998.3458 ext. 214
Link: <https://www.svcreates.org/>

Website: “Arts Council Silicon Valley and 1stACT Silicon Valley merged in 2013 to create the regional nonprofit SVCREATES. SVCREATES builds on Arts Council’s 30-year history of support to the arts community through regional grantmaking, professional development and the Artist Laureate program, and on 1stACT Silicon Valley’s dynamic role in incubating innovative programs and initiatives like SPUR San Jose, School of Arts and Culture at MHP, MALI (Multicultural Arts Leadership Institute), and The Studio.”

3. Example: MarinArts

Pamela Morton
Board President
pmorton53@gmail.com
415-606-4139
Link: <https://www.marinarts.org/about-us/>

“MarinArts is dedicated to advocating for all of the arts in Marin County. MarinArts online calendar makes it easy to discover and participate in creative and cultural events throughout our community, including arts events and educational opportunities for all ages.”

History. “After the Marin Arts Council folded in 2011, artists and arts leaders came to believe that Marin County needed an umbrella for all of the arts—visual, theater, film, literary, and music, as well as arts education. Executive Director Mary O’Mara of MarinLink (the community project incubator and fiscal sponsor), former Program Manager for the Marin Arts Council Pam Morton, and a dedicated group of arts community volunteers led six years of planning. MarinArts is the result.

Launched quietly in early 2017, MarinArts is making an impact as an important county-wide cultural events resource.

MarinArts is powered by Artsopolis, a project of Silicon Valley Creates. The platform is used by arts communities large and small throughout the United States.

MarinArts is a 501(c)(3) nonprofit organization. Donations are tax deductible to the fullest extent of the law. Tax ID #47-2571336.”

Appendix 4: Bay Area and Central Coast State-Local Partner Nonprofit Art Organizations

4. Example: Arts Council Napa Valley

Olevia Everett President
and CEO (707) 257-2117
olivia@artscouncilnv.org

Link: <https://www.artscouncilnapavalley.org/about/>

Website: “Arts Council Napa Valley (ACNV) began in 1963, and obtained 501(c)(3) nonprofit status in 1981. Today ACNV is Napa County’s designated arts agency, executing programs and services countywide benefitting and uplifting our local arts and culture sector and community as a whole.

Our primary focus is increasing public access to the arts. We do this by supporting the creative industry through our programming, accessible services, and advocacy efforts. Our programming works to increase visibility and funding for local artists while our services aim to inform and connect creatives to opportunities in their fields. Our advocacy efforts work to both support and uplift emerging and mid-level artists while increasing access to arts education for students countywide.

5. Example: Arts Council Santa Cruz County

Jim Brown
Executive Director
(831) 475-9600
jim@artscouncilsc.org

Link: <https://www.artscouncilsc.org/about/>

Website: “Our mission is to generate creativity, vibrancy, and connection. Together, we’re building a stronger Santa Cruz County, where creative expression thrives and the arts are integral to all aspects of our diverse community.

We’ve been doing this work since 1979 as a private, non-profit agency with an incredible team and board.”

