



## AGENDA

# INTERNAL OPERATIONS COMMITTEE

May 8, 2023  
11:00 A.M.

**Join in person:**

District II Supervisor's Office  
309 Diablo Road  
Danville, CA  
OR

District III Supervisor's Office  
3361 Walnut Boulevard, Suite 140  
Brentwood, CA

**Join from PC, Mac, Linux, iOS or Android:**

<https://cccouny-us.zoom.us/j/85280600959>

**Join by telephone, dial:**

USA 214-765-0478  
USA 888-278-0254 (US Toll Free)  
Conference code: 845965

[Find local AT&T Numbers](#)

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

<b>Agenda Items:</b>	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. RECEIVE and APPROVE the Record of Action for the April 10, 2023 Internal Operations Committee meeting. *(Julie Enea, County Administrator's Office)*
4. CONSIDER recommending to the Board of Supervisors the reappointment of Jerry Holcombe to Seat 5, John Phillips to Seat 9, and Jay Kwon to the Alternate to 4, 5, 6 & 9 Seat on the Contra Costa County Employees' Retirement Association Board of Trustees to new three year terms ending on June 30, 2026. *(Julie Enea, County Administrator's Office)*
5. RECEIVE status update on the functioning and activities of the Commission for Women and Girls. *(Faye Maloney, Commission Chair)*
6. RECEIVE status update on the activities and progress of the Ad Hoc Arts Council Steering Committee. *(Rick Stein, Consultant, Arts Orange County)*
7. CONSIDER accepting the 2022-2023 Triennial Review Phase III, Cycle 3 Report and approving specific recommendations. *(Lauren Hull, Clerk of the Board's Office)*
8. The next meeting is currently scheduled for June 12, 2023.

9. Adjourn

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*The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

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**HOW TO PROVIDE PUBLIC COMMENT:**

*Persons who wish to address the Internal Operations Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.*

*All public comments will be limited to 2 minutes per speaker.*

*Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.*

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 05/08/2023  
**Subject:** RECORD OF ACTION FOR THE APRIL 10, 2023 IOC MEETING  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea                      **Contact:** Julie DiMaggio Enea (925) 655-2056

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#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action for the April 10, 2023 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the April 10, 2023 IOC meeting.

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

None.

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#### **Attachments**

DRAFT IOC Record of Action for 4-10-23

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
April 10, 2023

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Cindy Shehorn, Public Works; Sarah Kennard, CAO Sr. Mgmt Analyst; Maureen Parkes, DCD; Alicia Nuchols, District III Supervisor's Office; Carrie Ricci, Public Works; Michael Kent, Health Services Dept.; Jill Ray, District II Supv Office

1. Introductions

***Chair Andersen called the meeting to order at 10:31 a.m.***

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

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

3. RECEIVE and APPROVE the Record of Action for the March 13, 2023 IOC meeting.

***The Committee approved the Record of Action for the March 13, 2023 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Kevin Hernandez to the Environmental Justice Alternate seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2025.

***Approved as recommended. Vice Chair Burgis reminded Committee staff to include a current roster showing city of residence in future items.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. CONSIDER applicants and DETERMINE recommendations to the Board of Supervisors for appointment to the County Representative seat on the County Connection Advisory Committee to complete the current term that will expire on June 30, 2023 and to a new two-year term that will expire on June 30, 2025.

***The Committee decided to recommend Sarah Birdwell for appointment to the vacant County Representative seat to complete the current term that will expire on June 30, 2023 and to a new two-year term that will expire on June 30, 2025, and directed staff to forward this recommendation to the Board of Supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2022.

***Cindy Shehorn presented the staff report, including pre- and post-pandemic purchasing data.***

***Vice Chair Burgis suggested that Purchasing also work with the County's Economic Development Manager in DCD, the Commission for Women and Girls, and the County's new department, the Office of Racial Equity and Social Justice, to help promote County small, MBE, WBE and DBE business opportunities. Chair Anderson said that each of the County Supervisors send out a weekly email blast and they can include highlights about the County's local business opportunities to help promote the County's purchasing programs.***

***Cindy advised that Purchasing has provided the city economic development partners lists of County purchasing contacts to promote better connection of local businesses to County purchasing and contract opportunities. She said that she can identify where these businesses originate and also their business category. Vice Chair Burgis requested that information also be provided to the County Supervisors, as that information would be helpful with an upcoming mixer she will be hosting for the chambers of commerce in her District.***

***The Committee accepted the report and directed staff to forward the report to the Board of Supervisors for its information.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2023 Fish and Wildlife Propagation Fund grant funds for nine projects totaling \$60,702, and DETERMINE recommendations for Board of Supervisors consideration.

***Maureen Parkes presented the staff report and also recommended that the Committee consider approving reimbursement to Golden Gate Audubon for eligible costs included in February and March for the Bring Back the Natives plant tour. The Committee approved the allocations as recommended and also agreed to recommend the requested policy waiver on a one-time basis with no change to the existing policy going forward.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for May 8, 2023.
9. Adjourn

***Chair Andersen adjourned the meeting at 10:59 a.m.***

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

DRAFT



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 05/08/2023  
**Subject:** RECOMMENDATIONS FOR REAPPOINTMENT TO THE RETIREMENT BOARD  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 23/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Julie Enea, Sr. Deputy CAO **Contact:** Julie Enea (925) 655-2056

### Referral History:

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCFPD) Fire Advisory Commission, the County Planning Commission, the Local Enforcement Agency Independent Hearing Panel (Solid Waste), and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees and the the East Contra Costa County Fire Protection District Board of Directors.

In 2023, the IOC will need to conduct public interviews to fill the following current and scheduled vacancies:

Advisory Body	Seats	Term/yrs	Expiration Date
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 5	3	6/30/2023
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 9	3	6/30/2023
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2023

Below is the recruitment schedule for the Retirement Board seats:

March 31	Issue press release advertising vacancies
April 21	Application Deadline for vacancies (4 week application period)
April 24 - 28	Staff to screen applications and schedule all interviews for May 8
May 8	IOC Committee Meeting: Interview candidates for the vacancies
May 23 or June 13	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
July 1	Appointments take effect

### Referral Update:

Individuals seeking appointment should have a sound business background, experience in pension fund investment or administration, or in equity investments or banking. To be considered for the County-appointed seats, candidates must be County residents, must not be Retirement System members or retirees, and may not market any investment, consulting, or related service to the Contra Costa County Retirement Board or any other 1937 Act Retirement Board.

