



Agenda

PUBLIC PROTECTION COMMITTEE

October 24, 2022
10:30 A.M.
VIRTUAL MEETING

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/82317577399>

Or Telephone: 214-765-0478 OR 888-278-0254
Conference code: 507994
Meeting ID: 823 1757 7399

Supervisor Federal D. Glover, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. APPROVE Record of Action from the June 27, 2022 meeting. **(Page 4)**
4. CONSIDER applicants for nine (9) open Community-based Representative Seats on the Racial Justice Oversight Body. **(Patrice Guillory, ORJ Director) (Page 7)**
5. CONSIDER approving the draft Contra Costa County Emergency Operations Plan and forward to the Board of Supervisors for adoption, as recommended by the Emergency Services Policy Board. **(Rick Kovar, Office of Emergency Services) (Page 116)**
6. The next meeting is currently scheduled for November 28, 2022.
7. Adjourn

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

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

For Additional Information Contact:

Paul Reyes, Committee Staff
Phone (925) 655-2049, Fax (925) 655-2066
paul.reyes@cao.cccounty.us

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB	Assembly Bill	HIV	Human Immunodeficiency Syndrome
ABAG	Association of Bay Area Governments	HOV	High Occupancy Vehicle
ACA	Assembly Constitutional Amendment	HR	Human Resources
ADA	Americans with Disabilities Act of 1990	HUD	United States Department of Housing and Urban Development
AFSCME	American Federation of State County and Municipal Employees	Inc.	Incorporated
AICP	American Institute of Certified Planners	IOC	Internal Operations Committee
AIDS	Acquired Immunodeficiency Syndrome	ISO	Industrial Safety Ordinance
ALUC	Airport Land Use Commission	JPA	Joint (exercise of) Powers Authority or Agreement
AOD	Alcohol and Other Drugs	Lamorinda	Lafayette-Moraga-Orinda Area
ARRA	American Recovery and Reinvestment Act	LAFCo	Local Agency Formation Commission
BAAQMD	Bay Area Air Quality Management District	LLC	Limited Liability Company
BART	Bay Area Rapid Transit District	LLP	Limited Liability Partnership
BCDC	Bay Conservation & Development Commission	Local 1	Public Employees Union Local 1
BGO	Better Government Ordinance	LVN	Licensed Vocational Nurse
BOS	Board of Supervisors	MAC	Municipal Advisory Council
CALTRANS	California Department of Transportation	MBE	Minority Business Enterprise
CalWIN	California Works Information Network	M.D.	Medical Doctor
CalWORKS	California Work Opportunity and Responsibility to Kids	M.F.T.	Marriage and Family Therapist
CAER	Community Awareness Emergency Response	MIS	Management Information System
CAO	County Administrative Officer or Office	MOE	Maintenance of Effort
CCHP	Contra Costa Health Plan	MOU	Memorandum of Understanding
CCTA	Contra Costa Transportation Authority	MTC	Metropolitan Transportation Commission
CCP	Community Corrections Partnership	NACo	National Association of Counties
CDBG	Community Development Block Grant	OB-GYN	Obstetrics and Gynecology
CEQA	California Environmental Quality Act	O.D.	Doctor of Optometry
CIO	Chief Information Officer	OES-EOC	Office of Emergency Services-Emergency Operations Center
COLA	Cost of living adjustment	ORJ	Office of Reentry & Justice
ConFire	Contra Costa Consolidated Fire District	OSHA	Occupational Safety and Health Administration
CPA	Certified Public Accountant	Psy.D.	Doctor of Psychology
CPI	Consumer Price Index	RDA	Redevelopment Agency
CSA	County Service Area	RJOB	Racial Justice Oversight Body
CSAC	California State Association of Counties	RJTF	Racial Justice Task Force
CTC	California Transportation Commission	RFI	Request For Information
dba	doing business as	RFP	Request For Proposal
EBMUD	East Bay Municipal Utility District	RFQ	Request For Qualifications
EIR	Environmental Impact Report	RN	Registered Nurse
EIS	Environmental Impact Statement	SB	Senate Bill
EMCC	Emergency Medical Care Committee	SBE	Small Business Enterprise
EMS	Emergency Medical Services	SWAT	Southwest Area Transportation Committee
EPSDT	State Early Periodic Screening, Diagnosis and treatment Program (Mental Health)	TRANSPAC	Transportation Partnership & Cooperation (Central)
et al.	et ali (and others)	TRANSPLAN	Transportation Planning Committee (East County)
FAA	Federal Aviation Administration	TRE or TTE	Trustee
FEMA	Federal Emergency Management Agency	TWIC	Transportation, Water and Infrastructure Committee
F&HS	Family and Human Services Committee	UCC	Urban Counties Caucus
First 5	First Five Children and Families Commission (Proposition 10)	VA	Department of Veterans Affairs
FTE	Full Time Equivalent	vs.	versus (against)
FY	Fiscal Year	WAN	Wide Area Network
GHAD	Geologic Hazard Abatement District	WBE	Women Business Enterprise
GIS	Geographic Information System	WCCTAC	West Contra Costa Transportation Advisory Committee
HCD	(State Dept of) Housing & Community Development		
HHS	Department of Health and Human Services		
HIPAA	Health Insurance Portability and Accountability Act		



Contra Costa County Board of Supervisors

Subcommittee Report

PUBLIC PROTECTION COMMITTEE

3.

Meeting Date: 10/24/2022
Subject: RECORD OF ACTION - June 27, 2022
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION - June 27, 2022
Presenter: Paul Reyes, Committee Staff **Contact:** Paul Reyes, (925) 655-2049

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 for the Committee's consideration is the Record of Action for the Committee's June 27, 2022 meeting.

Recommendation(s)/Next Step(s):

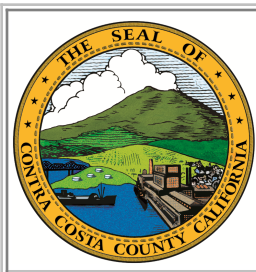
APPROVE Record of Action from the June 27, 2022 meeting.

Fiscal Impact (if any):

No fiscal impact. This item is informational only.

Attachments

Record of Action - June 27, 2022



PUBLIC PROTECTION COMMITTEE

RECORD OF ACTION FOR
June 27, 2022

Supervisor Federal D. Glover, Chair
Supervisor Candace Andersen, Vice Chair

Present: Federal D. Glover, Chair
Candace Andersen, Vice Chair

1. Introductions

Convene - 10:31 am

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

No public comment.

3. APPROVE Record of Action from the May 23, 2022 meeting.

Approved as presented.

AYE: Chair Federal D. Glover
Vice Chair Candace Andersen

4.
 1. Accept a recommendation for a seat on the Juvenile Justice Coordinating Council reserved for one (1) At-Large Youth Seat.
 2. RECOMMEND candidate, Mica Herrera, for the vacant seat identified above to the Board of Supervisors for appointment consideration at their July 12, 2022 meeting.
 3. PROVIDE any additional direction to staff regarding the Juvenile Justice Coordinating Council.

Approved as presented.

AYE: Chair Federal D. Glover
Vice Chair Candace Andersen

5. CONSIDER interviewing RJOB nominated applicants and all remaining interested applicants for Community-based Representative Seats #8 and #9 on the Racial Justice Oversight Body.

RECOMMEND candidates for the vacant seats identified above to the Board of Supervisors for appointment consideration at their July 12, 2022 meeting.

Approved as presented.

AYE: Chair Federal D. Glover
Vice Chair Candace Andersen

6. 1. ACCEPT Update on AB 109 Evidence-based Reentry Housing Program RFP Process.
2. ACCEPT Review Panel award recommendation for AB 109 Evidence-Based Reentry Housing Program to be considered for Board Approval on July 12, 2022 meeting.

Approved as presented.

AYE: Chair Federal D. Glover
Vice Chair Candace Andersen

7. ACCEPT an update on the Holistic Intervention Partnership from the Public Defender's Office.

Update was accepted by the Public Protection Committee with staff being directed to bring this item to the Board of Supervisors at a future date.

AYE: Chair Federal D. Glover
Vice Chair Candace Andersen

8. The next meeting is currently scheduled for July 25, 2022.
9. Adjourn

Adjourned - 11:37 am.

For Additional Information Contact:

Paul Reyes, Committee Staff
Phone (925) 335-1096, Fax (925) 646-1353
paul.reyes@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

PUBLIC PROTECTION COMMITTEE

4.

Meeting Date: 10/24/2022

Subject: Appointments for Racial Justice Oversight Body to fill Open Community-based Representative Seats

Submitted For: Esa Ehmen-Krause, County Probation Officer

Department: Probation

Referral No.: N/A

Referral Name: Referral on Racial Justice Oversight Body

Presenter: Patrice Guillory, Director of ORJ

Contact: 925-313-4087

Referral History:

On July 24, 2018, the Board of Supervisors adopted the "Racial Justice Task Force - Final Report and Recommendations", which included the recommendation to create a Racial Justice Oversight Body tasked with the periodic review and reporting of racial and ethnic disparities in the local criminal and juvenile justice systems, as well as the ongoing support and monitoring of efforts to implement recommendations to reduce the disparities.

Based on this action, the Racial Justice Oversight Body is composed of the following 18 representatives:

1. A representative from the Superior Court, as a non-voting member;
2. The Sheriff or his designee;
3. The Chief Probation Officer or his designee;
4. The Public Defender or her designee;
5. The District Attorney or her designee;
6. A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;
7. A representative from the Contra Costa County Office of Education;
8. A representative from a Local School District (Rotation: Mt. Diablo/West Contra Costa/Antioch)
9. A representative from Contra Costa County Health Services Department; and
10. Nine community-based representatives, including:
 - a. Community-based Representative, Seat 1 & 2: two members nominated by the Contra Costa Racial Justice Coalition
 - b. Community-based Representative, Seat 3 & 4: two individuals with prior personal criminal or juvenile justice system involvement
 - c. Community-based Representative, Seat 5, 6 & 7: three representatives from community-based organizations (CBO) that work with justice involved populations, including at least one person who works directly with youth
 - d. Community-based Representative, Seat 8: one representative from a faith-based organization
 - e. Community-based Representative, Seat 9: one representative that is either a school age young person, or from a CBO who provides services to school age youth

On February 28, 2022, the Public Protection Committee (PPC) approved a 3-week application process to begin in Fall 2022 to fill all nine (9) open Community-based Representative seats with terms expiring on December 31st, 2022. The approved timeline for the recruitment and application process is as follows: (1) Issue press release on Sep. 19th; (2) Application Deadline set for Oct. 10th (3-week application period); (3) Applicant Interviews with PPC scheduled for Oct. 24th; (4) BOS consideration of nominations scheduled for Nov. 8th.

Referral Update:

On September 19th, 2022, the County Administrators Office issued a press release and the Office of Reentry and Justice (ORJ) at the Probation Department released an e-newsletter alert to announce the recruitment of nine (9) open Community-based Representative Seats. The ORJ received a total of 15 applications prior to the October 10th, 2022 deadline and two (2) applications received after the deadline.

Of the 17 total applicants, eight (8) are incumbent members seeking a second two-year term. Jeff Landau, representing Seat 2 (a member nominated by the Contra Costa Racial Justice Coalition), has indicated he will not seek a second term.

All 17 applicants have been invited to the public interviews scheduled for the Public Protection Committee meeting on October 24th, 2022.

Recommendation(s)/Next Step(s):

1. CONSIDER interviewing applicants for all (9) Community-based Representative Seats of the Racial Justice Oversight Body.
2. RECOMMEND candidates to the Board of Supervisors for appointment consideration at their November 8th, 2022 meeting.

Fiscal Impact (if any):

N/A

Attachments

Attachment A - 2022 RJOB Membership Roster

Attachment B - Press Release

Attachment C - Redacted Applications

Attachment D - Applicant Summary



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Floor • Martinez, CA 94553 • www.contracosta.ca.gov

IMMEDIATE RELEASE
September 19, 2022

Contact: Patrice Guillory, Director
Office of Reentry & Justice
Patrice.guillory@orj.cccounty.us

Contra Costa County Seeks Applicants for (9) OPEN Racial Justice Oversight Body Community Representative Seats

(Martinez, CA) - The Contra Costa County Board of Supervisors is seeking applicants who are interested in serving on its 18-member Racial Justice Oversight Body (RJOB). The Racial Justice Oversight Body has nine (9) open seats representing a range of community organizations and diverse communities.

The RJOB is a multi-agency advisory body established by the Contra Costa County Board of Supervisors to oversee the implementation of the recommendations made by the Racial Justice Task Force and accepted by the Board of Supervisors to reduce racial disparities in the criminal and juvenile justice systems. The RJOB also reviews local criminal and juvenile justice data in an ongoing fashion to identify and address any racial disparities that may persist.

The Racial Justice Oversight Body is composed of the following 18 members:

- *Four (4) Ex-Officio Members:*
 - ✓ The Sheriff or his designee;
 - ✓ The Chief Probation Officer or her designee;
 - ✓ The Public Defender or her designee;
 - ✓ The District Attorney or her designee;

- *Five (5) Other Appointed Members:*
 - ✓ A representative from the Superior Court, as a non-voting member;
 - ✓ A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;
 - ✓ A representative from the Contra Costa County Office of Education;
 - ✓ A representative from a Local School District;
 - ✓ A representative from Contra Costa County Health Services Department;

- *Nine (9) community-based representatives selected and appointed by the Board of Supervisors:*
 - ✓ Two (2) members of the Contra Costa Racial Justice Coalition;
 - ✓ Two (2) individuals with prior personal criminal or juvenile justice system involvement;

- ✓ Two (2) representatives from community-based organizations that work with justice-involved populations, any age;
- ✓ One (1) representative from a community-based organization that works with justice-involved youth
- ✓ One (1) representative from a faith-based organization;
- ✓ One (1) representative that is either a school age young person, or from a community-based organization who provides services to school age youth.

The Board of Supervisors is seeking applications for the aforementioned (9) OPEN community-based representative seats on the RJOB.

Appointments to the Racial Justice Oversight Body will be for a term of two years beginning January 1st, 2023 and ending December 31st, 2024. The RJOB meets on a quarterly basis and its members also serve on its three subcommittees that each currently meet on a monthly basis. All members serve on the RJOB and its subcommittees without compensation, stipends, or reimbursement of expenses, and the selection of the community-based representatives are intended to reflect the geographic, ethnic, and racial diversity of Contra Costa County.

Applications will be due by 5 p.m. on October 10th, 2022. Applicants are invited to the public interview process conducted by the Board of Supervisors' Public Protection Committee: Supervisors Candace Andersen, District II, and Federal Glover, District V. This committee will then recommend a selection of applicants for Board of Supervisors to appoint to the Racial Justice Oversight Body.

Below is a complete timeline of this recruitment process to fill the nine (9) vacant RJOB seats:

- October 10: Final Day of the Application Period, due by 5:00 p.m.
- October 24: Public Protection Committee Meeting: Interviews
- November 8: Board of Supervisors Appointments

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage for Boards and Commissions at <https://www.contracosta.ca.gov/3418/>. Completed applications should be emailed to ClerkoftheBoard@cob.cccounty.us. Applications can also be mailed to the Clerk of the Board of Supervisors Office at 1025 Escobar Street, 1st Floor, Martinez, CA 94553.

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Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Chala

Last Name

Bonner

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

work i

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Row 1: Contra Costa College, Business Management, Yes/No.

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Racial Justice Oversight Body

Community Member

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

No

Yes If yes, how many?

17

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

I have lived in Contra Costa almost my whole life. I just recently moved to San Joaquin County because my family could not afford to stay. However, I still work in Contra Costa County. Although I no longer live in Contra Costa County, my heart is in Contra Costa County, my work is in CCC, majority of my family and friends still live there and I hope some day that I will be able to return. In the meantime, I plan to continue to advocate for change.

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

I serve on the Racial Justice Steering committee and I am co-lead for the Racial Justice Coalition. This work is very important to me because I am a formerly incarcerated black woman and I want to make sure that formerly incarcerated people have a voice at the table.

I am including my resume with this application:

Please check one:

Yes

No

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

Please check one:

Yes

No

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

Please check one: Yes No

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

I have served on the Racial Justice Oversight Body for the past year and I am also appointed to the CCC Community Advisory Board, in which I have served 2 year and will term out in 2022.

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Signed:

[Redacted Signature]

Date:

10/19/2020

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

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

Important Information

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

Application Form

Profile

Lonnie
First Name

R
Middle Initial

Bristow
Last Name

[Redacted]
Home Address

Suite or Apt

Walnut Creek
City

CA
State

94595
Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Retired
Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

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

31 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

7

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

City College of new York

Degree Type / Course of Study / Major

BS/Biology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

New York University

Degree Type / Course of Study / Major

M.D.

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 have had (in addition to my background as a practicing physician for roughly 50 years) the further advantage of having served as a mentor to the youth who were incarcerated in the Boys Ranch facility in Byron for the past 6 years. This "eye-to eye" experience gives me an real advantage in helping additional youth in similar circumstances.

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

Brief Biography: Lonnie Bristow is a physician, a specialist in Internal Medicine, living in Northern California's Bay Area who has served for many years in organized medicine which eventually led to him being elected as President of the American Medical Association in 1995. He has received many awards and honors – including four honorary doctorates, and has written widely on issues in the fields of both medical practice and medical ethics. He is an active member of the Institute of Medicine of the National Academy of Sciences. Though retired from clinical practice, Lonnie remains active as a consultant on many complex sociologic and economic facets of health care for Medical Education institutions and various State and Federal governmental bodies.

[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

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

Y'Anad _____ Burrell _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

San Pablo _____ CA _____ 94806
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Glass House PR _____ CEO _____
 Employer Job Title

Length of Employment

12

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

D1

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

25 yrs

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Faith Based Representative

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?

5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

Accounting

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Healthcare Management

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Public Administration

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Saybrook University/Doctoral Program

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 have lived in Contra Costa County (Richmond, CA) for over 25 years and have volunteered in service to my community for over 15 years in the areas of health equity, art and culture and environmental justice, specifically air quality. As a member of the faith community since childhood, I have seen the importance of having the faith population voice heard and seen. Far too often racial justice impact information does not reach the faith community, while they are one of the largest groups that support hundreds who are impacted by the justice system. As someone who has more than 15 years in the public relations and communications industry, I will ensure the faith community is represented and their opinions, comments, needs and requests are at the table of this oversight body.

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

Please see resume attached.

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:

CPAW Committee, CCC Behavioral Health

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.

Co-Chair, Community Emissions Reduction Plan Committee, Richmond/North Richmond - 2020 - Pres.
Richmond Chamber of Commerce (2021 - Pres.) Contra Costa County Arts & Culture Commission (2010 - 2020.)
Healthy Richmond Access to Quality Healthcare, Communications Committee (2018 - 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 undersand 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.

Y'ANAD BURRELL, MPA/MHA

Diversity, Equity, Inclusion & Communications Professional



EDUCATION

BA Degree, Accounting | San Francisco State University | 1998
Master Degree, Public Administration | Golden Gate University | 2003
Doctoral Program, Transformative Social Change | Saybrook University | Class of 2024

TEACHING EXPERIENCE

Adjunct Professor | San Francisco State University – College of Extended Learning | 2016 - 2020
Crises Communications Management for Non-Profits

BOARDS & COMMISSIONS

Co-Chair, Community Emissions Reduction Plan Committee, Richmond/North Richmond
CPAW Committee Member, CCC Behavioral Health, MHSA.
NAACP CA/HI State Conference, Public Relations Committee
Board Member, Richmond Chamber of Commerce
Commissioner, Richmond Housing Advisory Commission

PROFESSIONAL EXPERIENCE

YOUTH UPRISING | CHIEF EXECUTIVE OFFICER: Dec. 2020 – Present

GLASS HOUSE COMMUNICATIONS | CEO | 2012 – 2020

GHC is a boutique strategic communications agency specializing in government, media and public relations, diversity, equity and inclusion consulting, project management, and fund development planning. GHC also provides media training and reputation management for executives. **Partial list of contracts under GHC.**

EBMUD | Community Affairs Rep. II | March 2020 – Sept. 2020

Healthy Richmond | Equity & Communications Committee | 2018 - 2020

UC Berkeley, Haas School of Business | Diversity & Inclusion Consultant | 2019

SunSwarm (Solar Energy) | 2017 to 2019 | Government Relations & Community Engagement Consultant

Richmond Bay Campus/Lawrence Berkeley Labs | 2015 | Community Engagement & Diversity & Inclusion Consultant:

California Diversity Council | Vice President, San Francisco – Gov't Relations & Outreach | 2014 – 2017

DEVELOPMENT & FUNDRAISING EXPERIENCE

Project Re-Connect | *Interim Executive Director* | 2016 – 2017

Museum of the African Diaspora | *Capital Campaign Consultant* | 2013 - 2015

Strategically led a \$10M capital campaign by cultivating 120 prospects, 60% lived outside California.

Women's Initiative (Oakland) | *Asst. Director of Development & Communications* | 2011 - 2012

Managed a portfolio of \$2.5M of potential prospects consisting of first touch donors which require high-level cultivation by executing high-profile events and scheduling one-on-one meetings with the Executive Director and Sr. Development Director.

Child Care Coordinating Council of San Mateo County (4CS)

Director of Development & Communications | 2009 – 2011

Pivot Learning Partners | *Asst. Director of Development* | 2007 - 2009

LEGAL - EARLY CAREER EXPERIENCE

Designed and instituted a firm-wide expert witness database for the law firm (200+ attorneys) in conjunction with technology vendors. Assigned to lead an intellectual property team of trial attorneys with a large-scale validation project researching and reviewing complex patents for multi-district litigation involving infringement and copyright breaches.

Heller Ehrman White & McAuliffe | *Sr. Intellectual Property/Regulatory Litigation Paralegal* | 2001 – 2007

Application Form

Profile

Jennifer

First Name

Clamon - Morris

Middle Initial

Last Name

Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

City of Oakley

Employer

Public Records Assistant

Job Title

Length of Employment

1 year

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

N/A

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

Resident of 6 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Jennifer Morris

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?

N/A

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

College of San Mateo

Degree Type / Course of Study / Major

POST / Criminal Justice

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:

CPR / First Aide Racial Profiling Training Crisis Intervention Certified Peer Support Counselor

Qualifications and Volunteer Experience

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

Given the societal changes since the late 1990's, there has been an increase in suspected racial inequality and profiling. Also, post George Floyd, I would like to be part of a commission where we work together with law enforcement and the community in bridging the gap of the lack of transparency and addressing concerns of injustice and inequity.

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

Retired Law Enforcement

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:

Childcare, but with proper noticing can prepare in advance.

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:

N/A

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

N/A

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

Byron Unified School District Volunteer Director of Finance for Birthright

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:

N/A

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:

N/A

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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 - (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

Gigi

First Name

R

Middle Initial

Crowder

Last Name

Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

NAMI Contra Costa

Employer

Executive Director

Job Title

Length of Employment

4 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

All

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

20 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Gigi Crowder

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?

3

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

BA Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have been a home owner and tax payer in Contra Costa County since May 2002 and have a vested interest in ensuring the funds raised from this sales tax are allocated in a manner consistent with reimagining public safety and improving health outcomes for all. I have a keen understanding of how appropriately utilizing these new financial resources, through cost effective methods with community input can result in a better quality of life that could allow for more economic opportunities for all residents. I understand that when services and programs are not made available where they are most needed it results in greater cost down the line for all. I think we have an obligation to wisely use these additional dollars to address long standing inequities that put a drain on our system. I want to work with individuals who love this county as much as I do to create a county that meets the needs of all by prioritizing and redefining safety while promoting community and belonging for all citizens. I want to share my ideas around key resources and community defined practices we can use to promote and utilize to promote equity and reduce the glaring disparities we see in the criminal justice system. My over 30 years in the mental health field equips me with the skills and knowledge needed to approach challenges using an appreciative inquiry, strength based, and solutions focused application. I am great at looking at root causes and applying compassionate approaches that allow for positive outcomes.

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

I have over 30 years in social services, specifically mental health managerial positions. I am therefore well informed about the fact too often individuals living with mental illnesses are criminalized and incarcerated when they have unaddressed trauma and live with untreated mental health diagnosis. I served as the Ethnic Services Manager for Alameda County Behavioral Health Services and worked alongside Nationally Recognized Subject Matter Experts exploring racial biases that lead to disparities and misdiagnosis etc for those most harmed due to systemic racism. I'm hopeful my background as a Champion for Change as an Advocate can be used to improve outcomes as it has across the State by serving in a Clergy, Family member and Professional role utilizing my lived experience to train others and promote community defined strategies that produce promising outcomes.

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:

Measure X CAB

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

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

I served as the Chair of the Social Justice Advisory Committee for the California Behavioral Health Directors of California for 4 years. 2012 to 2016 I have several volunteering obligations that I have committed to in an effort to improve safety in this county. I volunteer and utilize my own resources by supporting work lifesaving work in faith based and non profits campaigns to end homelessness and support those living with mental illness. I volunteer more than 8 hours a week feeding those who are living with a mental illness and unsheltered in Antioch. I am the current Chair of the Statewide Mental Health and Spirituality Initiative. 2014- present I was the Founding Chair of the Alameda County African American Health and Wellness Committee that manages 2 million dollars annually to reduce behavioral health disparities in Alameda County. 2013 -2016. Co- Chair of the Contra Costa County Behavioral Health Care Partnership. I have served on numerous non profit boards as Treasurer, Secretary and President. I am currently supporting the Miles Hall Foundation based in Walnut Creek as a Volunteer Consultant. I train Prison Chaplains and other Faith and Spiritual Leaders about mental illness and the importance of understanding how they can best support and advocate for those impacted.

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:

I am the Executive Director of NAMI Contra Costa County and responsible for administering deliverables through a contract with the Behavioral Health Department. I have no personal contract with the county.

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 undersand 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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Gigi R. Crowder, L. E.
Antioch, CA 94531

CAREER OBJECTIVE:

My desire is to continue to serve as a highly qualified Executive Director using my vast leadership skills to offer development support, technical assistance, strategic planning and capacity building to a non-profit agency, or other grass root entities that promote culturally responsive community identified practices to improve outcomes for those impacted by mental illness. I hope to use my skills and knowledge to embrace wellness and recovery models to transform systems and support the empowerment of all people seeking to improve the quality of their lives.

EDUCATION:

June 1985 University of California, Berkeley, B.A., Psychology

September 1990 American College of Sports Medicine, Certification, Personal Fitness Training

EMPLOYMENT HISTORY:

January 2017- Present

Executive Director - National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Lead Executive managing day to day operations with a core of Volunteers and Board Members. Duties include managing the budget, fund development and representing NAMI CC as its primary leader.