Program	Location	Funding	Clients	Source of Funds	Charge Method	Services	Staffing	Annual Budget
Regional Arts & Cultural Council	Portland, Oregon	<ul style="list-style-type: none"> City of Portland general fund, Washington County General Fund, Oregon Arts Commission and Oregon General Trust, Multnomah County General Fund and Trasken Lodging Tax. No private percent for art 	<ul style="list-style-type: none"> Metro, Tri-Met, Port of Portland, City of Gresham, Oregon City, Private hospitals and local developers 	<ul style="list-style-type: none"> 2% for public art equal to the total Eligible Costs or of the total Eligible undrs of the improvement project, whichever is less. (City of Portland Ordinance). 2% of the construction costs of each construction project. The 2% set aside is allocated as follows: 1.22% for art, .58% to RACC for management and administration of the art and .20% for maintenance costs of the commission's percent for art program. 	<ul style="list-style-type: none"> Invoking varies depending on RACC role with the client (private or public) With some cases it is a full hand off with the artists leaving the artists doing the invoking after the hand off. Depending on the magnitude of project invoking will be based on milestones or as an upfront payment RACC tries to do a fixed fee for private clients All invoices happens more based on funding sources 	<ul style="list-style-type: none"> Helps acquire and maintain community-owned artworks in public places. Public art management services to other public agencies; Contracted work to facilitate the selection and integration of art into private hospitals and local developers. Works around the country to create Public Art Master Plans, design public art programs, serve on selection panels, manage artist selection processes. Manages permanent work process from the selection process through installation and is responsible for the ongoing maintenance. RACC facilitates the acquisition, siting and installation of two and three-dimensional small scale portable artworks for the City of Portland and Multnomah County. 	<ul style="list-style-type: none"> 4 on the public art team. 3 are full time and one at 80%. Director of Public Art. Public Art Collections Manager. Public Art Exhibitions & Collections Coordinator Public Art Program Senior Specialist 	<p>Total Expenses \$13,234,998.</p> <p>Public Art Expenses \$3,080,173</p>
4 Culture, the Cultural Development Authority of King County	Seattle, Washington	<ul style="list-style-type: none"> The Arts, Heritage & Preservation areas are funded through the Lodging tax. Public art is not - it is funded by 1% for Art Funds from eligible King County partner construction projects. Consulting projects fee and cost is determined based on the full scope of work and required management. 4 Culture has to take care of office rent 	<ul style="list-style-type: none"> Capital Construction projects Facilities, Waste Water treatment, parks, KC Metro Projects on County land 	<ul style="list-style-type: none"> 1% for Art funds from King County are transferred to 4Culture on a bi-annual cycle. Public Art. 4 of the 6 staff is paid from the 1% County provides about \$200,000 yearly to care for art, this is separate from the 1%. 4Culture will supplement maintenance with funds left over from projects Some projects are voter approved bonds 2019 Consulting revenue \$161,623 	<ul style="list-style-type: none"> 4Culture manages funds and contracts the artists - they bill administrative 4Culture cost and pay public art staff out of these funds. A certain % of staff time is billed to the County Partner master accounts for public art staff. There is one liaison per County agency Budget percentages change yearly based on overall amount of work with the County partner. 4Culture develops specific projects and budgets in advisement with the County partners and then review them with the Public Art Advisory Committee. These budgets cover the artists contracts - divided into two steps artist design then artist implementation. Overall project expenses are designated for the project. Overall panel cost come from each County partner master account 	<ul style="list-style-type: none"> project scoping. master plan, artist selection, design development, Fabrication and Installation Oversight. Prefer to manage projects that are a full life cycle from project scope through installation to assure artists work and are managed under best practices thought project. They provide similar scoping for County partners as well as day to day management of new projects as well as the existing County Collection. 	<ul style="list-style-type: none"> 6 on the public art team. 2 are collections and curatorial for the portable art collection. Contractors are brought on as needed for specific expertise as related to collection care and project scoping. in general the public art team is the primary point person and manager for all projects. 	<p>2019 \$20,635,477 expenditures, Includes first time expense for Equity Facility Investment program \$3,998,724</p>
Houston Arts Alliance	Houston, Texas	<ul style="list-style-type: none"> The HOT fund amounts received by the Alliance are used as follows: 1. to provide grants to artists, artistic, cultural and educational programs and activities, and other program expenses, 2. to fund administrative expenses 	<ul style="list-style-type: none"> United Airlines, Southwest Airlines, Caydon USA, City of Houston, Houston First Corporation, Buffalo Bayou Partnership, Downtown Management District, The Kroger Company, art in parks, libraries and local airports 	<ul style="list-style-type: none"> contract with the City to promote tourism and the convention and hotel industry through a coordinated program, in cooperation with other arts, tourism and convention organizations will promote, develop and publicize a full array of arts destinations, arts activities, and arts exhibitions and displays in order to enhance the City's image as an arts city and a destination for cultural tourism. The City utilizes 10-3% of the HOT Funds to support the arts. The Alliance also holds a 3 year contract with the City to provide professional civic art and conservation administration services to the City under the direction of the General Services Department. Services performed under the GSD contract are provided pursuant to specific letters of authorization (LOA) that outline the scope of services and a not-to-exceed dollar amount that the Alliance may be awarded. Management fees are earned by the Alliance on the services performed under each LOA. Federal, state, and county grants Civic art and design contracts. Special events Direct donors 	<ul style="list-style-type: none"> ACFW does not hold the funds for the artist ACFW request invoice from the artist and forwards to the city Outside consulting fees have been either \$50 or \$100 per hour. Payments are made per milestone accomplished Also, the bond funds are extended out in an appropriate manner to demonstrate the process of the project is happening. All contracts are between the artist and city Maintenance contracts are between the contractor and the city ACFW can do partial payments 	<ul style="list-style-type: none"> Artist Selection Services, Master Planning Participation, Management of Fabrication and Installation, Conservation 	<ul style="list-style-type: none"> 19 Staff including Director of Civic Art + Design, Civic Art + Design Project Manager, Civic Art + Design Coordinator 38 member Board of Directors, 49 member advisory council 	<p>FY19 Expenses \$9,990,735</p>