Four applications were received in response to county outreach. However, one applicant withdrew her application after reviewing the time commitment estimate for serving on the board of trustees. The three remaining applicants are the incumbents shown below.

- Jerry Holcombe, Seat 5 incumbent (Walnut Creek)
- Jay Kwon, Alternate to 4, 5, 6 & 9 Seat incumbent (Danville)
- John Phillips, Seat 9 incumbent (Moraga)

Since the number of applicants is equal to the number of vacancies, staff recommends reappointment of the incumbents. New appointments would be effective for the period July 1, 2023 through June 30, 2026.

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

RECOMMEND to the Board of Supervisors the reappointment of Jerry Holcombe to Seat 5, John Phillips to Seat 9, and Jay Kwon to the Alternate to 4, 5 ,6 & 9 Seat on the Contra Costa County Employees' Retirement Association Board of Trustees to new three year terms ending on June 30, 2026.

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**Attachments**

Media Release-Contra Costa County Employees Retirement Board of Trustees

Application Jerry Holcombe CCCERA

Candidate Application Jay Kwon CCCERA

Application John Phillips CCCERA

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## Contra Costa County

County Administrator's Office • 1025 Escobar St., 4<sup>th</sup> Fl. • Martinez, CA 94553 • [contracosta.ca.gov](http://contracosta.ca.gov)

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FOR IMMEDIATE RELEASE  
Monday, April 3, 2023

Contact: Julie DiMaggio Enea, 925-655-2056  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### **Would You Like to Serve on Contra Costa County's Retirement Board?**

The Contra Costa County Board of Supervisors is seeking individuals with a sound business background, experience in pension fund investment or administration, or in equity investments or banking, to serve on the Contra Costa County Employees' Retirement Association Board of Trustees. To be considered, candidates must be County residents, must not be Retirement System members or retirees, and may not market any investment, consulting, or related service to the Contra Costa County Retirement Board or any other 1937 Act Retirement Board.

Regular meetings of the Retirement Board are held the second and fourth Wednesdays of each month beginning at 9:00 a.m. and sometimes extending into the afternoon. There may also be additional meetings on special topics that arise from time to time.

Members of the Retirement Board receive \$100 per meeting up to a monthly maximum of \$500, plus reimbursement for actual and necessary expenses. The appointment will be for a full three-year term beginning July 1, 2023 and ending June 30, 2026.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County [webpage](#). Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, April 21, 2023. Applicants should plan to be available for public interviews in Martinez on Monday, May 9, 2023.

Further information about the Retirement Board can be obtained by calling CCCERA CEO Gail Strohl at (925) 521-3960 or by visiting the website [www.cccera.org](http://www.cccera.org).

####

# Application Form

## Profile

Jerry \_\_\_\_\_ R \_\_\_\_\_ Holcombe \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Walnut Creek \_\_\_\_\_ CA \_\_\_\_\_ 94596 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 4

Delta Dental of California \_\_\_\_\_ Retired Senior Vice President \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

32

#### 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?

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?

Contra Costa County Employees Retirement Association (CCCERA): Submitted

**Seat Name**

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Seat #5

**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?**

---

Board Member since 2008

---

**Education**

**Select the option that applies to your high school education \***

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

California Polytechnic State University

**Degree Type / Course of Study / Major**

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BS, Biological Sciences

**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

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**Other Trainings & Occupational Licenses**

**Other Training A**

Stanford Graduate School of Business

**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 served as a Board member since 2008. During that time, the Board and CCCERA staff have seen Plan assets grow from \$5 Billion to \$10 Billion. Together, the Board and the staff have also approved and initiated countless policy modifications that have further strengthened the organization. I'm proud of the role I've played in that effort and I look forward to continuing my contributions.

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

I retired as a Senior Vice President of \$2.0 Billion-strong Delta Dental of California following a 32-year career. During that time, I had a variety of corporate administrative responsibilities, including Communications, Public & Professional Relations, Advertising, Legal, Information Technology, Commercial Operations, Corporate Services and Human Resources. In my HR role, I had executive oversight responsibilities for the employee benefits and the 401-K plan that covered nearly 2000 employees.

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.**

CCCERA Board of Trustees

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### **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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**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.**

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I Agree

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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

Jay \_\_\_\_\_ Kwon \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 DANVILLE \_\_\_\_\_ CA \_\_\_\_\_ 94526 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

City of San Jose \_\_\_\_\_ Investment Officer \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

8.5 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?

13 years

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

Yes  No

## Board and Interest

#### Which Boards would you like to apply for?

Contra Costa County Employees Retirement Association (CCCERA): Submitted

**Seat Name**

---

any

**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?**

---

I am a 2-term incumbent board member

---

**Education**

**Select the option that applies to your high school education \***

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Stanford University

**Degree Type / Course of Study / Major**

---

BA Economics

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

CSU Hayward

**Degree Type / Course of Study / Major**

---

MA Economics

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

University of Oxford



**Degree Type / Course of Study / Major**

---

MBA

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

---

CFA

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

CAIA

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

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**Qualifications and Volunteer Experience**

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

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I have served on the CCCERA board for two terms (six years) and have found it to be a very fulfilling way to serve my community. CCCERA administered pensions are an essential component of retirement financial security for county employees as well as a significant component of Contra Costa County's budget, and I am grateful for the opportunity to help ensure the health of Contra Costa County's pension system.

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

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I work as an investment officer for the retirement system of a neighboring municipality. My job provides me a uniquely relevant perspective to the operations of CCCERA. Also, as a two-term board incumbent, I have six-years of institutional knowledge.

---

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:

CCCERA

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.

2 terms on CCCERA Board

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### 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.

## JAY KWON, CFA CAIA

### Professional Experience

#### **Office of Retirement Services, City of San Jose**

**San Jose, CA**

*Head of Public Markets*

*2018 to Present*

*Investment Officer, Public Equities*

*2014 to 2018*

Senior Investment Officer overseeing all publicly traded asset classes for the City of San Jose, an \$8B public DB pension system. Responsible for asset allocation, asset class structuring, strategy due diligence, risk management, liquidity maintenance, and compliance with investment policy guidelines.