September 2015 – March 2017

Fund Developer/ Grant Writer – National Alliance of Mental Illness Contra Costa, NAMI CC Pleasant Hill CA. Responsible for identifying private and public funding opportunities and developing successful proposals to receive funds for a non- profit advocacy agency committed to reduce mental health and reentry stigma and supporting those the live with mental health challenges and their families.

January 2010 – Present

Master Trainer and Co- Creator of Mental Health Friendly Communities a comprehensive faith-based stigma reduction curriculum designed for advancing efforts to address and eliminate health disparities for all ethnic and cultural communities. Successfully implemented in eight California counties to

specifically improve outcomes in the African American Community through a contract with CalMHSA's Each Mind Matters Campaign.

July 2009 - Present

Principle- GRC Consulting, Antioch, CA

Offering support and technical assistance to non-profit agencies, faith centers and other grass roots organizations. Work with Leadership to build their infrastructure and capacity to work with governmental agencies while carrying forward their identified vision and values needed to achieve their mission and goals. Organizational development coaching to support the building of effective, proactive boards, design and creation of strategic plans. Fund development support to position entities to respond successfully to public, private and governmental procurement processes and funding opportunities.

May 2007- September 2016

Ethnic Services Manager – Alameda County Behavioral Health Care Services, Oakland CA.

Responsible for insuring services delivery is culturally effective and responsive. Work includes working collaboratively with historically unserved /underserved communities, inappropriately served communities, families, and consumers to promote inclusion and reduce disparities. Core responsibility is focusing on reducing health disparities for unserved, underserved and inappropriately served communities by identifying community defined approaches that best meets their needs.

January 2003 - 2007

Program Specialist - Alameda County Behavioral Health Care Services, Oakland CA. Responsible for monitoring contracts with both mental health and alcohol and other drugs service providers, in the role of a liaison, provide support to management for special projects, provide ancillary resources for SACPA providers, provide supervision and support to Medicare Part D resource staff, provide technical assistance to consumer operated programs.

September 1999 - December 2002

Founding Director of Employment Program – Bay Area Community Services, Oakland CA.

Supervised a staff of 12; which included Job Developers and Job Coaches for an employment program that provided employment supports to individuals with severe psychiatric disabilities throughout Alameda County. Responsibilities included monitoring a contract with the State Dept. of Rehabilitation, hiring staff, training staff, facilitating employment groups working with other CBOs, benefits counseling, fund development, managing the program's budget, preparing program for CARF accreditation.

June 1992 – September 1999

Transitional Employment Program Coordinator – Bay Area Community Services, Oakland CA.

Provided employment and other daily living skills services to adults with severe psychiatric disabilities in a full day psycho-social rehabilitation program. Duties included development of meaningful work in the community for program participants, assisting consumers with removing barriers to employment,

working with employers to develop supportive work environments, job coaching, facilitating of job seeking groups, providing vocational training in food service, clerical, janitorial and landscaping. Responsibilities included Medi-Cal charting and billing. Participated in utilization reviews and other requirements of Alameda County BHCS.

August 1990 – June 1992

Job Developer / Volunteer Coordinator – Catholic Charities of San Francisco, San Francisco CA. Served in the role of an employment counselor and volunteer coordinator for a transitional residential program for homeless youth. Responsibilities included identifying and removing barriers to employment, assisting with development of appropriate employment opportunities. Provided support to individuals and groups of volunteers who connected with the residents to help them reach their goals.

May 1988 – February 1990

Job Developer – Rubicon Programs Inc., Richmond CA. Primarily responsible for development of employment opportunities for adults with various barriers to employment for a rehabilitative program. Facilitated weekly job readiness classes, identified, and removed barriers to employment, worked closely with State Department of Rehabilitation Counselors, provided benefit counseling, served as a consumer and family member advocate.

ADDITIONAL EXPERIENCE

Certified as a foster parent in Alameda and Contra Costa Counties.

Coordinator of a faith based mentoring program for adolescent at risk girls.

Service on the Board of Director for several non-profit agencies.

Served as lead researcher and coordinator for a utilization study addressing the mental health disparity that exist for the African American Community in Alameda County.

Cultural Competency Trainer/CBMCS and other tools.

Honors/Positions

Inducted into the Alameda County Women Hall of Fame, 2002

Recipient of the 2016 NAMI CA Cultural Competency Community Leader Award

Current Chair of the California Mental Health and Spirituality Initiative.

References provided upon request.



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Ronell

Last Name

Ellis

Home Address - Street

[Redacted]

City

Antioch

Zip Code

94531

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

5

EDUCATION

Check appropriate box if you possess one of the following:

[] High School Diploma

[x] CA High School Proficiency Certificate

[] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include Los Medanos College and Holy Names University.

Other Training Completed:

CBT, T4C, Omega Institute, MI

Board, Committee or Commission Name

Racial Justice Over-site Board

Seat Name

Seat #4

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

[x] No

[] Yes

If yes, how many?

[Redacted]

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

I am confident that my personal experience as a person involved in the State and local incarceration institutions, along with my formal education in the in the discipline of Criminology allows me to have a diverse contribution to the board. I am concerned about the public and the community, therefore I am willing to commit my efforts to help this board serve the community in a capacity that will be beneficial to all who reside in this county. I am interested in seeing that Justice is equitable and that all people of this county has an even playing field.

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

I was formerly incarcerated for over 15 years at all levels of institutions, County, CDC & Federal San Francisco County Superior Court Certified Expunged Criminal Record California State Superior Court Certificate of Rehabilitation Currently awaiting a Governor's approval for a Pardon B.A. Degree in Criminology 28 years of experience working in my current field of Reentry counseling at all levels, CDC, County Jail & Public. 18 year resident of Contra Costa County

I am including my resume with this application:

Please check one:

[x] Yes

[] No

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

Please check one:

[x] Yes

[] No

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

Please check one: Yes No

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

Racial Justice Task Force
Cease Fire
Omega Boys Club
Deer Valley Youth Football
Oakland Probation Department
San Francisco Juvenile Probation Department

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Signed:

[Redacted Signature]

Date:

7/12/2020

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

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

Ronell Ellis

• Antioch, CA U.S.A. •

OBJECTIVE

Gain upward mobility in my career in the SUD, Social Services, or Criminal Justice field. Curb recidivism, to assist human beings with eliminating substance abuse, incarceration and to improve their quality of life.

SUMMARY

35 Years of experience in the Therapeutic Community, Substance Abuse, Parole and Criminal Justice areas of operation. Familiar with group facilitation, case management, individual assessment, judicial system and institutions.

EDUCATION

Holy Names University, Oakland, CA, June 2010 to December 2012

BA, Criminology, Minor in Sociology

Los Medanos College, Pittsburg, CA, January 2009 to June 2010

AA, Liberal Arts

PROFESSIONAL EXPERIENCE

Helathright360, Reentry Network, February 2017 – Current: Case Management, create, facilitate groups along with special events. Teach Reentry workshops. Collaborate with industry partners. Intake participants in/out of custody, to connect them to resources to overcome poverty and incarceration..

Centerforce, February 2016 – February 2017 Case management, Facilitated Prison inmate Parenting Classes in CDC and in the community. Advocated for participants regarding court custody cases.

Healthright360/Walden House, San Francisco, CA. December 2013 – February 2016

(S.F. County Jail) Case manager, facilitate groups, individual counseling, recruiting outside speakers, communicating with Parole/Probation Officers and assisting clients with an exit plan to successfully re-enter society. This Substance Abuse Program was located within the San Francisco County Jail.

DHL Express Inc., Oakland, CA, November 1995 to April 2009

Driver and Customer Service Rep.

- Maintained customer relations, solved customer disputes and delivered parcels of all sizes to businesses and homes.

Alameda County Food Bank, Oakland, CA, August 1994 to January 1996

Driver and Warehouse Clerk

- Generated food drives to assist local charities in the fight for hunger. Maintained customer relations with charity contacts and Pickup/Delivery of product.

The Walden House Inc., San Francisco, CA, January 1994 to August 1994

Driver and HIV/AIDS Facility Counselor

- Transported clients to and from medical appointments.
- Facilitated groups and counseled individuals.

LICENSURE AND CERTIFICATIONS:

Valid Class A CDL Driver License with all endorsements, (1994) Certificate of Rehabilitation from the Superior Court of San Francisco and the State of California, (2011), Registered R.A.S. AOD Counselor.

Application Form

Profile

Carlos _____ j _____ Fernandez _____
First Name Middle Initial Last Name

_____ Suite or Apt _____
Home Address

Richmond _____ CA _____ 94801 _____
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

safe return project _____ organizer _____
Employer Job Title

Length of Employment

3 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

1

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

lived 20+ years worked 5 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

youth seat

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?

2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

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 hear there was a youth seat. I am a youth who is formerly incarcerated and today I mentor at-risk youth in Richmond

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

I feel that I have the experience that qualifies me and makes me an expert on what's best for youth in our communities

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:

jjcc

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

jjcc

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

mentor and organizer in west county

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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

Application Form

Profile

Kevin _____ D _____ Finklea _____
First Name Middle Initial Last Name

_____ Suite or Apt
Home Address

Antioch _____ CA _____ 94531 _____
City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

USS/UIP _____ ELO _____
Employer Job Title

Length of Employment

2022 - Current

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

5

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

20 years 2008

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Nine (9) community-based representatives selected and appointed by the Board of Supervisors: Two (2) individuals with prior personal criminal or juvenile justice system involvement;

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 *

G.E.D. Certificate

College/ University A

Name of College Attended

Los medanos

Degree Type / Course of Study / Major

GE

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.

Having personally experienced our juvenile and adult justice system and having grown from such a place as a young Black American would love and appreciate the opportunity to serve my community through the lens of my intimate experiential knowledge of our juvenile and adult justice system and local culture. I am determined to have a positive impact on our community by helping to reduce racial disparities in the criminal and juvenile justice system with this body of my fellow community activist, advocates, and officials of various offices.

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

Prior personal involvement with the criminal and juvenile justice system of Contra Costa County as well as involvement with local low income community programs such as Rubicon Programs. I have also held a volunteer leadership roll in the victory outreach homes rehabilitation program all in Antioch, CA who deals with mainly a population this is currently or has been impacted by the criminal justice system.

Upload a Resume

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

Yes No

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

Yes No

If Yes, please explain:

I work a full time job with UPI a united states steel company

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.

Volunteered for victory outreach rehabilitation homes and church, Grace Bible fellowship church, and Rubicon Programs all in Antioch CA

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 - (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

Pamela _____ L _____ Henderson _____
First Name Middle Initial Last Name

_____ _____
Home Address Suite or Apt

Antioch _____ CA _____ 94531 _____
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

All Roads Lead 65 Max _____ Founder/President _____
Employer Job Title

Length of Employment

8years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

not sure maybe 5

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

23 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

8 or 9

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?

N/A

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Business Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

management/leadership

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

CDE

Certificate Awarded for Training?

Yes No

Other Training B

CNC, CNE

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Award certificate women's leadership section, UN Peace Ambassador, CDE, CNE, CNC

Qualifications and Volunteer Experience

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

My expertise and skills have allowed me to help teach, mentor and facilitate and serve clients and respond to the needs that establishes a healthy mindset that focuses on diversity and expanded community support. I also believe that together sharing my ideas utilizing my foundation resources would help increase the ability to serve clients and respond to the needs of the community and abroad towards social growth.

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

Please see attached resume also I can provide certification upon request

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:

Training and mentoring through my foundation and or webinar meetings

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

Yes No

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

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

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

I was requested to be on the CCC advisory board under the direction of principle Phyllis James at Black Diamond middle school however their program had serviced another direction and I was updated later about the change.

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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



Pamela L Henderson



Resume

Objective: Utilizing my management skills of 21 years as an entrepreneur in an essential specialized position.

Knowledgeable in MS Word, Excel, Outlook, and Access applications:

Possess strong written and oral communication skills along with a positive attitude:

Qualified to create update and deploy work schedules and maintenance materials. Able to fabricate inventory activities and reports of Vendor distributing and receiving: Resolving help desk problem solving of customer and client issues:

Effective with sales ordering, process in a timely manner:

Experienced in working with groups and individuals using team work and collaboration:

Reputation as dependable, and able to work under minimal supervision:

Experience:

65Max Entertainment/ Apparel: C.F.O -2005- present

Overseer of financial budgets negotiates contracts with outside vendors. facilitator and founder of 65 Max Apparel teaching On-Line retail e commerce customer service friendly utilizing and manufacturing her custom designs bringing her creativity to the fore-front establishing the presence of ones passions and aspirations. WWW.65maxapparel.com



Pamela L Henderson



All Roads Lead 65 Max Foundation Inc : Founder/President - 2012- Present

All Roads lead 65 Max foundation' was founded by Pamela L. Henderson in 2012. The Foundation is set-up to mentor females, young teens/adults underprivileged, being at risk from failures at school, home, and transitioning through Foster Care. The Foundation offers our teen/adult Community involvement to empower other girls serviced at the foundation facility, and or Online.

When entering the program, there will be a form to complete by having a volunteer focused group session to give feedback on a quarterly basis regarding their experience and how the Foundation can improve their On-line training needs. 65 Max Foundation is set up in a classroom atmosphere, teaching students Online Retail, utilizing it's hands on websites 65MaxApparel.com or 65Max.com and allroads65max.org. Shadow Following, role play and the professional aspects of being a team player of customer service guidelines. The materials provided include sample test materials and quizzes that are attained on it's website <https://www.allroads65max.org> or <https://learndesk.us/tag-pamela-1-henderson-3470> offered through the e learning program On-line that will help each student master their passion receiving online certification upon completion.

At the end of their training, applicants must also write a 500-word essay of how the Foundation and its stakeholders have inspired them and provide two letters of recommendations if she would like to participate to receive a scholarship if graduating from high school holding a GPA 2.6. Each Individual will have a scheduled one on one progress report discussion with a mentor and an opportunity to help them prepare, improve as they focus to help build their job readiness skills, help build their confidence, and self-esteem. At the end of their training, each individual will have the opportunity to apply within the foundation that creates jobs, or through listed vendors who offer job opportunities.



Pamela L Henderson

United Airlines: Provision Scheduler- 1997-2006

10 years of extensive shipping and receiving, recognized as a leader in the company utilizing strong skills to effect an complete 75% increase in team/ co-worker production, customer satisfaction by 99% recommended by management as a team leader and excellent facilitator resolving customer relation issues.

Red Lobster: Associate General Manager- 1992-1997

Trained/supervised 60 full-time and 15 part-time employees, used extensive training to increase customer member base by 75% exceeded goals in 2 years establishing my employer as 2¹ in the Industry, excellent facilitator skills in 50% increase/decrease in food sales, costs revenues, profits, clients, expenses, charges. Eliminated customer complaints increasing productivity by 60%.

Notary Public :Plasigning Document Signing Service: Self Employed- 1999-2018

Negotiate loan service contracts with various lending Institutions regarding Reverse Mortgage, Purchases, Refinance, Equity line 1st and 2ⁿ^d Mortgages , Time shares, Commercial Properties including walk in services. Knowledgeable and Certified as a Professional Signing Agent, utilizing E-mail as part of communication excepting loan document processes, making sure that signatures are accurate and complied by (Secretary Of State) rules and guidelines are complete. Prepared to train future Notary Public work force Addressing the needs of professionalism, time management rules and regulation guidelines being hands on servicing the public as a mobile Notary Public, under her direction that is required per lender and third party Institutions abroad.



Pamela L Henderson



JFK University Concord California October 2014-2015
IEL3010 : Entrepreneurship Leadership Program referred Direction (Mayor Tim Grayson)
Certificate

Member of Women s Empowerment Leadership Sector 2019
2014 National Development Institute certification (CNC) Certified NonProfit Consultant
2015 N.A.N.O.E Board of Governor Certificate CNE
2018 N.A.N.O.E Board of Governor Certificate CDE

2021 Award Winning Author “Book”
“ Journey Of A Sapphire “

Application Form

Profile

Alisha _____ M _____ Jackson _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Vacaville _____ CA _____ 95687 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

N/A - Out of County

Hope Solutions _____ Probation and Re-entry Managr _____
 Employer Job Title

Length of Employment

5 years 8 months

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District #4

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

Cumulatively about 10 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Seat #5, #6 or #7

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?

0

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Napa Valley College

Degree Type / Course of Study / Major

General Education

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Bethany College of California

Degree Type / Course of Study / Major

Intercultural Early Childhood Education

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Trident Technical College

Degree Type / Course of Study / Major

Paralegal Studies Program

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Compasspoint- Conflict Resolution with Power and Privilege in Minds

Certificate Awarded for Training?

Yes No

Other Training B

Leaderspring- Racial Justice Series

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

None

Qualifications and Volunteer Experience

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

It is a responsibility and a civic duty for community-based agencies, such as Hope Solutions, which provide boots on the ground services and support to have a voice in systems change work within the county we serve. Contra Costa County has been an industry leader in the state regarding best practices for programs in support of the re-entry population. Remaining on the forefront requires continued work to improve the equity, efficiency and effectiveness of programs and services. Being able to view resources within the county from a racial justice lens is an invaluable opportunity. It would be my pleasure to connect with like passionate community members in support of individuals returning home to West, Central and East Contra Costa County.

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

Since 2018, I have provided services and supports to justice impacted individuals. Beginning as Housing Specialist with the CoCo Lead+ Program, I provided housing specific case management to individuals referred for diversion through Antioch Police Department. In 2019, I transitioned into a supervisory role for our probations contract. While supervising this program, I developed and implemented a new program design which is now known as the Probation Housing Program (PHP). The Probation Housing Program provides housing services and support to justice involved individuals on Felony Probation under AB 109 or General Supervision, with transitioning successfully back into their communities within West, Central and East Contra Costa County. In addition to PHP, I currently manage two grants funded by the Board of Supervision and Community Corrections (BSCC). Adult Re-entry Grant (ARG)- Warm Hand Off and Rental Subsidy, which are grants for individuals on Parole, Post Release Courtesy Supervision and AB109 with previous state prison commitments. I believe that this rich history and experience places me in a unique position to provide insight into the challenges and successes experienced by re-entry individuals in real time.

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.

Volunteer Experience AB109 Partners and Providers- meeting attendee Clean Slate Day- tabled CBO
Welcome Home- Re-entry Community Resource and Employment Fair- tabled CBO

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:

Our agency has many contracts with Contra Costa County. There are two specific re-entry contracts:
Probation Housing Program (PHP)- Rapid Rehousing and Eviction Prevention services and Probation
Housing Program for youth 18-26 (PHP TAY)- Rapid Rehousing services.

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
undersand 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
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I Agree

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 - (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;
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ALISHA M. JACKSON

OBJECTIVE

To obtain a challenging and rewarding position within your organization.

CORE COMPETENCIES

Case Management

- Responsible for eligibility, intake and assessment
- Developed case files for all incoming clients
- Managed an Education and Employment client caseload
- Collaborated with various professional entities assuring complete support of individuals
- Intake referrals from county social workers, probation officers and private sectors
- Liaison between program, clients, guardians, and outside organizations

Supervision

- Oversaw annual program budget, staff recruitment, supervision, scheduling, trainings and evaluations
- Managed timecard processing, database maintenance, monthly reports and statistics
- Administered program evaluation, formulation and implementation of respite policies and procedures
- Development and Administration of volunteer programs (reading & tutoring)

Program Management

- Big picture thinking
- Superior analytical skills
- Leadership and Team Building
- Communication
- Influencing and Negotiating
- Conflict Resolution
- Planning and Resource Management

EMPLOYMENT HISTORY

Probation and Re-entry Manager , Hope Solutions	July 2020- Present
Probation and Re-entry Supervisor , Contra Costa Interfaith Housing	October 2019-July 2020
Housing Specialist, CoCo Lead+ , Contra Costa Interfaith Housing	May 2018-October 2019
Housing Navigator , Contra Costa Interfaith Housing, Pleasant Hill, CA	January 2017-May 2018
Owner/Operator , Moving Forward Transition Services LLC, Fairfield, CA	March 2017-December 2018
Program Specialist , First Place for Youth, Fairfield, CA	April 2008- January 2017
Program Coordinator , Boys & Girls Club, American Canyon, CA	September 2007-March 2008
Infant /Toddler Teacher , Vacaville Christian School, Vacaville, CA	September 2005-June 2007
Owner/ Operator , I Am Creations, Fairfield, CA	February 2005-June 2007
Respite Care , ALDEA Children & Family Services, Fairfield, CA	November 2000-June 2004
- Respite Coordinator , Solano Parent Network	February 2001-June 2004
- Respite Provider , Solano Parent Network	December 1999-February 2001
- Counselor , ALDEA Assessment Center	March 2000-February 2001
- Crisis Counselor , ALDEA Therapeutic Behavioral Services	November 2000-February 2001

EDUCATION

Napa Valley College , Napa, CA Completed 26 Units towards bachelor's degree	September 1999-May 2001
Bethany College of California , Scotts Valley, CA Completed 80 Units completed towards bachelor's degree	September 1991-May 1993
Trident Technical College , Charleston, SC Completed 32 Quarter Units towards Degree Program	January 1988-May 1988



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Stephanie

Last Name

Medley

Home Address - Street

City

Zip Code

El Sobrante

94803

Phone (best number to reach you)

Email

Resident of Supervisorial District:

1

EDUCATION

Check appropriate box if you possess one of the following:

[checked] High School Diploma

[] CA High School Proficiency Certificate

[] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include San Francisco State University and JFK College of Law.

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Racial Justice Oversight Body

Community Seat #2 or #3-CBO working with system involved youth

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

[] No

[] Yes

If yes, how many?

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

I was born and raised in Richmond and have seen firsthand how my community has been deeply impacted by mass incarceration. While I have not experienced incarceration, I have had many friends and family members that were caught in the system as youth and adults; both of my brothers experienced incarceration. The barriers that I have seen friends, family, and youth I work with face, can and have in fact had long lasting impacts on their lives. Ensuring that we utilize smart, fiscally responsible and community-centered healing and equitable strategies to provide the necessary support for youth and adults in the system is my passion and why I would like to serve on the Racial Justice Oversight Body.

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

I have been a staff member of the RYSE Center since 2012 and serve as the Director of Education & Justice. As Director of Education & Justice, I lead program development and advocacy and cultivates cross-sector collaborations to address the needs of youth & young adults impacted by education, economic, and criminal & youth legal systems. I am passionate about supporting the development and coordination of youth-friendly and culturally appropriate policies, practices, and supports and work to create avenues for young people to navigate their own liberation and transform systems. I have also had the opportunity to sit on many justice focused advisory boards in the county to support justice reform. The most recent win for the county is the partnership between RYSE, the DA, and Impact Justice to implement Contra Costa County's first pre-charge diversion program. Before joining RYSE, I worked on housing and eviction defense with Bay Area Legal Aid, served a year-long clerkship at San Francisco District Attorney's Office, clerked with Alameda County Public Defender's Office and for the Honorable Donald S. Mitchell, Superior Court of California County of San Francisco.

I am including my resume with this application:

Please check one:

[] Yes

[checked] No

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

Please check one:

[] Yes

[checked] No

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

Please check one: Yes No

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

I participate or have previously participated on the following county boards: Racial Justice Oversight Body (current, co-chair); Juvenile Justice Coordinating Council (current); JJCC-DJJ subcommittee (current); DA initiated Reimagine Youth Justice meetings (current); Racial Justice Task Force (2017-2018); Youth Justice Initiative Steering Committee (2016-2018); AB 109 Community Advisory Board (2013-2016).

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

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

Please check one: Yes No

If Yes, please identify the nature of the relationship:

RYSE has several grants from the county to provide services for youth

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:

[Redacted Signature]

Date:

10/19/20

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

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

Important Information

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

Application Form

Profile

Ocean _____ Mottley _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

Emeryville _____ CA _____ 94608 _____
 City State Postal Code

_____ _____
 Primary Phone

_____ _____
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

N/A - Out of County

Bay Area Legal Aid _____ senior staff attorney _____
 Employer Job Title

Length of Employment

two years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

1

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

two years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

CBO 5,6,&7

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

Yes No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

None of the above

College/ University A

Name of College Attended

UC Hastings

Degree Type / Course of Study / Major

JD

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Baltimore

Degree Type / Course of Study / Major

MA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

BA

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:

state bar [REDACTED]

Qualifications and Volunteer Experience

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

I work for Bay Area Legal Aid in our reentry unit representing clients who are system impacted with criminal and civil legal issues. I'm also a member of the affected community as a convicted felon and formerly incarcerated person.

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

see resume

[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:

full time employment but flexible schedule

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.

former member of the SF Board of Supervisors Safer Schools Sexual Assault Task Force

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:

I'm not sure of the answer to this, but I work at Bay Area Legal Aid, and we get funding through various grants such as AB 109.

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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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.

