



Agenda

INTERNAL OPERATIONS COMMITTEE

December 12, 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 two minutes).
3. RECEIVE and APPROVE the Record of Action for the November 21, 2022 Internal Operations Committee meeting. *(Julie Enea, IOC Staff)*
4. INTERVIEW candidates for the Public Member #3 and Public Member-Alternate seats on the Integrated Pest Management Advisory Committee for terms that will expire on December 31, 2026, and DETERMINE recommendations for Board of Supervisors consideration. *(Wade Finlinson, Health Services Department)*
5. INTERVIEW candidates for the At Large #1 and #2 seats on the Fish and Wildlife Committee for terms ending on December 31, 2026, and DETERMINE recommendations for Board of Supervisors consideration. *(Maureen Parkes, Conservation and Development Department)*
6. REVIEW the Committee's work for 2022 and identify issues to be referred to the 2023 Internal Operations Committee. *(Julie Enea, County Administrator's Office)*
7. Adjourn

NOTE: No additional meetings are scheduled for the 2022 Internal Operations Committee. The 2023 Committee meetings will be scheduled following the January reorganization of the Board of Supervisors.

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: 12/12/2022
Subject: RECORD OF ACTION FOR THE NOVEMBER 21, 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 November 21, 2022 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the November 21, 2022 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action IOC 11-21-22



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
November 21, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Teresa Gerring, District III Chief of Staff; Lara DeLaney, Sr. Deputy CAO; Joshua Klein; Rick Stein representing Arts Orange County; Roger Renn; Jason Chan, Sr. Deputy CAO; Joel Roster; Ben Miyaji; Neil Tsutsui; Arturo Castillo, Animal Services Dept; John Meehan; Arlene Kikkawa-Nielsen; Lauren Hull, Clerk of the Board's Office; Jenny Balisle representing ArtsCCC; Steve Burdo, Animal Services Dept; Jill Ray, District II Supv Office; Nilofar Gardezi representing Leshar Foundation; Christy Mack; Colleen Awad; Call in User 1; Beth Ward, Animal Services Director; Janet Berckefeldt; Leo Ding; Call in User 2; Wade Finlinson

DRAFT

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

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

3. RECEIVE and APPROVE the Record of Action for the October 17, 2022 IOC meeting.

The Committee approved the record of action for its October 17, 2022 meeting as presented.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

4. RECOMMEND to the Board of Supervisors the appointment of Joshua Klein to the Member of the Bar seat on the Public Law Library Board of Trustees for a one-year term expiring on December 31, 2023.

Committee staff presented the report. A Caller asked if the Law Library could provide better service to members of the general public and also wanted to know how often the Law Library refreshes its law books. When asked, she stated that she had not visited the County's Law Library.

The Committee decided to recommend the appointment of Joshua Klein to the Member of the Bar seat on the Public Law Library Board of Trustees for a one-year term of January 1 - December 31, 2023.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

5.

1. CONSIDER applications received for the Ad Hoc Arts Council Steering Committee as listed below, provided in Attachment A, and summarized in Attachment B.

District 1:

Najari Smith, Richmond

District 2:

Janet Berckefeldt, Lafayette

Marija Bleier, Danville

Leonardo Ding, Orinda

Christy Mack, Lafayette

Terri Tobey, Walnut Creek

District 3:

Germaine McCoy, Brentwood

Sharon Mossman, Oakley

District 4:

Joan D'Onofrio, Concord

Arlene Kikkawa-Nielsen, Clayton

Tari Loring, Walnut Creek

Wyatt Mathews, Pleasant Hill

Alison McKee, Concord

John Nakanishi, Pleasant Hill

District 5:

Kristen Cumings, Pittsburg

John Meehan, Martinez

Ben Miyaji, Pittsburg

Charles Phalen, Martinez

Joel Roster, Martinez

Randall Wight, Martinez

Out of County:

Nilofar Gardezi

Margot Melcon, San Francisco

2. CONSIDER recommendations of the County's consultant Arts Orange County, as follows:

District 1 – Najari Smith

District 2 -- Terri Tobey (senior/LGBTQQ) and Leonardo Ding (youth)

District 3 – Germaine McCoy

District 4 – Arlene Kikkawa-Nielsen

District 5 – Ben Miyaji and Joel Roster

Arts Orange County also commented that County Librarian Alison McKee and out-of-County applicants Nilofar Gardezi and Margot Melcon are also favorably considered but are anticipated to be engaged in the process even if not appointed.

3. DETERMINE recommendations to the Board of Supervisors for appointment to the Ad Hoc Arts Council Steering Committee.

Lara DeLaney presented the staff report with options for the Committee's next steps. The Committee agreed to allow applicants present at the meeting to make a one-minute comment as to what they wanted to accomplish as a Steering Committee member. The Committee also received comments from Rick Stein about the rationale he used to formulate his recommendations for Steering Committee composition. A Caller commented about the proposed "youth" appointment and suggested that a countywide recruitment should be conducted to fill a seat designated for a youth. She also said that San Ramon had a vibrant arts community that did not appear to be represented among the applicants.

The Committee accepted most of the recommendations of the County's project manager Rick Stein, with the exceptions highlighted in black below:

District 1 – Najari Smith

District 2 -- Janet Berckefeldt ~~Terri Tobey (senior/LGBTQQ) and Leonardo Ding (youth)~~

District 3 – Germaine McCoy

District 4 – Arlene Kikkawa-Nielsen

District 5 – Ben Miyaji and ~~Joel Roster~~

Community Foundations - Nilofar Gardezi and Margot Melcon

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

6. INTERVIEW applicants for the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for the two-year term of January 1, 2023 through December 31, 2024:

- Chad Follmer, (Lafayette)
- Neil Tsutsui, incumbent (El Cerrito)

The Committee decided to recommend the reappointment of Neil Tsutsui to the BOS Appointee seat on the East Bay Regional Parks District Park Advisory Committee to the two year term of January 1, 2023 through December 31, 2024.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

7. ACCEPT the 2021/22 Animal Benefit Fund Report.

Beth Ward presented the staff report and answered questions that arose. One caller asked if the Animal Benefit Fund could be made available to fund medical costs of people injured by animals. Committee members and Ms. Ward explained that the ABF exists to fund services to animals and that there are other remedies and assistance available to persons injured by animals.

The Committee accepted the ABF report as presented.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

8. The next meeting is currently scheduled for December 12, 2022.

9. Adjourn

Chair Burgis adjourned the meeting at 2:15 p.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: 12/12/2022
Subject: INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE INTERVIEW
Submitted For: Anna Roth, Health Services Director
Department: Health Services
Referral No.: IOC 22/5
Referral Name: Advisory Body Recruitment
Presenter: Wade Finlinson, IPM Coordinator **Contact:** Wade Finlinson 925-655-3214

Referral History:

Board Resolutions 2020/1 and 2 stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

Referral Update:

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one County Sustainability Commission representative, one County Fish and Wildlife Committee representative, one At Large Environmental Organization representative, and three At Large Public Member appointees); plus one Public Member Alternate seat.