- Oversight of 75%+ of plan assets, including Equities, Fixed Income, and Absolute Return
- Responsible for initial and ongoing due diligence and structuring of external managers across Public Markets
- Created a liquidity strategy combining short term LDI and synthetic overlay to meet cash needs
- Regularly present to multiple levels of stakeholders, including Plan Sponsor, Boards, and Investment Committees
- Direct oversight of a three-person investment team; senior member of seven-person staff reporting to the CIO
- Experience working closely with multiple investment consultants (Meketa, Verus, NEPC, Albourne)

#### **BNY Mellon Beta and Transition Management**

**San Francisco, CA**

*Vice President, Senior Portfolio Manager*

*2003 to 2014*

Lead PM for a product line of derivatives-based risk hedging and overlay solutions. Clients included public pensions, endowments and foundations, and corporate pension plans. Mandates included asset allocation rebalances, tail risk hedging, duration overlays, currency hedges, portable alpha, tactical exposures, and liquidity management. Mandates utilized exchange traded and OTC derivatives, global equities and fixed income.

Senior member of a four-person team. Presented extensively to clients, boards, and consultants.

#### **Federal Home Loan Bank**

**San Francisco, CA**

*Financial Analyst, Financial Risk Management*

*1999 - 2003*

Primary responsibility was risk management of the FHLBSF interest rate swap portfolio. Determined appropriateness of valuation models and inputs. Developed risk metrics to determine portfolio risk thresholds.

#### **Energy and Environmental Economics**

**San Francisco, CA**

*Research Analyst*

*1998 - 1999*

Examined opportunities within deregulating power transmission market.

### Additional Experience

#### **Contra Costa County Employees' Retirement Association (CCCERA)**

**Concord, CA**

*Trustee*

*2017 to Present*

Serving second term as a Trustee appointed by the County Supervisors. CCCERA is a \$10B public DB pension plan with ~10k retirees. Responsible as a fiduciary for administering the policies of the association. As part of the Board, responsible for Strategic Asset Allocation, setting actuarial policies, evaluation of executive staff performance, and member disability claims.

### Education and Certifications

MBA, University of Oxford, Saïd Business School

2008

MA, Economics, California State University, Hayward

2003

BA, Economics, minor in Mathematics, Stanford University

1998

CFA charter holder, CAIA charter holder

# Application Form

## Profile

John \_\_\_\_\_ B \_\_\_\_\_ Phillips \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Moraga \_\_\_\_\_ CA \_\_\_\_\_ 94556 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

Self \_\_\_\_\_ N/A \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

N/A

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

District 2

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

Over 40 years

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

Yes  No

## Board and Interest

#### Which Boards would you like to apply for?

Contra Costa County Employees Retirement Association (CCCERA): Submitted

**Seat Name**

---

Member # 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?**

---

All by CCCERA since May, 2011

---

**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**

---

BS, Finance

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of California, Berkeley

**Degree Type / Course of Study / Major**

---

MBA, Accounting (emphasis)

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Golden Gate University, SF

**Degree Type / Course of Study / Major**

---

MBA, Taxation

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

---

Numerous training courses

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

Certified Public Accountant and Enrolled Actuary

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**Qualifications and Volunteer Experience**

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

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My interest is to continue to serve the community/county in which I live by using the actuarial, accounting and managerial skills and experience I have developed over a long professional career.

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

---

My first career, with PricewaterhouseCoopers, was primarily spent in the employee benefits field where I practiced as a pension actuary and consultant while taking the lead role in building and leading a large actuarial and consulting practice. Consequently, I have a long standing and active interest in the design and operation of retirement plans. I am a member of the American Academy of Actuaries and a retired CA CPA. In my second career, as the first CEO of a health insurance company now known as CalCPA Health, I established and managed its investment portfolio, and following my retirement, continued to sit on its board as the Chair of the finance and investment committee. Finally, my undergraduate degree from the University of California, Berkeley was in finance and, together with MBAs from Cal (emphasis accounting) and Golden Gate University (taxation), my educational background is very aligned with performing the duties of a CCCERA trustee.

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:

CCCERA and the Treasury Oversight Committee

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

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

>Contra Costa County Board of Retirement >Contra Costa County Treasury Oversight Committee >Town of Moraga, Moraga Center Specific Plan Implementation Project, Citizens 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

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.

## **John B. Phillips, a brief resume**

John B. Phillips has had two private sector careers, retiring as a regional managing partner with the firm now known as PricewaterhouseCoopers (PwC) in 1997 and as the CEO of a health insurance company, CalCPA Health, in 2006. He is both a retired pension actuary and CPA and now provides consulting services from his own practice. He earned both undergraduate and MBA degrees from the University of California, Berkeley and a second MBA degree in taxation from Golden Gate University. He also presently serves, or has previously served, on the boards of a variety of for-profit, not-for-profit and professional organizations, including serving as an appointed member of the Contra Costa County Employees' Retirement Association Board since 2011, which included two terms as its chairman, and the Contra Costa County Treasury Oversight Committee, for which he now serves as Chair.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 05/08/2023

**Subject:** STATUS REPORT ON THE ACTIVITIES OF THE COMMISSION FOR WOMEN AND GIRLS

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Faye Maloney, Commission Chair

**Contact:** fmaloney350@gmail.com

#### **Referral History:**

Following modifications to the Commission for Women and Girls seat configuration and bylaws, the Internal Operations Committee requested a status update on the functioning and activities of the Commission.

#### **Referral Update:**

Staff invited Commission Chair Faye Maloney to provide a status update to the Committee today. A summary of Ms. Maloney's update is attached for reference.

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

RECEIVE status update on the functioning and activities of the Commission for Women and Girls.

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

No fiscal impact.