Ocean Mottley

WORK EXPERIENCE

Staff Attorney, November 2020 – present

Bay Area Legal Aid

Re-entry services: criminal record clearing, driver's license suspensions, criminal/traffic debt relief, FEHA employment and housing enforcement, benefits, stimulus check and tax relief, DVRO, and custody

Attorney, January 2019 – December 2020

Self-employed

Labor and employment law, criminal defense, tax, and family law

Business Agent, December 2017 – November 2018

International Alliance of Theatrical Stage Employees, Local B192

Managing the daily affairs of the Local, supervising staff and stewards, contract negotiations, grievance handling, arbitration, and training

Attorney, April 2016 – December 2017

Self-employed

Administrative law: Department of Fair Employment and Housing (DFEH), Department of Industrial Relations – Division of Labor Standards Enforcement (DLSE), and National Labor Relations Board (NLRB); union certification, election assistance, negotiations, mediation, and criminal defense

Staff Attorney, October 2013 – March 2016

United Public Employees of California, LiUNA, Local 792

Disciplinary appeal hearings, arbitrations, mediations, fact-finding, DFEH, DLSE, California Employment Development Department (EDD), Merit Systems Protection Board (MSPB), California Public Employment Relations Board (PERB), California State Personnel Board (SPB), California Department of Human Resources (CalHR), internal affairs investigations, California superior court(s), strikes, and negotiations

Local Counsel, April 2013 – October 2013

Law Offices of Higbee & Associates

Superior Court – Criminal Division appearances (criminal defense/expungement)

Contract Attorney, August 2011 – March 2013

Law Office of Andrew Wolff

Superior Court appearances, client interviews, investigations, pleadings, propounding discovery, and depositions (landlord tenant/personal injury)

Business Agent, February 2003 – April 2012

International Alliance of Theatrical Stage Employees, Local 169

Negotiate, draft, and service labor contracts, grievance officer, health and welfare officer, delegate to local and international labor bodies, DLSE, EDD, NLRB, picket captain, and shift assignment

Of Counsel, December 2010 – July 2011

Kraml Law Office

Business/Legal consultation, tax preparation and planning, and Superior Court appearances (civil)

SEIU Law Clerk, May 2008 – August 2008

Service Employees International Union, West Coast Office

Second chair contract negotiations and legal research and writing

VOLUNTEER EXPERIENCE

Pro Bono Hotline Attorney, August 2019 – November 2020

Root and Rebound

Assisting incarcerated people with transitional services

Pro Bono Family Law Representation, March 2019 – January 2021

Justice and Diversity Center of the Bar Association of San Francisco

Representation of indigent clients in San Francisco Superior Court Family Law Department

Executive Board Member, January 2015 – present

International Alliance of Theatrical Stage Employees, Local 169

Member of governing board of private sector labor union

Task Force Legal Advocate, October 2016 – November 2017

San Francisco Board of Supervisors Safer Schools Sexual Assault Task Force

Legal advocate for policy analysis and recommendations regarding campus sexual assault

Certified Law Student, August 2007 – March 2008

UC Hastings College of the Law

Representation of state wage and hour claimant in Contra Costa Superior Court

EDUCATION

- **University of California (Hastings)**, San Francisco, CA
J.D., 2009 (Admitted, California State Bar, 2010)
Moot Court Class Awards – Honorable Mention: Best Brief and Best Oralist
- **University of Baltimore**, Baltimore, MD
George Meany Center – National Labor College, Silver Spring, MD
M.A., Legal and Ethical Studies, 2006
Vice President, Graduate Student Body
- **University of California (Berkeley)**, Berkeley, CA
B.A., Interdisciplinary Studies, 2002
- **Laney College**, Oakland, CA
A.A., Labor Studies, 2000
- **California State University (East Bay)**, Oakland, CA
Certification, Human Resource Management, (basic) 2020, (advanced) 2021
- **City College of San Francisco**, San Francisco, CA
Certifications, Sexual Health Educator, 2013, and Social Diversity, 2015

PROFESSIONAL REFERENCES

Jenna Statfeld Harris, Supervising Attorney, Bay Area Legal Aid, [REDACTED]

Eva DeLair, Supervising Attorney, Root and Rebound, [REDACTED]

Kevin King, Business Agent, direct supervisee, IATSE B-192, [REDACTED]

Application Form

Profile

Michael

First Name

S

Middle Initial

Pierson

Last Name

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of California Berkeley

Degree Type / Course of Study / Major

Bachelor of Arts, Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

John F. Kennedy School of Law

Degree Type / Course of Study / Major

Juris Doctorate

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Planning Commission: Submitted

Racial Justice Oversight Body: Submitted

Seat Name

Community Representative

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

Yes No

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

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

I am a person of color and a resident of Contra Costa County who is a first-hand witness to the racial and ethnic disparities within the local criminal justice system. As an African American youth growing up in the projects of Oakland, I personally witnessed and experienced the harsh and unequal treatment of Blacks by law enforcement and the criminal justice system. It was these disparities in the criminal justice system that made me want to be a lawyer so I can help make a difference in my community. I have experienced both sides of the criminal justice system, as a criminal defendant and as a criminal defense attorney. I believe that this gives me a unique perspective on the criminal justice system. As our country has reached a boiling point with race and the injustices of the criminal system, I am compelled to do my part to make a difference in my community. I am committed to doing everything in my power to be a part of the solution to these issues, and I believe that being on this board/commission I can make a difference in my local community.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

I am a current member of the Contra Costa County Bar Association Board of Directors, where I chair several committees and serve on various Sections. I was a long-time volunteer and mentor with the CHAMPS Foundation. I served as Mock Trial Co-Instructor for Center for Youth Development Through Law. I have been a moderator and/or panelist for various community and legal Race and Equality panels. I have been a guest speaker at various Bay Area community centers for at-risk youth.

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

Please see my attached resume.

[Michael Pierson - Resume.pdf](#)

Upload a Resume

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

MICHAEL PIERSON

Antioch, CA 94531

LEGAL EXPERIENCE

Key Counsel, P.C., Antioch & Walnut Creek, CA (2018 – Present)

Partner/Attorney at Law

- Provide legal representation to clients in civil litigation, business, criminal, conservatorship, and guardianship cases.
- Supervise and manage attorneys, paralegals, and support staff.
- Draft business formations, legal documents, correspondences, and pleadings.
- Correspond on a regular basis with attorneys, judges, clerks, clients, and 3rd parties.
- Provide customer service to firm clients.

Arise Law Group, Antioch & Walnut Creek, CA (2017 – 2018)

Principle/Attorney at Law

- Represent clients in various civil, criminal, conservatorship, and guardianship matters.
- Supervise and manage paralegals and office staff.
- Manage day to day business operations of the firm.
- Draft various legal documents, correspondences, and pleadings.
- Correspond on a regular basis with attorneys, judges, clerks, clients, 3rd parties, and vendors.

Life Law Group, Concord, CA (2012- 2017)

Partner/Attorney at Law

- Represented clients in civil, criminal, conservatorship, and guardianship matters.
- Supervised and managed attorneys, paralegals, and administrative staff.
- Drafting various legal document, correspondences, and pleadings.
- Appeared in court on client matters and at trials.

John F. Kennedy College of Law, Pleasant Hill, CA (2016-2017)

Adjunct Law Professor

- Instructor of the legal methods writing course for first year law students.
- Developed the syllabus, course lesson plan, and exams.
- Responsible for full 15 weeks of instruction of law students.
- Reviewed and graded all student course assignments and exams.

John F. Kennedy College of Law, Pleasant Hill, CA (2011-2015)

Director of Law Admissions, Outreach and Examination Services

- Recruited potential law students for admissions to the College of Law and Paralegal Studies Department.
- Represented the College of Law at graduate school fairs throughout the state.
- Worked with Barbri to develop an intensive California State Bar Examination program.
- Advised potential students on admissions and prepared current students for the bar exam.

Pierson Law Office, Walnut Creek, CA (2011 - 2012)

Principle/Attorney at Law

- Represented clients in major felony and misdemeanor criminal matters.
- Responsible for collecting the necessary data, reviewing the facts, and providing legal advice to clients in criminal matters.
- Performed tasks of investigating, interviewing witnesses, and researching all aspects of client cases.
- Responsible for drafting and arguing motions at various law and motion proceedings.
- Negotiated with District Attorney Offices in multiple counties.

Santa Clara County District Attorney's Office, San Jose, CA (2010)

Law Clerk

- Conducted extensive legal research.
- Drafted motions and responses for the Felony Motions, Writs and Appeals Team.
- Organized and maintained highly sensitive and confidential information.
- Assisted a team of Attorneys in preparation for hearings and trials.
- Communicated and worked collaboratively with Judges, Public Defenders, Prosecutors, Private Attorneys, Police Officers, and Investigators.

Robinson Law Firm, Fremont, CA (1989-1993; 2007-2010)

Law Clerk

- Coordinated multifaceted office functions to provide legal and administrative support for a criminal defense law firm.
- Interviewed clients, prepared witnesses, and directed activities of investigators.
- Drafted moving and responsive briefs, client letters, demand letters, and memoranda.
- Assisted in all aspects of State and Federal Court trial preparation, including in-court litigation support.

EDUCATION

University of California Berkeley

Bachelor of Arts (2002), Political Science

John F. Kennedy School of Law, Pleasant Hill, CA

Juris Doctorate (2010)

- Dean's List & ranked in top 10% of class
- Top Student Award, Witkins Award of Excellence (Constitution law & Evidence)
- Vice-President/Co-Founder, Law Students Association
- Graduate Teaching Assistant Constitution Law

LICENSE /CERTIFICATION

Admitted Member (2011) – The State Bar of California

Admitted Member (2014)– United States District Court – Northern District

Admitted Member (2016)– United States District Court – Eastern District

Certified Mediator – Congress of Neutrals

California Licensed Real Estate Agent

PROFESSIONAL MEMBERSHIPS/VOLUNTEER

Contra Costa County Bar Association - Board of Directors
Contra Costa County Bar Association - East County Section (Vice-President)
Contra Costa County Bar Association – Diversity Committee (Sub-Committee Co-Chair)
Contra Costa County Bar Association – Women’s Section
Contra Costa County Bar Association – Probate & Estate Planning Section
Contra Costa County Bar Association – Barrister Section
Contra Costa County Bar Association – Criminal Section
Contra Costa Criminal Conflicts Panel (Panel Attorney)
The Robert G. McGrath American Inns of Court
Charles Houston Bar Association
CHAMPS Foundation (Mentor/Volunteer)
Familiar Legal (Co-Founder/CFO)
AIDS Legal Referral Panel Attorney
American Bar Association Member
California Women Lawyers
East Bay Trusts and Estates Lawyers Association
National Forum for Black Public Administrators
Center for Youth Development Through Law – Volunteer Mock Trial Co-Instructor

AWARDS

Super Lawyers Northern California Rising Stars
National Association of Distinguished Counsel Fellow
Contra Costa County Diversity Award Platinum Recipient
Contra Costa County Bar Association – 2019 Platinum Diversity Award Winner
Contra Costa County Bar Association – 2020 Platinum Diversity Award Winner

REFERENCES

Mika Domingo, M.S. Domingo Law Group
1501 N Broadway Suite 260, Walnut Creek, CA 94596; (925) 891-5006

Martin Caraves, Torres & Caraves, APC
300 Frank H Ogawa Plz, Ste 203, Oakland, CA 94612-2051; (510) 508-0118

Matthew Talbot, Talbot Law Group, PC
2033 N Main St #750, Walnut Creek, CA 94596; (925) 322-1795

Qiana Washington, Washington & Associates Law Firm
1470 Maria Ln Suite 240, Walnut Creek, CA 94596; (925) 278-1791

Application Form

Profile

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have been involved with the Racial Justice Coalition & the work of the subsequent Task Force since inception. I've played an integral role in ensuring the final recommendations reflect the needs of our greater community & would like to work towards ensuring the implementation follows the spirit of the recommendations. As a trained mediator & negotiator, multicultural & multilingual, as well as one heavily involved in many different community groups throughout the county, I believe I can represent multiple perspectives while maintaining focus on the purpose of the advisory body.

This application is used for all boards and commissions

Cheryl

First Name

Sudduth

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

EI

City

CA

State

94803

Postal Code

Primary Phone

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

None Selected

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Unit of IL

Name of College Attended

Cellular & Molecular Biology and Biochemistry

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

Other

Racial Justice Task Force meeting

If "Other" was selected please explain

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

I Agree

Summary of Professional Skills

Detail-oriented Contracting Director with extensive experience in local, state, federal, international public/private/commercial contracting & governance. Chief negotiator, evaluator, drafter of wide range of contracts; manage P&Ls; supervise contract specialists & project managers. Valid government clearances.

*Project Management | Negotiations | Strategic Oversight | Business Development | Leadership & Team Building | Market Insights | Facilitation & Mediation
Compliance | Budget Management | Public Relations | Legal Acumen | Research & Development | Development | Client & Community Outreach*

Professional Contracts & Project Management Experience

- SME & chief resource for all aspects of contract interpretation & administration; senior-level cradle-to-grave contract administration: drafted, negotiated, closed, administered nearly \$500M private, public sector & commercial contracts; preparation, finalization, analysis and administration. Provided leadership, management & oversight of all aspects of entire contract operations process and all regulatory compliance program requirements throughout contract life cycle for private, commercial, public sector (*GSA, USCG, Dept. of the Navy, Dept. of the Army, IRS, SSA, CBP, USDA, FDA, DOD, DOI, FPS, & DHS*) contracts: negotiations, drafting, pre-award & post-award functions, procurement, close-outs, terminations, & administer full range of standard & complex software, hardware, systems, materials, consulting, communications, & services agreements plus other transactions.
- Created new procedures to reduce contracting processing incl. preapproved contract clauses directory to streamline negotiations, checklists to aid in contract review, contract summary sheets and calendar tickler forms to increase efficiencies.
- Directed oversight of real property contract division: drafting, negotiating, closing, administering \$15M-450M in merger & acquisitions, lease management, professional services, and construction of client-owned property or renovated leased property incl. overseeing/conducting due diligence research; defining & documenting project scope; working with architects, construction project managers and the facility engineering team to define, design, plan construction or renovation/alteration and any subsequent scope changes; work with project managers on any additional changes to project scopes or operational plans, any needed maintenance or repair; sourcing materials & resources; vetting vendors; negotiating & administering contracts & leases; preparing documentation; developing timetables and processes for completion; defining inspection criteria, quality assurance and quality surveillance programs; tracking progress and handling any construction or project issues; establishing project evaluation criteria; managing timely delivery of property and services as contracted and inspecting final buildings to ensure final specs and quality standards are met as defined.
- Managed procurement administration: created bid announcements, reviewed/selected LTPA bids suitable to budget & timeline, prepared award letters, purchase agreements, contracts, leases to acquire most cost-effective services & terms; compare prices, discounts, delivery dates, materials & pricing, labor costs, overhead, handling charges, negotiate prices & services, vendor/subcontractor vetting, oversee adherence to contract flow-down provisions.
- Negotiated agency-wide vendor supplies agreements, resulting in monthly incentives for early payments of up to 7.25% & annual savings of 22%.
- Defined, researched, interpreted, & framed complex issues; reviewed contractual & regulatory data; assessed-prioritized-monitored-addressed potential challenges and risks; evaluated alternate solutions; provided clear, concise, insightful contractual analyses & presentations to executive management and outside counsel; recommended feasible actions; developed timetables & processes for completion.
- Project Manager: regularly oversaw, planned, scheduled & organized work of division & program staff incl. flow of activity to accomplish strategic objectives, meet deadlines, stay within budget, exchange information, meet contract specifications & departmental policy. Established priorities, allocated resources & provided appropriate support through project life cycle, incl. utilizing CRM, ERP & other dashboard systems and government proprietary tracking programs to manage performance & resources.
- Developed annual division operating budget for exec review & approval; reviewed & approved financial reports, contracts, budget change requests, & no-cost extensions; closely monitored spending to ensure budgets tracked with approved financial plan & periodically discussed with managers; coordinated integral business components (*purchasing, contracts, construction*); kept all internal/external stakeholders apprised of ongoing project statuses.
- Implemented new cross-departmental management training system, identifying opportunities for managers of different departments to learn new skills and to diversify thought leadership & skills capabilities across agency.
- Worked with HR, Project Teams, Marketing & Client Services to ensure compliance with Sec. 508-Accessibility Standards for Documents. Conducted needs assessment, instructional curriculum design, training materials, tools & resources; developed & facilitated ADA Documentation Remediation Training (*in multiple languages*) following web content accessibility guidelines (*WCAG*) Level AA/AAA or ISO (*International Organization for Standardization*) specificity for various document types - *Adobe PDFs(.pdf), Adobe InDesign(.indd), Microsoft Word(.doc, .docx), Microsoft Excel(.xls, .xlsx), Microsoft PowerPoint(.ppt, .pptx)*. Developed detailed best practices guides for future reference.
- Discovered additional revenue opportunities that increased revenues over \$1.6M annually. Oversaw work of outside agencies, consultants & vendors; worked with sales & operations managers/project managers to develop business proposals & prepare specs & RFPs; coordinated in-house & consultant input for proposal docs; provided management oversight of new opportunities.
- Community Engagement: Advance and communicate organization's mission via effective marketing and public relations. Lead community partner and agency communication efforts inc. strategy planning, developing print media and marketing collateral, media relations, website/electronic communications, crisis communications, & printed materials/publications/photography. Increase engagement of community members through designing & executing marketing campaigns, contests, & other initiatives. Grow existing partner/client base, maintain current relationships & build strategic relationships between organization & local community, non-profit agencies, schools, & government offices. Act as employee advocate.
- Events Management: planned annual *disAbility* Awareness Month activities and Employee recognition Awards events; organized annual/semi-annual training and recognition events for community partners; coordinated special events related to learning, community engagement, and other opportunities for stakeholders, including workshops, panels, site visits, or other programs; collaborated with project managers and community partners on Service & Leadership, MLK Week, *disAbility* Week/Month recognition; annual training & achievements conference planning team member & forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; international delegate at worldwide training & industry events.

Professional Compliance Officer Experience

- Planned and oversaw regulatory program by devising and implementing appropriate strategies for compliance and creating the structures, systems, competencies and monitoring activities to meet requirements; set priorities, determined goals and planned changes; worked directly with managers to communicate, educate and facilitate team productivity, efficiency and proficiency.
- Developed a single quality compliance group with defined standards; implemented specific quality & performance metrics in adherence to applicable contract/organizational policies and procedures, regulatory requirements, external laws and accreditation standards. Managed implementation of adopted national/international performance & quality standards (*ISO 9001, CARF, LEAN, AbilityOne, Goodwill Int'l*) & quality checks.
- Created inspection criteria & checklists to reduce work/prep time & aid staff in noticing errors quicker, improving quality control by 45%.
- Produced quantitative reports/dashboards to measure effectiveness of compliance programs & training; tracked risk mgt issues; summarized cases.

- Coordinated with project managers, contractors and vendors to conduct proper EIRs & ensure all regulatory requirements, incl. all environmental and social impact concerns are defined, properly addressed & documented.
- Worked with advocacy organizations, federal, state & local regulators to ensure each project plan incl. sustainability, recycling measures, water efficiencies, renewable resources, and energy efficiency; & preserved any required historical building features.
- Performed routine & targeted internal audits, monitored reviews to identify trends in potential compliance & privacy risks, recommended corrective action plans as needed. Maintained well-organized, auditable regulatory files. Provided external audit support, coordination, & trend analysis.
- Facilitated & participated in collective bargaining + mediation. Oversaw complaint resolution & grievance processes & procedures, incl. investigated bargaining/non-bargaining unit grievances, interviewing employees, developing & recommending appropriate resolutions & corrective actions, advising managers on communications approaches, documentation, dispute resolution. Conducted grievance hearings.
- Served as AA/EEO Officer, directly conducted or assisted staff with review and investigations of charges of unfair labor practices and employment discrimination claims, incl. assisted in responding to requests to NLRB, EEOC, & State regulatory agency investigations and hearings.
- Advised, trained and provided specific direction to managers to ensure compliance with policies and practices governing workplace rules and conduct, plus applicable laws, regulations and best practices.
- Created culture for learning & continuous improvement: needs assessment, instructional design; developed & disseminated training materials, trainer development, delivery; provide tools & resources for quality, performance management & measurement; train/re-train managers & site supervisors.
- Maintained regulatory intelligence through research, continuing education, regulatory seminars, conferences & meetings to stay abreast of new/emerging regulations. Monitored & maintained up-to-date knowledge of federal, state & applicable international employment laws, pending legislation reported in federal register, updated OIG work plans, revised accreditation standards, & monitored advancements in privacy rights & compliance technologies to determine level & need for inclusion in current policies & procedures/SOPs. Utilized statistical aggregation & analyses, proactive & purposeful communications, and training & monitoring activities to identify, implemented & disseminated best practices.

M₂E₂ Consulting Inc. ~ Principal Consultant, Contracts and Compliance ~ 01.2005-

- Contracts Drafting, Negotiation and Analysis; Contracts & Records Management; Compliance oversight & Regulatory Affairs management. Serve as SME providing expert Technical and Research Assistance (*local, state/federal/industry*).
- Define framework, strategies, and deployment plans for contract management. Administer contract review and approval process utilizing global document management system. Liaise with Legal and Procurement leaders to develop contract templates for major spend categories and an approved clauses & standard agreements templates library for contingent use by contracting staff.
- Develop and direct implementation of strategic goals and objectives, policies, procedures and standards.
- Conduct/analyze gap analyses and evaluations for executive team and other stakeholders incl. local/state/federal entities and other agencies.
- Develop training programs; design training, educational & communications tools & collateral materials for staff, executives, stakeholders & public.
- Provide ongoing execution and management of process & business excellence initiatives utilizing certified, industry-wide best practices (LEAN, TCM, & ISO 9001), aligned with PMI & PMBOK, to provide cradle-to-grave contract management.
- Oversee Procurement & Property Asset Management incl. contract negotiations & administration. Develop, maintain & execute policies, procedures & systems; ensure scalability of processes & systems. Develop best cost-value sourcing processes in coordination with int/ext business partners. Vendor/Supplier vetting. Effect sound QA/QS programs.
- Chief Labor Negotiator: assist in contract bargaining; finalize post-negotiation docs; provide guidance through grievance & arbitration process.
- Directed development of capital improvement plan budgets for approval, as well as monitored implementation of adopted budgets.
- Oversee Real Property transactions: due diligence; M&A; leases; defining & documenting project scope; sourcing; vetting; negotiations; documentation prep; developing timetables; defining inspection criteria, QA/QSP; tracking progress; handling construction/project issues; establishing project eval criteria; managing timely delivery of property/services & final inspections; ensuring proper & timely payment receipts.
- Conduct manager and staff training and provide guidance on building safe, inclusive environments for all workers inc. sexual harassment/AB1825, EEO, DOL, FMLA, ADA, OSHA and workplace safety, policies & compliance matters,
- Community Engagement, Social Equity and Justice: issues chiefly related to job & wage equity, housing security, food justice and access, inclusive community development, leadership development, inclusive public safety, and other issues, while employing true community engagement and empowerment especially that which is committed to building power for communities of color, low-income people, immigrants, and other marginalized people. Build and strengthen relationships with other local community-based organizations. Collaborate with existing community groups, leaders and community members to develop and execute community-based initiatives/campaigns which help to build community power, with a particular focus on housing, community wellness, civil & immigrant rights, food & environmental (clean air & water) justice, and public safety interventions (in a non-punitive, inclusive way). Expand and strengthen grassroots coalition base via recruiting volunteers and developing community leaders. Supervise and mentor leaders. Facilitate leadership classes to educate community on social justice issues; serve as moderator and forum participant. Conduct community outreach and information sharing and engage community in meetings, town halls, listening sessions to determine needs and concerns. Develop and implement specific political and organizing strategies for each campaign. Research, compile, analyze, interpret and summarize complex, information then determine reasonable alternatives and conclusions as well as recommendations for actions/inactions. Advocate policy positions at public forums, City Hall, County Board Administration meetings, and State Legislative sessions. Meet with local, county and state elected officials to discuss community issues and advocate needs.

Goodwill Industries, Inc. / Calidad Industries, Inc., an AbilityOne - affiliated CRP) ~ Senior Director, Contracts & Compliance ~ 02.2003-12.2016

- Contracts Negotiation & Management: cradle to grave, providing leadership to 12-15 project managers & site supervisors. SME & chief resource. Interpreted & analyzed contract terms and potential impacts to Agency incl. translation of issues and proposed alternative contract language/terms.
- Procurement, purchasing, global source selection, RFI/RFP preparation, evaluation, negotiation and issuance, and subcontracting vendor management utilizing standard & customized SRM, ERP and CRM systems.
- Contractor, subcontractor, and vendor compliance: periodic audits and field investigations to confirm compliance with applicable laws, regulations & related policies incl. flow-down terms & conditions, prevailing wage (*SCA/WDR/DBA*) policies and other labor regulations.
- Experienced Labor Negotiator: lead contract bargaining; finalize post-negotiation documents; train and coach managers on supporting union-represented workers; provide guidance through grievance & arbitration process.
- Budget Management: annual budget preparation and revenue projection analyses, quarterly P&L planning and budget management. Conduct periodic audits to ensure compliance with financial regulations. Prepare risk assessments. Advise project team of impact of operational decisions on P&L.
- Regulatory and Contract Compliance Research: reviewed, interpreted, applied and monitored requirements under FLSA, SCA, AbilityOne, DOL, DBRA, FAR, DOD, SOX, OFAC, GLBA, EEO, ADA, FMLA, EDD, KYC, cost-ben analyses, LOCs, Patriot Act, Reg. E, HIPAA and HITECH.

- Quality Management: developed, designed and managed implementation of quality and performance metrics applicable to contract/organizational policies, regulatory requirements, external laws, adopted int'l quality and accreditation standards (*CARF, ISO 9001, AbilityOne, Goodwill Int'l*). Produced quantitative reports/dashboards measuring effectiveness of compliance programs & training; tracked issues & summarized mgt efforts.
- Management Staff Coaching and Guidance: labor and employee relations practices, performance improvement, contract interpretation & administration, developing and implementing strategic initiatives, safety administration, and emerging workforce issues.
- Personnel Compliance: EEO Officer for AbilityOne workforce. Resident SME on laws governing equal employment and fair, consistent treatment of employees. Handled regulatory filings, inquiries, audits, investigations. Facilitated satisfactory resolutions to grievances. Assisted HR with document production to regulatory agencies, investigations. Trained managers and staff and provided guidance on building safe, inclusive environments for all workers (*sexual harassment/AB1825, EEO, DOL, FMLA, ADAAA, OSHA, EHS, and workplace safety*).
- Suggested then helped implement personnel realignment so key individuals communicated critical information & instructions in real-time updates.
- *dis*Ability and AbilityOne Program oversight: HR compliance systems and processes to ensure compliance with regulatory requirements.
- Increased direct labor ratio from 67% to 83% over five years, using intentional direct hiring efforts and enhanced worker training.
- Directed hiring & retention to increase Wounded Warriors & Veterans w/ *dis*Abilities participants, increasing hires by 19.5% FFY14 ->FFY17.
- Chair agency's Quality Work Environment (*QWE*) task force working directly with workers with significant *dis*Abilities to determine most effective ways to help workers be more efficient & productive, leading to increased wages and greater opportunities for advancement and/or competitive employment outside of the agency. Annually, identify & train select workers with significant *dis*Abilities to participate on task force, learn self-advocacy & leadership skills, and attend annual conferences in Washington DC, Los Angeles, Dallas and Sacramento.