The following seats will become vacant on December 31, 2022: Public Member #3 (Type 2), Public Member-Alternate (Type 2) and the Environmental Organization (Type 3).

Attached is a letter from the IPM Coordinator transmitting the two applications received from the recruitment for the Public Member vacancies, and describing the recruitment process, and the current Committee roster. Note that an applicant for the Environmental Organization seat will be recommended to the full Board of Supervisors at a later date.

Recommendation(s)/Next Step(s):

INTERVIEW the following two candidates for the Public Member #3 and Public Member-Alternate seats on the Integrated Pest Management Advisory Committee for terms that will expire on December 31, 2026, and DETERMINE recommendations for Board of Supervisors consideration:

- Susanna Thompson, Brentwood (Applicant for Public Member #3 seat)
- Thomas Fenster, Richmond (Applicant for Public Member-Alternate seat)

Fiscal Impact (if any):

No fiscal impact.

Attachments

Staff Transmittal Memo

Application Susanna Thompson IPM Adv Cte

Application Thomas Fenster IPM Adv Cte

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

MATTHEW S. KAUFMANN
DEPUTY HEALTH DIRECTOR

NICOLE A. HEATH
ACTING DIRECTOR OF HAZARDOUS MATERIALS PROGRAMS



CONTRA COSTA HAZARDOUS MATERIALS PROGRAMS

4585 Pacheco Boulevard, Suite 100
Martinez, California 94553

Ph (925) 655-3200

Fax (925) 646-2073

cchazmat@cchealth.org

www.cchealth.org/hazmat/

Date: 12/12/2022

To: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

From: Integrated Pest Management Advisory Committee
Wade Finlinson, Staff to Committee

Subject: Two Public Member Appointments to the IPM Advisory Committee

On December 31, 2022, the terms end for three At Large seats. Those seats include Public Member #3, Public Member-Alternate, and Environmental Organization representative.

On October 24, 2022 the IPM Coordinator sent the vacancy announcement to the Clerk of the Board for posting. The announcement was forwarded to 26 community based organizations who work in sectors closely related to IPM. It was also announced in the November 17, 2022 meeting of the IPM Advisory Committee. Since there are currently no members of the Committee from District 3 or the eastern portion of District 5, the IPM Coordinator reached out to staff from the offices of Supervisor Burgis and Supervisor Glover to forward the vacancy announcement through their respective outlets. The announcement was also posted on the IPM website from October 26, 2022 through November 28, 2022. Additional targeted outreach was conducted by the IPM Coordinator.

One application was received for each open seat as follows:

- Public Member #3: Susanna Thompson, Brentwood
- Public Member Alternate: Thomas Fenster, Richmond
- Environmental Organization: Roxana Lucero, Pittsburg (Representing Save Mount Diablo)

Note that the applicant for the Environmental Organization seat will be recommended to the full Board of Supervisors at a later date.

A roster of the current membership is on the following page with expiring seats highlighted in yellow. All three outgoing members did not apply for reappointment.



Integrated Pest Management Advisory Committee Roster

Seat Title	Appointee Name	City of Residence/Primary Work Location	Term Expiration	Voting?
Public Member 1 – Type 2 At Large	Susan Captain	Moraga	December 31, 2023	YES
Public Member 2 – Type 2 At Large	Stephen Prée	Richmond	December 31, 2023	YES
Public Member 3 – Type 2 At Large	James Donnelly	Danville	December 31, 2022	YES
Environmental Organization – Type 3 At Large Seat	Andrew Sutherland	Martinez	December 31, 2022	YES
Sustainability Commission Representative	Kimberly Hazard	Richmond	December 31, 2023	YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	Pleasant Hill	December 31, 2023	YES
Public Member Alternate	Amy Budahn	Lafayette	December 31, 2022	Only if public member/Sust. rep/F&W rep is absent
County/Unincorporated County Stormwater Program Representative	Michele Mancuso	Martinez	None	YES
Health Services Department Representative	Michael Kent	Martinez	None	YES
Agriculture Commissioner or Designee	Beth Slate	Concord	None	NO
Public Works Deputy Director or Designee	Chris Lau	Martinez	None	NO
Public Works Facilities Director or Designee	Dave Lavelle	Martinez	None	NO
County Pest Management Contractor	Carlos Agurto	Antioch	December 31, 2023	NO



Application Form

Profile

Susanna _____ Thompson _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____

Brentwood _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

Electrical Solutions _____ Owner _____
 Employer Job Title

Length of Employment

23 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

2

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

42 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Integrated Pest Management Advisory Committee: Submitted

Seat Name

Committee member

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?

One

Education

Select the option that applies to your high school education *

G.E.D. Certificate

College/ University A

Name of College Attended

California State University, San Marcos

Degree Type / Course of Study / Major

B.S. / Wildfire Science and the Urban Interface

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

B.S. / 20th Century European Land Warfare / History

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Diablo Valley College

Degree Type / Course of Study / Major

General Education

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

FEMA National Response Framework

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 understand and appreciate the need for the County to have a robust and effective pest management program. When the departments that undertake the various types of pest management that the County performs are well supported, funded, and staffed, it can often reduce both the financial and environmental impacts of these activities. I would like to work with the committee to help achieve the goals of maximizing effectiveness while minimizing impacts.

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

I have a good working knowledge of the importance and practices regarding roadside weed-abatement and prevention. In addition to owning property that requires roadside maintenance, I have previously served as a Director of the East Contra Costa Fire Protection District and currently serve on the Contra Costa County Fire Protection District Advisory Commission. During my time on the board of the ECCFPD, I attended every board meeting, as well as numerous committee meetings. I have worked with both the California State Parks and the East Bay Regional Parks District on successful fuels reduction and mitigation projects, and I am familiar with both of those agencies' management practices and can offer feedback on occasions when parkland and County responsibilities intersect. Additionally, I have made recommendations to Contra Costa County staff regarding fuels reduction projects on County owned lands that were potential hazards to the community or had experienced abnormal fire frequency, and those projects have become a regular part of the County's annual fire mitigation program. I have also completed laboratory course work in marine biology, fresh water ecosystems, and tidal estuaries. Additionally I have worked as a regional sales representative for a national leader in the pest control industry and have familiarity with the uses and effects of products in that industry.

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:

CCCFPD Advisory Commission

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.

Working with CalFire and the ECCFPD, I helped initiate and structure the community fire season preparedness meetings for the Marsh Creek and Morgan Territory Communities. At the request of Supervisor Burgis, I have acted as an ambassador to her office on fire service matters, as well as acted as a liaison between her office and the community on fire related issues. I am currently in the process of starting a Firewise Community on Morgan Territory Road.

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

Thomas _____ L D _____ Fenster _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____

RICHMOND _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Ecdysis Foundation _____ PhD Student and Project Leader _____
 Employer Job Title

Length of Employment

4 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

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

1 year

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Integrated Pest Management Advisory Committee: Submitted

Seat Name

Public Member Alternate

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

Pomona College

Degree Type / Course of Study / Major

Environmental Analysis - Policy Emphasis

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

Master of Science - Biology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of California, Davis

Degree Type / Course of Study / Major

Current PhD student in the Horticulture and Agronomy Program with an agroecology focus

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 think I could add some useful insights into the way Contra Costa County can integrate a holistic IPM approach across County property.

