



# Agenda

## MEASURE X COMMUNITY ADVISORY BOARD

October 19, 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 MXCAB and not on this agenda (speakers may be limited to two minutes).
3. RECEIVE the Record of Action for the August 17, 2022 Measure X Community Advisory Board meeting
4. RECEIVE updates on Measure X funded projects and DISCUSS proposed performance measures (Adam Nguyen, Committee Staff; Marla Stuart, EHSD Executive Director; Anna Roth, Health Services Director)
5. DISCUSS updates on the Needs Assessment Report.
6. DISCUSS the Measure X Community Advisory Body's role
7. The next meeting is currently scheduled for November 16, 2022.
8. 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:** 10/19/2022

**Subject:** Record of Action for the August 17, 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

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#### **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 August 17, 2022 meeting.

#### **Recommendation(s)/Next Step(s):**

Staff recommends MXCAB receive the Record of Action for the August 17, 2022 meeting.

#### **Fiscal Impact (if any):**

N/A

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#### **Attachments**

Record of Action - DRAFT 8-7-22

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# DRAFT



## Agenda

### MEASURE X COMMUNITY ADVISORY BOARD

August 17, 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; Kathryn Chiverton; Roxanne Carillo Garza; Odessa LeFrancois; David Cruise; Ali Saidi; Ruth Fernandez; Debbie Toth; Pello Walker; Gigi Crowder; Diana Honig; Peter Benson; Steven Bliss

Absent: Edith Pastrano; Sharon Quezada Jenkins; BK Williams; Jerry Short; Kimberly Aceves-Iniquez; Sandra Wall; Susun Kim; Sandro Trujillo; Geneveva Calloway; Melissa Stafford Jones; Lindy Johnson

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

1. Roll call

***Chair Moore called the meeting to order at 5:09 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 1 non-voting alternate was present. There were approximately 33 total participants.***

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

***Comments were received from three members of the public, including an announcement from advisory board member, Jim Cervantes, who announced his formal resignation as of August 12, 2022. The needs assessment report consultant, Rebecca Brown, also provided brief updates on the needs assessment report.***

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

***The Record of Action was accepted as presented.***

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

**The MXCAB members and staff continued discussion of potential elements to include in the Measure X Fiscal Year 2022-23 Annual Report, including tracking recommendations not funded, project status updates, expenditure reporting, and adding discussion about racism and trauma.**

5. DISCUSS MXCAB Role

**MXCAB members discussed the role of the MXCAB, and motioned to request:**

- 1. The Board of Supervisors agendaize a discussion about the MXCAB's role,**
- 2. The Finance Committee review the MXCAB bylaws, and**
- 3. Invite Finance Committee members to attend a MXCAB meeting to discuss the role of the MXCAB.**

6. Adjourn

**The meeting adjourned at 6:52 PM.**

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Phone (925) 655-2048  
adam.nguyen@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### MEASURE X COMMUNITY ADVISORY BOARD

**Meeting Date:** 10/19/2022

**Subject:** RECEIVE updates on Measure X funded projects and DISCUSS proposed performance measures

**Submitted For:** MEASURE X Com Advisory Board,

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** Measure X project updates

**Presenter:** Adam Nguyen, Committee Staff

**Contact:** Adam Nguyen, (925) 655-2048

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#### **Referral History:**

The Bylaws adopted on April 27, 2021 for the Measure X Community Advisory Board assigns responsibility for providing an annual report on the outcomes and impact of allocated funds.

#### **Referral Update:**

To keep the Board of Supervisors updated and assist the MXCAB with the production of the annual report, staff will coordinate with departments to provide semi-annual updates on project status, expenditures, and data on performance. This referral includes discussion on the departments' proposed performance measures and updates on projects from Employment and Human Services (EHSD) and Health Services (HSD).

#### **Recommendation(s)/Next Step(s):**

RECEIVE updates on Measure X funded projects and DISCUSS proposed performance measures (Adam Nguyen, Committee Staff; Marla Stuart, EHSD Executive Director; Anna Roth, Health Services Director)

#### **Fiscal Impact (if any):**

No fiscal impact.