Siebel Systems, Inc. (now Oracle Corp.) ~ Sr. Contracts Negotiator ~ 11.1998 – 01.2003

- Senior-level cradle-to-grave contract management incl. drafted, negotiated, closed, administered \$450M of large standard and complex, non-standard software license and professional services agreements and related contractual collateral.
- Worked with senior corporate counsel to establish real property division incl. negotiating & administering real estate contracts for company-owned property & acquisitions, lease management, defined inspections & QA programs. Assisted senior corporate counsel in handling all M&A transactions for real and intellectual property incl. EDD & KYC.
- Worked directly with project team to define project scope, develop timetables and processes for completion, track progress and management issues (*incl. QA & inspection reports or complaints*), evaluation criteria, summarize case management efforts utilizing standard and customized systems (*Siebel, PeopleSoft, SAP, Oracle, Salesforce*), manage and inspect timely delivery of property and services as contracted and proper payments received.
- Created training & negotiation tools (standard contract templates, contract playbooks and clauses repository) for sales, operations & legal team.
- Interpreted & analyzed contract terms & potential impacts to company incl. translation of issues & proposal of alt. language or other resolution(s).
- Developed and delivered on-site contract negotiation training to contracts/sales personnel throughout No. America, So. America, EMEA, and Australia; worked with local legal staff and consultants to create localized versions of agreements, contract manuals, & training materials (*verse in 8 languages*); created user-friendly contract manuals, detailed 'playbooks' and 'best practices guides' for training legal support and sales staff.
- Annual training & achievements conference planning team member and forum participant; mySiebel News team liaison & legal/contracts group intranet administrator; International delegate at worldwide training & industry events.

Sony Signatures Inc. (a division of Sony Pictures Entertainment and Sony Software) ~ Mgr. Contracts/Negotiator ~ 08.1994 – 01.1999

- Managed negotiation & contracting process for standard to complex, public/private sector merchandising license & services agreements, statements of work, amendments, technology, real property, non-disclosures, contractors, distributors, & vendors under tight deadlines with limited direction.
- Interpreted and analyzed contract terms and potential impacts to company incl. translation of issues and proposal of alt. contract language/terms.
- Created, reviewed, updated standard contract templates, playbooks, clauses repository and contract summary sheets.
- Worked with corporate counsel/general counsel on real property transactions incl. due diligence research on international real estate purchases and tax implications, defining & documenting project scope, construction issues & vendor vetting, negotiating contracts & property leases, defining inspection criteria & quality surveillance programs, prep docs, managing property inspections of final building deliveries to ensure final specs met.
- Coordinated tracking & verification activities; communicated with implementation licensees to detail reporting requirements & ensure quarterly reports were submitted accurately and timely. Created & supervised maintenance of databases. Developed & implemented quality pre- & post-contract systems to automate & streamline contract process; proactively monitored compliance for 300+ agts, incl. 2,000+ contracts shared database.
- Assisted with creation, design, testing, & maintenance of Royalty Management System & Lotus Notes. Developed & delivered on-site training to contracts/artist relations personnel in No. America, So. America, EMEA & Australia. Served as U.S. Customs liaison & aided in enforcement of IP rights incl. prep of cease & desist letters and reports of violating companies & products and those involved in detentions and seizures.

Professional Education & Training

- University of Illinois, Urbana-Champaign, Bachelor of Science, Cellular & Molecular Biology/Biochemistry
- Continuing Education, Contracting and Compliance: Virginia Commonwealth University, Defense Acquisition Univ. (DAWLA), NCMA, Strayer Univ.
 - Member, National Contract Management Association (NCMA), Government Contract Management certification, in progress
- Member, International Association for Contract & Commercial Management (IACCM), Certified Contract Management Expert (CCME), in progress
 - Member, American Contract Compliance Association (ACCA), Certification in progress
 - California Diversity Council, National Diversity Council, National Disability Council, National Association of Professional Women
- Specialized: Contracts Management, Contract Claims Management, FAR Administration, Strategies in Contracts Negotiation, Managing Cost Contracts, Cost Contract Accounting Principles, Research & Contracting Strategies, GSA Contracting Basics, Internal Quality Assurance, Art of Negotiation, Fed Compliance, HIPAA, Stark, False Claims Act, Problem Solving & Decision Making, Sexual Harassment AB1825 (Trainer), EEO Officer, ADA & *dis*Ability Awareness (Trainer), Leadership (Trainer).

Professional Awards & Accomplishments

- **Goodwill** 'President's & Chairman's Awards' for outstanding job performance 2003-15.
- **Goodwill** Qualified Trainer in contract compliance, EEO & ADA regulations, management principles, organizational behavior, project management, organizational development, change management, succession planning, strategic planning, personnel management.
- **Goodwill** Community recognition for 'Opening Doors and Building Opportunities for Persons with Disabilities' 2003-16.
- **Siebel** 'President's Award' for outstanding job performance (1 of 10 annual recipients from ~9,000 employees) 1998-2002.
- **Siebel** Legal/Contracts group international 'MVP' staff trainer and coach, 1999-2002.
- **Sony** 'Spotlight Award' for 'Clearly Outstanding Job Performance' (1 of 25 annual recipients of all US employees) 1995-98.
- **Working Mother Magazine** "Mother of the Year" 2005-06, "Workplace Maverick" 2005-06.
- **Oakland Tribune & Contra Costa Times** "Person of Influence" 2006-08, "Community Involvement Award" 2006-08, 11-14, 16-17.
- **City of Albany & Albany Unified School District** "Volunteer of the Year" 2009/10, **Boys & Girls Club** "Valuable Volunteer".

Application Form

Profile

Justin

First Name

Van Zerber

Middle Initial

Last Name

Home Address

Suite or Apt

El Cerrito

City

CA

State

94530

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

SupplyBank.org

Employer

Director of Programs

Job Title

Length of Employment

4 Years+

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

No

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

N/A

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

CBO Representative

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?

3

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Western Michigan University

Degree Type / Course of Study / Major

Bachelor Bio-Medical Sciences

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California State University- East Bay

Degree Type / Course of Study / Major

Master Business Administration

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.

Our county has the opportunity to be a leader in the way we handle racial justice and I want to support the growth and development of best practices that allow for continued learning across all parties serving our community. There are clear indicators of racial bias in our justice systems, social services, schools and across our community and I believe with the correct access to information and training we can reduce disproportionate representation. We have an obligation to create a community that treats people fairly and offers them opportunities to be successful, this approach has to start with the way our systems and policies are created and I trust that the Racial Justice Oversight Body can hold departments accountable by enacting actionable steps forward.

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

I have led program management, strategy, operations, and process building at community-based organizations for over 12 years with a track record of generating replicable systems that have a community focused lens and a detailed path forward. During this time, I spent four years strengthening grass-roots employment and job training programs for re-entry youth and young adults, working directly with police, judges, public defenders, schools, and families to advocate for appropriate responses that ensure participants had the resources they needed to be successful. I currently serve as the Director of Programs at a statewide non-profit that bolsters community based program by providing access to basic material needs for vulnerable populations. Through this work I use data to inform design making and have seen first hand the inequities in the way our communities serve different populations. I want to use this skill set and energy to help drive the goals of the Racial Justice Oversight Body forward.

Upload a Resume

Justin Van Zerber

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

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.

Justin Van Zerber

El Cerrito, California

A systems orientated individual focused on supporting the growth and evolution of organizations serving vulnerable populations

Experience

SupplyBank.org- Oakland, CA, USA

Director of Programs

September 2020-Present

- Oversee the development, negotiations, implementation and contract management of a diverse portfolio of programs
- Lead a team to drive the programmatic vision forward through the development and mentorship of colleagues that produces high quality and timely results
- Create systems to allow employee autonomy, minimizing organizational risk with multilevel outcome based deliverables
- Build budgets that leverage available resources and ensure financial flexibility leading to the success of each initiative
- Use the strategic plan to create and define measurable outcomes that highlight departmental goals
- Present program plans and outcomes internally and externally using data analyzed from multiple sources
- Meet with leadership team to on a regular basis to evaluate organizational achievements and use collaborative problem solving techniques to address any unmet deliverables
- Produce and redesign standard operating procedures that document internal processes, including a set of principles to foster positive relationship management with stakeholders and partners
- Assist legislative team in identifying key partners that enable coalition building and the strengthening of policy priorities

Senior Programs and Operations Manager

October 2018-September 2020

- Research and assess the viability of pilot programming to understand best practices and create scalable long term solutions, using data to inform the prioritization of vulnerable populations and geographical areas
- Responsible for inventory management through Warehousing Management Systems, and detailed reporting in Quickbooks
- Led a County by County Statewide needs assessment to understand specific implementation opportunities culminating in a unique statewide strategy that integrates into the safety net of each community
- Built and leveraged relationships to allow for a more than 100% match of in-kind products distributed

Youth Employment Partnership- Oakland, CA, USA

Operations Manager

October 2016-October 2018

- Oversaw data reporting and narrative reports for federal, state, and local contracts through the management of a counseling team that achieve programmatic goals for young adults on probation and parole
- Collaborated with all levels of staff to create documentation systems that streamline the flow of necessary information
- Assisted Executive Director to develop and strengthen the strategic plan supporting the changing needs of participants

Program Manager

March 2014-October 2016

- Partnered with the City of Oakland and OUSD to design and implement a pilot high school credit recovery program Created a variety of goal orientated incentives tailored individually to support the graduation plan created for clients through the development and facilitation of life skills and job readiness workshops

Baylor College of Medicine Children's Foundation- Mbeya, Tanzania

October 2012-November 2013

Youth Development Coordinator

- Prepared, organized and facilitated monthly educational and development activities (Teen Club) for HIV positive youth in the Southern Highland Region; currently over 500 active members
- Developed proposals for two new income generating projects and oversaw their implementation, recruitment, budgeting, day-to-day activities, and program evaluations
- Facilitated trainings with local organizations to create satellite teen clubs through onsite technical support and mentoring
- Implemented a novel transition program for older adolescents to allow the successful bridging of their care to adult clinics and ensure their continued medical and psychological support

Peace Corps Tanzania- Katesh, Tanzania

June 2010-July 2012

Health Extension Officer

- Organized and co-facilitated a male leadership conference focused on HIV/AIDS education and public health
- Taught students primary health issues including HIV/AIDS prevention, nutrition, goal setting, hygiene, and family planning
- Advised a community group in writing, planning, and implementing a grant resulting in the building and opening of a two classroom English medium pre-school

Education

Technical Skills

California State University- East Bay, Hayward, CA, MBA
Western Michigan University- Kalamazoo, MI, Bachelor of Science

Proficient in MS Office, Salesforce, SQL and Quickbooks

Application Form

Profile

Tamisha Walker
 First Name Middle Initial Last Name

[Redacted] Suite or Apt
 Richmond CA 94509
 City State Postal Code

[Redacted]
 Primary Phone

tamisha@safereturnprj.org
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Social Good Fund/Safe Return Project Executive Director
 Employer Job Title

Length of Employment

13 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

County Wide

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

41 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Seats 1 or 2

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?

Current memeber

Education

Select the option that applies to your high school education *

G.E.D. Certificate

College/ University A

Name of College Attended

Contr costa College

Degree Type / Course of Study / Major

AA Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Cal State East Bay

Degree Type / Course of Study / Major

BA 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

Violence Prevention OMEGA

Certificate Awarded for Training?

Yes No

Other Training B

Conflict mediation

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 would like to serve on this board because I have worked for more than 13 years in communities across this county impacted by incarceration and criminalization. As a formerly incarcerated woman, I am committed to ending racial disparity in the criminal legal system while pushing to invest in community-based solutions to keep poor people and people of color out of jails and prisons where possible.

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

I have written, supported, and advanced legislation that promotes equity, access, and inclusion for poor and working families impacted by incarceration and criminalization throughout contra costa county. Which has led to improving educational systems, economic dignity, community benefits, increased access to healthcare, promoting values-based budgets, increasing second chances, and environmental justice.

[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:

JJCC

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

HIP

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

Current Contra Costa County board appointments: Racial Justice Oversight Body, Richmond Reimaging Public Safety Taskforce, Co Co LEAD, DJJ realignment subcommittee, and the Contra Costa Public Defenders Office HIP advisory committee.

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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 - (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.

Professional Experience:

Civic Engagement Crew Member and lead

8/2010 – 12/2014

- Voter registration, precinct voter initial contact engagement, worked independently and with a team as needed. Coordinated teams, data entry, recruitment, regional and State-wide collaboration
- Proposition 30 (education Funding for School with high percentages of English language learners, free and reduced lunch, and foster youth)
- Proposition 47 (Bill that over turns most drug felonies to misdemeanors and save millions for education, mental health services, and victim compensation)
- Assembly Bill AB218 (State Wide Fairness in Government hiring to reduce barriers to employment for those with criminal histories)

Lead Reentry Community Organizer, Safe Return Project/CCISCO

9/2010 – 11/2015

- Lead Community Organizer with a focus on reducing barriers to reintegration for men, women, and youth returning home to Contra Costa County from jails and Institutions. Duties: Research, Civic engagement, Strategic Planning, Advocacy for Policy change within the criminal justice system (SAFE RETURN PROJECT), and gun violence prevision (Ceasefire).
- Coalition building to reduce the risk of the school to prison pipeline in local high schools and the formation of Richmond High Schools BSU (Black Student Union) and the (African American Student and Parent collaborative) to improve academic achievement of African American Boys and Girls with the following partners: Alive & Free: Omega Boys Club, the County Health Department, and Youth Services Bureau.
- National Campaign Leader for Bay Area PICO lifelines to Healing to end Mass Incarceration and gun violence
- Berkeley Global Campus at Richmond Bay Community benefits agreement campaign coordinator. Duties: Community engagement, trainings, and workshops around jobs and training opportunities for disadvantaged workers.

Executive Director, Safe Return Project/Social Good Fund

2/2016-2/2019

- Fundraising and finance management
- Over hiring and termination
- Staff management and development
- Program development and management
- Organizational Networking
- Institutional development
- Maintaining open and productive communication with fiscal entity

Education:

- **Associate degree, Psychology**
Contra Costa Community College San Pablo California. 2014
- **Associate degrees, Liberal Arts**
Contra Costa Community College San Pablo California. 2014
- **Bachelor's Degree, Psychology**
California State University East Bay. 2019

Skills:

- Data Entry
- Staff Management
- Budget Management
- Basic computer skills
- Collaborative development
- Curriculum development
- Population based mentoring
- Institution based outreach
- Advocacy
- Public Speaking skills
- Large and Small group facilitation skills
- Conflict resolution

- Violence prevention

Personal Skills:

- Teachable
- Independent worker
- Critical thinker
- Team player
- Clear Communication Skills
- Active listener

Certifications and recognitions:

Conflict Resolution Training

- April 29, 2012 I Tamisha Walker received my certification in community mediation training from the Center for Human Development.

Violence Prevention & Life Skills Training

- December 30, 2010 I successfully completed the Omega Institutes Alive & Free Prescription and received my certification in violence prevention.
- October 18, 2011 I Tamisha Walker received a certificate in Life Skills Training from the Community Presbyterian Counseling Center.

Completed two RockWood Art of leadership Institute

- 2015 Director Track
- 2016 Formerly Incarcerated people's cohort

2017 San Francisco Foundation Community Leadership Award

2018 Black Elected Officials Shine Award Recipient

2019 Rosenberg Foundation Leading Edge Fellowship Recipient

References Furnished Upon Request

Application Form

Profile

Gwendolyn

First Name

L

Middle Initial

Woodson

Last Name

Home Address

Suite or Apt

Richmond

City

CA

State

94801

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Retired - City of Richmond

Employer

Accountant

Job Title

Length of Employment

27 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?

70 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

Seat Name

Seat 8

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

Contra Costa College

Degree Type / Course of Study / Major

AA/Liberal Arts

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Univ. of Calif. Berkeley

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 lifelong resident of North Richmond, CA. My father, Boaston Woodson, was the owner of one of the neighborhood grocery stores. (The family still owns and leases it.) As an African American mother of five children, which includes two sons, I have always been concerned with racial inequality in the community, in the schools, and in the work force.

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

Currently I am a steward at Resurrection African Methodist Episcopal Church as well as its Women's Missionary Society president. In conjunction with one of our sister churches, Bethel A.M.E. Church, we recently completed the Anvil House, a reentry program located in Richmond. My sons are in their 40's now and live out of state, but during their youth they were unfortunately involved in the criminal justice system. I also had two brothers that were incarcerated (both deceased), so I've had experience navigating the system. My motivation is to recognize the disparities in the justice systems and help to implement recommendations for change.

[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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Racial Justice Oversight Body - Applicant Summary for Community Representative Seats 1-9

**Incumbent Member*

	<u>First</u>	<u>Last</u>	<u>District</u>	<u>Residence City</u>	<u>Work Location</u>	<u>Member Seats</u>	<u>Current Employer</u>	<u>Recent Volunteer Activity/Affiliation</u>	<u>Experience/Interest</u>
1	*Chala	Bonner	Out of County	Out of County	Richmond	4 (also qualifies for 1,2,5,6,7)	The Safe Return Project	Current member of Racial Justice Oversight Body and recently voted Chair of Data Subcommittee. Former member of CCC Community Advisory Board, in which she served 3 years and termed out in 2022.	Lived in Contra Costa most of her life and recently moved to San Joaquin County because due to affordability for she and her family. Ms. Bonner continues to work in Contra Costa County and is committed to continue to advocate for change in the communities she grew up in. She has served on the Racial Justice Steering committee and co-leads the Racial Justice Coalition. This work is very important to her because she is a formerly incarcerated black woman that wants to make sure that formerly incarcerated people have a voice at the table.
2	Lonnie	Bristow	2	Walnut Creek	N/A	7	Retired physician	Current mentoring volunteer for Senior Tutors of Rossmoor	In addition to his background as a practicing physician for roughly 50 years, he has had the further advantage of serving as a mentor to youth at the Boys Ranch facility in Byron for the past 6 years. This "eye-to eye" experience has given him a real advantage in helping additional youth in similar circumstances.
3	Y'Anad	Burrell	1	San Pablo	San Pablo	8	CEO of Glass House PR	Co-Chair, Community Emissions Reduction Plan Committee, Richmond/North Richmond; CPAW Committee Member, CCC Behavioral Health, MHSA; NAACP CA/HI State Conference, Public Relations Committee; Board Member, Richmond Chamber of Commerce; Commissioner, Richmond Housing Advisory Commission; Contra Costa County Arts & Culture Commission; Healthy Richmond Access to Quality Healthcare, Communications Committee	Lived in Contra Costa County (Richmond, CA) for over 25 years and have volunteered in service to the community for over 15 years in the areas of health equity, art and culture and environmental justice, specifically air quality. As a member of the faith community since childhood, she has seen the importance of having the faith community voice heard and seen. Far too often racial justice impact and information does not reach the faith community, while they are one of the largest groups that support hundreds who are impacted by the justice system. As someone who has more than 15 years in the public relations and communications industry, she will ensure the faith community is represented and their opinions, comments, needs and requests are at the table of this oversight body.
4	Jennifer	Clamon-Morris	3	Discovery Bay	Oakley	Not identified	City of Oakley	Byron Unified School District Volunteer Director of Finance for Birthright	Retired Law Enforcement; Given the societal changes since the late 1990's, there has been an increase in suspected racial inequality and profiling. Post George Floyd, she would like to be part of a commission that works in partnership with law enforcement and the community on closing the gap of transparency and addressing concerns of injustice and inequity.
5	*Gigi	Crowder	3	Antioch	All Districts	8	NAMI Contra Costa, Executive Director	Current member of the Racial Justice Oversight Body; Member of Measure X CAB; homeless services volunteer; current Chair of the Statewide Mental Health and Spirituality Initiative; Founding Chair of the Alameda County African American Health and Wellness Committee; Volunteer Consultant to the Miles Hall Foundation in Walnut Creek.	Interested in ensuring Measure X funds are allocated in a manner consistent with reimagining public safety and improving health outcomes for all. Interested in prioritizing and redefining safety while promoting community and belonging for all residents, and sharing ideas around key resources and community defined practices that promote equity and reduce the glaring disparities we see in the criminal justice system.

6	*Ronell	Ellis	5	Antioch	Antioch	6 (also qualifies for 3,4,5,7)	HealthRIGHT 360	Current member of Racial Justice Oversight Body; former member of Racial Justice Task Force; Cease Fire; Omega Boys Club; Deer Valley Youth Football; Oakland Probation Department; San Francisco Juvenile Probation Department	Mr. Ellis is confident that his personal experience as a person involved in the State and local incarceration institutions, along with his formal education in the discipline of Criminology allows him to have a diverse contribution to the board. He is concerned about the public and the community, therefore is willing to commit his efforts to help this board serve the community in a capacity that will be beneficial to all who reside in this county. He is interested in seeing that Justice is equitable and that all people of this county have an even playing field. He was formerly incarcerated for over 15 years at all levels of institutions, County, CDC & Federal. San Francisco County Superior Court Certified Expunged Criminal Record; California State Superior Court Certificate of Rehabilitation; Currently awaiting a Governor's approval for a Pardon; B.A. Degree in Criminology; 28 years of experience working in the current field of Reentry counseling at all levels, CDC, County Jail & Public; 18 year resident of Contra Costa County.
7	*Carlos	Fernandez	1	Richmond	Richmond	9	Safe Return Project	Current member of the Racial Justice Oversight Body; Current Member of the Juvenile Justice Coordinating Council (Youth Seat); Mentor and organizer in west county;	Lived 20+ years and worked 5 years in Contra Costa County. Is a youth who is formerly incarcerated and currently serves as a mentor for at-risk youth in Richmond.
8	Kevin	Finklea	3	Antioch		3,4	UPI/US Steel Company	Volunteered for Victory Outreach rehabilitation homes and church, Grace Bible fellowship church, and Rubicon Programs all in Antioch CA	Having personally experienced the juvenile and adult justice system and having grown from such a place as a young Black American, Mr. Finklea would love and appreciate the opportunity to serve his community through the lens of his intimate experiential knowledge of our juvenile and adult justice system and local culture. He is determined to have a positive impact on our community by helping to reduce racial disparities in the criminal and juvenile justice system with this body of fellow community activists, advocates, and officials of various offices.
9	Pamela	Henderson	5	Antioch		8, 9	Founder/President, All Roads Lead 65 Max Foundation, Inc.	Member of Women s Empowerment Leadership Sector 2019	Ms. Henderson's expertise and skills have allowed her to help teach, mentor and serve clients and respond to the needs that establishes a healthy mindset that focuses on diversity and expanding community support. She believes that together sharing ideas and utilizing her foundation resources would help increase the ability to serve clients and respond to the needs of the community toward social growth.
10	Alisha	Jackson	Out of County	Out of County	Pleasant Hill	5, 6,7	Probation & Reentry Manager for Hope Solutions	AB109 Partners and Providers- meeting attendee; Clean Slate Day- tabled CBO; Welcome Home- Re-entry Community Resource and Employment Fair- tabled CBO	Ms. Jackson believes it is a responsibility and a civic duty for community-based agencies, such as Hope Solutions, which provide boots on the ground services and support to have a voice in systems change work within the county they serve. Contra Costa County has been an industry leader in the state regarding best practices for programs in support of the re-entry population. Remaining on the forefront requires continued work to improve the equity, efficiency and effectiveness of programs and services. Being able to view resources within the county from a racial justice lens is an invaluable opportunity. It would be her pleasure to connect with like minded and passionate community members in support of individuals returning home to West, Central and East Contra Costa County.

11	*Stephanie	Medley	1	El Sobrante	Richmond	5	RYSE Center	<p>Racial Justice Oversight Body (current, Chair of Diversion Subcommittee); Juvenile Justice Coordinating Council (former); JJCC-DJJ subcommittee (current); DA initiated Reimagine Youth Justice meetings (current; Racial Justice Task Force (2017-2018); Youth Justice Initiative Steering Committee (2016-2018); AB 109 Community Advisory Board (2013-2016).</p>	<p>Ms. Medley was born and raised in Richmond and have seen firsthand how community has been deeply impacted by mass incarceration. While she has not experienced incarceration, she has had many friends and family members that were impacted as youth and adults; both of her brothers experienced incarceration. The barriers she has seen involving friends, family, and youth she works with, can and have in fact had long lasting impacts on their lives. Ensuring that the county utilizes smart, fiscally responsible and community-centered healing and equitable strategies to provide the necessary support for youth and adults in the system is her passion and why she would like to continue serving on the Racial Justice Oversight Body.</p> <p>She has been a staff member of the RYSE Center since 2012 and serve as their Director of Education & Justice. She leads program development and advocacy and cultivates cross-sector collaborations to address the needs of youth & young adults impacted by education, economic, and criminal & legal systems. She is passionate about supporting the development and coordination of youth-friendly and culturally appropriate policies, practices, and supports and work to create avenues for young people to navigate their own liberation and transform systems. She has sat on many justice focused advisory boards in the county to support justice reform. She has also participated in the county's partnership between RYSE, the DA, and Impact Justice to implement Contra Costa County's first pre-charge diversion program.</p>
12	Ocean	Mottley	Out of County	Out of County	Richmond	5,6,7	Bay Area Legal Aid	<p>Former member of the SF Board of Supervisors Safer Schools Sexual Assault Task Force; Pro bono Hotline Attorney for Root & Rebound; Pro bono Family Law Representation for the Justice & Diversity Center of the Bar Association of San Francisco</p>	<p>Mr. Mottley works for Bay Area Legal Aid in their reentry unit representing clients who are system impacted with criminal and civil legal issues. He is also a member of the affected community as a formerly incarcerated person.</p>
13	*Michael	Pierson	3	Brentwood	Antioch & Walnut Creek	3	Key Counsel, P.C.	<p>Current member of the Racial Justice Oversight Body; Current member of the Contra Costa County Bar Association Board of Directors; Long-time volunteer and mentor with the CHAMPS Foundation; Served as Mock Trial Co-Instructor for Center for Youth Development Through Law; Served as a moderator and/or panelist for various community and legal Race and Equality panels; A guest speaker at various Bay Area community centers for at-risk youth.</p>	<p>Mr. Pierson is a person of color and a resident of Contra Costa County who has been a first-hand witness to the racial and ethnic disparities within the local criminal justice system. As an African American youth growing up in the projects of Oakland, he has personally witnessed and experienced the harsh and unequal treatment of Blacks by law enforcement and the criminal justice system. It was these disparities in the criminal justice system that made him want to be a lawyer so he can help make a difference in his community. He has experienced both sides of the criminal justice system, as a criminal defendant and as a criminal defense attorney.</p> <p>He believes that this gives him a unique perspective on the criminal justice system. As the country has reached a boiling point with race and the injustices of the criminal system, he is compelled to do his part to make a difference in my community. He is committed to doing everything in his power to be a part of the solution to these issues, and believes that being on this board/commission will make a difference in the local community.</p>

14	*Cheryl	Sudduth	1	El Sobrante	NA	7 (also qualifies for 1,2)	NA	NA	Ms. Sudduth has been involved with the Racial Justice Coalition & the work of the subsequent Task Force since inception. She has played an integral role in ensuring the final recommendations reflect the needs of the greater community & would like to work towards ensuring the implementation follows the spirit of the recommendations. As a trained mediator & negotiator, multicultural & multilingual, as well as one heavily involved in many different community groups throughout the county, she believes she can represent multiple perspectives while maintaining focus on the purpose of the advisory body.
15	Justin	Van Zerber	1	El Cerrito	Out of County	5,6,7	Director of Programs for SupplyBank.org	NA	<p>Mr. Van Zerber believes the county has the opportunity to be a leader in the way it handles racial justice and he wants to support the growth and development of best practices that allow for continued learning across all parties serving the community. There are clear indicators of racial bias in our justice systems, social services, schools and across our community and he believes with the correct access to information and training can reduce disproportionate representation. He believes the county has an obligation to create a community that treats people fairly and offers them opportunities to be successful, which starts with the way systems and policies are created and he trusts that the Racial Justice Oversight Body can hold departments accountable by enacting actionable steps forward.</p> <p>Mr. Van Zerber has led program management, strategy, operations, and process building at community-based organizations for over 12 years with a track record of generating replicable systems that have a community focused lens and a detailed path forward. During this time, he spent four years strengthening grass-roots employment and job training programs for re-entry youth and young adults, working directly with police, judges, public defenders, schools, and families to advocate for appropriate responses that ensure participants had the resources they needed to be successful. He currently serve as the Director of Programs at a statewide non-profit that bolsters community based program by providing access to basic material needs for vulnerable populations. Through this work he uses data to inform design making and has seen first hand the inequities in the way communities serve different populations. He wants to use this skill set and energy to help drive the goals of the Racial Justice Oversight Body</p>

16	*Tamisha	Walker	5	Antioch	Countywide	1	Safe Return Project	Current Contra Costa County board appointments: Co-Chair of Racial Justice Oversight Body; Richmond Reimaging Public Safety Taskforce; Local Advisory Committee for Co Co LEAD Plus; DJJ realignment subcommittee, and the Contra Costa Public Defenders Office HIP advisory committee	<p>Ms. Walker would like to continue serving on this board because she has worked for more than 13 years in communities across this county impacted by incarceration and criminalization. As a formerly incarcerated woman, she is committed to ending racial disparity in the criminal legal system while pushing to invest in community-based solutions to keep poor people and people of color out of jails and prisons where possible.</p> <p>She have written, supported, and advanced legislation that promotes equity, access, and inclusion for poor and working families impacted by incarceration and criminalization throughout Contra Costa County. This has led to improving educational systems, economic dignity, community benefits, increased access to healthcare, promoting values-based budgets, increasing second chances, and environmental justice.</p>
17	Gwendolyn	Woodson	1	Richmond	NA	8	Retired - City of Richmond	Steward of Resurrection African Methodist Episcopal Church, and President of its Women's Missionary Society; Volunteer at Anvil House	<p>Currently Ms. Woodson is a steward at Resurrection African Methodist Episcopal Church as well as its Women's Missionary Society president. In conjunction with one of her congregation's sister churches, Bethel A.M.E. Church, she participated in the recent completion of the Anvil House, a reentry program located in Richmond. Her sons are in their 40's now and live out of state, but during their youth they were involved in the criminal justice system. She also has had two brothers that were incarcerated (both deceased), therefore she has had experience navigating the system. Her motivation is to recognize the disparities in the justice systems and help to implement recommendations for change.</p>



Contra Costa County Board of Supervisors

Subcommittee Report

PUBLIC PROTECTION COMMITTEE

5.