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

I'm a research scientist exploring how our agricultural landscapes can be agroecologically intensified, while maintaining or improving productivity. Part of my Master's research examined IPM strategies in Almond orchards and part of my PhD research is looking at IPM strategies in vineyards. I have also conducted research in rangelands, but that research had an emphasis on carbon sequestration.

[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:

It is possible I may have to conduct field work during the March meeting.

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.

Community outreach team member and coordinator for the Alameda County Waste Management Authority (2013-2019). Engagement with commercial farms on ways to increase the sustainability and resiliency of their operations.

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.

EDUCATION

University of California, Davis—Davis, CA

Current GPA: 3.92/4.0

PhD in Horticulture and Agronomy (Department of Plant Sciences): Expected May 2025

California State University East Bay—Hayward, CA

GPA: 3.98/4.0

Master of Science in Biological Sciences: May 2021

Pomona College — Claremont, CA

GPA: 3.55/4.0

Bachelor of Arts in Environmental Analysis: May 2011

4-year Varsity Football participant. 3-year starter at cornerback, Selected to the SCIAC Academic All-League Football Team for the 2007, 2008, 2009, and 2010 football seasons, 2011 inductee into the National Football Foundation Hampshire Honor Society, Sustainability Action Fellow

Relevant Experience

PhD Student with the Ecdysis Foundation and the Gaudin Lab at UC Davis: Estelline, SD & Davis, CA 06/2021-Present

- Quantify multifunctional outcomes of sheep grazing along a regenerative-conventional co-management gradient in California's vineyards and orchards
- Utilize a systems-level approach to quantify the interactions occurring among the chemical, physical, biological, and economic components of vineyard systems
- Establish and maintain relationships with private producers, government agencies, and non-profit organizations to conduct research and do outreach events

MS Student with the Ecdysis Foundation, the Oikawa Lab at Cal State East Bay, and the Lawrence Berkeley National Lab: Estelline, SD, Hayward, CA, and Berkeley CA 08/2017- 06/2021

- My primary advisors were Dr. Jon Lundgren who heads [Ecdysis Foundation](#), Dr. Oikawa at Cal State East Bay, and Dr. Housen Chu at Lawrence Berkeley National Lab
- My thesis compared eight regenerative and eight conventional almond orchards at the systems level. It examined differences in total soil carbon and nitrogen 0-6,000 Mg ESM layer (~0-60cm), water infiltration, bulk density, microbial biomass and diversity, epigeal invertebrate biomass and diversity, pest damage, almond nutrient density, and profitability
- Established and maintained relationships with private producers, to conduct research and do outreach events at those farms
- Led a team of three undergraduates to complete field and lab work pertaining to my projects
- Dr. Oikawa's lead graduate student for our lab's role on the following project: Working Lands Innovation Center (WLIC) —Catalyzing Negative Carbon Emissions
- For the WLIC project worked with Dr. Oikawa and Dr. Chu to wire and build the eddy covariance tower and to monitor the differences in CO₂, H₂O, between the compost amendment treatment footprint and the control footprint

Community Outreach Team Member for [StopWaste](#): Oakland, CA, 09/2013-May 2019 (Until July 2017 when I began graduate school, I was the **outreach coordinator**.)

- Partnered with urban agriculture groups in Alameda County to lead community workshops on composting and its benefits with regards to building soil health, decreasing irrigation, and combating climate change
- Provided Alameda County urban agriculture groups with technical assistance with regards to establishing on farm composting operations and building healthy soil via compost, cover cropping, and crop rotations
- Conceived and initiated StopWaste' Alameda County [urban farm study](#). Quantified organic matter, TSC/TSN (0-45cm), microbial activity, macro/micronutrients, water infiltration, and bulk density

- Coordinated with Alameda/Contra Costa County UCANR Urban Agriculture Advisor, Rob Bennaton to conduct the above activities
- Instructor for the StopWaste Environmental Educator Training program
- Led and organized community workshops on sustainable landscaping regarding converting lawns to edible and native landscapes
- Moved the [Community Outreach Grant](#) program from its pilot phase (2 grantees in one year) to program status. Reviewed, administered, and managed ~12 grants per year (45 during my tenure)
- Established relationships with 122 groups, personally engaging over 17,388 people at 284 events, 138 of which have been workshops
- Trained community groups in StopWaste messaging and protocol, resulting in them engaging 42,628 individuals
- Served on the review panel for StopWaste's large grants-to-nonprofits (Grants up to 65k)
- Started the [StopWaste Instagram](#)
- Established and managed the [StopWaste murals program](#) which worked with local artists and community groups to create murals that highlight the contributions of BIPOC communities to composting and composting's link to soil health and environmental justice

Grants Awarded

- \$30,000 grant from Patagonia to complete my MS thesis project comparing regenerative and conventional almond orchards (Awarded 2/22/2019)
- \$25,000 USDA Western SARE Graduate Student Grant in Sustainable Agriculture to complete my MS thesis project comparing regenerative and conventional almond orchards (GW19-193, Awarded 8/21/2019)
- \$19,860 awarded via the Lawrence Berkeley National Lab-CSUEB Internship Program for the project- The effects of compost application on grazed grasslands' greenhouse gas budget, water budget, net primary productivity, and microbial communities (Contract No. DE-AC02-05CH11231, 06/2019-05/2020)

Manuscripts

- **Fenster, T.L.D.**, C.E. LaCanne, J.R. Pecenka, R.B. Schmid, M.M. Bredeson, K. Busentiz, A. Michels, K.D. Welch, J.G. Lundgren. Defining and validating regenerative farm systems using a composite of ranked agricultural practices. Faculty1000 Research
- **Fenster, T.L.D.**, P.Y. Oikawa, and J.G. Lundgren. Regenerative almond production systems improve soil health, biodiversity, and profit. *Frontiers in Sustainable Food Systems*
- **Fenster, T.L.D.**, H. Chu, and P.Y. Oikawa. The effects of compost application on grazed grasslands' greenhouse gas budget, water budget, net primary productivity, and microbial communities. *Agricultural and Forest Meteorology*, in prep
- **Fenster, T. L. D.** and C. B. Fenster. 1996. *Plethodon cinereus* (Red Back Salamander). Predation. *Herpetological Review*, 27: 194

Relevant Skills

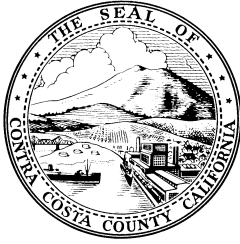
- Conduct field work and collect samples in agricultural settings, while leading a team of undergraduates
- Build, wire, and maintain an Eddy Covariance tower. Conduct chamber measurements
- Lab work and statistical analyses pertaining to research
- R Studio- General linear mixed models, general additive models, multivariate analyses, bootstrapping, hierarchical clustering, co-occurrence networks, construction of figures and summary reports

