



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.

For Additional Information Contact:

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