Meeting Date: 10/24/2022
Subject: Emergency Operations Plan Update
Submitted For: PUBLIC PROTECTION COMMITTEE,
Department: County Administrator
Referral No.: n/a
Referral Name: Emergency Operations Plan Update
Presenter: Rick Kovar, Office of the Sheriff **Contact:** Paul Reyes, 925-655-2049

Referral History:

The Board of Supervisors has authorized the creation of the Emergency Services Policy Board (ESPB) to serve in an advisory capacity on emergency preparedness planning efforts and the coordination of planning efforts throughout the County, including the County Emergency Operations Plan (EOP).

Referral Update:

The ESPB met on September 22, 2022 and unanimously approved the draft revision of the County's EOP and requested review/referral of the draft Emergency Operations Plan (EOP) to the Public Protection Committee for recommendation to the Board of Supervisors for review and final approval. The EOP is included as Attachment A.

County Ordinance Code section 42-2.1004 requires that the Board of Supervisors adopt the County's EOP by resolution. A resolution adopting the updated County EOP will be brought to the Board of Supervisors if today's action is approved.

Recommendation(s)/Next Step(s):

APPROVE the Contra Costa County Emergency Operations Plan and forward to the Board of Supervisors for adoption.

Attachments

Attachment A - Emergency Operations Plan 2022

Attachment B - EOP Presentation



CONTRA COSTA COUNTY
**EMERGENCY
OPERATIONS
PLAN**

2022



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Introductory Elements

These elements provide a record of plan development, approval, and maintenance.

Preface

This plan was developed and is maintained by the Contra Costa County Sheriff's Office of Emergency Services in collaboration with our emergency management partners. It facilitates preparation, response operations, and short-term recovery activity for emergencies. The plan includes guidelines supported by law, highlights emergency management best practices, and provides a scalable and flexible approach to different types of incidents that may affect Contra Costa County. However, this plan cannot anticipate all possible events and situations in an emergency response. Conditions will develop in operations where standard methods will not suffice. Nothing in this Plan shall be interpreted as an obstacle to the staff's experience, initiative, and ingenuity in overcoming the complexities under actual emergency conditions.

DRAFT

Letter of Promulgation

This letter from the Contra Costa County (the County) Board of Supervisors serves as a dated resolution recognizing and adopting this document as the County all-hazards emergency operations plan (EOP).

Approval Date: November 1, 2022

To: Community of Contra Costa County

The preservation of life, property and the environment are an inherent responsibility of the local, state, and federal government. Contra Costa County, in cooperation with the cities, towns, special districts and partners in the county have prepared this emergency operations plan to ensure the most effective response to emergencies.

This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS).

The Contra Costa County Board of Supervisors gives its full support to this plan and urges all officials, employees, and the residents, individually and collectively, to do their share in the total emergency effort of Contra Costa County. The resolution adopting this plan supersedes prior plans.

Contra Costa County recognizes the work by the many individuals and organizations that collaborated to revise the Contra Costa County Emergency Operations Plan. Through the coordinated efforts, this plan provides the framework for the best possible management of emergencies and assistance to the residents of Contra Costa County when disaster strikes.

Chair, Board of Supervisors

Figure 1: Letter of approval

Approval and Implementation

This section introduces Contra Costa County (the County) Emergency Operations Plan (the Plan), describes how it applies to the County, and delegates authority for an emergency proclamation. Circumstances under which an emergency may be proclaimed are reviewed.

The Plan will take effect upon the approval by the Contra Costa County Board of Supervisors. The Plan will be officially adopted and promulgated. The Plan will be distributed to those county departments, supporting agencies, and community organizations assigned primary functions or responsibilities within Emergency Operations.

Emergency Proclamations

An emergency proclamation may serve multiple purposes depending on the incident and the affected entity. Being a prerequisite for a Governor or Presidential Declaration of emergency, an emergency proclamation:

- Provides for multi-agency or multi-jurisdictional coordination in response to an event where County resources are insufficient
- Provides for the use of emergency powers and expenditures
- Offers legal protection for public employees serving as Disaster Service Workers and governing bodies engaged in the response
- Allows for the issuance of orders and regulations to protect life and property (e.g., curfews)

County Ordinance §42-2.802 clarifies the authority to proclaim an emergency. To the extent that the County Ordinance may conflict with the provisions of the State Emergency Services Act, §8558, the latter shall prevail. When the Board is not in session, the County Administrator has the authority to proclaim a local emergency after conferring, if possible, with one or more members of the Board, including the Board Chairperson. If a conference with the Board Chairperson is impossible, a proclamation in writing is required. Proclaiming authorities include:

- The Board of Supervisors
- Incorporated jurisdictions as provided under their municipal codes.
 - The jurisdiction shall advise the Contra Costa County Office of the Sheriff's Emergency Services Division of the proclamation. Health and Safety Code §101080 authorizes the County Health Officer to declare a local health emergency in, "situations involving the release or spillage of hazardous

medical waste if the hazard or medical waste spilled is determined to be an immediate threat to the public health, or whenever there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, the director may declare a health emergency and the local health officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health.”

When an emergency is proclaimed, the Contra Costa County Emergency Operations Plan serves as the framework for guiding response, led by the Administrator of Emergency Services (CAO), collaborating with the Director of OES or their designated alternates.

Roles and Responsibilities

The Director of the Office of Emergency Services (OES) or their designee oversees the County’s Emergency Operations Center (EOC) (County Ordinance Code, Article 42-2.6). The Director assumes the ultimate responsibility for implementing the Plan, and directs the County’s emergency management organization, referred to as an Operational Area when there is an emergency. The Director of Emergency Services, as supported by the Sheriff’s Office of Emergency Services, has responsibility for the following:

- All phases of the emergency management cycle for the unincorporated areas of the County
- Organizing, staffing, and operating the County Emergency Operations Center (EOC)
- Coordinating emergency communications and messaging to the public
- Providing subject matter expertise and guidance to elected officials and other organizations
- Maintaining information on the status of resources, services, and operations
- Obtaining support for the Contra Costa County Operational Area and providing support to other jurisdictions as needed

Emergency Services Policy Board (ESPB)

The Contra Costa County Emergency Services Policy Board (ESPB) is an advisory body to the County Administrator providing assistance and advice on emergency preparedness planning efforts and the coordination of such planning efforts throughout the county. The ESPB functions as the Contra Costa County Disaster Council. The ESPB reviews and makes recommendations on the following as necessary for plan and agreement implementation, Emergency Mutual Aid Plans and Agreements, Ordinances, Resolutions, and Regulations. The County Administrator serves as the chair, and the Sheriff serves as the vice-chair of the ESPB.

Operational Area Council (OAC)

The Operational Area Council is created as an advisory council to the ESPB and is coordinated by the Sheriff's Office, Office of Emergency Services. The Operational Area Council consists of emergency managers from incorporated cities, special districts, key utilities, businesses, and staff of the Sheriff's Office, Office of Emergency Services.

The OAC meets at least quarterly to discuss and consider countywide emergency management areas, issues, and to make recommendations to the ESPB through the Office of Emergency Services. OAC members may meet more frequently during an emergency operations center activation for increased situational awareness. These meetings may also be called Multi-Agency Coordination (MAC) meetings.

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Plan Concurrence

This section demonstrates concurrence among County Agencies and represents agreement with how the Plan assigns tasks among those agencies. It includes a distribution record and a history of changes made to the Plan.

The following agencies represent the Emergency Services Policy Board of Contra Costa County and agree with how this plan describes their tasks.

Figure 2: Emergency Services Policy Board record of concurrence

Agency	Signatory
Contra Costa County Administrator's Office	
Contra Costa County Office of the Sheriff	
Contra Costa County Counsel	
Contra Costa County Health Services	
Contra Costa County Public Works	
Contra Costa County Fire Protection District	
Contra Costa County Risk Management	
Contra Costa County Department of Conservation and Development	
Contra Costa County Employment and Human Services	
Contra Costa County Superintendent of Schools	
Contra Costa County Department of Information Technology	
Contra Costa County Public Manager's Association	

Record of Changes

The following table documents the revisions made to this plan. This plan should be reviewed and updated annually.

Figure 3: Record of revisions

Revision Date	Summary of Major Changes	Revised Sections	Revised By (Name and Organization)

Plan Distribution

The following table documents when and to whom copies of the plan have been distributed.

Figure 4: Record of distribution

Date of Distribution	Plan Version (Date of Plan)	Method of Distribution (Email, Post on Server, Provide Hard Copy, etc.)	Distributed To (Name and Department/Organization)

Plan Development and Maintenance

This section explains why the plan was developed and how it is maintained and implemented. An overview of the planning process is provided. The County emergency management organization is described, and planning assumptions are listed.

Contra Costa County’s emergency management organization brings together diverse stakeholders with varied roles and responsibilities throughout all stages of the emergency management cycle. County departments, incorporated jurisdictions, special districts, private-sector, and non-profit organizations together comprise the Contra Costa County Operational Area, under the direction of the County Administrator’s Office and the leadership of the Sheriff’s Office of Emergency Services.

This plan was developed to guide the County through all phases of the emergency management cycle by outlining underlying assumptions and providing a framework for interagency and inter-jurisdictional coordination. The document represents a single component of the emergency planning process, developed, maintained, and administered through the Sheriff's Office of Emergency Services as described in this document's *Approval and Implementation* section. The Sheriff's Office of Emergency Services is responsible for implementing revisions that keep this plan current. Revisions will be documented on the “Record of Changes” form in this plan.

Contra Costa County takes a “**whole community approach**” to the development and maintenance of the Plan. Whole Community encompasses individuals, private and public sector partners, faith-based organizations, community groups, and all levels of government.

Access & Functional Needs
A Whole Community Approach

The **Whole Community** includes individuals, including those who may have **access or functional needs**. The California Office of Emergency Services characterizes the following individuals as having access or functional needs:

- Live in institutionalized settings
- Are elderly or unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation or communication disadvantaged
- Have no access to a shelter and/or may need to be assigned a Functional Access Service Team (FAST) member
- Have disabilities – temporary or lifelong
- Have sight or hearing impairments
- May require medical care or supervision
- Other situations that would ensure maintaining independence

Figure 5: The whole community approach describing access and functional needs

Coordination with partners begins with this document and extends to all aspects of emergency management in Contra Costa County.

Steps in the Planning Process

The planning process below is flexible and adaptable. Considerations should be made at each step of the planning process regarding; training, exercises, equipment, and other requirements within the jurisdiction.

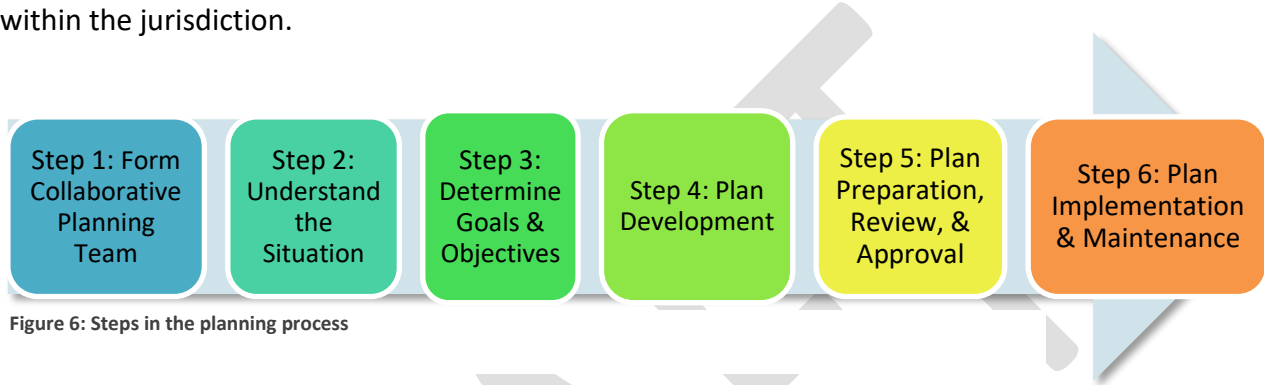


Figure 6: Steps in the planning process

Planning Assumptions

Planning assumptions are generally accepted facts that allow the EOP to be executed with a shared understanding of what can happen in an emergency. The following assumptions were considered in the development of this Plan:

- All incidents are local, may occur at any time with little or no warning, and may exceed the capabilities of local government.
- Emergencies may cause casualties, fatalities, and population displacement.
- An emergency can cause damage to property, critical infrastructure, the environment, and the economy.
- An emergency may interrupt public and private sector services.
- The more significant the complexity, impact, and geographic scope of an emergency, the more multiagency coordination will be required.
- Mutual aid resources from outside the county may be required.
- Events affecting the Bay Area region may affect the availability of needed response resources from outside Contra Costa County, including staff who work in Contra Costa living outside the County.

- Contra Costa County’s Whole Community approach serves and integrates people with Access and Functional Needs.
- This document will be utilized in coordination with applicable local, state, and federal contingency plans.
- This plan does not supplant field incident command decisions or tactics in an emergency.

Mitigation

Hazard mitigation refers to action taken to lessen or eliminate long-term risk to people and property from different hazards to which they may be vulnerable. In addition to reducing the impact of a disaster, mitigation activities help to create safer communities by interrupting a cycle of repeated damage and reconstruction. Examples of mitigation activities include projects to reduce risk, increase the strength of critical infrastructure and identify and protect lifelines into communities.

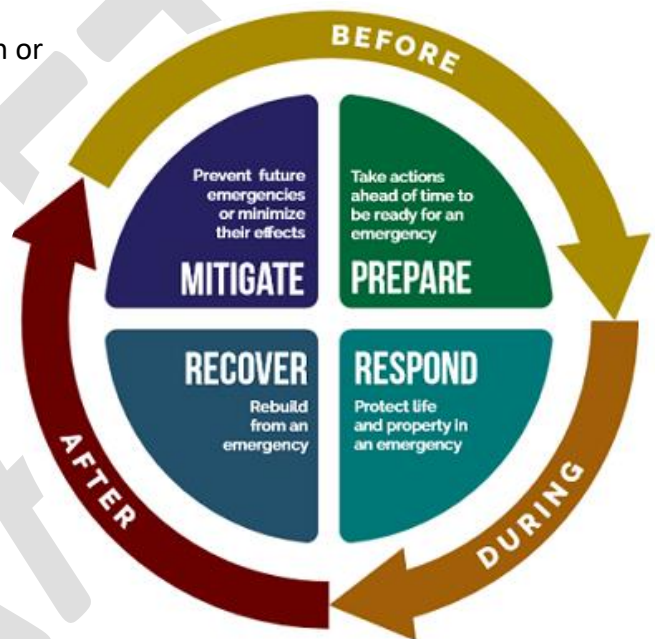


Figure 7: The emergency management cycle

Preparedness

Activities related to developing and improving response and recovery capabilities are part of a comprehensive preparedness program. Preparedness refers to a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Examples of preparedness activities include establishing mutual aid agreements, developing plans, training EOC personnel, and public outreach and education. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Response

Response activities are those elements undertaken when a disaster occurs or threatens to occur. Response activities include identifying goals and strategies, coordinating operations, public notification, public information, mutual aid, and planning during a disaster.

Recovery

Activities aimed at re-establishing normalcy within affected communities to restore the county to its pre-disaster condition are recovery activities. Examples of recovery activities may be short-term when they focus on stabilizing the situation, removing debris, restoring services, and re-establishing different community functions. Longer-term recovery activities grow out of short-term recovery. They include facility and infrastructure restoration, community planning and rebuilding assistance, and mitigation strategies into rebuilding efforts.

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Purpose and Scope

This section describes the purpose of the Plan and the scope of where it is applicable. The plan is considered active upon approval. The conditions under which an emergency may be proclaimed are described in the [Approval and Implementation section](#).

Purpose

The Emergency Operations Plan is intended to:

- Provide the basis for coordination during all phases of the emergency management cycle through an all-hazards, whole community approach.
- Establish operational concepts and standard operating procedures associated with Emergency Operations Center (EOC) activities.
- Describe the relationship between EOC activities and other emergency response agencies.
- Establish the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) within Contra Costa County.
- Address the needs of people with disabilities and others with access and functional needs who may be disproportionately affected during and after an emergency. See California Government Code section 8593.3, which defines access and functional needs.

Scope

This Plan applies to all emergencies in unincorporated areas of Contra Costa County when coordination is required between multiple organizations or county departments, or both. This plan also applies to emergencies within incorporated areas as requested by those jurisdictions. According to this document, county departments and special districts are responsible for carrying out emergency planning. Local jurisdictions are responsible for carrying out local emergency operations planning per the California Standardized Emergency Management System (SEMS). Local jurisdictions, special districts, and emergency response agencies *outside* the Office of Emergency Services are responsible for coordinating with the Office of Emergency Services for emergency plans and standard operating procedure integration.

Situation Overview

This section provides an overview of the hazards and threats that may affect Contra Costa County. It summarizes the county's locale, risks, and threats and justifies prioritizing emergency preparedness and planning efforts for specific hazards.

History

Contra Costa County was founded in 1850 as one of the original 27 counties of California. It is one of nine San Francisco Bay Area counties and is California's ninth most populous county.

Population

According to the 2020 U.S. Census, Contra Costa County has 1,165,927 residents, of which more than 77 percent are over the age of 18. The census report shows that 178,527 of those residents live in unincorporated areas. Most of the county's population resides along the urban corridors of state highways 4 and 24 and interstates 80 and 680.

Local Setting

Contra Costa County encompasses 804 square miles, of which 716 are land, and 88 are water. Contra Costa County's physical geography is dominated by the bayside plain, the Oakland and Berkeley hills in the west, agricultural land, and the Delta waterways in the east. In between are several inland valleys and Mt. Diablo, which at an elevation of 3,849 feet, is the most notable natural landmark in the central county area.

Parts of Contra Costa County are connected to neighboring counties by bridges; the Richmond/San Rafael Bridge in the northwest, the Carquinez Bridge in the north, the Antioch Bridge in the northeast, and the Middle River Bridge in the east. The Caldecott Tunnel in the west is another primary transportation connector to neighboring Alameda County.

Martinez is the county seat and is in the northern central portion of the county. There are 19 incorporated jurisdictions in Contra Costa County and 34 unincorporated jurisdictions, divided among 5 (five) supervisorial districts.


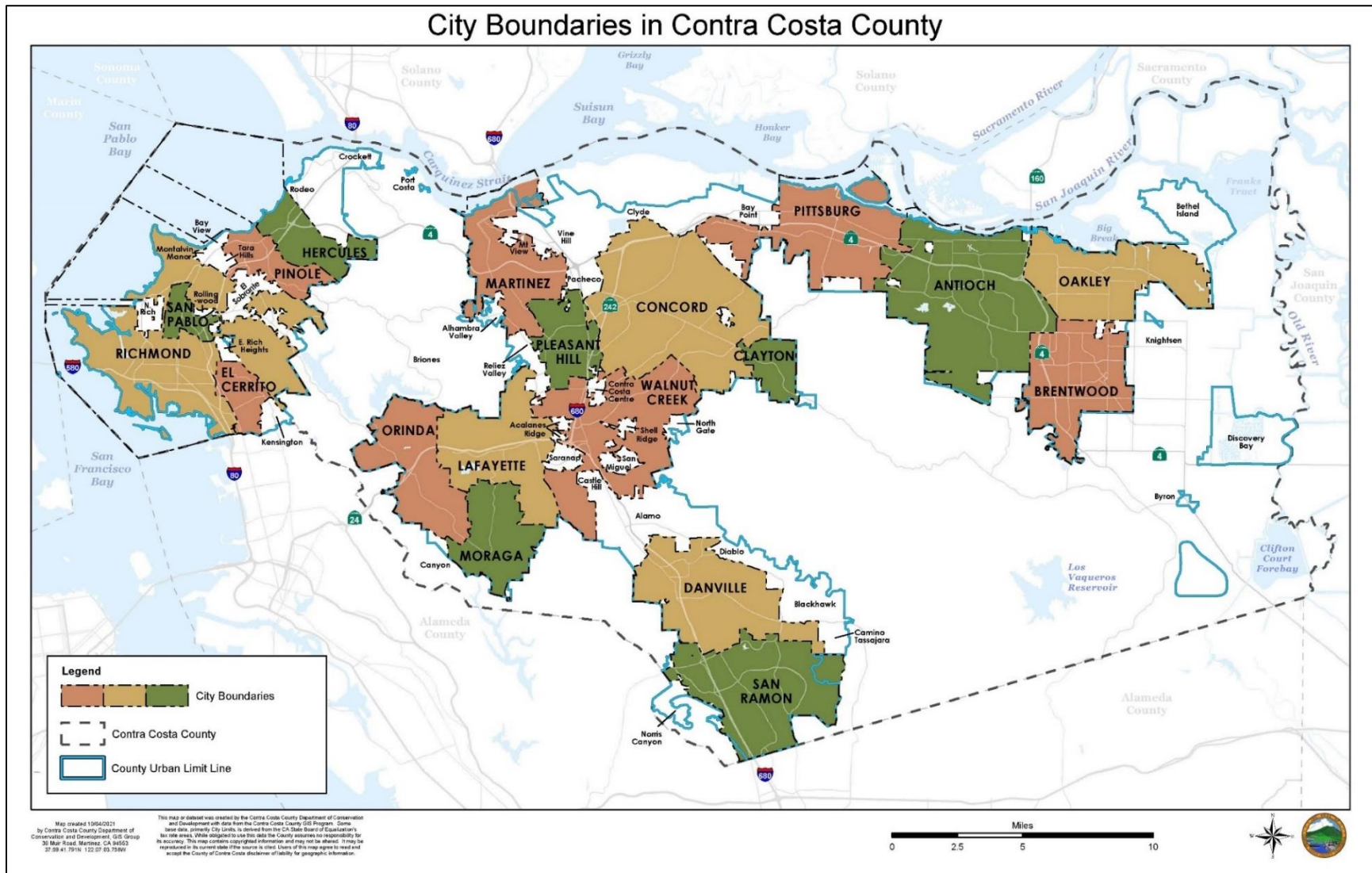
Total County Population for Contra Costa County – 2020 Census				
Incorporated Jurisdictions & Population Estimate		Unincorporated Jurisdictions & Population Estimate		
Antioch city	115,291	Acalanes Ridge	1,285	
Brentwood city	64,292	Alamo	15,314	
Clayton city	11,070	Alhambra Valley	805	
Concord city	125,410	Bay Point	23,896	
Danville town	43,582	Bayview	1,782	
El Cerrito city	25,962	Bethel Island	2,131	
Hercules city	26,016	Blackhawk	9,637	
Lafayette city	25,391	Byron	1,140	
Martinez city	37,287	Camino Tassajara	4,951	
Moraga town	16,870	Castle Hill	1,271	
Oakley city	43,357	Clyde	729	
Orinda city	19,514	Contra Costa Centre	6,808	
Pinole city	19,022	Crockett	3,242	
Pittsburg city	76,416	Diablo	1,255	
Pleasant Hill city	34,613	Discovery Bay	15,358	
Richmond city	116,448	East Richmond Heights	3,460	
San Pablo city	32,127	El Sobrante	15,524	
San Ramon city	84,605	Kensington	5,428	
Walnut Creek city	70,127	Knightsen	1,596	
Total City	987,400	Montalvin Manor	3,099	
 <p>For additional Census information, please go to: https://www.contracosta.ca.gov/5342/Demographics * Population-based on 2020 Decennial Census Results</p>		Mountain View	2,622	
			Norris Canyon	1,313
			North Gate	667
			North Richmond	4,175
			Pacheco	4,183
			Port Costa	190
			Reliez Valley	3,354
			Rodeo	9,653
			Rollingwood	3,015
			San Miguel	3,591
			Saranap	5,830
			Shell Ridge	1,014
			Tara Hills	5,364
			Vine Hill	4,323
			Other Unincorporated	10,522
			Total Unincorporated	178,527

Figure 8: Population table by jurisdiction

Figure 9: Map of jurisdictions in Contra Costa County



Hazards in Contra Costa County

This section of the EOP consists of a series of threat summaries beginning with those threats identified in the Contra Costa County Local Hazard Mitigation Plan. It describes the local area, risk factors, and the anticipated nature of situations, which could threaten or occur in the County.