Graduate Coursework UC Davis and California State University, East Bay

Horticulture and Agronomic Principles, Plant Genetics, Plant Root Biology, Grapevine Pests, Diseases, and Disorders, Viticulture Practices, Ecology and Agriculture, Research Perspectives in Horticulture and Agronomy, Vine Growth and Physiology, Horticulture and Agronomic Practices, Sustainable Nutrient Management, Soil Ecology, Community Ecology, Biology of Fungi, Evolutionary Biology, Microbial Symbioses, Environmental Microbiology, Restoration Ecology and Carbon Sequestration, The Science of Soils, Intro to R for Data Science, Chemistry 111, Chemistry 112, Physics 125, BIOL 690- Independent Study, Thesis

Short Courses

- **Flux Course 2019:** Rocky Mountain Field Station, July 15-26, 2019. Course topics: flux measurements at the leaf & soil level; modeling leaf CO₂ and H₂O fluxes; eddy covariance measurements; predictions of fluxes from satellite observations; canopy flux models; assimilation of flux observations and satellite remote sensing data into ecosystem process models; and Bayesian approaches to modeling
- **Applied Agroecology: Strategizing Science to Address Farmers' Needs:** Oak Lakes Field Station, June 17-21, 2019



CONTRA COSTA COUNTY
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 925-655-2909

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

FROM: Maureen Parkes, Senior Planning Technician
Staff to the Fish and Wildlife Committee

DATE: December 5, 2022

SUBJECT: Applications for Appointments to the Fish and Wildlife Committee
At-large Seat #1 and #2

Fish and Wildlife Committee “FWC” Membership Structure & Appointment Process

There are 10 members on the FWC: one from each Supervisor’s District, four At-large members, and one At-large Alternate 1. A current roster indicating the Supervisorial District or At-large seat that the member represents, their appointment and term expiration dates, as well as their city of residence or employment is attached. The terms expire on a rotational basis, so as to have internal continuity on the FWC. The five district seats are nominated by the corresponding Supervisor. When one of these membership positions is available, the public may submit an application directly to the Supervisor’s office. For the four At-large and one At-large Alternate 1 positions, the FWC publicizes the vacancies to recruit candidates. The Internal Operations Committee considers applications from all interested individuals, conducts interviews and recommends appointments to the Board.

Public Notice of Vacancies and Application Availability

An application for membership for the two At-large positions on the FWC was distributed to the Fish and Wildlife Committee and the Contra Costa Watershed Forum distribution lists as well as posted to the FWC website on October 5, 2022. A press release was sent to local newspapers and a flier was sent to County libraries. The announcement appeared in the news sections of the County and DCD’s websites, noted in e-newsletters by two District Supervisors, posted on the Department of Conservation and Development’s (DCD) social media sites, and added to CCTV’s County Net which appeared on Comcast Channel 27, Astound Channel 32, and AT&T U-verse Channel 99.

The terms for the two At-large positions will be four years starting December 31, 2022 and ending December 31, 2026.

Application Review

The deadline to receive applications was November 30, 2022. Five (5) applications were received for the At-large seat vacancies. Those include applications from Kevin Armonio, Michael Rochette and Glenn Umont. Two incumbents, Roni Gehlke (At-large Seat #1) and Kathleen Jennings (At-large Seat #2), applied as well. During the current term, which began December 31, 2018, the At-large Seat #1 incumbent attended 18 of 21 meetings and the At-large Seat #2 incumbent attended 20 of 21 meetings. All five (5) applications are included as attachments to this memo in alphabetical order. All applicants have been invited to interview with the Internal Operations Committee on December 12, 2022.

Attachments:

- FWC Roster
- Applications:
 - Kevin Armonio
 - Roni Gehlke
 - Kathleen Jennings
 - Michael Rochette
 - Glenn Umont

FISH AND WILDLIFE COMMITTEE ROSTER

	<u><i>Appointment Date</i></u>	<u><i>Term Expires</i></u>
<i>Vacant (District I)</i>		
<i>Susan Heckly (District II) Pleasant Hill</i>	<i>February 22, 2022</i>	<i>February 28, 2026</i>
<i>Madhan Gunasekaran (District III) Brentwood</i>	<i>October 11, 2022</i>	<i>February 28, 2024</i>
<i>Brett Morris (District IV) Walnut Creek</i>	<i>February 26, 2019</i>	<i>February 28, 2023</i>
<i>Daniel Pellegrini (District V) Martinez</i>	<i>February 26, 2019</i>	<i>February 28, 2023</i>
<i>Roni Gehlke (At-Large 1) Oakley</i>	<i>December 31, 2018</i>	<i>December 31, 2022</i>
<i>Kathleen Jennings (At-Large 2) Concord</i>	<i>December 31, 2018</i>	<i>December 31, 2022</i>
<i>Nicole Balbas (At-Large 3) Martinez</i>	<i>January 1, 2021</i>	<i>December 31, 2024</i>
<i>Catherine Rogers (At-Large 4) Orinda</i>	<i>January 1, 2021</i>	<i>December 31, 2024</i>
<i>Felipe Solis (At-Large Alternate 1) Martinez</i>	<i>January 1, 2021</i>	<i>December 31, 2024</i>

Application Form

Profile

Kevin _____ Armonio _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ CA _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

Contextlogic d/b/a Wish _____ Content Specialist _____
 Employer Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

3 (my company is based in SF, but I work remotely from my home)

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

3 years, 9 months

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

District III

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

UCLA

Degree Type / Course of Study / Major

BA in Classical Civilization

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Hastings College of the Law

Degree Type / Course of Study / Major

JD

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'm interested in serving on the Fish and Wildlife Committee because we are currently living through a period of tremendous environmental change. I believe that climate change is reshaping the Bay Area in unpredictable ways. Our ecosystems are delicate balancing acts and when things change quickly it affects all living creatures. When fish and wildlife are affected, humans become affected as well because we are all linked together. I really believe that fish and wildlife are an incredibly important part of our community and I want to get involved in finding solutions to issues involving fish and wildlife. It would be an incredible honor to serve our community on this committee.

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

I believe that my background in law and policy make me an ideal candidate for the Fish and Wildlife Committee. I took several courses on environmental law and policy while in law school. These courses provided me with a foundation for understanding environmental laws and regulatory schemes. Additionally, while I was a practicing attorney I honed my analytical and communication skills. My work required me to analyze issues and develop solutions, and communicate complex ideas in clear and concise ways that clients could understand.

Upload a Resume

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

Yes No

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

Yes No

If Yes, please explain:

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

Yes No

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

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

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

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

Important Information

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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.

Kevin Armonio

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA
Juris Doctor, May 2016

- Hastings Environmental Law Journal, Editor-in-Chief, 2015-2016
- Hastings Environmental Law Association, Co-President, 2014-2015

University of California, Los Angeles, Los Angeles, CA
Bachelor of Arts, Classical Civilization, June 2012

EXPERIENCE

Wish, San Francisco, CA
Content Specialist, February 2022 to Present

- Review content moderation team decisions for quality and policy accuracy.
- Review prospective ad images for compliance with policy and general appropriateness.
- Assist business development team by expediting content moderation processes for approved merchants.

