



Agenda

MEASURE X COMMUNITY ADVISORY BOARD

August 17, 2022
5:00 PM

VIRTUAL MEETING pursuant to Government Code Section 54953(e)
The Public may observe and participate by using this link:

<https://cccouny-us.zoom.us/j/81705643626?pwd=Q3V3WlUyWkRHM2RCeHdSVFFGMzI5Zz09>

Meeting ID: **817 0564 3626**
Or by dialing **(888) 278-0254**
Conference Code: **894519**

To indicate you wish to speak on an agenda item via Zoom,
please "raise your hand" in the Zoom application.
If you are joining the meeting via a telephone,
you may dial *2 using your phone's dial pad.

Mariana Moore, Chair
Michelle Stewart, Vice Chair

Agenda Items:

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

1. Roll call
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 the Record of Action for the July 20, 2022, Measure X Community Advisory Board meeting
4. DISCUSS the Measure X Community Advisory Board Fiscal Year 2022-2023 Annual Report
5. DISCUSS the Measure X Community Advisory Body's role
6. The next meeting is currently scheduled for September 21, 2022.
7. Adjourn

The Measure X Community Advisory Board will provide reasonable accommodations for persons with disabilities planning to attend Measure X 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 Measure X Community Advisory Board less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours.

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

For Additional Information Contact:

Adam Nguyen, Committee Staff
Phone (925) 655-2048
adam.nguyen@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

MEASURE X COMMUNITY ADVISORY BOARD

Meeting Date: 08/17/2022

Subject: Record of Action for the July 20, 2022 meeting of the Measure X Community Advisory Board

Submitted For: MEASURE X Com Advisory Board,

Department: County Administrator

Referral No.: N/A

Referral Name: Record of Action

Presenter: Adam Nguyen, Committee Staff

Contact: Adam Nguyen (925) 655-2048

Referral History:

County Ordinance requires that each County body keep a record of its meetings.

Referral Update:

Attached for the Measure X Community Advisory Board's information is the Draft Record of Action for its July 20, 2022 meeting.

Recommendation(s)/Next Step(s):

Staff recommends MXCAB receive the Record of Action for the July 20, 2022 meeting.

Fiscal Impact (if any):

N/A

Attachments

MXCAB Draft Record of Action - 7/20/22

DRAFT



Agenda

MEASURE X COMMUNITY ADVISORY BOARD

July 20, 2022

Mariana Moore, Chair
Michelle Stewart, Vice Chair

Agenda Items:

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

Present: Mariana Moore, Chair; Michelle Stewart, Vice Chair; BK Williams; Jim Cervantes; Kathryn Chiverton; Steven Bliss; Odessa LeFrancois; Sharon Quezada Jenkins; Pello Walker; Ali Saidi; Gigi Crowder; Ruth Fernandez; Debbie Toth; Diana Honig; Lindy Johnson

Absent: Edith Pastrano; Roxanne Carillo Garza; David Cruise; Sandro Trujillo; Kimberly Aceves-Iniquez; Susun Kim; Sandra Wall; Jerry Short; Geneveva Calloway; Melissa Stafford Jones; Peter Benson

Staff Present: Adam Nguyen, County Finance Director; Enid Mendoza, Senior Deputy County Administrator

1. Roll call

Chair Moore called the meeting to order at 5:08 PM. Staff provided instruction for access to English live transcription (automated closed captioning), and live simultaneous Spanish and American Sign Language interpretation, and then conducted roll call. 13 MXCAB voting members and 2 alternates were present. There were approximately 31 total participants.

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

Comments were received from one member of the public.

3. Staff recommends MXCAB receive the Record of Action for the June 15, 2022 meeting.

The record of action was accepted as presented.

4. DISCUSS 2022 Needs Assessment Report updates

Chair Moore reported that the contract was finalized for the needs assessment report writer, and work had begun. The draft needs assessment report is expected by September 15th, and planned for discussion by the MXCAB at its September 21 meeting. A presentation is expected to be provided at the October or November meeting of the Finance Committee. Comments were received from 4 members of the public.

5. DISCUSS Measure X Community Advisory Board Fiscal Year 2022-2023 Annual Report

The MXCAB members and staff discussed potential structures for the Fiscal Year 2022-2023 Annual Report, with recommendations to include information on the advisory body's activities, project status updates, impact data, and financial reporting. Comments were received by two members of the public.

6. DISCUSS future agenda items

MXCAB members discussed potential future topics, including a review of the draft needs assessment report in and draft performance measures from departments at the September 21st meeting.