If future APPENDIX or hazard mitigation plan development results in a more current or robust hazard or threat analysis data, future EOP revisions will incorporate that data into this section. Hazards are not mutually exclusive, and one or more of these events may co-occur. Action

accomplishments in response to hazards and hazard details are provided in this document's Appendices, separate from this Plan and department-specific Standard Operating Procedures.

In 2018 Contra Costa County prepared a hazard mitigation plan in compliance with the Disaster Mitigation Act (DMA - DMA; Public Law 106-390) passed in 2000. This analysis aimed to identify and discuss the natural threats confronting Contra Costa County communities and the mitigation efforts.

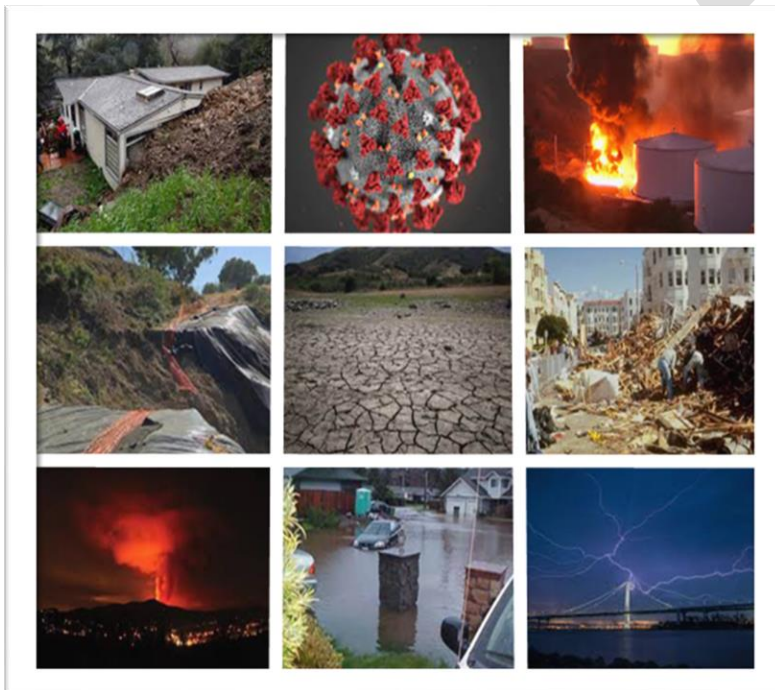


Figure 10: Images of potential hazards

Contra Costa County is vulnerable to a wide range of threats. An all-hazards threat perspective considers a complete range of threats including, but not limited to, natural hazards, technological and structural vulnerabilities, biological and man-made threats. Emergency planning should consider historical events and accommodate new planning assumptions as the County population grows and threats evolve.

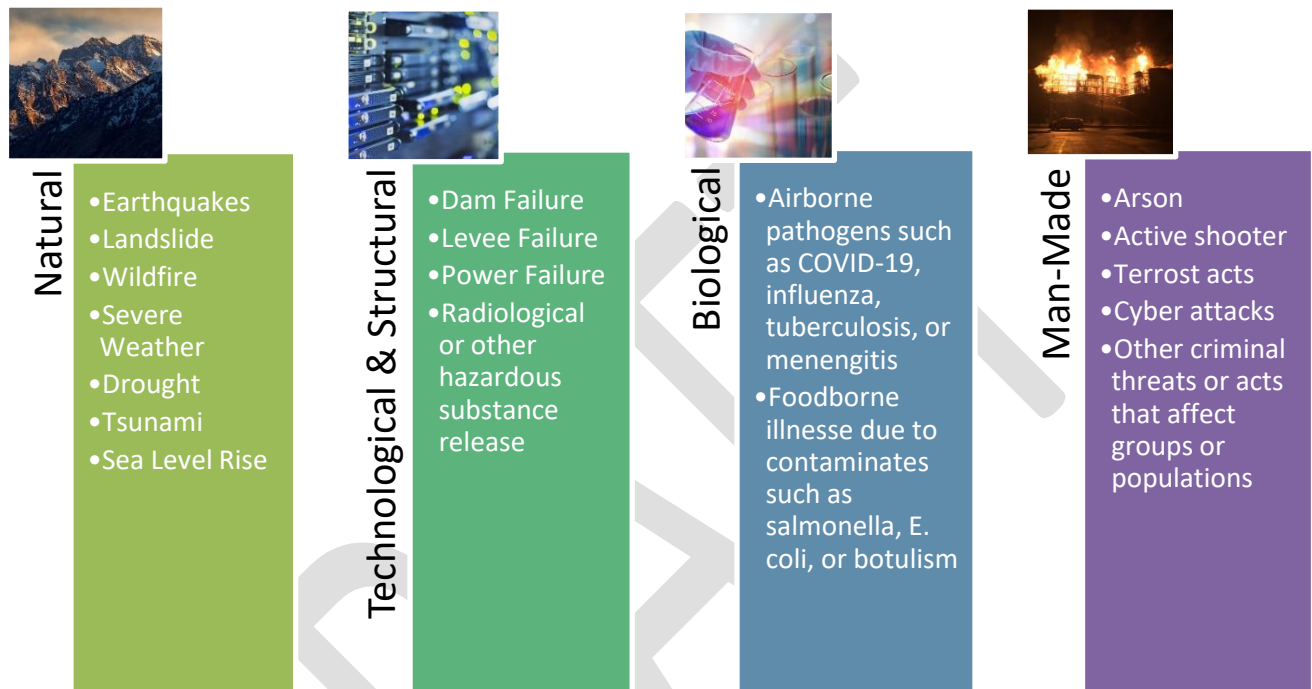


Figure 11: Examples of types of hazards

The Local Hazard Mitigation Plan utilizes Hazards United States (HAZUS), a nationally applicable standardized methodology containing models and other specific disaster data, to estimate potential losses from earthquakes, floods, tsunamis, and hurricanes.

Probability and Impact

The criteria below were used to evaluate hazards and identify the highest risk hazard in Contra Costa County.

The probability of occurrence of a hazard is based on the likelihood of an annual occurrence. The possibility of annual occurrence is assessed using past hazard events in the area and the potential for changes in the frequency of these events due to climate change.

Hazard impact is assessed based on effects on people, property, and the local economy. The following chart assigns the value based on the total population exposed to the hazard event.

Probability	Impact
High – Hazard event is likely to occur within 25 years	High – 25 percent or more of the population is exposed to the hazard
Medium – Hazard event likely to occur within 100 years	Medium – 10 percent to 25 percent of the population is exposed to the hazard
Low – Hazard event not likely to occur within 100 years	Low – 10 percent or less of the population is exposed to the hazard

		Impact		
		Low	Medium	High
Probability	High	Drought Flood	Landslide Severe Weather Wildfire	Earthquake
	Medium	Sea Level Rise Tsunami	Dam & Levee Failure	
	Low			

Figure 12: Hazard probability and impact matrix from pg. 322 of the County LHMP

Earthquake

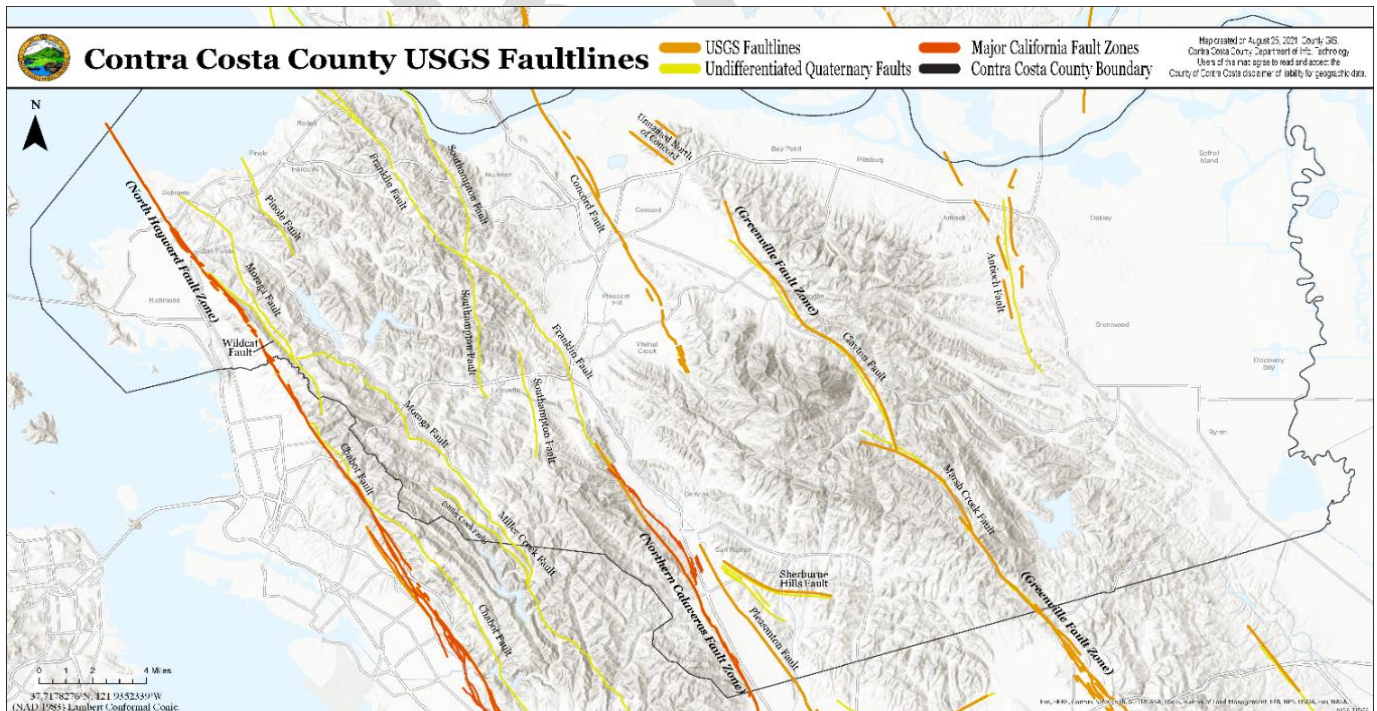
Earthquakes are unpredictable. They vary significantly in size and intensity and can cause devastation. Although infrequent, significant earthquakes have tremendous potential for loss of life, property damage, and the environment.

Major fault lines that could potentially impact Contra Costa County and surrounding counties include:

- The Hayward Fault, which runs along the west end of the County
- The Rogers Creek Fault is in the north-central area of the County and runs under the Buchanan Airport
- The Concord Green Valley Fault, which is in the east end of the County
- The Mount Diablo Thrust Fault, along the southwest perimeter of Mount Diablo
- The Greenville Fault in the east end of the County and under several of the levee protected islands
- The Calaveras Fault runs through the south-central corridor near the I-680 Freeway
- The San Andreas Fault is west of Contra Costa County

Critical petrochemical businesses located along the industrial corridor and other essential facilities in the County can create additional hazards if severely damaged during a large earthquake.

Figure 13: Faultline's in Contra Costa County



Landslide

The U.S. Geological Survey definition of landslides includes many ground movements, such as rockfalls, profound failure of slopes, and shallow debris flows. Although gravity acting on an over-steepened pitch is the primary reason for a landslide, other contributing factors exist. Landslides commonly occur with other major natural disasters such as earthquakes, wildfires, and floods. However, average seasonal rainfall, erosion, and occasionally wildlife may also contribute to landslide events.

Landslides have occurred in conjunction with heavy rain events in Contra Costa County. There are no records of fatalities attributed to mass ground movement in the county. However, deaths have occurred across the west coast because of landslides and slope collapses.

Severe Weather

Severe weather refers to any dangerous meteorological phenomena that can cause damage, severe social disruption, or loss of human life. It includes thunderstorms, downbursts, tornadoes, waterspouts, snowstorms, ice storms, and dust storms. *It is important to note that when "severe weather" is used, it refers to many sub-hazards in aggregate.* Severe weather refers to dangerous conditions such as extreme hot or cold temperatures, high winds, or excessive rainfall. All weather-related emergencies can cause damage, severe social disruption, or loss of human life, especially amongst those experiencing homelessness, those considered medically fragile, and the elderly population.

Wildland Fire

The combination of highly flammable fuel, long dry summers, and steep slopes create a significant natural hazard of large wildland fires in many areas of Contra Costa County. A wildland fire is a fire whose primary fuel is natural vegetation. Wildland fires can consume thousands of acres of vegetation, timber, and agricultural lands. Fires ignited in wildland areas can quickly spread to places where residential or commercial structures intermingle with wildland vegetation. Similarly, fires that start in urbanized areas can grow into wildland fires. The pronounced Wildland Urban Interface (WUI) significantly increases fire hazards in populations with high structure densities adjacent to undeveloped open space areas with narrow roads and dense vegetation. WUI fires may result in death, injury, economic loss, and a significant public investment in firefighting activities. July through November have the greatest potential for wildland fires as vegetation dries out, humidity levels fall, and offshore winds blow. Weather, topography, and fuel are the top three factors that affect wildland fire behavior. Such fires expose residential and other development within the County to an increased risk of conflagration or extensive fire, which destroys a great deal of land or property.

Dam Failure

Although rare, dam failures can cause sudden and catastrophic flooding in communities downstream, leading to injury, loss of life, and significant property damage. Some of the primary causes of a dam's collapse and structural failure include severe storms, earthquakes, internal erosion of piping, and foundation leakage. According to the 2013 State of California Multi-Hazard Mitigation Plan, there have been nine failed Federally regulated dams in the state since 1950, none of them in Contra Costa County. The most likely disaster-related causes of dam failure in Contra Costa County are earthquakes, excessive rainfall, and landslides.

Levee Failure

Two types of levees are present in the San Joaquin-Sacramento River Delta area of Contra Costa County:

- Project levees are part of an authorized federal flood control project on the Sacramento-San Joaquin River Delta system. These levees deliver irrigation and drinking water. The County maintains over 385 miles of project levees built to the highest level of flood protection standards and inspected by the U.S. Army Corps of Engineers.
- All other levees in the Delta are "non-project" or "local" levels. These levees, totaling 730 miles in length, are maintained by local reclamation districts.

Levees are considered manufactured structures, usually earthen embankments, and are constructed to contain, control, or divert a water flow to protect the land from peak flood levels or to protect land below sea level. The most severe flood hazard in Contra Costa County relates to the system of levees that protect the islands and adjacent mainland in the San Joaquin-Sacramento River Delta area in eastern Contra Costa.

Flood

Flooding poses a severe risk to life, property, the environment, public health and safety, and the economic impact of affected areas. The majority of the County's creeks and shoreline areas are within the 100-year flood plain. During heavy rainstorms, water levels can rise quickly, especially in small streams and near the headwaters of river basins. Flash floods can begin before the rain stops falling. The most severe flood hazard in Contra Costa County relates to levees that protect the islands and adjacent mainland in the San Joaquin-Sacramento River Delta area in eastern Contra Costa County. Levees are subject to failure without warning; however, the threat increases during an earthquake or severe flooding.

Sea Level Rise

Sea level rise is caused primarily by two factors related to global warming: the added water from melting ice sheets and glaciers and the expansion of seawater as it warms. Sea level rise will cause currently dry areas to be permanently or chronically inundated. Temporary inundation from extreme tide events and storm surges also will change. Unlike many other impacts resulting from climate change, sea-level rise will have a defined extent and location. Although the magnitude and timing of sea-level rise are uncertain, assessing potential areas at risk provides information appropriate for planning purposes.

Tsunami

A tsunami is a wave, or series of waves, generated by an earthquake, landslide, volcanic eruption, or even a giant meteor hitting the ocean. What typically happens is that a sizeable sub-marine earthquake creates an upward movement of the seafloor, lifting the overlying seawater. This uplifted water then falls and radiates away from this center in all directions as a tsunami. A tsunami can travel across the open ocean at about 500-miles per hour. As the wave approaches land, the ocean shallows, slowing down to about 30 miles per hour and growing significantly in height. While damaging tsunamis have occurred infrequently in California, they are a possibility that our coastal communities must consider. The most likely site of tsunami impacts in Contra Costa County is along San Pablo Bay.

Drought

The National Integrated Drought Information System characterizes drought as “a deficiency of precipitation over an extended period (usually a season or more), resulting in a water shortage.” Multi-year droughts may result in water shortages, impacting water available for human consumption and agriculture production within the County.

Drought is a gradual phenomenon that often takes several consecutive winters with less than average precipitation to produce a significant impact. Drought creates a complex web of environmental and economic effects that spans many sectors. Drought impacts include a reduction in food crops, increased livestock and wildlife mortality rates, increased fire hazards, and decreased water levels, leading to rationing. The consequences of these impacts illustrate indirect effects. For example, a reduction in crops, rangeland, and forest productivity may result in reduced income for farmers and agribusiness, increased prices for food and timber, unemployment, reduced tax revenues, and an increase in crime.

Drought cycles typically occur every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

Pandemic

A pandemic is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide. Past viral pandemics have gravely impacted economic systems, and overwhelmed health care systems.

Pandemics are unlike other public health emergencies or community disasters in that:

- There may be a minimal warning. Most experts believe that we will have between one and six months before identifying a novel virus strain and the time that outbreaks begin to occur in the U.S.
- Simultaneous outbreaks have a high probability of occurring throughout much of our Country, preventing sharing of human and material resources that generally occur with other natural disasters.
- The effect of the particular virus on individual communities will be relatively prolonged—weeks to months—compared to minutes to hours observed in most other natural disasters.
- Effective preventive and therapeutic measures will likely be in short supply.

Widespread illness in the community will also increase the likelihood of sudden and significant personnel shortages in sectors that provide critical community services: healthcare workers, military personnel, police, emergency medical technicians and paramedics, firefighters, utility workers, child-care providers, and transportation workers are especially vulnerable.

Capability Assessment

A capability assessment provides part of the foundation for determining emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and practical actions considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

Contra Costa County has implemented many capabilities to prepare for, respond to, recover from, and mitigate the effects of an emergency or disaster. In addition to the county, cities, and towns within the county maintain local response capabilities and mutual aid agreements to assist when resources are exhausted.

As outlined in the County Ordinance Code §42-2.204, Contra Costa County has committed to:

- The preparation and effectuation of plans to protect persons and property in this county in emergencies.
- The creation, direction, and operation of the county emergency organization.
- The coordination of the county's emergency services and functions with those of other public and private entities, organizations, and persons. (Contra Costa County Ords. 82-55 §1, 72-83)

Mitigation Overview

Many jurisdictions have taken mitigation measures to minimize the impact likely to result from the hazards. Contra Costa County's Local Hazard Mitigation Plan identifies mitigation efforts to reduce the likelihood that a defined hazard will impact our communities. As the cost of damage from disasters increases, the County recognizes the importance of identifying effective ways to reduce vulnerability to disastrous events.

PART I: BASIC PLAN

Concept of Operations

This section explains the County's intent during the response phase of the emergency management cycle concerning emergency operations. It outlines the guiding frameworks within which emergency management operations are carried out and assists in reviewing operational priorities.

Local jurisdictions are responsible for protecting life, property, the environment, and restoration of services. This is achieved through the Emergency Management Cycle: Disasters do not appear one day – they exist throughout time and have a life cycle of occurrence. A series of management phases match this cycle: establish strategies to mitigate hazards, prepare for and respond to emergencies, and recover from effects.

The OES staff and EOC staff routinely monitor events and the environment to identify specific threats that may affect the operational area. The increase in the awareness level of emergency personnel and the community improves operational readiness when a threat is approaching or imminent.

Ongoing awareness allows operational area response agencies to enhance leadership decision-making. Examples of readiness and response efforts include:

- Testing tools, such as the Community Warning System.
- Reviewing plans, procedures, and resource checklists.
- Preparing and disseminating information to the community.
- Briefing government officials.
- Activating emergency operations centers or department operations centers.

Incident goals govern resource allocation and the response strategies for the County and its local jurisdictions during an emergency. Below is a list of operational priorities:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Property** – Efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – Efforts must be made to preserve Contra Costa County's environment and protect it from damage during an emergency.

- **Restore Essential Services** – Power, water, sanitation, communication, transportation, and other essential services must be restored as rapidly as possible to assist the community in returning to normal daily activities.

Standardized Emergency Management System (SEMS) Coordination Levels

The Standardized Emergency Management System (SEMS) is required by Government Code Section 8607(a) to manage emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational sections (management, plans/intelligence, operations, logistics, and finance/administration). These sections aid coordination and communication between the five levels of the system (State, Regional, Operational Area, Local, and Field).

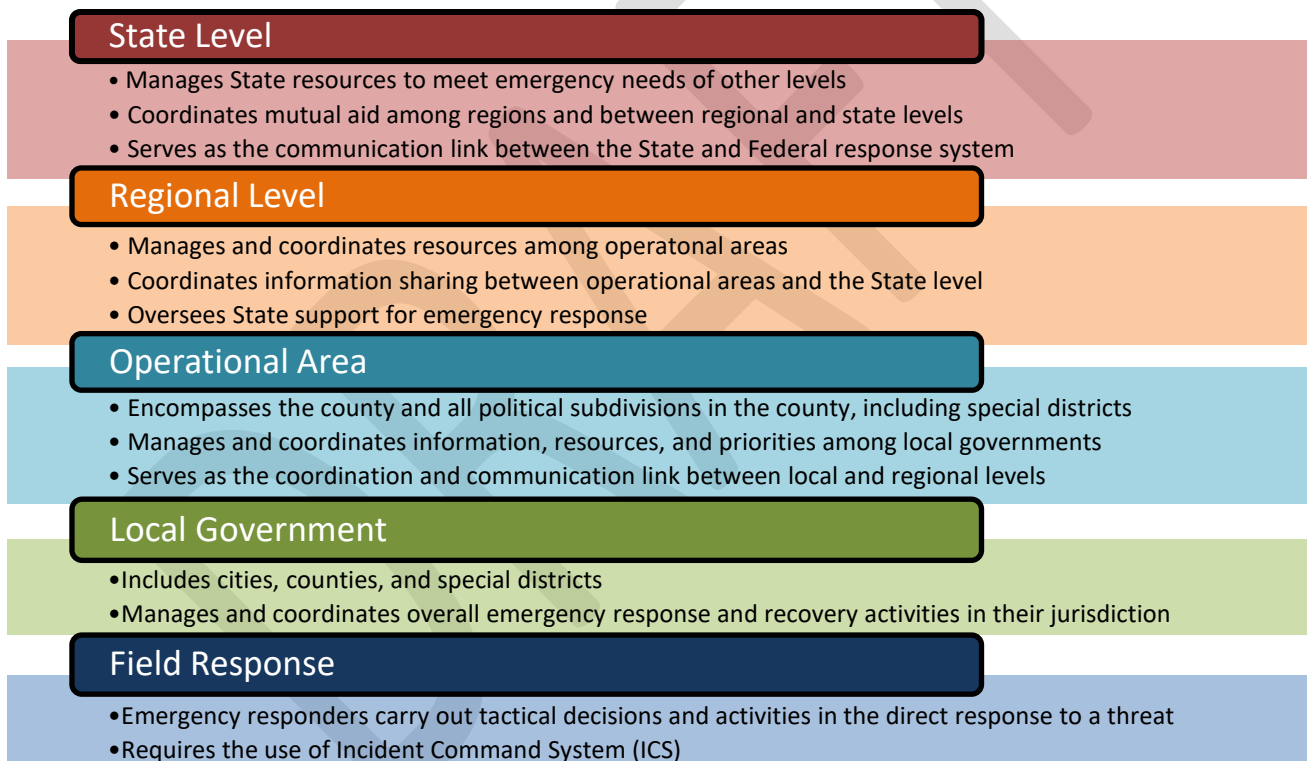


Figure 14: SEMS management levels of response

SEMS incorporates the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their response-related costs under state disaster assistance programs.

In compliance with the SEMS Regulations, the County has EOC staff to manage emergency responses within the County’s jurisdiction. The EOC Director in collaboration with department heads and OES staff requests team members, as needed, to the County EOC to carry out their duties. The Contra Costa County EOC staff is responsible for coordinating resources, strategies, and policy for any event in the Operational Area (OA) that exceeds the capabilities of first responders. Tactical control remains the responsibility of field Incident Commanders (ICs) at all times. SEMS is intended to:

- Facilitate the flow of information within and between levels of the system
- Facilitate coordination and communication among all responding agencies
- Improve the mobilization, deployment, utilization, tracking, and demobilization of mutual aid resources.

SEMS Field and EOC Functions and how they relate are further illustrated in the following chart:

Primary SEMS Function	Field Level	EOC Level
Command/Field Management/EOC	Command is responsible for the directing, ordering, and/or controlling resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning and Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdictional activities as required.
Finance and Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident, including recovery.

Figure 15: SEMS Field and EOC functions

Incident Command System (ICS) and National Incident Management System (NIMS)

The **Incident Command System (ICS)** is used for the command, control, and coordination of emergency response. ICS incorporates personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.

A few characteristics of ICS include:

- Span of control – one supervisor for every 3 to 7 staff members
- Personal accountability – identifying roles and responsibilities
- Common terminology – a language shared among agencies and jurisdictions
- Resource management – coordinated distribution of resources based on priorities
- Integrated communications – ensuring communication systems are interoperable
- First responders – tactical control remains the responsibility of field Incident Commanders at all times

The **National Incident Management System (NIMS)** is a comprehensive, national approach to incident management applicable at all jurisdictional levels and across functional disciplines. It is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location, or complexity.
- Improve coordination and cooperation between public and private entities in various incident management activities.
- Provide a common standard for overall incident management.