Mayall Hurley P.C., Stockton, CA
Associate Attorney, April 2021 to January 2022

- Drafted letters to opposing counsel, legal research memos and legal complaints.
- Reviewed discovery to determine whether discovery was responsive to requests.
- Negotiated a settlement with opposing counsel.
- Drafted an employee policy handbook.

Wish, San Francisco, CA
Merchant Review Specialist, September 2019 to April 2021

- Managed messages and escalations from merchants regarding TROs filed against their stores.
- Performed in-depth reviews of escalated merchant accounts for fraudulent behavior.
- Reviewed evidence and administered penalties to merchants who violate Wish Terms of Service.

Scoop Technologies, San Francisco, CA

Community Support Advisor, June 2019 to September 2019

- Responded to complex and highly sensitive user issues in a clear and professional manner.
- Alerted product team to any bugs that were surfaced by users and our Tier 1 support team.
- Advised our Tier 1 support on how to respond to new or ambiguous user issues.

Pinterest, San Francisco, CA

Trust and Safety Specialist, April 2018 to June 2019

- Reviewed flagged content to ensure compliance with Pinterest’s community guidelines.
- Utilized Zendesk to respond to user issues and appeals in a timely and professional manner.
- Developed a process to measure how closely team members were aligned when applying policies.
- Developed interactive trainings to help new hires learn policies and community guidelines.

Vaco SF at YouTube, San Jose, CA

Quality Assurance Associate, January 2018 to April 2018

Policy Operations Associate, June 2017 to January 2018

- Reviewed the decisions of policy enforcement agents to ensure YouTube’s child safety policies were applied correctly.
- Performed root cause analysis by working with policy enforcement agents to understand why incorrect enforcement decisions were made.
- Worked with support staff to train agents on proper enforcement of child safety policies.
- Reviewed escalated and user-reported content as part of YouTube’s child safety policy vertical.

PUBLICATIONS

Securing California’s Solar Future: Strategies to Mitigate the Effects of the U.S.-Chinese Solar Trade Dispute on California’s New Renewable Energy Goals, 22 Hastings West Northwest J. of Env’tl. L. & Pol’y 109 (2016).

ACCOMPLISHMENTS

Write-In Candidate for Mayor of Union City, November 2008

- Received 75 votes

INTERESTS

Hiking, comic book collecting, creative writing, and watching Bay Area professional sports teams.

Application Form

Profile

Roni _____ L _____ Gehlke _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ CA _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

R&G Promotions: Environmental Outreach _____ Owner _____
 Employer Job Title

Length of Employment

32 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 3

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

34 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife 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?

Almost all meetings for 9 years

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

BA

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 a current committee member. I think that the grants that the committee supplies to the public are very important and help to clean up the environment, and educate the public about the environment the studies supported help to further education in, not only Contra Costa County but other counties.

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

I have experience as a Fish and Wildlife committee member for several years. I have worked and volunteered as a member of the citizen science community for more than 30 years in Contra Costa County. I have worked for more than 30 years on local and state water environmental issues and concerns. I am the past executive director of the Delta Science Center and currently, I volunteer and work for the California Water Environment Association (CWEA) on two committees, as well as the editor of CWEA's Clean Water Magazine. Through my business, I also serve as Public Outreach and Education Consultant for Ironhouse Sanitary District. I previously put together a brochure for the committee, called Wildlife in Your Backyard and I am currently working on a brochure for the committee called Invasive Species in Your Backyard. As a columnist for the local edition of the East Bay Times I have written numerous articles on the local and Delta environment.

[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:

Contra Costa County Fish and Wildlife Committee

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.

California Water Environment Association for the State of California and the San Francisco Bay Area Delta Science Center Oakley Chamber of Commerce Oakley Almond Festival committee Plus many other Oakley community committees.

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



Contra
Costa
County

Print Form

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

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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

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

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

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

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

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

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

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

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

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
University of California Berkeley	Ph.D. Wildland Resource Science, Wildlife Ecology/Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of San Francisco	M.S. Environmental Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of San Francisco	B.S. Biology and Theology	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

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

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

If Yes, please explain:

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

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

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

I have been a member of the Contra Costa County Fish & Wildlife Committee since August 1999. I am committed to the work of the committee in advising the County Board of Supervisors on issues with potential impacts to wildlife/habitat in the county. With a background in scientific principles, as well as regulatory experience working for the California Department of Fish & Wildlife, I feel that I can continue to contribute to the work of the committee.

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

With my background in human-wildlife interactions and impacts to wildlife from anthropogenic sources (e.g., industrial pollution) through my graduate studies and work experience, I have broad experience to draw from as a participant in the Fish & Wildlife Committee.

See attached CV.

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

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

Contra Costa County Fish & Wildlife Committee

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

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

Serve on the Local Emergency Planning Committee (LEPC) for Cal-OES Region II since 2012.
Serve on the Peyton Slough Wetlands Advisory Committee since 2001.

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Signed: Kathleen Jennings

Date: 11/14/2022

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

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

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

Curriculum Vitae

KATHLEEN W. JENNINGS, Ph.D.



OBJECTIVE

Professional Environmental Scientist with 38 years of experience, seeking responsible position in natural resource protection and impact assessment.

REGULATORY EXPERIENCE

Branch Chief for Environmental Response , Environmental Program Manager I, California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR). September 2019 – Present

Manage program of 28 staff engaged as Environmental Scientists on the OSPR Field Response Teams (FRTs) throughout the state, and staff supporting the OSPR Spill Desk and Incident Tracking Database. Manage program budget, provide oversight for large oil spill responses, and participate in hiring process for all program positions.

Senior Environmental Scientist/Senior Environmental Scientist (Supervisor). California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR). January 2001 – September 2019

Petroleum and hazardous materials spill responder. Supervisor and member of OSPR Northern Field Response Team. Conduct natural resource injury assessments resulting from release of petroleum/hazardous materials to aquatic and terrestrial environments. Participate in area contingency planning process including development and testing of sensitive site protection strategies. Assist with development of Statewide Area Contingency Plans (ACPs) and Geographic Response Plans (GRPs). Assist Drill and Exercises Coordinators with technical aspects of drill design. Trained in Incident Command System (ICS), shoreline protection strategies, geographic information systems (GIS). Trainer in Environmental Unit, Ecological and Cultural/Historic Resources at Risk, Shoreline Protection, Shoreline Cleanup and Assessment Technique (SCAT), Potential Places of Refuge, Bioremediation, and Public Health Assessment.

ACADEMIC EXPERIENCE

Instructor/Adjunct Professor/Assistant Program Director. Department of Environmental Science, University of San Francisco, San Francisco, California. August 1993 – August 1999, August 2004 – May 2015.

Courses taught include: undergraduate Environmental Science I (ENVS 210) and graduate Pollutant Fate and Transport (ENVS 654), Resource Assessment and Management (ENVS 636), Thesis Seminar Series - Thesis Research (ENVS 688), Thesis Design (ENVS 689), Thesis Writing (ENVS 690), Thesis Completion (ENVS 699), Master's Project (ENVS 698). Thesis Advisor to approximately fifty graduate students during initial six-year period. Administrative role as Assistant Director for Master of Science in Environmental Management (MSEM) Program, involved with student orientation and registration, conducting MSEM information meetings and other administrative responsibilities.