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#### **Attachments**

Attachment A - Measure X Performance Framework

Attachment B - Measure X Project Milestones

Attachment C - Measure X Financials FY21-22

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## Measure X Performance Measures as of 10/19/22

Agency	Measure X Allocation	Performance Measure	FY22-23 Performance	FY22-23 Target	Notes / Status update
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Fuel Reduction Projects	1	20	Olive Grove Shaded Fuel Break in Martinez (100 hours)
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Home Hardening projects- projects funded at \$2,000 each home, 50% match		100	Developing the program with input from Auditor-Controller
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Firewise Support projects- to fund community projects at \$5,000 each, no match		20	Developing the program with input from Auditor-Controller
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Low Income - exterior hazard control projects at \$1,500 each, no match		100	Developing the program with input from Auditor-Controller
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Equipment Rental - dumpster costs & equipment rental for chipping days	7	25	Total chipping days throughout the county
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	# of Evacuation Route Improvements - vegetation clearance	2	25	El Sobrante, Richmond
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	Crew 12 Fire Responses	28		28 responses 7/1-7/31/2022; 47 responses 5/1-6/30/2022 (Richmond, San Ramon, Brentwood, Morgan Territory, Marsh Creek, Rodeo, Hercules, Crockett, Antioch, Pittsburg, Bay Point, Concord, Walnut Creek, Martinez)
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	Used Crew Transport placed into service	1	1	
Conservation and Development	Illegal Dumping Initiative	Number of derelict RVs and boats removed		40	A challenge with this metric is that a high number means we did lot of work but it also means the problem is persisting. 40 is about our annual average.
Conservation and Development	Illegal Dumping Initiative	Number of capital improvements and equipment installed to deter illegal dumping		35	The metric is keeping track of: 1. Number of street lights installed 2. Barricades/fencing installed 3. Surveillance cameras installed 4. Number of new deterrent signs installed in high dumping areas. Still vetting the 35 number.
Conservation and Development	Housing Fund	Number of housing units to be produced or preserved affordable to households at 50% AMI or below (measures units with funding committed; other sources also contributing).		100	Hard to develop a target before Board has given further direction. Still checking with colleagues in other Departments but have thrown in a number. Can we update next week?
Conservation and Development	Housing Fund	Percent of people who receive housing-related services who secure and/or maintain permanent housing six months after receiving services.		75%	Hard to develop a target before Board has given further direction. Still checking with colleagues in other Departments but have thrown in a number. Can we update next week?
Conservation and Development	Accessible Transportation Strategic Plan Implementation	Expansion of One Seat Ride (OSR) Pilot Program: Number of OSR trips		2,000	12 month pilot
Conservation and Development	Accessible Transportation Strategic Plan Implementation	Means Based Fare Subsidy Pilot Program: Number of subsidized trips taken		1,400	6 month pilot
Conservation and Development	Climate Equity and Resilience Investment	Hire additional planning staff		2	Two new planners were on board by April 2022.
Conservation and Development	Climate Equity and Resilience Investment	Conduct topic area reviews.		5	Topic area reviews are in progress for sea level rise, climate resilience, community-facing clean energy projects and programs, economic transition, and strategies to sequester carbon.
County Administration	Innovation Fund (Pilots and Innovative Projects)	Dollars awarded		2,000,000	6 mo RFP process to be initiated Nov 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will develop measures for consultant assisting with Local Playbook for Master Plan on Aging		Measures developed	Notice of selection of consultant September 6, 2022