California Emergency Support Functions

The California Emergency Support Functions (CA-ESFs) are a grouping of functions with activities and responsibilities, which lend themselves to improving the state's ability to prepare for, effectively mitigate, cohesively and collaboratively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad spectrum of stakeholders with various capabilities, resources, and authorities to improve coordination for a discipline.

The County's emergency management organization follows the Standardized Emergency Management System (SEMS) structure and principles, including organization around Emergency Support Functions (ESFs). The County also follows the Federal Incident Command System (ICS).

The daily planning process brings together partners and stakeholders through a whole community approach under the ESF structure. During an emergency, the ESF format is incorporated into an ICS response structure following SEMS.

Emergency Operations Center Organizational Chart

Contra Costa County EOC ORGANIZATIONAL CHART

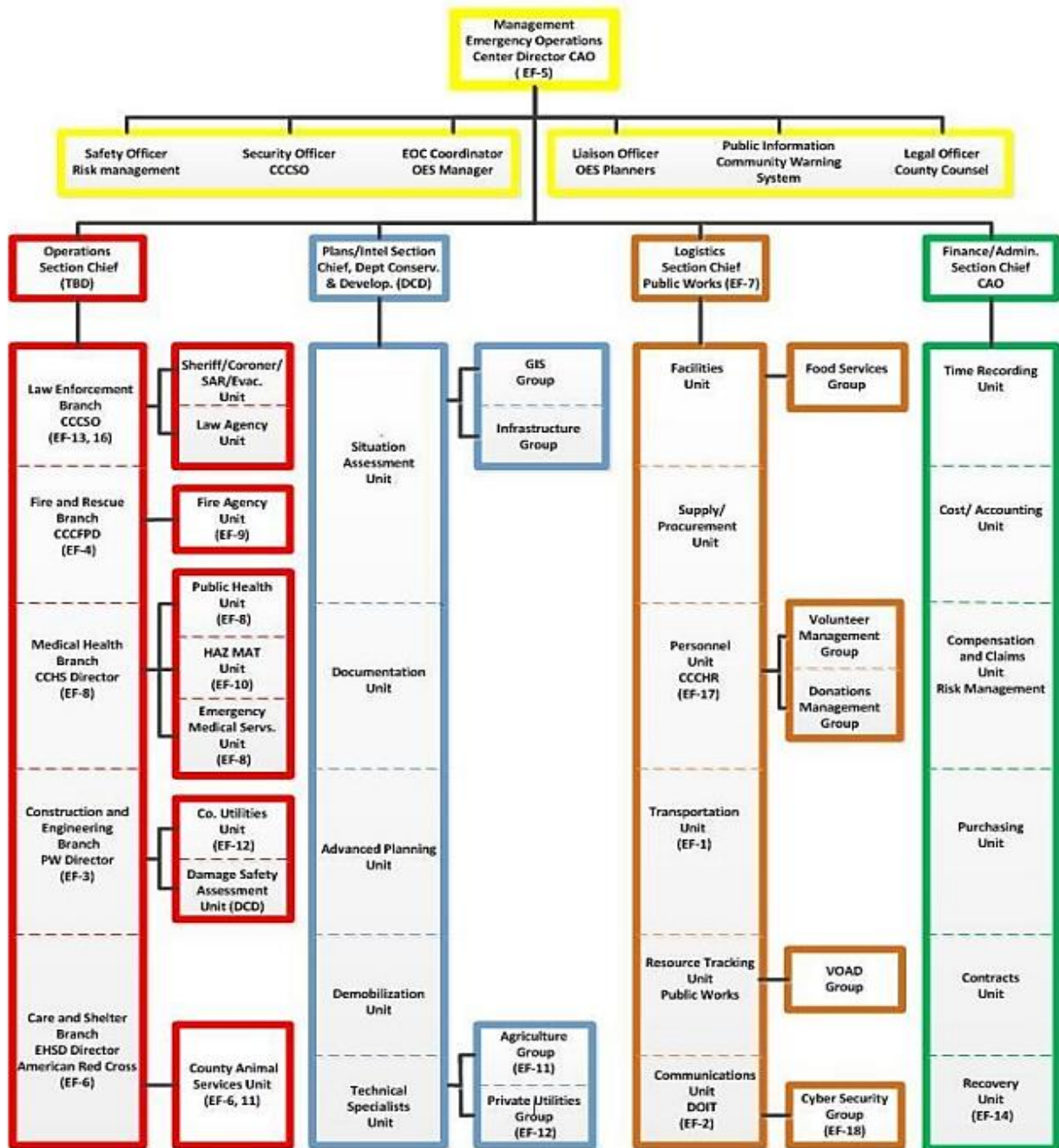


Figure 16: Contra Costa County EOC Organizational Chart

Contra Costa County uses CA-ESFs as a guide in local planning efforts. Each function is led by a County department and supported by stakeholders who work within the scope of that function. These include special districts, private, and non-profit organizations. Together, these ESFs are responsible for developing functional plans and documentation.

The following table illustrates the CA-ESF's and the appropriate county department leads:

Emergency Support Function (ESF)	County Lead	Description
ESF #1 Transportation	<i>County Department of Public Works</i>	Manages Contra Costa County transportation systems & infrastructure, including roads, bridges, railways, aviation, and marine.
	<i>Department of Conservation & Development</i>	Further scope includes identifying movement restrictions as well as damage and impact assessment.
ESF #2 Communications	<i>County Department of Information Technology</i>	Provides resources, coordination, support, and restoration of Contra Costa County voice and data communications, including emergency communications.
	<i>County Office of Emergency Services, Community Warning System</i>	
ESF #3 Construction & Engineering	<i>County Department of Public Works</i>	Provides technical advice, evaluation, management, and inspection of critical infrastructure.
ESF #4 Fire & Rescue	<i>Contra Costa Fire Protection District</i>	Coordinates and supports wildfire, rural and urban fire detection, and suppression.
		Lends expertise and support in emergency scene rescue (ground urban and rural search operations) activities by providing personnel, equipment, and supplies.
		<i>Urban Search and Rescue *Formerly ESF #9</i>
ESF #5 Management	<i>County Office of Emergency Services</i>	Supports communicates and coordinates the collection, analysis, and processing of information, ensures EOC readiness.
	<i>County Administrator's Office</i>	

ESF #6 Care & Shelter	<i>County Employment and Human Services</i>	Coordinates and organizes disaster housing, emergency food assistance, minor medical care, and family reunification of displaced survivors.
ESF #7 Resources	<i>County Department of Public Works</i>	Coordinates and plans activities to locate, procure, and pre-position logistical support such as space, personnel, equipment, and supplies.
ESF #8 Public Health & Medical	<i>County Department of Health Services</i>	Responds to infectious disease outbreaks, human-caused bioterrorism events, and health consequences resulting from a disaster.
		Oversees the restoration of medical facilities and associated healthcare services.
		Coordinates and deploys Disaster Healthcare Volunteers including Medical Reserve Corp.
		Coordinates all medical and behavioral health programs and their mutual aid.
ESF #10 Hazardous Materials	<i>County Department of Health Services, HazMat Division</i>	Provides a coordinated response to actual or potential discharge and release of oil, chemical, biological, radiological, or other hazardous substances in the County.
ESF #11 Food & Agriculture	<i>County Department of Agriculture</i>	Performs animal, plant disease, and pest response.
		Provides food safety and security and protection and restoration of natural and cultural resources and historic properties.
		Manages weights and measures regulations.
ESF #12 Utilities	<i>County Department of Public Works</i>	Provides assessment and restoration of gas, electric, water, wastewater, and telecommunications to include energy industry coordination and forecast.
ESF #13 Law Enforcement	<i>County Sheriff's Office</i>	Provides for public safety and security of property, coordinates coroner activities, and supports access, traffic, and crowd control.

		Includes enforcement of state and local laws as well as some Search and Rescue responsibility in addition to evacuation operations.
		<i>Evacuation *Formerly ESF #16</i>
		<i>Wilderness Search & Rescue *Formerly ESF #9</i>
ESF #14 Long-Term Recovery	<i>County Administrator's Office</i>	Performs social and economic community impact assessment and analysis and review of mitigation program implementation.
		Recovery Plan to be developed utilizing the six FEMA Recovery Support Functions: <ul style="list-style-type: none"> • Community Planning and Capacity Building • Economic • Health and Social Services • Housing • Infrastructure Systems • Natural and Cultural Resources
EF #15 Public Information	<i>County Administrator's Office</i>	Supports the accurate, coordinated, timely, and accessible release of information to affected audiences.
		Performs media and community relations while operating within a Joint Information System/Center.
ESF #17 Volunteer & Donations Management	<i>County Public Works</i>	Coordinates the services of affiliated volunteers, non-profit organizations and manages spontaneous volunteers. Contains monetary and in-kind donated goods.
	<i>County Human Resources Office</i>	
ESF #18 Cybersecurity	<i>County Department of Information Technology</i>	Responsible for re-establishing a stable, safe, and resilient cyberspace and the protection of secure cyber network.

Figure 17: County emergency support functions table of roles and responsibilities

Emergency Operations Center Organization

This section describes the organizational structure of the Emergency Operations Center (EOC). Communications and coordination between the EOC and with operational area partners are outlined. The ways that the EOC coordinates resources and facilitates information sharing among active area partners are described.

Incidents begin locally at the field level. Field personnel activate different organizational components as incidents grow in complexity. Field offices, departments, department operations centers (DOCs), and emergency operations centers (EOCs) activate in support of the field operations. These principles adhere to the Standardized Emergency Management System (SEMS) process. Local jurisdictions activate their EOCs based on the need for greater coordination in an emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, disseminating emergency information, and supporting field operations through resource coordination. Local EOCs may activate in support of local departmental operations centers (DOCs). Local EOCs may be established by cities, towns, and special districts.

This hybrid ICS and SEMS organizational chart describes the involvement of special districts, private and non-profit agencies. Further explanation of the roles played by these groups within the County Emergency Management Organization is provided in the ESF chart on pages 30-32.

Field/ EOC Communications and Coordination

The Field and EOC Communication and Coordination are further illustrated in the following chart:

ICS Section	Functions
Command/Field Management/EOC	<ul style="list-style-type: none"> • Overall EOC management • Public information: provides for public safety communications • Identification of a media center • Rumor control and management of public inquiries • Identification of a Safety Officer • Facility security • Agency liaison • State/Federal field activity coordination
Operations	<ul style="list-style-type: none"> • General warning • Special population warning • Authority to activate Emergency Alert System(s) • Evacuation, including inmates, unique populations • Traffic direction and control • Debris removal

	<ul style="list-style-type: none"> • Evacuation and care for pets and livestock • Access control of evacuated areas • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution
Planning and Intelligence	<ul style="list-style-type: none"> • Situation Status • Situation Analysis • Information display • Documentation • Advance Planning • Technical Specialist • EOC Action Planning • Demobilization
Logistics	<ul style="list-style-type: none"> • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support
Finance and Administration	<ul style="list-style-type: none"> • Fiscal management • Timekeeping • Purchasing • Compensation and claims • Cost recovery • Travel requests, forms, and claims

Figure 18: ICS section responsibilities

Primary and Alternate EOC

OES designates the location of the Emergency Operation Center. The primary site is at the Contra Costa Office of the Sheriff Administration building at 1850 Muir Road in the City of Martinez. Additional EOC space is available at the exact location. In the case of an inoperable primary EOC, an alternate EOC may be identified and established based on the site, size, and scope of an

incident. Day-to-day functions will be maintained in the most appropriate government facility available with involvement from other organizations, special districts, private and nonprofit entities.

Response, Resource Coordination, and Mutual Aid

During the response phase, emphasis is placed on saving lives, protecting property and the environment, and restoring services to minimize the effects of the disaster. Below are key actions to be taken:

- **Alert and Notification** - Local response agencies are alerted about an incident. Notifications go out to first responders as well as the public.
- **Mobilization** - As an incident escalates and expands, additional resources are activated by the Operational Area and mobilized to support the response. This includes resources from within the county or, when resources are exhausted, from surrounding jurisdictions through mutual aid agreements.
- **Resource Coordination** - The Contra Costa County EOC staff will coordinate resource requests from the local municipalities within the Operational Area (OA). If demands exceed the supply in the OA, the Operations Section will provide resources based on established Operational Area priorities. If resources are not available within the OA, requests will be made according to SEMS.
- **Mutual Aid** – Under California’s Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), statewide emergency assistance is provided voluntarily from one jurisdiction to another at no cost to the receiving jurisdiction. Mutual aid ensures that adequate resources, facilities, and other emergency support are provided to jurisdictions whenever their resources prove inadequate to cope with a given situation.
- **Documentation** - Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation is critical in establishing eligibility for disaster assistance programs. Responsibility for maintaining Emergency Operations Center records rests with the entire Contra Costa County EOC staff.

Operational Area (OA) EOC Activation

The purpose of the OA EOC is to acquire and coordinate resources within the Operational Area as requested by field operations, DOCs, or local EOCs. This may involve coordinating resources from one local jurisdiction to another or coordinating resources from other operational areas, the state, or the federal government. The Operational Area EOC may also activate to coordinate the deployment of resources to other operational areas.

The County EOC operates at different levels depending on the requirements of an incident:

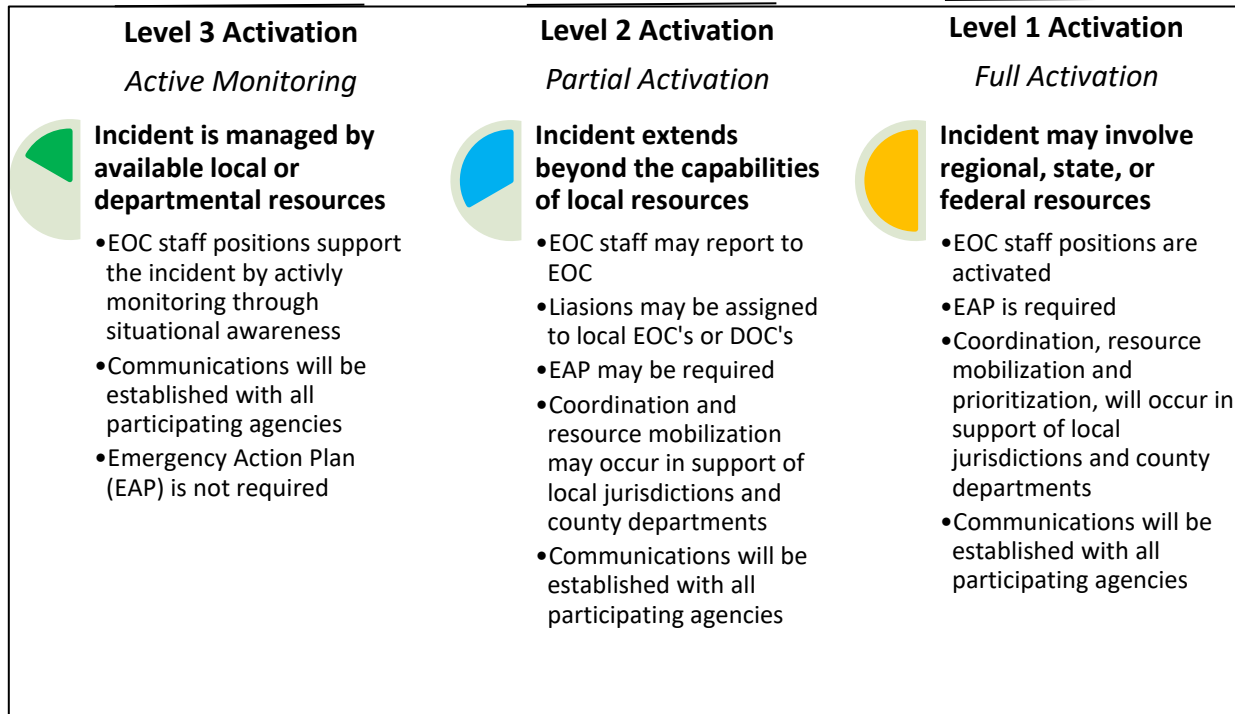


Figure 19: EOC levels of activation

Department Operation Center Activation

Departments within jurisdictions may activate DOCs based on the needs of field operations during a disaster. Their primary function is to coordinate and control actions specific to that department during an emergency event. DOCs may activate in conjunction with EOCs or may activate independently.

EOC Reporting System

Contra Costa County currently has a web-based crisis management reporting system (Web EOC) during emergencies. Web EOC aims to improve the county’s ability to respond to major disasters. The county’s Web EOC includes all incorporated jurisdictions and special districts in the Operational Area (OA). Web EOC assists in increasing the level of service and efficiency by improving the county’s ability to respond to, manage, coordinate requests for resources, and disseminate information throughout the emergency management process during a disaster.

Field Coordination with Department Operations Centers and EOCs

Field units communicate their operational needs to their organization or department, DOC or EOC. By liaising with other operational levels, a common operating picture is created.

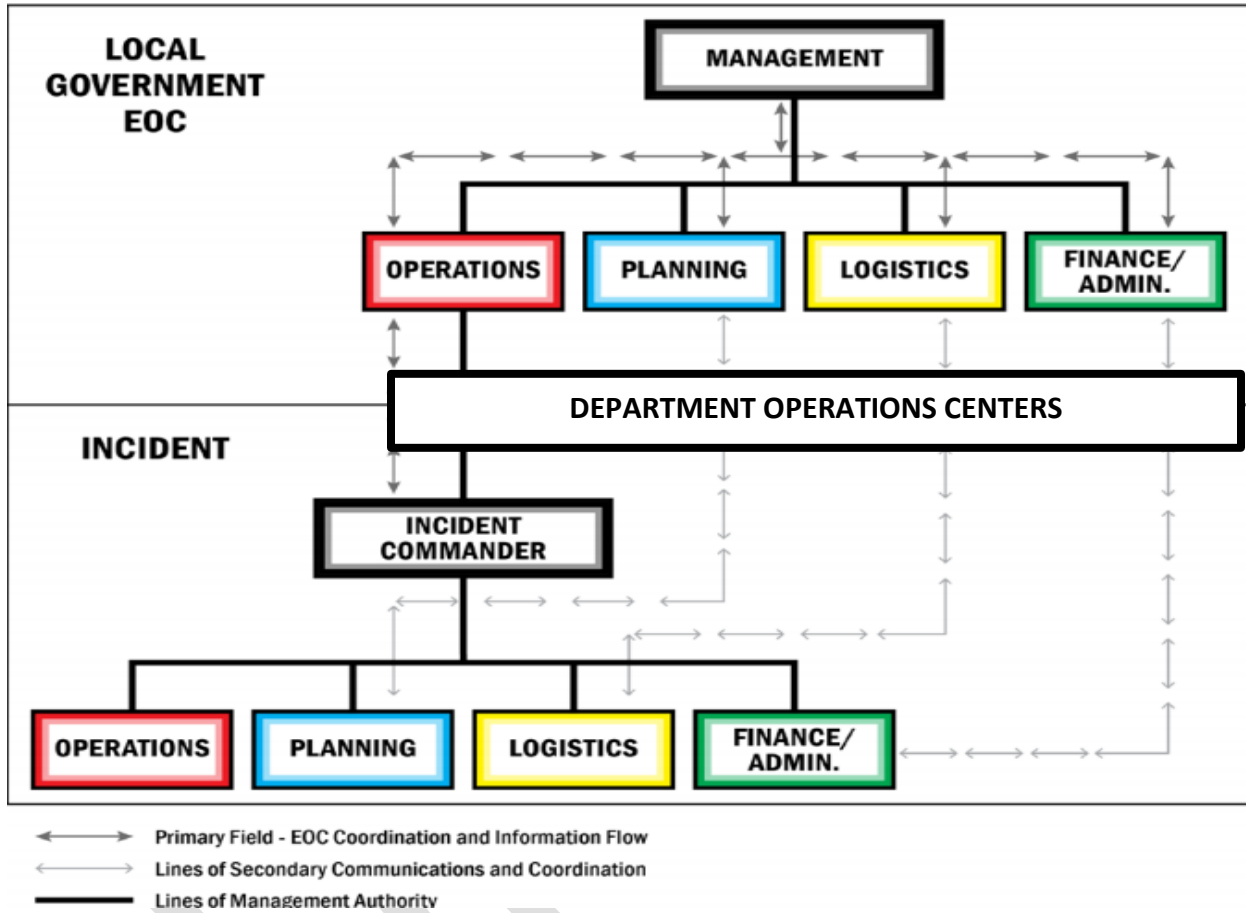


Figure 20: EOC direction of control and coordination

Continuity of Government

Provisions for continuity of government and the retention of vital records are outlined in this section.

Threats to Contra Costa County have a single commonality: the interruption of one or more critical government functions vital to the public's health, safety, or welfare. The fundamental mission of Contra Costa County is the reliability of service, particularly in times of emergency. Public trust is based on the delivery of vital government services. Planning authority is accomplished by preparing for a succession of officers, designation of standby officers, administration of oaths of office, and continuation of duties of the governing body. See the county continuity of government and department continuity of operations plans for additional information.

Vital Records Retention

In Contra Costa County, the County Recorder is responsible for preserving vital statistics.

Vital statistics are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, emergency supplies, equipment locations, emergency operations plans and procedures, personnel rosters, etc.
- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

Contra Costa County's vital records are routinely stored in the County Recorder's Office. Electronic and computerized data is backed up nightly by an off-site vendor specializing in data protection and recovery. Microfilmed records and other backup data are stored in an off-site vault with a vendor specializing in information protection and recovery.

Contra Costa's birth and death records are managed and maintained by the Vital Registration Department in Public Health. This information is coordinated with the Coroner's Office.

Each department within the county will identify, maintain, and protect its vital records. Protection includes but is not limited to archival preservation, offsite storage, and maintaining redundant

backup copies.

Recovery

Overview

Recovery refers to re-establishing a new state of normalcy in the affected areas of the county. The transition from response operations to recovery is a gradual shift to assisting individuals, households, businesses, and governments in meeting basic needs and returning to self-sufficiency.

Recovery operations begin concurrently with or shortly after the commencement of response operations. Short-term recovery activities intended to return vital life-support systems to operation begin with restoring services after stabilizing the situation.

Long-term recovery focuses on rebuilding the community as outlined in the National Disaster Recovery Framework (NDRF) and the California Disaster Recovery Framework (CDRF). Modeled after the NDRF, the CDRF guides federal, state, local, private, community-based organizations, and other nonprofit entities in effectively supporting disaster impacted jurisdictions to address gaps and rebuild resiliently.

Recovery activities are categorized by the NDRF/CDRF designated Recovery Support Functions as follows:

Recovery Support Function	Description	Example	Responsibility
Community Planning and Capacity Building	Develops resources and tools to support partner agencies for managing and implementing recovery post-disaster.	Enact zoning variances	County Administrator's Office
Economic	The ability to return business activities and develop new opportunities that result in a sustainable, viable community.	Identify temporary business space, provide access to financial assistance where needed, assist in placement for housing	County Administrator's Office
Health & Social Services	Support program development which addresses public health, health care facilities, coalitions, and essential community needs especially at-risk children and vulnerable children,	Activate local assistance centers	County Health Services Department

	individuals, and families affected by the disaster.		
Housing	Coordinates and facilitates the delivery of resources to implement adequate, affordable, and accessible solutions that effectively support the whole community's needs and contribute to resilience.	Needs assessments, identify solutions and support required	County Health Services Department Employment & Human Services Department
Infrastructure Systems	Efficiently facilitates scalable and collaborative restoration of services and protects from future hazards.	Damage assessment, debris removal, open transportation routes, issue permits, restore power, water, sewer, and communications, and initiate temporary repairs	Department of Public Works Department of Conservation and Development
Natural & Cultural Resources	Facilitates the integration of capabilities to support the protection of historic properties through recovery actions to preserve, conserve, rehabilitate, and restoration consistent with community priorities and in compliance with applicable environmental and historic preservation laws and Executive orders.	Coordinate program assistance for farmers and ranchers	Department of Agriculture

Figure 21: Recovery support functions. See individual Recovery Support Function Appendices for additional information.

Damage Assessment

A jurisdiction's Initial Damage Estimate (IDE) estimates the severity and extent of the damage caused by the emergency. The Preliminary Damage Assessment (PDA) determines if an incident is beyond the capabilities of the affected jurisdiction requiring both State and Federal assistance.

Documentation

Within the Planning and Intelligence Section, this functional unit is responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC. The Finance and Administration Section obtains the appropriate information to compile required reimbursement applications.

After Action Reporting

The After-Action Report (AAR) will serve as a source for documenting the County or local jurisdictions' successes and areas needing improvement. Additionally, the AAR will effectively identify resource gaps. County OES staff will assist in coordinating with appropriate operational area jurisdictions in compiling an AAR after any emergency. All EOC staff are responsible for participating in the AAR process. AARs lead to improvement plans and contain corrective actions that are continually monitored and implemented to improve readiness. All After Action Review documents for real life incidents are submitted to Cal OES via CALEOC, CAL OES's web platform.

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PART II: SUPPORTING ELEMENTS

The supporting elements are variations of functional components tailored to the Plan. While the basic plan provides broad overarching information relevant to the Plan, these supporting elements focus on specific areas requiring an emergency operation focus. Supporting Elements include both Authorities and Appendices to the EOP.

Appendices may include additional critical operational functions, including Emergency Response strategies that apply to a specific hazard.

Appendices include a glossary, references, definitions, and any supporting documentation.

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APPENDICES

APPENDIX A: Integrating People with Disabilities and with Access and Functional Needs

Contra Costa County takes a whole community approach to serve the needs of the residents. This is accomplished by engaging critical stakeholders with expertise in transportation and sheltering. Populations with access and functional needs include community members who may have additional requirements before, during, and after an incident in functional areas.

Individuals in need of additional response assistance may include those who:

- Live in institutionalized settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantaged
- Have no access to communication devices
- Have no access to a shelter
- Have temporary and lifelong disabilities
- Have sight or hearing impairments
- Require medical care and supervision
- Other situations that would ensure maintaining independence

Lessons learned from recent emergencies concerning people with disabilities and other access and functional needs have shown that the existing concepts of emergency planning, implementation, and response must meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and others with access and functional needs:

- Communications/Warning (See Appendix B: Alert and Warning)
- Sheltering
- Evacuation/Transportation
- Recovery

Essential facilities such as shelters, those facilities utilized during evacuations and movement of the population, and alert and warning tools accommodate the Americans with Disabilities Act.