#### **Attachments**

Commission for Women and Girls Update



# CONTRA COSTA COMMISSION FOR WOMEN & GIRLS UPDATE REPORT



TO: CONTRA COSTA BOARD OF SUPERVISORS

FROM: FAYE MALONEY, CHAIRWOMAN  
CONTRA COSTA COMMISSION FOR WOMEN & GIRLS (CCCWG)

SUBJECT: CCCWG UPDATE

DATE: MAY 1, 2023

Please see the below report for a status update on the Contra Costa Commission for Women and Girls.

## Current Commission Roster:

Name	Position	Executive Board	Term Expiration
Joey Smith	District I	Treasure	In-process
Marilyn Lucey	District II		2/28/2027
Shauna Polk	District III	Vice-Chairwoman	2/28/2026
Vacant	District IV		
Kirsten Upshaw	District V		2/28/2025
Vacant	At Large 1		
Jennifer Rizzo	At Large 2		2/28/2025
Vacant	At Large 3		
Lanita Mims-Beal	At Large 4		2/28/2025
Catherine Jones	At Large 5	Secretary	2/28/2026
Adey Teshager	At Large 6		2/28/2026
Faye Maloney	At Large 7	Chairwoman	2/28/2025
Shailaja Dixit	At Large 8		8/24/2024
Vacant	At Large 9		
Destiny Briscoe	At Large 10		2/28/2026
Vacant	Alternate		

## Accomplishments 2022 to 2023:

- 8/2022
  - CCCWG awarded a grant for \$25,000 from the California Commission on the Status of Women and Girls in the category of communication.
- 9/2022
  - Building of a new website for CCCWG
- 1/2023
  - California LEAD workshop in San Ramon



# CONTRA COSTA COMMISSION FOR WOMEN & GIRLS UPDATE REPORT



- 2/2023
  - CCCWG applied for a continuous grant for equipment for CCCWG.
- 4/2023
  - Grant awarded for \$25,000 from the California Commission on the Status of Women and Girls.

## Upcoming goals:

- Finalizing website data
- Hosting a California LEAD workshop in the Brentwood/Oakley Area
- Mental Wellness workshop collaboration with the Family Justice Center
- Research project into the re-integration back into society programs offered to incarcerated women being released from county jail into Contra Costa County.
- Research into 30X30 initiative to increase women in law enforcement by 30% by year 2030.
- Researching women in trade jobs and evaluating better ways to connect girls in high schools to jobs that aren't normally exposed to women.

## Challenges:

- In-person meetings have created a hardship for several commissioners being unable to attend.
- Commitment of applicants to the process of being appointed to the commission.

This is the end of the report.

Respectfully submitted,  
F. Maloney



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 05/08/2023  
**Subject:** Consultant's Status Report on Contra Costa County Arts Council Project  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Rick Stein, Consultant, Arts Orange County      **Contact:** Lara DeLaney 925-655-2057

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#### **Referral History:**

On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county, to serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

On [August 2, 2022](#), the Board of Supervisors referred to the Internal Operations (IO) Committee the establishment of an Ad Hoc Arts Council Steering Committee. At its September 12, 2022 meeting, the Internal Operations Committee (IOC) supported the establishment of a seven-member Ad Hoc Arts Council Steering Committee and directed staff to commence an application period for applicants to the Committee.

On [September 20, 2022](#), the Board of Supervisors voted to establish the Ad Hoc Arts Council Steering Committee and approved its mission and committee composition. The mission of the Ad Hoc Arts Council Steering Committee is to guide the County's arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.

On November 21, 2022, the IOC considered the applications, interviewed applicants, and recommended that the Board of Supervisors appoint the following individuals to the Ad Hoc Arts Council Steering Committee:

1. Najari Smith (District I)
2. Janet Berckefeldt (District II)
3. Germaine McCoy (District III)
4. Arlene Kikkawa-Nielsen (District IV)
5. Ben Miyaji (District 5)
6. Nilofar Gardezi (non-profit foundation)
7. Margot Melcon (non-profit foundation)

The Board of Supervisors approved these appointments on November 29, 2022. Following the creation of the Ad Hoc Arts Council Steering Committee, the Internal Operations Committee requested a status update on the activities of the Steering Committee.

#### **Referral Update:**

Rick Stein, President and CEO of Arts Orange County, the consultant engaged by the Steering Committee, has prepared the attached status update report. Mr. Stein has been invited to today's meeting to present the report.

## **REPORT**

Since its appointment on November 29, 2022, the Ad Hoc Arts Council Steering Committee has met 4 times, with two additional meetings scheduled for May and June.

The Consultant provided the Ad Hoc Committee with regular status reports of its research, invited Committee members to review the research results for accuracy, and to review and make suggested modifications to the online survey draft. The Committee also reviewed the list of proposed key stakeholder interviewees and provided the Consultant with additional suggestions. Committee members promoted and attended the Community Visioning Sessions, and promoted the online survey to their networks.

### **Key Stakeholder Interviews**

The Consultant conducted 68 interviews with key stakeholders from November 2022 to April 2023. Interviewees were advised that their comments would be confidential and that any specific quotations used by the consultant would be without attribution.

In addition to those independently identified by the consultant, interviewees were selected based upon suggestions made to the consultant by County Supervisors, County staff, and members of the Ad Hoc Arts Council Steering Committee.

Stakeholders interviewed were located in each of the five Supervisorial districts in almost equal proportions, as well as several that represent organizations serving multiple districts or the entire county.

Stakeholders represented the following constituencies: artists, arts educators, arts and cultural organizations, philanthropic organizations, business, and government, including interviews with all 5 Contra Costa County Supervisors.

### **Visioning Sessions**

A total of 6 visioning sessions were conducted, the first of which was with the members of the Ad Hoc Committee at its inaugural meeting on January 18, 2023. Subsequently, 5 Community Visioning Sessions were held in each of the County's supervisorial districts: March 14-Walnut Creek (District 4), March 15-Oakley (District 3), March 16-Pittsburg (District 5), March 17-Danville (District 2), March 18-Richmond (District 1). All were live, in-person gatherings, facilitated by the Consultant and included a bi-lingual team member to assist Spanish speaking participants. Total attendance exceeded 160 participants.

### **Online Survey**

On March 14, an online survey was launched. Through April 28, 436 verified responses had been received. The survey closed on April 30, and results are in the process of being tabulated and analyzed.