Agency	Measure X Allocation	Performance Measure	FY22-23 Performance	FY22-23 Target	Notes / Status update
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will work with EHSD Communications to develop measures for anti-aging, ableism, and family caregiver public relations campaign		Measures developed	Meeting with EHSD Communications team week of September 12. Anticipate campaign winter of 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will develop measures for community engagement campaign, to include the number of events, type of events, and number of people attending.		Measures developed	First event scheduled for November 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will develop measures related to having cities participate in World Health Organization Age Friendly initiative		Measures developed	Consultant retained will assist in this effort Spring of 2023
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will develop measures related to capacity building/technical assistance for CBO's		Measures developed	AAA to issue RFP for providers October 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Will develop specific service unit measures once RFP and resulting contracts are executed		Measures developed	AAA to issue RFP for Case Management, Transportation & Outreach - October 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Support a one-year planning process to set the groundwork for the local implementation of the Master Plan on Aging		Measures developed	
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Provide direct support to community based organizations to engage capacity building work and implement priority initiatives		Contracts executed	
Employment and Human Services -- Workforce Services Bureau	Refugee Resettlement Resources	Number of refugees served.		Up to 195 refugees	
Employment and Human Services -- Workforce Services Bureau	Refugee Resettlement Resources	Number of refugees permanently housed		90% with this identified need	
Employment and Human Services -- Workforce Services Bureau	Refugee Resettlement Resources	Number of refugees employed		90% with this identified need	
Employment and Human Services -- Workforce Services Bureau	Children with Disabilities/Childcare Support	Engage families of children with disabilities as a stakeholders in community focus groups.			This is a three year plan. Timeline and targets are in development
Employment and Human Services -- Workforce Services Bureau	Children with Disabilities/Childcare Support	Professional development sessions conducted utilizing a research based, core curriculum for training.			This is a three year plan. Timeline and targets are in development
Employment and Human Services -- Workforce Services Bureau	Children with Disabilities/Childcare Support	Award stipends to providers who enroll and complete the professional development to ensure they have necessary tools and equipment to meet the needs of children with disabilities.			This is a three year plan. Timeline and targets are in development
Employment and Human Services -- Workforce Services Bureau	Children with Disabilities/Childcare Support	Facilitate family surveys to measure effectiveness of services from providers who have received additional training and supporting through this initiative.			This is a three year plan. Timeline and targets are in development
Employment and Human Services -- Workforce Services Bureau	Develop Additional Childcare Providers	Increase of childcare providers for non-traditional hours and special populations.			In development
Employment and Human Services -- Workforce Services Bureau	Early Childhood Education/Childcare	Increase childcare access by adding up to 500 slots for eligible recipients.			In development

Agency	Measure X Allocation	Performance Measure	FY22-23 Performance	FY22-23 Target	Notes / Status update
Employment and Human Services -- Workforce Services Bureau	Navigators (all districts)	Number of people served		90% of those referred to Navigators and assessed to be eligible for Navigation services	
Employment and Human Services -- Workforce Services Bureau	Navigators (all districts)	Number of service referrals made		At least one service referral for every client served	
Employment and Human Services -- Workforce Services Bureau	Navigators (all districts)	Percent of identified needs that are met		90% of needs identified are met	
Employment and Human Services -- Workforce Development Board	Youth Centers	TBD		Measures developed	FY22-23 is a program development year to include community input and contracting with a service provider. It is unlikely that youth will be served in FY22-23. Performance measures for the youth centers will be developed through the community input process in FY22-23
Health Services	Contra Costa CARES	Number of clients enrolled in CARES program at the end of each reporting period - broken down by race/ethnicity, age, language and region of the county			
Health Services	A3 Contra Costa Community Crisis Initiative	Number of calls/requests received in previous 12 months - broken down as possible by race/ethnicity, age, language, city			
Health Services	A3 Contra Costa Community Crisis Initiative	Number of calls/requests resulting in dispatch in previous 12 months - broken down as possible by race/ethnicity, age, language, city			
Health Services	A3 Contra Costa Community Crisis Initiative	Breakdown by resolution status for calls/requests in previous 12 months			
Library	Early Literacy Outreach Staff	Number of weekly stops of early literacy van		N/A	Staff is spending the first year developing the program and purchasing the van
Library	Early Literacy Outreach Staff	Number of people served at early literacy van stops		N/A	
Library	Early Literacy Outreach Staff	Number of books taken home from early literacy van		N/A	
Library	Early Literacy Outreach Staff	Number of early literacy events/programs provided in conjunction with early literacy outreach van stops		N/A	
Library	Early Literacy Outreach Staff	Number of new library cards issued monthly at early literacy van stops		N/A	
Library	Early Literacy Outreach Staff	Number of partner services provided in conjunction with early literacy van stops		N/A	
Library	Early Literacy Outreach Staff	Number of people who report reading more often to their children via periodic surveys		N/A	
Library	Early Literacy Outreach Staff	Number of people who report an increased Number of books in their home via periodic surveys		N/A	
Public Works	Climate Sustainability-Sustainability Trust	Number of electric vehicle (EV) chargers installed		50	FY 22/23: design and procure, FY 23/24: install chargers
Probation	Community Based Restorative Justice	Number of RJ-related trainings conducted to cross-system agencies		2	
Probation	Community Based Restorative Justice	Number of stakeholders engaged in RJ working group		5-8	
Probation	Community Based Restorative Justice	Number of RJ working group convenings		3	