Graduate Student Researcher. Department of Environmental Science, Policy and Management, Division of Ecosystem Sciences, University of California, Berkeley, California. August 1994 – December 2001.

Student researcher for El Cerrito/Kensington Urban Deer Project funded by California Department of Fish & Game. Project involved survey research with mailed questionnaires for 1995 and 1998. Survey addresses incorporated into geographic information system (GIS) for analysis of spatial distribution of responses in study area. Home range analysis involved deer capture, radio-collaring and tracking using radio telemetry techniques in urban setting. Deer locations incorporated into GIS for home range analysis using USGS ArcView extension MOVEMENT. Population estimation performed using volunteer data and NOREMARK software for mark-recapture estimation.

Head Teaching Assistant/Laboratory Instructor. Department of Biology, University of San Francisco, San Francisco, California. Fall 1985 and Fall 1987.

Supervised laboratory instructors and assistants. Prepared General Biology lecture and demonstration materials, weekly quizzes, laboratory practical examinations. Responsible for coordinating laboratory sections and grading.

ENVIRONMENTAL CONSULTING EXPERIENCE

Environmental Scientist. Tetra Tech Inc., Lafayette, California. May 1991 - August 1993.

Performed human health and ecological risk assessments for hazardous waste sites in California, Idaho, and Alaska. Assessments involved contaminant data evaluation, receptor identification, development of conceptual site models describing exposure pathways such as feeding interactions within communities, exposure assessment including quantification of chemical exposure levels, toxicity assessment, quantification of health risks, and report preparation.

Relevant Projects:

Authored Toxicity Characterization section of Draft Ecological Assessment Work Plan for Superfund Ecological Risk Assessment for Naval Air Weapons Station (NAWS) Point Mugu, California. Responsibilities included: development of conceptual site models illustrating human and ecological receptor exposure pathways, assessment of chemicals of ecological concern using concentrations for different environmental media and ecological toxicity data, assistance with selection of receptors of ecological concern including sensitive (threatened, endangered) and keystone species.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Murtaugh Landfill Site, Murtaugh, Idaho. Project involved contaminant data analysis, development of conceptual site model, assessment of potential wildlife exposure pathways and levels using primary literature on feeding and behavioral ecology of identified species including burrowing owls and pheasants, toxicity assessment for identified or surrogate species, assessment of ecological risk from landfilled pesticide wastes.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Poppy Lane Site, Kenai, Alaska. Project involved contaminant data analysis, development of conceptual site models, assessment of potential wildlife exposures, toxicity assessment for identified or surrogate species, and assessment of risks to wildlife communities from petroleum wastes. Risks were assessed for anadromous salmon spawning in nearby streams, plants and small mammals living onsite in contaminated areas.

Staff Scientist. Aqua Terra Technologies, Walnut Creek, California. July 1989 - May 1991.

Performed human health risk assessments for hazardous waste sites in California including AB2588 (Air Toxics "Hot Spots") projects involving analysis of risks from industrial air emissions. Some ecological risk assessment project work.

Relevant Project:

Authored Draft Sampling and Analysis Plan for Hunter's Point Naval Shipyard Ecological Risk Assessment. Involved with establishing sampling and analysis protocols for: storm water runoff using USEPA standard methods for marine and estuarine aquatic toxicity testing, sediments using U.S. Army Corps of Engineers toxicity testing procedures, and element bioaccumulation in mussels using California State Mussel Watch Program methods.

Staff Scientist. Institute of Chemical Biology, University of San Francisco, San Francisco, California. 1984-1989

Performed all aspects of aquatic and terrestrial resource analysis for environmental impact assessments in Geysers region of Northern California.

Relevant Projects:

Involved in all aspects of long-term water quality monitoring programs in Geysers. Program tasks included field and laboratory water quality analysis, stream sediment analysis, benthic macroinvertebrate analysis, fish population estimation, and report preparation.

Additional project work involved measurement of contaminant loading in tissues of Geysers wildlife and assessment of potential impacts to wildlife health. Wildlife species identified for study were black-tailed deer, black-tailed jackrabbits and western fence lizards representing different trophic levels.

EDUCATION

Ph.D. 2001. Wildland Resource Science, University of California, Berkeley, California. Areas of Specialization: Wildlife Ecology, Wildlife Management. Major Professor: Dr. Dale R. McCullough. Dissertation Title: Ecology of and Public Response to Urban Black-tailed Deer in El Cerrito and Kensington.

M.S. 1987. Environmental Management, University of San Francisco, San Francisco, California. Thesis Title: Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields.

B.S. 1986. Biology and Theology, University of San Francisco, San Francisco, California. Graduate of St. Ignatius Institute Liberal Arts Program.

TRAINING

40-Hour HAZWOPER Certification. Currently qualified to wear respiratory protective equipment, including full-face air purifying respirator and self-contained breathing apparatus.

Wildlife Rehabilitation Volunteer. 2000-2005. Lindsay Wildlife Museum, Walnut Creek, California. Program Certified by California Department of Fish and Game.

Wildlife Handling and Restraint Certification. May 1995. Wildlife Investigations Laboratory. California Department of Fish and Game.

COMPUTER EXPERIENCE

Database/Word Processing/Statistical/Presentation Software:

Microsoft Access	Microsoft Excel
Microsoft PowerPoint	Microsoft Word

Geographic Information System (GIS) Software:

ARC/INFO (UNIX/Windows)	ArcView and ArcMap(Windows)
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PROFESSIONAL AFFILIATIONS

Contra Costa County Fish and Wildlife Committee – Appointed Member – Since 1999

Peyton Slough Wetlands Advisory Committee – 2001 to Present

SELECTED PRESENTATIONS

Development and Inaugural Implementation of a Public Health Assessment Unit for a Marine Oil Spill. International Oil Spill Science Conference. October 2022 (Accepted).

Oil Spill Response for Cultural and Historic Resource Professionals – Part 2. Department of the Interior (DOI) Historic Properties Specialist (HPS) Workshop in California. June 2022

California Oil Spill Response Case Studies. Department of the Interior (DOI) Historic Properties Specialist (HPS) Workshop in California. June 2022

Evolution of the Environmental Unit in Marine Oil Spill Response. Clean Pacific Oil Spill Conference. May 2012

Panel on Marine Area Contingency Planning. Clean Pacific Oil Spill Conference. May 2012

Potential Places of Refuge (PPOR) Planning: San Francisco Bay Area. Co-Author: Jordan Stout (NOAA). International Oil Spill Conference. May 2011.

SELECTED PUBLICATIONS

Adassi, Y.A., K.W. Jennings, M. Ziccardi, J. Yamamoto and S. Hampton. 2005. Long-term Wildlife Operations: Adaptations to Traditional Incident Command (or ICS) Structure. A Case Study of the SS Jacob Luckenbach. International Oil Spill Conference (IOSC) Proceedings.