Art Council of Fort Worth	Fort Worth, Texas	<ul style="list-style-type: none"> Funded by a 2% of the CC bond projects for public art. However, street bond projects provide only 1% for public art. Funded by city funds and not Arts Council funds but psyches/funels through the Arts Council. City's general fund supports the FWCommunity Arts Center Building (office and the Arts Council Grants program. 	<ul style="list-style-type: none"> City of Fort Worth, City projects Some private entities such as hotels Local transit agency 	<ul style="list-style-type: none"> Administration budget for Public Art is from the Water Fund a percentage of the Water Department's Capital Improvement projects. HOT tax is currently not a funding source Each year a there is a contract with the city for public art program and is separate from the arts council and art center funding City provides a stipend to manage the center/office There is separate funds for conservation 	<ul style="list-style-type: none"> ACFW does not hold the funds for the artist ACFW request invoice from the artist and forwards to the city Outside consulting fees have been either \$50 or \$100 per hour. Payments are made per milestone accomplished Also, the bond funds are extended out in an appropriate manner to demonstrate the process of the project is happening. All contracts are between the artist and city Maintenance contracts are between the contractor and the city ACFW can do partial payments 	<ul style="list-style-type: none"> Project Initiation, Artist Selection, Preliminary Design, Final Design, Fabrication, Installation & Dedication. The team helps communicate project updates to their neighbors. 	<ul style="list-style-type: none"> 6 staff including Director of Public Art, Public Art Manager x 3, Public Art Collection Manager, FW Community Engagement Coordinator 	<p>\$13,122,650.67 50 Public Art Projects/ Combined Budgets Total from FY 2021 Annual Work Plan</p>
Artist & Science Council- public art program, Culture For All	Charlotte, North Carolina	<ul style="list-style-type: none"> County ordinance is 1% for Public Art allocation through design and construction. Of the 1%, 15% is administrative and 85% is art budget. City ordinance is an up to 1% of 60% of the cost of construction, includin the Charlotte airport projects. All projects have to be deemed eligible through CIP. City are street and fire stations, County are Parks & Rec, specific facilities, and libraries. No current private % for the arts 	<ul style="list-style-type: none"> City of Charlotte County of Mecklenburg 6 suburban towns 	<ul style="list-style-type: none"> City budget cycle is every 3 years County budget cycle is every 5 years Bonds became available for projects and given to ASC to administer There is no allocation for maintenance, instead the Right Away Maintenance program has been taking care of art 	<ul style="list-style-type: none"> After an RFQ is sent out ASC invoices client (City or County) 15% After artist selection ASC invoices the remaining 85%. Private consultant projects payment method is based off of milestones achieved. 	<ul style="list-style-type: none"> Project management; RFQ, artist selection, contract, construction, installation No current maintenance service provided 	<ul style="list-style-type: none"> Vice President Public Art Project Manager Public Art Recently hired two previous staff members as independent contractors. 	<p>FY19 990 Arts & Science Council Total Expenses \$15,789,916</p>
Forecast Public Art	Saint Paul Minnesota	<ul style="list-style-type: none"> Individual Donors Categories include: <ul style="list-style-type: none"> Changemaker \$25,000+ Director's Circle \$2,500+ \$1,000-2,499 \$500-999 \$250-499 \$100-249 \$1-99 	<ul style="list-style-type: none"> Individuals community developers, city planners, police-based designers, educators, Focus their pro bono and in-kind services in communities of color, rural communities and Native nations. 	<ul style="list-style-type: none"> Grants and Contributions. Foundations. National Endowment for the Arts Individual Donors Clients 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Community Engagement, Public Art and Memorial Planning, Public Art Mapping, Community Environmental Scanning, Public Art Program + Collection Equity Audits. mini grants Workshops. 	<ul style="list-style-type: none"> staff member: Executive Director, Finance + Operations Manager Content-Communications Manager, Director of Programming + New Initiatives, Program Manager, Development Manager, Advisor + Consulting Editor Forward, Communications Strategist Forward Curator of Partnerships + Programming, and 7 consultants 	<p>2020 expenses \$1,139,469</p>
San Diego County	San Diego County	<ul style="list-style-type: none"> 5% of constructions with a maximum budget of \$500,000 3% is set aside by the project manager 	<ul style="list-style-type: none"> Projects throughout County 	<ul style="list-style-type: none"> There is discretionary money in the districts which means some projects have been independently funded Ordinance supports funding from Construction projects. Transient Occupancy Tax supports the Organizational Support Program (OSP) and the Creative Communities San Diego (CCSD) program. 	<ul style="list-style-type: none"> Artist is contracted by the D & B team and not the County D & B team work is up to 20% but is determined project by project. Consultant bills per milestone Consultant works with artists on when to invoice the D & B 	<ul style="list-style-type: none"> Each project is a Design & Build and each D & B entity hires consultant not the County Consultant becomes responsible for project; artist license agreement, contracts, invoices Civic Art Collection SD Practive Initiative Poet Laureate 	<ul style="list-style-type: none"> 7 staff members Senior Arts and Culture Funding Manager, Civic Art Program Manager Arts and Culture Project Manager, Executive Director, Chief of Civic Art Strategies, Senior Public Art Manager Project Manager 15 member Commission for the Arts and Culture 	<p>FY19 Proposed budget \$14,460,134</p>