Agency	Measure X Allocation	Performance Measure	FY22-23 Performance	FY22-23 Target	Notes / Status update
Sheriff-Coroner	Body Worn and In-Car Cameras	Number of citizen complaints where BWC or in-car camera was reviewed			
Sheriff-Coroner	Body Worn and In-Car Cameras	Number of use of force incidents per year			
Sheriff-Coroner	Body Worn and In-Car Cameras	Number of BWC and in-car camera videos released pursuant to PRA requests			

## Measure X Project Milestones as of 10/19/22

Agency	Measure X Allocation	Milestone	Status	Notes
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	Consultants - fuel modeling and grants	In progress	Fall 2022
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	Crew 12 Personnel Hired and Staffed	Completed	2 full crews staffed through 10/31/22
CCC Fire Protection District	Fire/Wildland Mitigation/Fuel Reduction	Ordered a Boise Mobile Emergency Crew Transport from Golden State Fire Apparatus to increase Hand Crew staffing.	Completed	Board Order Approval 02/08/2022 - \$310,000.00 - Order place 02/09/2022, Estimated delivery date 09/26/2023
Conservation and Development	\$500,000 for Climate Equity and Resilience	Hire additional planning staff	Completed	Two new planners were on board by April 2022.
Conservation and Development	\$500,000 for Climate Equity and Resilience	Conduct topic area reviews.	In progress	Topic area reviews are in progress for sea level rise, climate resilience, community-facing clean energy projects and programs, economic transition, and strategies to sequester carbon.
County Administration	Innovation Fund (Pilots and Innovative Projects)	Develop policies, guidelines, eligibility criteria, process	Completed	Finance Cte 10/3/22; BOS 10/18/22
County Administration	Innovation Fund (Pilots and Innovative Projects)	Administer Bidders Conference and RFP	Development	
County Administration	Innovation Fund (Pilots and Innovative Projects)	Recommendations to Finance Cte	Development	
County Administration	Innovation Fund (Pilots and Innovative Projects)	Recommendations to BOS	Development	
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Retain a consultant to assist with developing a local playbook for the Master Plan on Aging	In progress	RFP issued and selection notification to go out week of September 6, 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Raise awareness about anti-ageism, anti-ableism and caregiving by launching an awareness campaign and collateral materials	In progress	Meeting scheduled with EHSD Communications week of September 15. They will assist with selecting vendor.
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Coordinate community engagement events	In progress	Community Event scheduled for November 2022
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Engage and encourage cities and communities to attain the World Health Organizations Age-Friendly designation	Development	The consultant will assist with this effort. We anticipate that the Advisory Council on Aging will be heavily involved.
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Provide technical assistance and capacity building support to CBO's	In progress	AAA developing an RFP to go out to existing vendors to include requests for equipment, furniture, training, professional services, etc.
Employment and Human Services -- Adult and Aging Services Bureau	Master Plan for Aging/Community Based Services	Create new lines of services or modernize current service delivery/fund direct services	In progress	AAA will issue RFP for Transportation, Case Management and Outreach in October
Employment and Human Services -- Workforce Services Bureau	Refugee Resettlement	Contract execution	In progress	Contract approved by Board of Supervisors 10/3/22
Employment and Human Services -- Workforce Services Bureau	Early Childhood Education/Childcare \$4M	RFI/Contract Execution	Development	Meetings ongoing with Early Learning Leadership Group (ELLG). RFI/RFP development in progress.
Employment and Human Services -- Workforce Services Bureau	Development of Additional Early Childcare Providers	RFI/Contract Execution	Development	Meetings ongoing with Early Learning Leadership Group (ELLG). RFI/RFP development in progress.
Employment and Human Services -- Workforce Services Bureau	Supporting Children ages 0-5 with Disabilities	Execute an MOU with First 5	In progress	MOU with First 5 in development.
Employment and Human Services -- Workforce Development Board	Youth Centers	Phase One - Currently in procurement process to seek public engagement facilitation services (including focus on youth input); determine service needs; identification of programs and services; best models to address behavioral, academic and mental health.	In progress	Phase One- Community Engagement Procurement Process complete by Nov 30, 2022
Employment and Human Services -- Workforce Development Board	Youth Centers	Phase Two - Develop RFP; reflective of youth needs in their communities; promote advancement of equity and inclusion across diverse youth populations; utilize elements of comprehensive whole-human approach; be culturally responsive.	Development	Phase Two- Sites determination and RFP to select center operator Spring 2023