Brown, R.J., W.P. Jordan, G.L. Stevens, K.D. Ward and R.L. Banks. 1987. Element content in seven tissues from black-tailed deer and black-tailed jackrabbits collected from the Geysers geothermal steam fields and Hopland Field Station, California. In: S.J. Sharpe, ed. *Studies of Geysers Wildlife: Element Loads and Parasites*.

Jennings, K. 1996. El Cerrito/Kensington Urban Deer Study. *Mule Deer*. Fall 1996.

Jennings, K. 1990. *Draft Sampling and Analysis Plan for Ecological Risk Assessment at Hunter's Point Naval Shipyard, San Francisco, California*. Aqua Terra Technologies, Incorporated.

Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Murtaugh Landfill Site, Murtaugh, Idaho*. Tetra Tech, Incorporated.

Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Poppy Lane Site, Kenai, Alaska*. Tetra Tech, Incorporated.

Jennings, K. 1993. Toxicity Characterization. In: *Draft Ecological Assessment Work Plan for Naval Air Weapons Station (NAWS) Point Mugu, California*. Tetra Tech, Incorporated.

Jordan, W.P., R.J. Brown and K. W. Jennings. 1988. *Squaw Creek Aquatic Monitoring Program (SCAMP) Annual Report 1986-1987 and Three-year Summary*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.

McCullough, D.R., K.W. Jennings, N.B. Gates, B.G. Elliott, and J.E. DiDonato. 1997. Overabundant deer populations in California. *Wildlife Society Bulletin* 25(2): 478-483.

Ward Jennings, K. 1987. *Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields*. Master's Thesis. University of San Francisco. San Francisco, California.

REFERENCES AVAILABLE UPON REQUEST

Application Form

Profile

Michael _____ Rochette _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ CA _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Retired from SF Bay RWQCB _____ Engineering Geologist _____
 Employer Job Title

Length of Employment

28 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

2

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

17

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

At-large member

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

Arizona State University

Degree Type / Course of Study / Major

BS, Geology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California Institute of Integral Studies

Degree Type / Course of Study / Major

MA, Counseling Psychology

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:

CA Professional Geologist No. 6875 CA Marriage & Family Therapist No. 134912

Qualifications and Volunteer Experience

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

1) To help define and prioritize fish and wildlife threats. 2) To help define the people of Contra Costa County goals for the protection of fish and wildlife and their habitats. 3) Provide county supervisors with recommendations informed by prioritized threats, inclusive goals, and realistic financial resources.

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

I retired after 28 years as a professional geologist with regulatory experience working with federal, state, and local environmental agencies focused on both groundwater and surface water concerns. As a psychotherapist, I am dedicated to rising awareness of how our health is intimately connected the health of our environment, and, particularly, of fish and wildlife.

[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:

While it is rare, I cannot completely rule out the possibility of a crisis situation with client that might affect my attendance at a meeting.

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.

Moraga Heights Mutual Water Corporation: technical committee, 2016 to present; president, 2018 to 2020.

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.



Contra Costa County

Print Form

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

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name
Middle Initial
Last Name

Home Address - Street
City
State
Postal Code

Primary Phone (best number to reach you)
Email Address

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

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

Current Employer
Job Title
Length of Employment

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

Board, Committee, or Commission
Seat Name

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

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
UC Santa Barbara	Mechanical Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
US Davis	Phd Mechanical Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

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

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

If Yes, please explain:

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

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

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

I have a life-long interest in out-of-doors. I have greatly appreciated our parks system; I have a strong association to Mount Diablo State Park and the East Bay Regional Parks. I have enjoyed my access to San Ramon Creek through the arundo removal program.

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

College years: worked fire suppression in the Los Padres National Forest
As a retiree: volunteer for the arundo removal program in San Ramon Creek
Working on water quality monitoring project for San Ramon Creek

I am including my resume with this application:

Please check one: Yes No

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

Please check one: Yes No

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

County Bicycle Advisory Committee

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

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

Elected to the San Ramon Valley Fire Protection District, 2010 - 2014
Member of Friend of San Ramon Creek Arundo Removal Program 2020- ongoing
Member of Sierra Club since 1967

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Signed: Glenn W. Umont

Date: 10-8-22

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

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

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Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 12/12/2022
Subject: 2022 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: N/A
Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

Referral Update:

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2022 and recommending matters for referral to the 2023 Committee.

Recommendation(s)/Next Step(s):

REVIEW the Committee's work for 2022 and identify issues to be referred to the 2023 Internal Operations Committee

Fiscal Impact (if any):

None.

Attachments

DRAFT 2022 IOC Year-End Report



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: January 10, 2023

Subject: 2022 YEAR-END REPORT ON INTERNAL OPERATIONS COMMITTEE REFERRALS AND THEIR DISPOSITION

RECOMMENDATION(S):

1. ACCEPT the 2022 Annual Report of the Internal Operations Committee of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. CONTINUE the following referrals 2023 IOC: (1) Small Business Enterprise (SBE) and Outreach Programs, (2) County Financial Audit Program, (3) Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles, (4) Local Bid Preference Program, (5) Advisory Body Recruitment, (6) Process for Allocation of Propagation Funds by the Fish and Wildlife Committee, (7) Advisory Body Triennial Review, and (8) Animal Benefit Fund Review, (9) Language Interpretation Services for Public Meetings, and (14) Racial Justice Oversight Body Dysfunction.
4. TERMINATE the following referrals: (10) Arts and Culture Commission (AC5) Dissolution, (11) Ad Hoc Arts Council Steering Committee Formation, (12) Contra Costa County Fire Protection District Advisory Fire Commission Mission and Bylaws, (13) Contra Costa Library Foundation Formation, and (15) Options to Expedite Staff Recruitment.

APPROVE
 OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/23/2021**
 APPROVED AS RECOMMENDED
 OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE:

Contact: Julie DiMaggio Enea (925)
655-2056

I hereby certify that this is 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 23, 2021

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

By: Stacey M. Boyd, Deputy

cc:

FISCAL IMPACT:

None.

BACKGROUND:

The 2022 Internal Operations Committee (IOC) was composed by Supervisor Diane Burgis, who served as Chair, and Supervisor Candace Andersen, who served as Vice Chair. During 2022, the Internal Operations Committee (IOC) met ten times, worked on 15 referrals, made 13 reports to the Board, interviewed candidates and made recommendations to fill 27 seats for certain advisory bodies whose composition requirements must be monitored.