BY-LAWS OF THE ARTS AND CULTURE COMMISSION OF CONTRA COSTA COUNTY

1. STATEMENT OF PURPOSE

The function of the Arts and Culture Commission of Contra Costa County (Commission) is to advise the Board of Supervisors on matters and issues relevant to arts and culture; to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; to increase communication and understanding between all citizens through art; and to create District Alliances in each Supervisorial District. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

2. DUTIES OF COMMISSIONERS

Each Commissioner is expected to:

- a. Support the functions of the Commission.
- b. Give all meetings and other Commission activities a priority on his/her calendar.
- c. Serve on and chair Commission committees and events.
- d. Keep current with all facts and information upon which the Commission must base its collective opinions and decisions.
- e. Participate in strategic planning and implementation of arts programming.
- f. Be an ambassador and proponent of the arts and the Commission in Contra Costa County and engage people from all cultural and ethnic groups in the arts and in the work of the Commission.

3. LOCATION OF MEETINGS

Regularly scheduled Commission meetings will be held at the location designated by a majority of the Commission, and such location shall be accessible to the public.

4. MEMBERSHIP OF THE COMMISSION

The Commission will have nine members and one alternate. Each Supervisor will appoint one member to represent his or her district. Four members will serve at-large and will be recommended by the Commission for appointment by the Board of Supervisors, as will the one alternate. The alternate may sit and vote for any absent member or vacant seat.

The Commission will also include two non-voting Youth Advisor members. Each Youth Advisor will be a high school or college student. Each Youth Adviser will be interviewed and recommended by the Commission for appointment by the Board of Supervisors for a one-year term.

Each Youth Adviser will perform a Commission-approved service project during their respective term. The Youth Advisers will be expected to attend all Commission meetings and other Commission activities as needed.

5. TERMS OF COMMISSIONERS

Staggered terms are four years in length, ending June 30. Upon expiration of their term, Commissioners may continue to serve until their reappointment has been approved, or a successor is appointed. There are no term limits.

6. RESIGNATION AND/OR REMOVAL OF COMMISSIONERS

Resignations from District seats shall be given in writing to the appointing District Supervisor. Resignations from at-large seats shall be given in writing to the Executive Director or the Chair. Resignation will be effective upon receipt of the written letter, unless a later effective date is specified in the resignation.

Regular attendance is essential for the Commission to conduct regular business, accomplish annual goals as approved by the Board of Supervisors, and meet funding source program requirements. Any Commissioner who is absent from three (3) regular meetings in a 12-month period, may be asked to resign, unless good cause is shown and approved by the Commission (e.g., work assignment, accident, illness or death of a family member, vacation, or personal illness).