7. Adjourn

The meeting adjourned at 6:40 PM.

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Contra Costa County Board of Supervisors

Subcommittee Report

MEASURE X COMMUNITY ADVISORY BOARD

Meeting Date: 08/17/2022
Subject: Measure X Community Advisory Board Role
Submitted For: MEASURE X Com Advisory Board,
Department: County Administrator
Referral No.: N/A
Referral Name: Mariana Moore
Presenter: Mariana Moore, MXCAB Chair **Contact:** Adam Nguyen, (925) 655-2048

Referral History:

The Measure X Community Advisory Board chair requested discussion of the advisory body's role.

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

Measure X Community Advisory Board Bylaws

Measure X Community Advisory Board Operating Principles



CONTRA COSTA COUNTY MEASURE X COMMUNITY ADVISORY BOARD

BYLAWS

(adopted by the Board of Supervisors on April 27, 2021)

Article I – Purpose

- A. The Measure X Community Advisory Board (the “Advisory Board”) was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:
1. Overseeing an annual assessment of community needs, focusing primarily on the priority areas identified in the Needs Assessment, including emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and supports for early childhood, youth, families, and seniors.
 2. Creating detailed priority lists of the top ten service gaps (county- and community-provided) based on the results from the needs assessment.
 3. Using the assessment to make general funding priority recommendations to the Board of Supervisors on 95% of the revenue generated by Measure X.
 4. Providing an annual report on the outcomes and impact of allocated funds.
 5. The Advisory Board committee shall initially meet as needed and thereafter shall meet quarterly.

Article II – Membership

- A. Composition:
1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (2 per Supervisorial District) and seven (7) At-Large appointees.
 2. The Advisory Board shall include ten (10) alternates. Alternate members have made a commitment to attend the meetings and gain the understanding of the issues and each other’s viewpoints needed to reach agreement on recommendations. Alternate members are expected to attend all regular Advisory Board meetings and may participate fully, except that they may not vote unless substituting for an absent member as described below. Alternate members may not serve as elected officers but may serve on ad hoc or standing committees of the Advisory Board.
 - a) One (1) alternate shall serve on the Advisory Board for each Supervisorial District Appointment for a total of five (5) District alternates. The role of District alternate is fully interchangeable with that of regular District appointed Advisory Board members. A District alternate may not vote unless substituting for the respective absent District appointed members.
 - b) Five (5) alternates shall serve on the Advisory Board as At-Large alternates. The role of At-Large alternate is fully interchangeable with that of regular At-Large Advisory Board members. At-Large alternates may fully participate and voice opinions but may not vote unless substituting for an absent At-Large member.

B. Eligibility:

1. General: The Advisory Board shall be composed of members representing broad and diverse voices, perspectives and expertise, including but not exclusive to: budget justice advocacy, children's services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, senior services, substance use services, taxpayers, and youth services.
2. Live/Work Requirement: Committee members shall either live or work in Contra Costa County, with a majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.
3. No Public Officials: Public officials, including both elected and appointed, are not eligible to serve on the Advisory Board.

C. Terms of Office:

1. Appointments: The members of the Advisory Board and alternates shall serve staggered terms of two or three years.
 - a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats and alternates identified in Article II(A) for each Supervisorial District, shall serve a term of two (2) years.
 - b) At-Large Appointments: Each of the seven (7) At-Large seats and alternates identified in Article II(A), shall serve a term of three (3) years.
2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

D. Appointment Process:

1. Initial Appointments:
 - a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory Board through a single recruitment process.
 - b) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee).
 - c) Supervisorial District nominees will be transmitted to the Finance Committee of the Board of Supervisors (the "Finance Committee") along with all remaining applications for appointment.
 - d) The Finance Committee shall review the Supervisorial District nominations and select nominees for the remaining seven (7) At-Large seats taking into account the goals identified in Article II(B)(1).
 - e) In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors.
 - f) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.

2. Subsequent Appointments:

a) Supervisory District Appointments:

- 1) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisory District Appointments every two (2) years in a single recruitment process.
- 2) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one alternate nominee).
- 3) In the case where the same nominee is selected for a Supervisory District appointment by multiple Supervisors, Supervisors will be notified to allow for modifications to their nominations.
- 4) Once conflicts are resolved, nominations will be submitted directly to the Board of Supervisors.

b) At-Large Appointments:

- 1) The Clerk of the Board of Supervisors will solicit applications to fill the At-Large Appointments every three (3) years in a single recruitment process.
- 2) Applications shall be referred to the Finance Committee to select seven (7) At-Large seats and five (5) At-Large alternates, taking into account the goals identified in Article II(B)(1).
- 3) The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.
- 4) Final nominations shall be submitted to the full Board of Supervisors for consideration of appointment.