Our Committee appreciates the time and effort of County staff who prepared reports and analyses for Committee discussion, the valuable time and input of the many County residents who attended our meetings, and the efforts of the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. **Small Business Enterprise (SBE) and Outreach Programs.** The IOC accepted two reports from the new Purchasing Services Manager, together covering the period July 1, 2021 through June 30, 2022, and reported out to the Board of Supervisors on April 26 and October 25, 2022. This is a standing referral. **REFER**
 2. **County Financial Audit Program.** Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of its 2021 audit work and proposed 2022 Audit Schedule to the IOC on March 14, 2022, which the IOC accepted and approved, and reported to the Board on March 22, 2022. This is a standing referral. **REFER**
 3. **Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles.** Each year, the Public Works Department Fleet 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 transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2020/21 fleet report on March 14, 2022 and reported out to the Board of Supervisors on March 22, 2022. This is a standing referral. **REFER**
 4. **Local Bid Preference Program.** In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee. The IOC received two reports, together covering the period July 1, 2021 through June 30, 2022, and reported out to the Board of Supervisors on April 26 and October 25, 2022. This is a standing referral. **REFER**
 5. **Advisory Body Recruitment.** On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee, as well as other advisory bodies as the need should arise; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.
- In 2022, the IOC submitted recommendations to the Board of Supervisors to fill 27 vacant seats on various committees and commissions. The IOC interviewed individuals for seats on the Local Enforcement Agency Independent Hearing Panel, Retirement Board, Planning Commission, and the Advisory Fire Commission to the Contra Costa Fire Protection District, Ad Hoc Arts Council Steering Committee, Los Medanos Health Advisory Committee, and Integrated Pest Management Advisory Committee.
- In 2023, the IOC will need to recruit and interview for the County Connection Citizen Advisory Committee, the Retirement Board, the Integrated Pest Management Advisory Committee, and the Law Library Board of Trustees. This is a standing referral. **REFER**
6. **Process for Allocation of Propagation Funds by the Fish and Wildlife Committee.** On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 11, 2022, the IOC received a report from DCD proposing, on behalf of the FWC, the 2022 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and recommended grant awards for ten projects totaling \$50,325, which the Board of Supervisors unanimously approved on April 26, 2022. This is a standing referral. **REFER**
 7. **Advisory Body Triennial Review.** Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/CoB's Office to institute a method to

conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The second phase report of the current Triennial Review Cycle was completed on May 9, 2022 and reported out to the Board on May 17, 2022. This is a standing referral. **REFER**

8. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On November 21, 2022, the IOC received the sixth annual report on the Animal Benefit Fund covering FY 2021/22 and reported to the Board on November 29, 2022. This is a standing referral. **REFER**

9. Language Interpretation Services for Public Meetings. On March 26, 2019, the Board requested the IOC to develop a policy on language interpretation services at the Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocates to the new Administration Building. The IOC gave staff direction to report back with additional information to assist the Committee in determining the best model for providing these services. The IOC received follow-up reports on December 9, 2019 and November 19, 2020, and directed staff to develop recommendations for a six-month pilot program providing limited interpretation and translation services, with the intention that the County would initiate a pilot process, promote it, and measure how extensively it is utilized. On March 8, 2021, the IOC received an extensive report from the Clerk of the Board on language interpretation and closed captioning services, and subsequently made to the Board related recommendations which, on March 23, 2021, the Board approved. On August 2, 2022, the Board received a follow-up report on language interpretation services at Board of Supervisors and Measure X Committee meetings and referred the matter to the Internal Operations Committee to gather additional information on the practices of other counties and issues surrounding equal access. The IOC took no action on this matter pending establishment of the Office of Racial Equity and Social Justice, which is expected to take this matter up once established in spring/summer 2023 for report back to the IOC. **REFER**

10. Arts and Culture Commission (AC5) Dissolution. On March 14, 2022, the IOC received a report from the County Administrator's Office recommending dissolution of the County's Arts and Culture Commission and adoption of a path to create a new private Arts Council for Contra Costa County. It was envisioned that this Council would 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; and would also provide input on an annual Measure X investment of \$250,000 that was approved by the Board of Supervisors on November 16, 2021 to support the certain arts and culture programs for the County. On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county. **TERMINATE**

11. Ad Hoc Arts Council Steering Committee Formation. On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county. Arts Orange County was selected to provide project management for this effort and on August 2, 2022, the Board referred to the Internal Operations Committee the establishment of an Ad Hoc Arts Council Steering Committee. On September 12, 2022, the IOC received a report from the County Administrator's Office recommending the composition of the Steering Committee and on November 21, the IOC approved recommendations for appointment to the Steering Committee, which the Board approved on November 29. **TERMINATE**

12. Contra Costa County Fire Protection District Advisory Fire Commission Mission and Bylaws. On May 9, 2022, the IOC received a report from the County Administrator recommending redesignation of one of the At Large seats to represent specifically the area that was formerly the East Contra Costa Fire Protection District, and that the delegation of advisory fire commissioner duties be updated to reflect the Board of Supervisors current, higher level of District oversight than was the case in 1995. The IOC reported its recommendations to the Board of Supervisors on July 12, 2022. The Commission Bylaws were further refined by the Board of Directors at the recommendation of the County Administrator on November 8, 2022. **TERMINATE**

13. Contra Costa Library Foundation Formation (Measure X). On June 16, 2022, the IOC received a report from the County Librarian on the Measure X funded effort to create an independent County Library Foundation. As the County Library's fundraising arm, the Foundation will seek private support for projects that are not or cannot be funded through existing Library funding sources. The Foundation will work closely with the County Librarian to identify funding priorities. The IOC reported its recommendations to the Board of Supervisors on August 2, 2022 at which the Board provided input on the size and composition of the future foundation. The County Administrator's Office reports quarterly to the Board of Supervisors on the status of all Measure X projects. **TERMINATE**

14. Racial Justice Oversight Body Dysfunction. On July 11, 2022, the IOC received a report from the County Probation Department regarding operational problems of the RJOB. The Public Protection Committee has previously received a report from a consulting firm engaged by the Office of Reentry & Justice (ORJ) at the Probation Department to provide technical assistance and meeting facilitation services for the RJOB. During the update, the Burns Institute highlighted several emerging issues hindering the RJOB's future work to include: changes in leadership and membership resulting in challenges with maintaining quorum, specifically at the Subcommittee levels; ambitious Task Force recommendations that are beyond the capacity and scope of the membership; and limited staffing resources to support the membership's requests for data collection, management, and analyses necessary to implement the recommendations of the RJOB. The County Administrator's Office identified additional issues: (1) the existing RJOB charge is vague; (2) staff support is insufficient to the RJOB's needs; (3) RJOB subcommittees are self-forming and, therefore, not always balanced; and (4) there is high interest in participation and no term limits. Following discussion of these issues, it was decided that CAO would work with the Office of Racial Equity and Social Justice, once fully established, and bring recommendations for changes to the RJOB bylaws back to the IOC at a future date. **REFER**

15. Options to Expedite Staff Recruitment. During the April 26, 2022 Board of Supervisors meeting, the Board requested the Human Resources Director to identify and report to the Internal Operations Committee options for replacing retired County employees more quickly. The referral came about in the context of waiving the 180-day separation before rehiring a retiree. The Board acknowledged that a person could retire with little or no advance notice to the County. On July 11, 2022, the IOC received a presentation from the Human Resources Director on strategies being employed by HR to expedite the filling of vacancies including establishment of a Professional and Organizational Development Team, development of a new County wide onboarding process, pre-boarding process and off-boarding (exit survey) process, and workflow automation software. **TERMINATE**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2023.