### **Research Findings**

- Approximately 300 arts and cultural organizations are based in Contra Costa County
- 11 cities have Public Art Programs
- 12 cities have Arts Commissions/Committees and/or Arts Plans
- More than 450 artworks are on display publicly countywide

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

Currently in preparation for review by the Ad Hoc Committee is a draft Consultant's report, based upon all sources of community input, that includes a statement of Vision, Mission and Values, top line goals and priorities for a Contra Costa County arts council to address when one is selected by the Board of Supervisors, estimated budget, recommended action steps and timeline. The first draft will be presented and discussed at the May 10 meeting of the Ad Hoc Committee. A revised draft will be presented at the June meeting of the Ad Hoc Committee, with the final version to be presented to the Board of Supervisors at its meeting on June 27, 2023.

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### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 05/08/2023

**Subject:** Triennial Advisory Body Review – Phase III Report

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Lauren Hull, Senior Management Analyst – Clerk of the Board      **Contact:** Lauren Hull, (925) 655-2007

#### **Referral History:**

The Board of Supervisors oversees and appoints members to approximately seventy-six (76) advisory boards, commissions, and committees (bodies). These advisory bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, ongoing sunset review process, formalized by Resolution No. 2012/261. This resolution was designed to ensure that every three years each advisory body is reviewed for compliance with a variety of policies.

With the publishing of this Phase III, Cycle 3 report, the Internal Operations Committee will have conducted three full cycles of review since the review process was installed in 2012. In 2021 and 2022, the Internal Operations Committee reviewed 14 advisory bodies in Phase I and 24 advisory bodies in Phase II of the review. This year, the Internal Operations Committee and the Board of Supervisors will review 17 bodies in Phase III. In all three phases of Cycle 3, out of the 76 bodies listed in the County’s Boards & Commissions Database (Maddy Book), 55 were reviewed, 18 were excluded, 4 were added for future review cycles, and 1 was removed.

#### **Summary of Cycle 3 Triennial Review Phases**

<b><u>Phase</u></b>	<b><u>Completion Date</u></b>	<b><u>Number of Bodies</u></b>
I	2021	14
II	2022	24
III	2023	17
Excluded		18
Net Bodies Added to Maddy Book		3
<b>Total Bodies Listed in Maddy Book</b>		<b>76</b>

A list of the eighteen (18) bodies excluded from the Triennial Review process is included on the next page. Most excluded bodies are not reviewed due to full governing independence from the county, such as the East Bay Regional Park District’s own Parks Advisory Committee. A rationale is noted if the body is not independent and/or is not explicitly explained in Resolution No. 2012/261. In those cases, the body was either an ad hoc (temporary) body or was not a true “Maddy” body. A body that is indicated below as “Not Maddy” is a body to which the Board of Supervisors does not make appointments but is listed in the Maddy Book to improve public awareness and access to the body’s meetings.

#### **Bodies Excluded from Triennial Review Cycle 3**

	<b><u>Rationale</u></b>
1. Ad Hoc Census Committee	ad hoc
2. Ad Hoc Arts Council Steering Committee	ad hoc
3. Assessment Appeals Board	
4. Community Advisory Board (CAB) on Public Safety Realignment	Not Maddy



5. Community Corrections Partnership
6. Community Corrections Partnership - Executive Committee
7. Contra Costa County Employees Retirement Association
8. Contra Costa Transportation Authority (CCTA) Citizens Advisory Committee
9. CCTA Bicycle and Pedestrian Advisory Committee
10. County Connection Citizens Advisory Committee
11. Countywide Redevelopment Oversight Board
12. Developmental Disabilities Council
13. East Bay Regional Park District Park Advisory Committee
14. Housing Authority
15. Mosquito & Vector Control District Board of Trustees
16. Regional Measure 3 Independent Oversight Committee
17. Tri-Delta Transit Authority Board of Directors
18. Western Contra Costa Transit Authority Board of Directors

Not Maddy

### **LIST OF ADVISORY BODIES IN PHASE III**

Seventeen (17) bodies are included in Phase III, which was last completed in 2020. These advisory bodies are divided between eleven (11) mandatory bodies and six (6) discretionary bodies.

#### **Mandatory Commissions or Committees**

Mandatory commissions are those required under state or federal law. Additionally, bodies that are mandated to exist by a contract with a bargaining unit or the federal, state, or regional government are listed as mandatory, and are denoted with an asterisk. The following eleven (11) advisory bodies are considered mandatory, meaning that Contra Costa County must operate them:

1. Airport Land Use Commission
2. Alamo-Lafayette Cemetery District Trustees
3. Byron-Brentwood-Knightsen Union Cemetery District
4. Fish & Wildlife Committee
5. Local Enforcement Agency (LEA) Hearing Panel
6. Managed Care Commission\*
7. Merit Board\*
8. North Richmond Waste and Recovery Mitigation Fee Committee
9. Public Law Library Board of Trustees
10. Resource Conservation District
11. Workforce Development Board

#### **Discretionary Commissions or Committees**

Discretionary commissions are created by the Board of Supervisors on a voluntary basis. Many discretionary bodies were created to address community needs and solicit further resident engagement. Several of the discretionary bodies included in this phase advise the Board of Supervisors on how to allocate grant funds or fees. Others included in this phase advise the Supervisors on services, such as fire districts under the purview of the Board of Supervisors. A total of six (6) discretionary bodies were reviewed in this phase:

1. Affordable Housing Finance Committee
2. Contra Costa County Fire Protection District Advisory Commission
3. Crockett-Carquinez Fire Protection District Fire Advisory Commission
4. Iron Horse Corridor Management Program Advisory Committee
5. Keller Canyon Mitigation Fund Review Committee
6. Treasury Oversight Committee

### **Referral Update:**

During the review of the previous phase of the Triennial Review the Internal Operations Committee requested that future reviews include information on the amount of staff support required by each body. Staff subsequently revised the Triennial Review Survey to include questions regarding how many staff members provide support for each body, as well as how many hours of staff time per week are required to support each body. This information is summarized in the Staff Comments/Recommendations sections of this report. Additional changes to the Triennial Review survey included questions regarding how many subcommittees each body has and how frequently they meet.