3. Unscheduled Vacancies:

- a) Vacancies through September 30, 2021: Should an unscheduled vacancy occur prior to October 1, 2021, the Supervisory Districts and Finance Committee may use the initial recruitment pool for nomination/appointment.
- b) General: Should an unscheduled vacancy occur during a member's term of office, either by death, resignation or otherwise, the Board of Supervisors shall be notified of the vacancy and shall direct the Clerk of the Board to announce the vacancy and collect applications for appointment.
- c) Supervisory District Vacancy: If the unscheduled vacancy is in a Supervisory District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisory District responsible for making nominations for appointment to that seat. The Supervisory District will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- d) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Finance Committee to consider making nominations for appointment to the vacant seat. The Finance Committee will then transmit the nomination for consideration and appointment to the Board of Supervisors for consideration.
- e) Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

Article III. – Advisory Board Structure & Meetings

- A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings, who shall each serve for a term of one (1) year. Alternate members may not serve as officers.
- B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly based on a schedule adopted by the Advisory Board and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.
- C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.
- D. Quorum: A quorum of the Advisory Board shall occur when a majority of the membership are present. A majority of the membership is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only 13 seats are filled and four (4) are vacant, then a majority for purposes of establishing a quorum would require seven (7) members be present at the meeting. Similarly, if all 17 seats are filled, a majority for purposes of establishing a quorum would require nine (9) members be present at the meeting. No action shall be taken by the Advisory Board unless a majority of the members are present as defined above. An Alternate Advisory Board member substituting for a member may be included in determining a quorum.
- E. Voting: Each member of the Advisory Board or the member's alternate has one vote and a minimum of nine (9) votes of the members present are required to pass a motion.
- F. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.
- G. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Advisory Board in a manner prescribed in these bylaws. The Chair will also decide questions of procedure as needed.
- H. Order of Business: The regular order of business of the Advisory Board shall be at least the following:
 - 1. Call to order
 - 2. Roll call to determine voting eligibility of At-Large alternates. At the start of each meeting, the five At-Large alternates shall be randomly ordered by staff to replace absent At-Large members for purposes of voting.
 - a. Public comment on items not on the agenda
 - b. Approve Record of Action from prior meeting
 - c. Consideration and action on agenda items
 - d. Adjournment
- I. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Advisory Board, the Chair may set in advance of public comment reasonable time limits for oral presentation.

Article IV. – Administration

The Advisory Board shall obtain staff support from the County Administrator's Office. The staff will be responsible for the compilation and distribution of Advisory Board meeting notices, agenda packets and records of action.

Article V. – Compensation

Members of the Advisory Board shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

Article VI. – Changes to Bylaws

The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors, after consideration and recommendation by the Finance Committee.

Measure X Community Advisory Board

Operating principles

VISION STATEMENT

Contra Costa County will have the necessary funds to invest in and sustain a robust system of care and the social and public services necessary to support a vibrant community and ensure that all county residents have equitable opportunities to thrive.

OPERATING PRINCIPLES

Assumptions and commitments that inform our work together:

1. Shared responsibility to practice the values of equity, justice, inclusion and compassion.
2. Sustaining a strong social safety net is important for the health and prosperity of all.
3. Investments will prioritize prevention as well as addressing current system gaps.
4. Investments will help leverage other funding sources when feasible.
5. Needs and issues are intersectional and interconnected. Think about needs and services from the point of view of residents.
6. Name inequities and disparities, and be specific in naming and recognizing those who are most harmed by them, especially Black and Latinx residents. Additional areas of focus include residents with mental health needs, indigenous people, Asian American/Pacific Islander American residents, seniors, disabled people, children and youth (prenatal to adult), immigrants, unsheltered and homeless residents, rural communities, LGBTQ+ residents, and poor people.
7. Economic opportunity and equity are at the heart of our purpose.
8. Seek transformative solutions, in addition to filling current service gaps.
9. Fostering a culture of inclusion, welcoming, and belonging demonstrates our commitment to equity and will improve our work process and outcomes.

How we conduct ourselves in meetings:

1. Consider not repeating a point someone else has already made (or briefly agree).
2. Treat each other and all participants with mutual respect.
3. Be curious; practice active listening; seek to understand.

4. To fully embody our principle of inclusion: Support the accessibility needs of all participants to the extent feasible, including language access (interpretation and translation), technical support, and visual/audio support.