Appendix B: Alert and Warning

The County's Community Warning System (CWS) may provide time-sensitive alerts and warnings to affected members of the public about imminent hazards to human life or health for which specific protective action is recommended. These alerts and warnings include hazardous material incidents, public health emergencies, law enforcement emergencies, fires threatening populated areas, severe flooding, or "at-risk" missing persons. The most common protective actions for these types of hazards are shelter in place/lockdown, evacuation/prepare to evacuate, or be-on-the-lookout.

The Community Warning System automatically coordinates the transmission of alerts and warnings over a variety of delivery systems, including:

- Sirens near major industrial facilities and in other special safety zones
- Telephone Emergency Notification System (TENS) that includes both landlines (Reverse 911) throughout the county, and pre-registered mobile devices (cell phones, text, and email messages)
- CWS website and social media, including Facebook and Twitter
- California's Emergency Digital Information System (EDIS)
- Federal Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS)
 - NOAA weather radios
 - Wireless Emergency Alerts (WEA)

The Community Warning System has predesigned templates for various warning messages to expedite the message development process. Although templates exist for many of the hazards common in Contra Costa County, it is essential to remember that all messages should include:

- What authority is issuing the warning
- What the hazard is
- A specific affected area for which the warning is in effect
- Who, specifically, is affected by this warning and what protective action they should take
- How long the warning is in effect/when it expires

Appendix C: Population Protection

Evacuations and “shelter-in-place” orders will be handled according to the Office of the Sheriff's Policies and Procedures, with the Incident Commander balancing the immediate hazards associated with remaining on the scene against the risks of moving people in a dangerous environment.

- The Incident Commander or other authority will recommend a protective action based on discussion with the appropriate personnel regarding the nature of the incident.
- The Incident Commander has the authority to initiate an evacuation or a shelter-in-place order based upon their assessment of the situation.
- Area resources and, when available, additional resources, including personnel, transport, etc., may assist with the evacuation effort to provide security and facilitate an organized transition to a safe environment.
- Early/Advanced evacuations will generally be conducted by available law enforcement working in the affected area.
- Unaccompanied minors will be evacuated to a safe, contained location and supervised by a responsible adult/official until reunited with their parents.
- Parents will be directed to the evacuation location to pick up children.
- Area resources and, when available, additional resources may be allocated to provide temporary security to at-risk groups when a credible threat to safety exists.
- Detention facility transportation units will move incarcerated individuals to pre-determined, secure locations in the event of an evacuation.
- The Community Warning System may notify the public about existing hazards and protective actions.
- At the request of the Incident Commander, by policies and procedures. The Community Warning System can be used to notify the public at the end of a shelter-in-place action.
- Animal Control Services coordinates the care and shelter of evacuees' pets considering American Red Cross shelters' location(s).
- California State Law does not provide language to support mandatory evacuations. Residents have the right to make independent decisions about evacuation.

Appendix D: Prevention and Protection

Prevention Activities

The Sheriff's Office of Homeland Security Unit (HSU) is responsible for developing and maintaining positive partnerships between the Sheriff's Office, its infrastructure partners, and other local, state, and federal agencies to share critical information to safeguard persons and property. HSU reviews tips and leads to ensure appropriate agencies and resources are notified.

Protection Activities

The Northern California Regional Intelligence Center (NCRIC) position serves within the terrorism liaison officer outreach program. This position also directly links to the FBI's Joint Terrorism Task Force (JTTF) and other state and federal agencies, facilitating information dissemination.

Eight Signs of Terrorism

Information gathering by suspicious persons	Tests of security by suspicious persons	Suspicious financial activity	Acquiring supplies in preparation for an attack
Suspicious persons out of place	Dry or trial run to test infrastructure vulnerabilities	Surveillance of critical infrastructure	Deploying assets in suspicious locations near critical infrastructure

Appendix E: Worker Safety and Health

The County Risk Management Department guides each department on the OSHA worker safety and health program, including injury illness and prevention protocols.

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Appendix F: Public Information

Purpose:

This supporting element is to establish uniform guidelines and practices for the effective development, coordination, and dissemination of emergency information to the public in the case of an emergency or disaster. It establishes the parameters for the Contra Costa County Joint Information System procedures for:

- Rapid delivery of accurate information and instructions to the public and media
- Response to public and media inquiries
- Dissemination of critical information to internal and external partners
- Establishment of a Joint Information System (JIS) and Joint Information Center (JIC)

Assumptions:

During emergencies:

- The public and media will need information about the situation and instructions on what actions to take.
- Residents will make better decisions if given updated information regularly.
- Local media can provide an essential role in delivering information and instructions to the public; regional or national media may also play a role and need to be considered.
- Many communication channels exist, but not all may be available in an emergency. The situation will drive the media and tools to be used.
- Monitoring of the media will require advanced planning to know which methods they are using to disseminate information besides their primary channels.
- Social media will be the most challenging to monitor and control but have significant value to the public.
- Perception is the key; Joint Information System team members must convey calm presence, authority, and situational understanding to the media and the public.

Objectives:

- To guide public action as determined by the EOC Director in an Emergency Operations Center or the Incident Commander if in the field.
- To gain public confidence by providing timely, accurate, credible, and actionable information.
- To keep the public calm by building trust, providing them with the process to find answers, specific actions to take, and reassuring them.

- To meet the needs of the news media and social media influencers.
- To meet the needs of internal and external partners and stakeholders.
- To meet the needs of people with disabilities, others with access and functional needs, and others who would be considered vulnerable in an emergency.
- To provide information to the public in coordination with the city, state, and federal agencies and community-based and non-government organizations.

Practices and Guidelines:

- It is the policy of Contra Costa County to develop plans and procedures to address public information needs during an emergency or disaster response within the County.
- The lead Public Information Officer (PIO) and additional designated PIOs will coordinate efforts to provide timely and practical information before, during, and following a significant emergency or crisis that affects public safety, public health, community well-being, and continuity of operations.
- The PIO is responsible for disseminating accurate and timely information to affected populations, considering people with access and functional needs.
- Multi-lingual support such as translation services and non-English broadcast media cooperation may be explored to communicate more effectively with a diverse public.
- Information released to the media and public will be verified by the EOC Director's public information staff.
- Contra Costa County will use the concept of a JIC to coordinate the release of information, and a Joint Information System or virtual Joint Information Center when physically co-locating is not possible or practical.
- A joint information center will be opened when more than one agency is involved or impacted in an emergency incident.

Media Access:

- Media access to PIOs during an emergency/disaster will be provided through contacts within the EOC or a field JIC. Physical access to the EOC will not be permitted without the permission of the EOC Director, and a PIO must always accompany the media.
- Disaster and accident scenes may be closed to the public under the authority of 409.5(a) P.C., which states, "...a menace to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion or other disasters...."
- It is essential to note that 409.5(d) P.C. states, "Nothing in this section shall prevent a duly authorized representative of any news service from entering the area closed..." After being advised of any existing danger, news media members are permitted free movement in the

area if they do not hamper, deter, or interfere with law enforcement or public safety functions.

Primary Responsibilities for the Public Information Officer:

- Evaluate the need for and, as appropriate, establish and operate a Joint Information System.
- Establish a JIC as necessary to coordinate and disseminate accurate and timely information.
- Determine from the EOC Director or Incident Commander if limits on information available and the release scope.
- Develop material for use in media briefings.
- Obtain approval of media releases.
- Inform the media and moderate media briefings, whether in person, conference call, or other means.
- Arrange for tours, interviews, or briefings as needed.
- Maintain current information summaries and display boards about the incident.
- Maintain an Activity log for PIOs.
- Manage media and public inquiries.
- Coordinate emergency public information and warnings.
- Monitor media and social media reporting for accuracy and take corrective action where needed.
- Ensure that all required agency forms, reports, and documents have been completed before demobilizing a Joint Information Center or System.

PIO Roles and Functions within a JIC:

- Lead PIO with overall responsibility for Joint Information Center operations
- Information Gathering
- Information Verification
- Coordination and Production of Messaging
- Information Dissemination
- Media Monitoring
- Social Media Monitoring
- Liaison
- Provides coordinated communication with crucial program areas and other entities involved in response and recovery operations
- Coordinates with elected officials, community leaders, VIPs, and other governmental and non-governmental organization support agencies

Documents available in the EOC go-box and PIO electronic go-materials:

- Lead PIO Checklist
- PIO Checklist by Role and Function
- PIO Contacts
- Media Contacts
- JIC Templates

Special Districts

A local government unit with authority or responsibility to own, operate, and maintain systems, programs, services, or projects for natural disaster assistance. This may include joint powers authority established in the California Code of Regulations.

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Appendix G: Private Sector Coordination

The involvement of NGOs, special districts, and private sector organizations with Contra Costa County will vary according to the incident type, resources that may be made available, and the types of resources needed. Some organizations may use internally established mutual aid systems/arrangements in order to acquire needed resources. For example, the American Red Cross will utilize the American Red Cross Disaster Services Human Resources System (DSHR) when a disaster response requires greater resourcing than can be provided from the local chapter.

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, Volunteer Organizations Active in Disasters (VOAD), faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system.

Partnership Organizations: Non-Profit Agencies

- American Red Cross exists to provide compassionate care to those in need. The network of donors, volunteers, and employees share a mission of preventing and relieving suffering through disaster relief efforts. In addition, the Red Cross supports the EOC Care and Shelter Branch.
- Volunteer Organizations Active in Disasters (VOAD) improve outcomes for people affected by disasters by facilitating cooperation, communication, coordination, and collaboration among nonprofit organizations, community-based groups, government agencies, and for-profit companies.
- Community Emergency Response Team (CERT) programs educates people about disaster preparedness for hazards that may impact their area. The program trains members in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.
- Salvation Army is a ministry with a mission to meet human needs without discrimination. In addition, they can provide feeding services in a disaster.

- Saint Vincent de Paul Society is a nonprofit organization that provides direct assistance to anyone suffering or in need. They offer a lifeline to those who want food and clothing, rent assistance, medical aid, help with addiction or incarceration, employment, and shelter.
- Community Awareness and Emergency Response (CAER) is a nonprofit public benefit corporation. CAER is a group of emergency response agencies, local government officials, and businesses. CAER's mission is to actively enhance public health and safety for those that store, handle, produce or transport hazardous materials. They support their mission by focusing on:
 - Facilitation of cooperative safety improvements of industrial plant operations
 - Promotion of coordinated mutual emergency aid
 - Provide emergency preparedness and response information to the public
 - Communication to the public's concerns about the safety of industrial facility operations
 - Offer credible facts and analysis on the efficacy of public policy related to public safety issues and safe facility performance

Appendix H: Disaster Service Workers, Volunteers, and Donations Management

Disaster Service Workers

Under California Government Code Sections 3100-3109, all public employees are required to serve as Disaster Service Workers (DSWs). Public employees are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, the County has the power to assign employees to serve as DSWs assisting with any Disaster Service Activity that promotes the protection of public health and safety, promotes the preservation of lives and property, or is otherwise deemed necessary by the County's Director of Emergency Services in the execution of his or her duties.

Employees may be assigned by the County to fulfill emergency action needs outside the course and scope of their regular job duties and job hours. When serving as a DSW, an employee may also be directed to report to a different supervisor and/or to work at a different location than normal in order to fulfill the DSW role. DSW's may be asked to assist in support shelter operations, staff the Emergency Operations Center, work at a logistics base in the field, etc.... Assignments may require service at locations, times and under conditions other than normal work assignments.

Additional Disaster Service Worker designated individuals include medical personnel that may provide medical services if an emergency has been declared, and as requested by a Contra Costa County Official, and Volunteer Community Organizations Active in Disaster (VOAD) staff and volunteers.

Under no circumstances will County employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.

Volunteer and Donations Management

The Volunteer and Donations Management Unit is part of the Logistics Section of the County's EOC staff. Organized and trained volunteer groups and non-governmental organizations (NGOs) provide critical services in a disaster. Although it is recommended that volunteers pre-affiliate before any emergency, there may be spontaneous volunteers who will require processing. In addition, organizations have been identified, which can assist with bulk/in-kind donations processing and distribution, and monetary donations. Templates with public messaging exist to

notify the community as to what items are needed and where the items can be brought to assist with an emergency.

Governmental Volunteer Groups

Contra Costa County Area Agency on Aging provides leadership in addressing issues that relate to older residents, to develop community-based systems of care that provide services that support independence within our local community interdependent society, and which protects the quality of life of older adults and persons with functional impairments, and to promote citizen involvement in the planning and delivery of service.

Office of the Sheriff - Emergency Services Support Unit and Marine Patrol

The Emergency Services Support Unit (ESSU) manages volunteer groups that contribute significantly to emergency operations. Activation of the Sheriff's volunteer programs is facilitated through the Law Branch Mutual Aid Coordinator in the Emergency Operations Center. Groups listed are managed by ESSU, except for the Dive Team, which is governed by the Office of the Sheriff's Marine Patrol.

- Air Squadron – Pilots and observers provide air operations support to include transportation, surveillance, logistics, and disaster response.
- Cadets – Young adults participate in public events, search and rescue, and traffic enforcement.
- Communications Unit – Licensed amateur radio operators to provide alternate communication to the operational area in support of an exercise or emergency.
- Chaplains – The chaplaincy program provides support, comfort, guidance, and counseling in times of crisis to the law enforcement community and the public.
- Dive Team – Certified rescue divers are available to assist with evidence collection, victim recovery, hazardous object removal, inspections, and disaster response.
- Food Service Unit – Volunteers support field operations during training and emergency events by providing nourishing meals.
- Ground Search and Rescue Team – Volunteers are requested to assist in locating missing or at-risk persons, evidence collection, public events, and disaster response.
- Reserve Deputy Sheriffs – Reserves assist with in-custody transportation, patrol and detention duties, and special assignments such as DUI checkpoints, off-road activities, and special events.

- SAVES – Sheriff's All Volunteer Extended Services – This diverse unit of community members with varying skill sets assist with the delivery of logistical and clerical support, mostly in field operations and administrative assignments.
- Air Squadron Pilots and observers provide air operations support to include transportation, surveillance, logistics, and disaster response.

Disaster Service Volunteer Groups

Contra Costa Health Services Medical Reserve Corps (MRC) was developed as part of the County's emergency planning and response system. It addresses the need for additional medical professionals to respond to a medical surge event or an event requiring the mass distribution of pharmaceuticals. Oversight is provided by the Contra Costa County Emergency Medical Services (EMS) as lead agency with support from Contra Costa Health Services.

MRC is a national network of unpaid volunteers, organized locally to improve the health and safety of their communities. In California, there are 35 MRC Units and 33 are in the Disaster Healthcare Volunteers (DHV) System. These units can include both medical and non-medical volunteers that support medical missions.

California Healthcare Volunteers (DHV) is a group of licensed healthcare providers, public health professionals, or medical disaster response team members who volunteer for disaster service work throughout the State.

Volunteer and donation groups can significantly enhance and supplement emergency response personnel and materials.

Appendix I: Training and Exercises

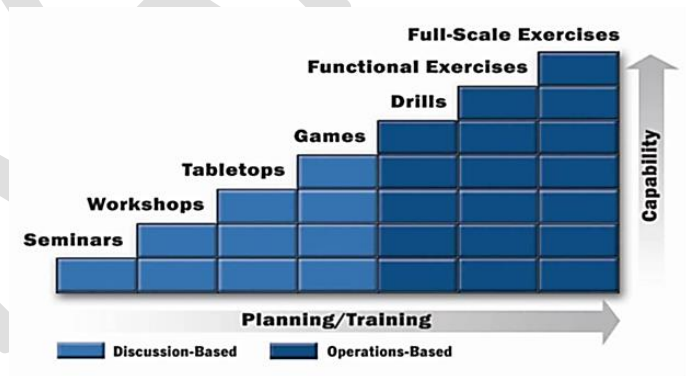
Training, tests, and exercises are essential to ensure public officials, emergency response personnel, and the public are ready in an emergency. As part of the emergency management training curriculum, it is recommended that personnel with emergency responsibilities complete emergency management courses as described by the SEMS Approved Course of Instruction and the NIMS integration criteria. The Governor’s Office of Emergency Services provides emergency managers and first responders training through the California Specialized Training Institute. Each agency maintains activity and exercise records that demonstrate self-certification and compliance with SEMS and NIMS.

Preparedness Exercises

Exercises provide personnel with an opportunity to become familiar with the procedures, facilities, and systems that will be used in an emergency. County departments should plan for and participate in an exercise program involving emergency management response personnel from multiple disciplines and jurisdictions.

Exercises should:

- Be as realistic as possible
- Use the application of SEMS
- Be based on risk assessments
- Include non-governmental organizations and the private sector when appropriate
- Refer to state and federal guidelines for other specifics



The County Office of Emergency Services updates the Multi-Year Training and Exercise Plan annually to include several tabletop exercises, one functional EOC exercise, and ongoing in person and virtual trainings.

Public Awareness

The County Office of Emergency Services provides public awareness and educational campaigns continually. The Office of Emergency Services maintains a directory of websites for more in-depth follow-up on emergency preparedness efforts such as Community Emergency Response Teams,

fire safety, health and well-being, and hazardous materials. In addition, presentations, consultations, and plan reviews are conducted routinely, along with research services and pamphlet distribution. It is well documented that the better prepared our communities are in advance of an emergency, the easier response efforts will be, and the sooner they can transition to recovery.

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Appendix J: Authorities and References

The following references provide authority for the development and utilization of the Plan.

Local

- Contra Costa County Ordinance Code, Title 4 Health and Safety, Chapter 42-2 Disaster Council and Emergency Services
- County Administrators Bulletin 115 Emergency Management Plan
- General Plan, Section 10 – Safety Element
- Sheriff’s Office Policies and Procedures 1.06.22 Emergency Activation of Personnel and 1.06.23 Major Disaster Response

State

- California Emergency Services Act, Chapter 7, Division 1, Title 2 of the Government Code
- Standardized Emergency Management System Guidelines, to include function-specific handbook
- Cal EMA Guidance on Planning and Responding to the Needs of People with Access and Functional Needs
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Coroner’s Mutual Aid Plan
- California Law Enforcement Mutual Aid Plan
- California Natural Disaster Assistance Act, Chapter 7.5, Division 1, Title 3
- State of California Emergency Plan
- California Public Health and Medical Emergency Operations Manual
- Regional Catastrophic Earthquake Plan
- Regional Emergency Coordination Plan (RECP)

Federal

- Civil Defense Act of 1950
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Homeland Security Presidential Directive, HSPD – 5, NIMS
- Disaster Mitigation Act
- National Response Framework
- National Planning Scenarios
- National Response Recovery Framework
- Americans with Disabilities Act
- Comprehensive Planning Guide – CPG 101

Appendix K: Individual and Family Emergency Preparedness

Preparation will increase survivability. Individuals and families should have the supplies and plans in place to make it on their own. Everyone should be prepared no matter where they are when a disaster strikes. Below are some ideas that can help prepare for the unexpected.

- **Actions to take**
 - Have a *kit* of emergency supplies
 - Plan for what you will do in an emergency
 - Stay *informed* about what might happen
 - Get *involved* in preparing your community
- **Know your resources**
 - Partner with everyone (fellow parents, neighbors, church members, etc.)
 - Be aware of assets near you; shopping centers, medical facilities, fire stations, etc.
 - Inventory your supplies often
- **Know your hazards**
 - Flood zones where you work
 - House near open space susceptible to fire or landslide
 - Church located near a chemical plant
 - Airport, rail, or other transportation hazards
- **Understand protective actions**
 - Earthquake: Duck, cover, and hold
 - Fire: Stop, drop and roll
 - Flood: Evacuate to higher ground
 - Hazardous Material release: Shelter in place, unless otherwise notified
 - Severe weather: Stay indoors

Remain mindful of age-related needs for both children and seniors, and plan for those with unique medical, physical, and emotional needs. Consider a plan and kit for pets.

Remember, attitude is everything! Rehearse in your mind, have documents in order, and physically practice your plan.

Appendix L: Emergency Management

The following is a list of questions that may help answer when responding to an incident. Remember, not all questions are mandatory to answer in every situation. This is simply a list to help those arriving at the EOC gain an understanding of the operating picture:

- What happened?
- What is the name of the incident? (Year/Month/Day/Location/Type)
- When did the incident start? (Date/Time)
- What type of incident is it?
- What is the severity of the Incident? (Low, Moderate, High, Catastrophic)
- What was the cause?
- Does the EOC require activation? If yes, what level? (Monitoring, Partial or Full)
- What is the current status of the incident? (Green, Yellow, Red)
- What is the prognosis? (Stable, Worsening, Improving)
- What is the location of the incident? (Address or Map Coordinates)
- Who is the lead agency?
- Who is the Point of Contact (Name, Phone Number, E-mail)?

Incident Summary:

- Who is affected?
- How many, injured, deceased?
- What is the property damage?
- Mutual aid needed?
- Public Information Messaging?
- Any other resources needed?

Appendix M: Glossary of Terms

After Action Report (AAR): Documents identified successes during emergency operations and described a plan to implement improvements.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered into by and between the State of California, its various departments and agencies and various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and render services to each other in response to any disaster or emergency.

California Emergency Services Act (CESA): An Act within the California Government Code to ensure that preparations within the state will be adequate to deal with natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and reconstitute the government institution and maintain a department or agency's constitutional, legislative, and administrative responsibilities. This is accomplished through a succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate to ensure the continued performance of core capabilities and critical government operations during any potential incident.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the operational area that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, public health or safety, or any combination of those matters.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as the Department of Public Works or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the emergency needs.

Emergency Operations Center (EOC): The location from which centralized emergency management can be performed. An agency or jurisdiction establishes EOC facilities to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

HAZUS: A nationally applicable standardized methodology that contains models for estimating potential losses from earthquakes, floods, and hurricanes. HAZUS uses Geographic Information Systems (GIS) technology to assess disasters' physical, economic, and social impacts.

Incident: An occurrence or event, either human-caused or by natural phenomena, requires action by emergency response personnel to prevent or minimize loss of life or damage to property and the environment.

Incident Command: Responsible for the overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including developing strategies and tactics and ordering and releasing resources. The IC has overall authority and responsibility for conducting incident operations and managing all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrences of an event. It may be objective or subjective and is intended for both internal analysis and external (news media) applications. Information is the “currency” that produces intelligence.

Intelligence: The product of an analytical process that evaluates information collected from diverse sources, integrates relevant information into a cohesive package, and produces a conclusion or estimate. The information must be honest, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

Interoperability: Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. General information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A JIS is the information network of all government, volunteer, and private-sector organizations with operations directly related to the incident. A JIS coordinates public information network with shared resources and agreed-upon procedures that link participants through technological means when geographic restrictions, incident management requirements, and other limitations preclude physical attendance at a central location. The JIS allows public information staff to communicate effectively and make joint announcements as if they were in the same facility.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., special district, city, county, state, or federal boundary lines) or functional (e.g., police department, health department, etc.).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, a coordinator may perform the function and report directly to the EOC Director within a section or branch.

Local Government: Means local agencies per Article 3 of the SEMS regulations. Government Code Section 8680.2 defines local agencies as any city, city and county, county, school district, or special district.

Mitigation: Provides a critical foundation to reduce the loss of life and property from natural and man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effort.

Multiagency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures, and communications integrated into a standard system. When activated, MACS are responsible for assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS.

National Planning Frameworks: One for each preparedness mission area (prevention, protection, mitigation, response, and disaster recovery), describe how the whole community works together to achieve the National Preparedness Goal. The Goal is: “A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The Goal is the

cornerstone for the implementation of the Presidential Policy Directive / PPD-8: National Preparedness.

Non-Governmental Organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions. A government does not create it, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths but typically last 12-24 hours.

Political Subdivisions: Includes any city, county, tax, assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; protective actions to take; and other matters of general interest to the public, responders, and additional stakeholders (both directly and indirectly affected).

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOCs coordinate information and resources among operational areas and between the operational areas and the state level.

Resource Management: Efficient emergency management and incident response require a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or EOCs. Resources are described by kind and type and may be used in supervisory capacities at an incident or EOCs.

Section: The organizational level with responsibility for a major functional area of the incident or at an EOC (e.g., Operations, Planning/Intelligence, Logistics, Finance/Administration).

Situation Report (SITREP): Emergency Operations Centers are responsible for gathering timely, accurate, accessible, and consistent intelligence during an emergency. Situation reports should create a common operating picture and adjust the operational goals, priorities, and strategies.

Special District: A unit of local government (other than a city, county, city, and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects

(as defined in section 2900, subdivision (hh) of title 19 of the California Code of Regulations) for purposes of natural disaster assistance. This may include a joint power of authority established under Section 6500 et. seq.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified non-profit organizations. The provision of the Stafford Act covers all hazards, including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing responses to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels activated as necessary: Field response, Local Government, Operational Area, Region, and State.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Unified Command (UC): Unified Command is a structure that brings together the Incident Commanders of major organizations involved in an incident to coordinate an effective response while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities. The Unified Command links the organizations responding to the incident and provides a forum for these entities to make consensual decisions. Under the Unified Command, the various jurisdictions, agencies, and non-government responders should blend throughout the Incident Command System to create an integrated response team. Members of the Unified Command work together to develop a standard set of incident objectives and strategies, share information, maximize available resources, and enhance the efficiency of the individual response organizations.



Public Protection Committee Emergency Operations Plan Review

OCTOBER 2022



Emergency Operations Plan

CCC Emergency Operations Plan updated every five years

Plan is updated to meet new legislation, priorities or changes in response

Changes made as a result of lessons learned during emergency responses



Purpose, Scope, and Assumptions

The plan is a guidebook
for the Contra Costa
Operational Area to be
used during all-hazard
emergency management
events

The plan:

Facilitates coordination among agencies and jurisdictions in Contra Costa County

Emphasizes Emergency Management Best Practices

Is Scalable and Flexible in its approach

Establishes operational concepts and standard operating procedures associated with Emergency Operations Center activities



The Plan Complements the EOC Role

The Emergency Operations Center's Role During Large-scale Emergencies:

- Incident Support
- Information Management and Public Information Dissemination
- Resource Coordination
- Multi-agency Coordination
- Policy & Strategic Objectives
- Disaster Recovery
- Supports interagency coordination and executive decision-making during incident response





Updates and Changes

Simplifies language and updates graphics

Enhances focus on Access and Functional Needs (AFN) planning

Enhances the “Whole Community Approach” to plan development

Outlines threats to include Natural, Technological, Biological, and Human Caused

Updates Climate Change/Sea Level Rise information

Clarifies EOC activation levels



Plan Review

OES/Sheriff's Office Staff

County's Access and Functional
Needs EOC Coordination Team

Cal OES

Local Emergency Managers
(Danville, Concord, Richmond)



Questions/ Next Steps