Due to the recent policy change that requires most advisory bodies to provide hybrid access to their meetings, staff recommends that the next phase of the Triennial Review include a section on compliance with hybrid meeting requirements. A recommendation regarding this is included in the Recommendations/Next Steps section of this report.

## **FINDINGS**

### **Summary of Findings for Phase III**

Staff to bodies included in Phase III were asked to complete a survey which was reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board then reviewed the materials and surveys submitted by the advisory body staff and chairs. In addition to the survey materials, Clerk of the Board staff also performed research to confirm whether the bodies are posting agendas online and reviewed the contents of the agendas for compliance with several additional policies, such as including information about disability access and access to supplemental materials, and opportunities for public comment. The Clerk of the Board also reviewed the agendas for whether the agenda descriptions were adequate for a layperson or outsider to understand what would be discussed at the meeting. The County Administrator's Office also reviewed the submissions.

Unless highlighted in the recommendations, no changes to bylaws, membership requirements, or seat structure are recommended for the bodies included in Phase III. This report includes a description of advisory bodies in the Phase III review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

### **Mandatory Bodies**

#### **Airport Land Use Commission**

The Airport Land Use Commission (ALUC) conducts airport land use compatibility planning. It protects the health, safety, and welfare of the public by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports. The ALUC is mandated by the California Public Utilities Code §§ 21670 – 21679.5.

#### ***Staff Comments/Recommendations***

Staff for the ALUC notes that the body is an unfunded state mandate and that most staff time and resources dedicated to it go unfunded, resulting in a building administrative deficit. Staff for the ALUC also reports that one (1) staff member from the Department of Conservation and Development provides about five (5) hours of support for the body per week. Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

#### **Alamo-Lafayette Cemetery District Board of Trustees**

The Alamo-Lafayette Cemetery District (ALCD) is a property tax and fee-supported organization that provides burial services, year-round maintenance, and preservation of interment plots. Interments are restricted to residents and taxpayers of the cemetery district boundaries and their immediate family members. The district is controlled by California State Health & Safety Code § 9000.

#### ***Staff Comments/Recommendations***

Staff for the ALCD reported in their review that the district is underfunded, though this issue is outside the

purview of the Triennial Review which focuses specifically on the Board of Trustees. Staff for the ALCD also reports that one (1) staff member from the Cemetery District provides about ten (10) hours of support for the body per week. Staff for the Clerk of the Board's Office notes that agendas for the body are not posted on the county's Agenda Center since the Board of Trustees is an independent body. Agendas are instead posted on the Alamo-Lafayette Cemetery District's website at <https://www.alamolafayettecemetery.com/>. Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about how the public can access supplemental materials.

#### **Byron-Brentwood-Knightsen Cemetery District Board of Trustees**

The Byron-Brentwood-Knightsen Cemetery District (BBKUCD) is a property tax and fee-supported organization that provides burial services, year-round maintenance, and preservation of interment plots. Interments are restricted to residents and taxpayers of the cemetery district boundaries and their immediate family members. The District is controlled by California State Health & Safety Code § 9000.

#### ***Staff Comments/Recommendations***

Staff for the BBKUCD reported in their review that the Board of Trustees has had difficulty filling seats. However, currently all three (3) seats are filled. Staff for the BBKUCD also reports that one (1) staff member from the Cemetery District provides about fifteen (15) hours of support for the body per week. Staff for the Clerk of the Board's Office notes that agendas for the body are not posted on the county's Agenda Center since the Board of Trustees is an independent body. Agendas are instead posted on the district's website at <https://www.bbku.cd.org/>. Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about how the public can access supplemental materials.

#### **Fish and Wildlife Committee**

The Fish and Wildlife Committee (F&WC) advises the Board of Supervisors on fish and wildlife issues and makes recommendations for the expenditure of funds from the Fish and Wildlife Propagation Fund (Fish and Game Code § 13103). The F&WC awards grants to projects related to public education, habitat improvement, temporary emergency treatment and care of orphaned wildlife, and scientific research. Additionally, the committee may address issues surrounding the enforcement of fish and game laws and regulations when referred to the committee by the Board of Supervisors.

#### ***Staff Comments/Recommendations***

Staff for the F&WC reports that the current funding does not cover the cost of staffing the committee and managing the grant program. Staff for the F&WC also reports that one (1) staff member from the Department of Conservation and Development provides about seven (7) hours of support for the body per week. The F&WC appears to be functioning as intended and in compliance with the county's administrative policies.

Staff for the Clerk of the Board's Office does not recommend any changes at this time.

#### **Local Enforcement Agency Independent Hearing Panel**

The Environmental Health Division of the county's Health Services Department was designated by the Board of Supervisors and certified as the Local Enforcement Agency (LEA) for Contra Costa County in 1992. The California Public Resources Code requires a LEA to hold hearings (1) before taking certain actions, (2) in response to challenges to specified actions the LEA has taken, and (3) at the request of specified persons regarding particular actions taken by the LEA or the alleged failure of the LEA to act as required by law or regulation. Other hearings are required by the California Code of Regulations. Either a hearing officer or hearing panel must be appointed to conduct the hearings. The Board of Supervisors has established the Contra Costa County Local Enforcement Agency Independent Hearing Panel to perform this function under Public Resources Code § 44308, subdivision (a)(2).

#### ***Staff Comments/Recommendations***

Staff for the LEAIHP reports that no meetings have been held in the past 36 months and that the body does not generally utilize any hours of staff time. Staff for the Clerk of the Board's Office was unable to verify whether the LEAIHP is operating in compliance with the county's administrative policies since no agendas, minutes, or reports were available to review.

### **Managed Care Commission**

The Managed Care Commission (MCC) advises the Health Services Director and Board of Supervisors regarding health insurance needs for the community and promotes the Contra Costa Health Plan. The MCC focuses on recipients of Medi-Cal, Medicare, undocumented children, and medically indigent persons. While the MCC is not considered a mandatory body, the county has effectively made it mandatory by entering into a contract with the state that requires the MCC to exist. Persons who are involved as contractors with Contra Costa Health Plan and Health Department employees are not allowed to be members of the MCC.