Agency	Measure X Allocation	Milestone	Status	Notes
Employment and Human Services -- Workforce Development Board	Youth Centers	Phase Three - First year of services tracking trends of services and benchmarking for performance; negotiate performance with operator	Development	Phase Three - Anticipate services Fall F2023
Library	\$200,000 staffing for early literacy outreach van	Purchase electric van	In progress	
Library	\$200,000 staffing for early literacy outreach van	Customize van	Development	
Library	\$200,000 staffing for early literacy outreach van	Identify parking and charging space	In progress	
Library	\$200,000 staffing for early literacy outreach van	Hire additional support staff	Development	
Library	\$200,000 staffing for early literacy outreach van	Purchase books for van	In progress	
Library	\$200,000 staffing for early literacy outreach van	Plan and identify route and stops	Development	
Library	\$200,000 staffing for early literacy outreach van	Start outreach stops and service	Development	
Library	\$200,000 staffing for early literacy outreach van	Purchase and install staff technology supports	Development	
Library	\$200,000 staffing for early literacy outreach van	Purchase early literacy educational support materials	Development	
Library	\$4 million for deferred maintenance	Complete facility inspections with Public Works staff	Completed	
Library	\$4 million for deferred maintenance	Replace roof of the Kensington Library	In progress	
Library	\$4 million for deferred maintenance	Establish work plan with Public Works	In progress	
Library	\$4 million for deferred maintenance	Implement work plan	Development	
Library	\$50,000 seed money for library foundation	Develop MOU with fiscal sponsor and Organizing Committee member	Completed	
Library	\$50,000 seed money for library foundation	Transfer funds from Library to fiscal sponsor	In progress	
Library	\$50,000 seed money for library foundation	Pro bono legal services for nonprofit filing retained	Completed	
Library	\$50,000 seed money for library foundation	Name the foundation and reserve name with CA Secretary of State	Completed	
Library	\$50,000 seed money for library foundation	Draft bylaws, articles of incorporation, and conflict of interest policy	In progress	
Library	\$50,000 seed money for library foundation	File articles of incorporation with CA Secretary of State	In progress	
Library	\$50,000 seed money for library foundation	Once stamped, appoint board and take initial board actions	Development	
Library	\$50,000 seed money for library foundation	File the Statement of Information with CA Secretary of State (in 90 days)	Development	
Library	\$50,000 seed money for library foundation	Obtain an employer identification number (EIN)	Development	
Library	\$50,000 seed money for library foundation	File for 501(c)(3) tax-exemption	Development	
Library	\$50,000 seed money for library foundation	File for CA tax exemption (FTB)	Development	
Library	\$50,000 seed money for library foundation	File initial registration for w/CA AG's Registry of Charitable Trusts	Development	
Library	\$50,000 seed money for library foundation	Retain professional services for website development	Development	
Library	\$50,000 seed money for library foundation	Launch website	Development	
Library	\$50,000 seed money for library foundation	Establish presence on ccilib.org to accept donations	Development	

