



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Measure X Community Advisory Board (MXCAB)  
Advisory Body Meeting Time/Location: 5:00 pm on the 3rd Wednesday of the month. Meets virtually.  
Chair (during the reporting period): Mariana Moore  
Staff Person (during the reporting period): Lisa Driscoll, Adam Nguyen, Enid Mendoza  
Reporting Period: Jan 1, 2022 - Dec. 31, 2022 Report rev. 12/19/22

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

Following the Board of Supervisors' allocation of the majority of Measure X funds at the end of 2021, in 2022, MXCAB focused on documenting its work to date, developing performance measures for Measure X-funded programs and initiatives, and fine-tuning MXCAB's scope of work and roles.

Specific accomplishments include:

1. Developed formal MXCAB recommendations for remaining unallocated Measure X funds and submitted to the Board of Supervisors in early 2022.
2. Worked with the County's designated contract writer, Further the Work, to conceptualize, prepare and submit a written report to the Board of Supervisors in November 2022, describing the process and outcomes of the community needs assessment and resulting funding recommendations;
3. Re-elected Mariana Moore as MXCAB Chair and elected Michelle Stewart as Vice Chair (replacing BK Williams, who did not run for re-election);
4. Worked with CAO staff to develop performance measures for each Measure X-funded program or initiative, in order to assess funding impact and effectiveness;
5. Clarified, in public discussions, MXCAB's role and duties in relation to its mission, and in relationship to the role and duties of County staff.
6. Revised MXCAB's bylaws to reflect this shared understanding of MXCAB's role.

### II. Accomplishments

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

#### **OUTCOME ACHIEVEMENTS:**

\* Completed written report ("Measure X and the Measure X Community Advisory Board: A Comprehensive Report on the History, Stewardship, and Use of Funds Generated by Contra Costa County's First Countywide Sales Tax"; see attached), which provided detailed documentation of MXCAB's funding recommendations process and outcomes to date.

\* Began developing performance measures for MXCAB-funded projects, with significant support from CAO staff.

#### **PROCESS ACHIEVEMENTS:**

\* Maintained strong commitment from MXCAB members, as evidenced by achieving a quorum at every MXCAB meeting in 2022.

\* Ensured continuity of MXCAB leadership to support effective advancement of MXCAB's goals and impact.

\* Revised MXCAB bylaws to clarify MXCAB roles and duties.

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

The MXCAB currently has 3 vacancies, including one District seat, one At-Large, and one District Alternate. Quorum was achieved at all scheduled meetings for the year. Nine meetings were scheduled during the calendar year, and an average 14 members and alternates attended. As intended when appointed by the Board of Supervisors, MXCAB members represent a diverse cross-section of the county, including race/ethnicity, professional expertise, lived experience, and life perspectives.

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

24 of the 27 total seats on MXCAB are currently filled. Of the 24 members, 16 members have completed both the Brown Act and Ethics trainings.

While no additional formal trainings or certifications were offered this year, MXCAB members continue to be informed by invited guest speakers (such as county department heads). MXCAB members also contributed their respective expertise. Community members and other who attended MXCAB meetings continued to share their perspectives and expertise via public comment.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

1. Complete the process of establishing performance metrics for Measure X-funded programs.
2. Review program performance data in relation to established metrics.
3. Receive interim updates on the status of Measure X funding and programs.
4. Design MXCAB's community needs assessment criteria and process for the next Measure X funding cycle, to inform development of MXCAB's future funding recommendations.
5. Orient and support new MXCAB members, including those who replace non-renewing members whose terms end in April 2023.
6. Assess and, as needed, improve language equity and other community engagement practices to support robust and meaningful resident participation in MXCAB meetings.
7. Finalize proposed MXCAB bylaws revisions and submit to Board of Supervisors for review and approval.