#### *Staff Comments/Recommendations*

Staff for the MCC reports that the one (1) staff person provides half an hour (0.5) of staff support per week. The commission does not appear to be functioning as effectively as it could be, and staff for the MCC reports that the goals and objectives initially formed are now outdated, the bylaws are not reflective of the body's current purpose, and there is a high vacancy rate and trouble filling seats. Staff for the MCC recommends restructuring the MCC and creating a standing subcommittee titled the Community Advisory Committee to better connect with the community regarding Medi-Cal programs and policies. Additionally, the Clerk of the Board's Office recommends changes to ensure that the MCC operates in compliance with certain county administrative policies. Staff for the Clerk of the Board's Office recommends that the MCC post agendas in the county's Agenda Center to comply with Resolution 2020/1, as well as make minor changes to the current agendas to ensure that they include information about disability access and supplemental materials. Staff recommends that Health Services collaborate with the County Administrator's Office and Clerk of the Board to bring specific recommendations regarding the restructuring of the MCC to the Internal Operations Committee as a future referral.

### **Merit Board**

The Merit Board is authorized to carry out its duties under the Merit System Ordinance (Ordinance No. 80-47), as required by state law. The Merit Board oversees the county's merit system and hears and decides on matters of unlawful discrimination appeals or complaints, and appeals from orders and actions of dismissal, suspension, demotion, or reduction of compensation. They also hear and decide on other issues such as the application of layoff regulations.

#### *Staff Comments/Recommendations*

The Chair of the Merit Board reported that the body could be more effective if its purview and ability to provide redress were expanded. Staff for the Merit Board reports that one (1) staff member from the Human Resources Department provides fifteen (15) hours or more of support for the body per week. The Merit Board appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

### **North Richmond Waste and Recovery Mitigation Fee Committee**

The North Richmond Waste and Recovery Mitigation Fee Committee was established in 2004 as part of a Bulk Materials Processing Center Memorandum of Understanding with the City of Richmond to jointly administer mitigation fees collected from the Bulk Materials Processing Center at the West Contra Costa County Sanitary Landfill. The Environmental Impact Report for this project determined that this Center would impact the North Richmond community and authorized a mitigation fee to defray annual costs associated with collection and disposal of illegally dumped waste and other related impacts. The committee addresses the needs of the community through multiple strategies including community clean-up events, law and code enforcement activities, community garden projects, and other community-based projects.

#### *Staff Comments/Recommendations*

Staff for the North Richmond Waste and Recovery Mitigation Fee Committee report that four (4) staff members provide about twelve (12) hours total of support for the body per week. Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about supplemental materials.

### **Public Law Library Board of Trustees**

The Public Law Library's mission is to provide all members of the community with access to research materials to aid in understanding and preserving legal rights. The Public Law Library operates at three full-time sites with the assistance of trained staff. The Board of Trustees governs the Law Library pursuant to the California Business and

***Staff Comments/Recommendations***

Staff for the Public Law Library reports that county law libraries are in need of permanent, stable funding from the state. Staff for the Public Law Library also reports that one (1) staff member from the Law Library provides between two (2) to five (5) hours of support for the body per week. Staff for the Clerk of the Board's Office notes that the body posts agendas on the Public Law Library's website at <http://www.cccplib.org/>. The Public Law Library appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

**Resource Conservation District**

The mission of the Contra Costa Resource Conservation District (RCD) is to facilitate conservation and stewardship of the natural resources of Contra Costa County. The RCD reports that their most impactful programs have included mobilizing hundreds of volunteers for creek cleanups, thus preventing tons of trash from entering waterways and flowing downstream into the San Francisco Bay and the Pacific Ocean. The RCD has built capacity for local watershed and creek groups such as the Walnut Creek Watershed Council, Alhambra Watershed Council, Carquinez Watershed Council, and Friends of Pinole Creek. The RCD also works with a federal partner, the National Resources Conservation Service, to implement conservation practices on agricultural and open space lands.

***Staff Comments/Recommendations***

Staff for the Resource Conservation District reports that over two (2) staff members from the district provide about six (6) hours of support for the body per week. Staff for the Clerk of the Board's Office notes that agendas are not posted on the county's Agenda Center since the Resource Conservation District is an independent body. Agendas are posted on the district's website at <https://www.ccrd.org/>. The Resource Conservation District appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

**Workforce Development Board**

The Workforce Development Board is the access point for employment-related and training services. These services, provided at four different sites, include developing local plans, identifying providers of services, monitoring system performance, and helping to develop the labor market information system. Priority is given to populations who have the greatest challenges to employment, such as low-income individuals, those formerly incarcerated, current and former foster youth, individuals with disabilities, and English language learners. Contra Costa County is required to operate an authorized workforce development board in order to receive federal funding for these activities.

***Staff Comments/Recommendations***

Staff for the Workforce Development Board reports that fifteen (15) staff members in the Employment and Human Services Department provide forty (40) hours total per week of staff support for the body. Staff for the Clerk of the Board's Office notes that agendas are not posted on the county's Agenda Center as the Workforce Development Board is an independent body. Agendas are posted on the Workforce Development Board's website at <https://www.wdbccc.com/>. The Workforce Development Board appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

**Discretionary Bodies**

**Affordable Housing Finance Committee**

Established in 1995, the Affordable Housing Finance Committee (AHFC) works with the Department of Conservation and Development to develop funding recommendations for the Board of Supervisor's consideration regarding the allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership Act funds among other eligible affordable housing programs and projects in the county. The county currently receives an annual allocation of approximately \$6 million in funds for affordable housing development.

***Staff Comments/Recommendations***

Staff for the AHFC reports that the body only meets once per year. Leading up to the annual meeting, one (1) staff member provides up to twenty (20) hours of staff support per week. For the rest of the year, there is little to no staff support needed per week. The AHFC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

**Contra Costa County Fire Protection District Advisory Fire Commission**

The purpose of the Contra Costa County Fire Protection District (CCCFPD) Advisory Fire Commission is to advise the Fire Chief and Board of Supervisors on goals and objectives of the district, operations and capital budgets, and declarations of fire apparatus and equipment as surplus. They also serve as a liaison with the community and serve as the Appeals Board on weed abatement matters.