7. OFFICERS

The officers are Chair, Vice-Chair, and Senior Commissioner.

8. ELECTION OF OFFICERS

A three-member nomination committee, appointed by the Chair, will develop a slate of officers to be presented and elected by the Commission at the June meeting. If an office becomes vacant at any time, the Commission will elect a new officer at the first regularly scheduled meeting following the effective date of the vacancy.

9. TERMS OF OFFICE

Each officer serves a term of one year, beginning in July and ending the following June. An officer may not serve more than two consecutive terms, unless 80% of the Commissioners approve the waiving of this bylaw provision.

10. DUTIES OF OFFICERS

Chairperson

1. The Chair calls and presides over meetings of the Commission.
2. The Chair and the Executive Director, with input from the Commissioners, prepare the meeting agenda.
3. The Chair may delegate his/her duties to the Vice-Chair.
4. The Chair ensures that there is full participation of the Commissioners present during a duly held meeting.

Vice-Chair

1. The Vice-Chair assumes the duties of the Chair in the Chair's absence.
2. The Vice-Chair assumes the duties of the Chair for the remainder of the term of that office if the Chair is unable to continue.

Senior Commissioner

1. The Commissioner with the most service time on the Commission, excluding the Chair and Vice-Chair, is the Senior Commissioner.
2. In the absence of the Chair and Vice-Chair, the Senior Commissioner will assume the duties of the Chair until either the Chair or Vice-Chair returns, or a new Chair or Vice-Chair is appointed.

11. THE STANDING COMMITTEES

The Commission may create committees composed solely of members of the Commission, which can be standing committees, task forces, or ad hoc committees, as needed.

Standing committees should meet at least quarterly or more frequently as needed. All actions approved by a standing committee will be referred to the Commission for final approval. Former Commissioners, the general public, and community members may, and are encouraged to, attend meetings of a standing committee, task force, or ad hoc committee, but may not be members of any committee.

1. **Communications Committee** – It is recommended that three Commissioners serve on the Communications Committee.

The Communications Committee will develop plans to increase public visibility of both the Commission and the arts in Contra Costa County. Functions include public relations, marketing and media relations.

2. **Public Arts Committee** – It is recommended that three Commissioners serve on the Public Arts Committee.

The Public Arts Committee will oversee the Arts Passages Program and other public art projects as directed by the Commission.

3. **Executive Committee**

The Executive Committee is comprised of the Commission Chair, Vice-Chair, and Senior Commissioner. The Executive Committee will review and make recommendations concerning Commission staff, personnel matters, finance and budget, and Commission governance issues. The Executive Committee shall meet at least once every six months with the Executive Director to establish priorities and set agendas for the regular meetings of the Commission.

4. **Arts Recognition Awards Committee** – It is recommended that two Commissioners serve on the Arts Recognition Awards Committee.

The Arts Recognition Awards Committee shall oversee the Annual Arts Recognition Program, including, but not limited to, establishing a project plan, reviewing the nomination forms for completeness, selecting judges, managing the judging process, selecting the artist to create the awards, and the coordination and preparation of the celebration honoring the recipients.

12. **CONDUCT OF MEETINGS**

All meetings of the Commission and its committees shall be held in accordance with The Ralph M Brown Act and the County's Better Government Ordinance.

13. **QUORUM**

A majority of the total number of authorized seats on the Commission or on a committee must be present to constitute a quorum for meetings. If all authorized seats are not filled, this does not change the quorum requirement. With nine authorized seats, a quorum of the Commission is five Commissioners. The alternate may sit for any absent member or vacant seat and count toward a quorum. No business shall be conducted without a quorum.

14. **AMENDING THE BY-LAWS**

Any proposed changes to these bylaws will be referred to the Executive Committee for review and recommendation to the Commission. The proposed changes to these bylaws shall be presented in writing at the next regularly scheduled meeting of the Commission and may be recommended to the Board of Supervisors by a two-thirds vote of the Commission members present. The proposed changes to these bylaws shall be effective upon approval by the Board of Supervisors.

Adopted: 5/8/96

Amended: 8/14/96, 9/23/02, 10/09/02, 02/08/06, 10/02/07, 04/23/13, 02/03/15,
4/10/18, 9/8/20, 12/02/20