Agency	Measure X Allocation	Milestone	Status	Notes
Library	\$50,000 seed money for library foundation	Establish online presence to accept donations via fiscal sponsor's website	Completed	
Library	\$50,000 seed money for library foundation	Develop website wireframe	In progress	
Probation	Community Based Restorative Justice	Hire a Restorative Justice Project Coordinator by October 2022.	In progress	
Probation	Community Based Restorative Justice	Contract with a consultant who will conduct a comprehensive countywide Restorative Justice needs assessment by January 2023.	In progress	
Probation	Community Based Restorative Justice	Convene multi-stakeholder restorative justice working group by June 2023.	In progress	
Probation	Community Based Restorative Justice	Complete a comprehensive countywide Restorative Justice needs assessment by January 1, 2024.	In progress	
Probation	Community Based Restorative Justice	Issue an RFP to contract with a community based provider(s) to address recommendations found in needs assessment by March 2024.	In progress	
Probation	Community Based Restorative Justice	Program & process evaluation completed by July 2025.	In progress	
Sheriff-Coroner	Body Worn and In-Car Cameras	RFP for camera equipment and software posted and submissions reviewed.	Completed	
Sheriff-Coroner	Body Worn and In-Car Cameras	Award contract to selected vendor	In progress	The contract was forwarded to County Counsel on 9/2/22 for review
Sheriff-Coroner	Body Worn and In-Car Cameras	Equipment received from vendor	Pending	
Sheriff-Coroner	Body Worn and In-Car Cameras	Issuance and training for sworn personnel on camera operation	Pending	
Sheriff-Coroner	Body Worn and In-Car Cameras	BWC and in-car camera systems live	Pending	
Sheriff-Coroner	Body Worn and In-Car Cameras	Collection of video data	Pending	
Sheriff-Coroner	Body Worn and In-Car Cameras	Annual data report	Pending	
Sheriff-Coroner	Body Worn and In-Car Cameras	Recruit for Sheriff's Specialists and Director positions	In progress	Resuming recruitment for director on 10/19/22
Sheriff-Coroner	Body Worn and In-Car Cameras	Background investigation for Specialist and Director positions	Pending	New director may require background investigation
Sheriff-Coroner	Body Worn and In-Car Cameras	Two Sheriff Specialist and one Director hired	In progress	Two Sheriff's Specialists hired; Director hired 9/19/22-10/19/22 (left for another county position). Resuming recruitment for Director

**Measure X Revenues and Expenditures through FY21-22**

<b>Revenues</b>	<b>Budgeted</b>	<b>Actuals YTD</b>
FY20-21	\$ 24,078,616	\$ 24,078,616
FY21-22	\$ 104,000,000	\$ 124,883,977
FY22-23	\$ 107,000,000	
	<b>\$ 235,078,616</b>	<b>\$ 148,962,593</b>

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actuals YTD</b>
FY21-22	\$ 136,895,200	\$ 102,951,000
FY22-23	\$ 78,150,000	
FY23-24	\$ 107,000,000	
	<b>\$ 322,045,200</b>	<b>\$ 102,951,000</b>



# Contra Costa County Board of Supervisors

## Subcommittee Report

### MEASURE X COMMUNITY ADVISORY BOARD

**Meeting Date:** 10/19/2022  
**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

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#### **Referral History:**

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

#### **Referral Update:**

The Measure X Community Advisory Board Bylaws, as adopted by the Board of Supervisors on April 27, 2021, are attached for discussion.

#### **Recommendation(s)/Next Step(s):**

DISCUSS the role of Measure X Community Advisory Board.

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#### **Attachments**

Measure X Community Advisory Board Bylaws

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## 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) Supervisorial District Appointments:

- 1) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisorial 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 Supervisorial 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 Supervisorial 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) Supervisorial District Vacancy: If the unscheduled vacancy is in a Supervisorial District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisorial District responsible for making nominations for appointment to that seat. The Supervisorial 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.