***Staff Comments/Recommendations***

Staff for the CCCFPD Advisory Fire Commission reports that one (1) staff member from the Fire Protection District provides about one (1) hour of staff support for the body per week. Staff for the Clerk of the Board's Office notes that the body posts agendas on the Fire Protection District's website at <https://www.cccfpd.org/advisory-fire-commission/>. The CCCFPD Advisory Fire Commission appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes at this time.

**Crockett-Carquinez Fire Protection District Advisory Fire Commission**

The Crockett-Carquinez Fire Protection District Advisory Fire Commission reviews and advises on annual operations and capital budgets, reviews District expenditures, advises the Fire Chief on district service matters, and serves as a liaison between the Board of Supervisors and the community served by the District.

***Staff Comments/Recommendations***

The Crockett-Carquinez Fire Protection District Advisory Fire Commission is administered by volunteers and thus does not utilize any hours of county staff time per week. Staff for the Crockett-Carquinez Fire Protection District Advisory Fire Commission indicated in their Triennial Review that agendas are posted on social media 72 hours in advance of the meeting. Staff for the Clerk of the Board's Office recommends changes to operating procedures to ensure that agendas are posted online 96 hours in advance of the meeting to comply with the Better Government Ordinance, and that agendas include information about disability access and supplemental materials.

**Iron Horse Corridor Management Program Advisory Committee**

The Iron Horse Corridor Management Program Advisory Committee (IHCMPAC) was established to provide citizen input for a management program for the Iron Horse Corridor. In October of 2000 the Board of Supervisors expanded the advisory committee's role to include continued implementation and monitoring of certain elements of the Management Program. The committee meets quarterly and accomplishes its interjurisdictional advisory duties on this schedule.

***Staff Comments/Recommendations***

Staff for the IHCMPAC reports that one (1) staff member from the Public Works Department provides about one (1) hour of staff support for the body per week. Staff also notes that a newly enacted state bill, AB 1025, mandates that the IHCMPAC develop an additional element to the management program "that considers proposals to study new and emerging mobility modes and technologies in the corridor and includes a new task in the committee's work program to recommend a framework for acting on these proposals". Agendas for the IHCMPAC are posted on the county's AgendaCenter, though the posting date/times are identical to the date/time the meetings are scheduled for. Staff for the Clerk of the Board's Office recommends changes to the current agendas to ensure that they are posted 96 hours in advance of the meeting, in compliance with the Better Government Ordinance.

**Keller Canyon Mitigation Fund Review Committee**

The Keller Canyon Landfill Mitigation Fund process was established in August 1992, and the Board of Supervisors revised the funding process in May 2011. The Board of Supervisors designated that these funds be used to mitigate

effects of the landfill site by funding community-based organizations and county departments for programs in the following areas: youth services, code enforcement, community beautification, public safety, and community services. This committee makes annual funding recommendations to the Board of Supervisors.

***Staff Comments/Recommendations***

No estimate of staff time utilized per week for the Keller Canyon Mitigation Fund Review Committee was received, and staff for the Clerk of the Board’s Office was unable to locate where agendas for the body are currently posted. Through 2020, agendas were posted on the Agenda Center. Staff for the Clerk of the Board’s Office recommends that agendas resume being posted to the county’s website under the Agenda Center to comply with Resolution 2020/1.

**Treasury Oversight Committee**

The Treasury Oversight Committee was established in 1995 and was initially mandated under the Government Code, although the requirement was suspended by the state in 2004. The Treasury Oversight Committee allows local agencies, including school and special districts as well as the public, to participate in reviewing the policies that guide the investment of public funds that are invested by the County Treasurer. The committee monitors the County's investment pool and policy and confirms that the annual audit is conducted to ensure compliance with Government Code §§ 27130-27137. The committee allows the public to participate in the review of policies that guide the investment of public funds under the authority granted annually by the Board of Supervisors.

***Staff Comments/Recommendations***

Staff for the Treasury Oversight Committee reports that three (3) staff members provide a total of about one and a half (1.5) hours of staff support for the body per week. Staff for the Clerk of the Board’s Office recommends minor changes to the current agendas to ensure that they include information about disability access.

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

1. ACCEPT the 2022-2023 Triennial Review Phase III, Cycle 3 Report and specific recommendations as summarized below:
  - a. DIRECT the County Administrator/Clerk of the Board to begin implementation of Phase I of the fourth cycle of the Triennial Review process.
  - b. DIRECT the following advisory bodies to ensure agendas are posted ninety-six (96) hours in advance of the meeting date, in compliance with the Better Government Ordinance:
    - i. Crockett-Carquinez Fire Protection District Advisory Fire Commission
    - ii. Iron Horse Corridor Management Program Advisory Committee
  - c. DIRECT the Managed Care Commission to develop specific recommendations to address the concerns identified in this report and provide an update to the Internal Operations Committee with a plan of action.
  - d. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the below advisory bodies. Supplemental material access language should state “*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 [meeting body name] less than 96 hours prior to that meeting are available for public inspection at [address where records are available], during normal business hours. Staff reports related to items on the agenda are also accessible online at [website address].*”
    - i. Airport Land Use Commission
    - ii. Alamo-Lafayette Cemetery District Board of Trustees
    - iii. Byron-Brentwood-Knighten Union Cemetery District Board of Trustees
    - iv. Crockett-Carquinez Fire Protection District Advisory Fire Commission
    - v. Managed Care Commission
    - vi. North Richmond Waste and Recovery Mitigation Fee Committee
  - e. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the below advisory bodies. Disability access language should state “*The [name of advisory body] will provide reasonable accommodations for persons with disabilities planning to attend [name of advisory body] meetings. Contact [staff name and contact information] at least [number] hours before the meeting.*”
    - i. Airport Land Use Commission
    - ii. Crockett-Carquinez Fire Protection District Advisory Fire Commission

- iii. Managed Care Commission
- iv. Treasury Oversight Committee

- f. CONSIDER recommending that the following advisory bodies post agendas to the Agenda Center section of the county website to comply with Resolution No. 2020/1:
- i. Keller Canyon Mitigation Fund Review Committee
  - ii. Managed Care Commission

CONSIDER whether to direct the Clerk of the Board's Office to include findings regarding hybrid meeting compliance in the next phase of the Triennial Review.

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**Attachments**

*No file(s) attached.*

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