



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
May 8, 2023

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Roger Renn; Rick Stein representing Arts Orange County; Lara DeLaney, Sr. Deputy CAO; Jami Morritt, Chief Asst Clerk of the Board; Maureen Toms, DCD; Maureen Parkes, DCD; Sharon Mackey, Health Services; Melvin Russell, Probation Dept.; Lauren Hull, Clerk of the Board's Office; Abigail Fateman, DCD; Jill Ray, District II Supv Office; Alicia Nuchols, District III Supervisor's Office; Enid Mendoza, Sr. Deputy CAO; Faye Maloney, Chair, Commission for Women and GrIs; Call in User 1

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1. Introductions

*Chair Andesen called the meeting to order at 11:00 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).

*An unidentified caller commented that more information should be provided about the performance and decision-making of applicants proposed for reappointment to board advisory bodies.*

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

*The record of action for the April 10, 2023 meeting was approved as presented.*

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. 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.

*Staff reported that an additional application was received one week after the deadline, too late to be considered with the meeting packet. Staff invited the applicant to attend and comment at today's meeting but the applicant declined.*

*Chair Andersen said that she was familiar with the qualifications and performance of all three incumbents since she also serves on the Retirement Board and attends the meetings.*

***The Committee approved reappointment of the incumbents and directed staff to forward the recommendations to the board of supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

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

***Commission Chair Faye Maloney presented the status update report. She reported that the Commission reapplied and secured an additional \$25,000 grant from the California Commission on the Status of Women and Girls, this time in the category of equipment rather than communication. She said the Commission intends to spend the new grant on equipment needed to host remote and in-person meetings and workshops, such as cameras, tents, tablecloths, etc. The Commission is using the original grant to complete its new website, for translation services and to host workshops throughout the county on the subjects of mental wellness, re-entry following incarceration, women in trade jobs, and women in law enforcement.***

***She said that the requirement to return to in-person meetings has posed a hardship for current and prospective members, who would be able to participate more fully on a virtual platform.***

***An unidentified caller asked if the move to increase the number of women in law enforcement would be achieved through a reduction in the physical qualifications of police officers. Ms. Maloney responded that women in law enforcement are and will be required to meet the same qualifications as men in law enforcement. Women might approach physical challenges differently but would still have to meet the same job requirements. She also commented that there are many jobs in law enforcement other than field or detention officers, and that the message to women is that all jobs are open pathways.***

***Chair Andersen suggested that the Commission consult the AB 109 Community Advisory Board regarding re-entry programs. Vice Chair Burgis suggested doing an annual women's recognition at a board of supervisors meeting, and encouraged the Commission to engage with the Supervisors' offices to provide input on current issues.***

***The Committee thanked Ms. Maloney and accepted the report.***

6. 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.

***Rick Stein presented the status update report and Lara DeLaney provided the history and context for the report. An unidentified caller commented that the report lacked the mission, vision and values of the proposed arts council. Ms. DeLaney explained that the current research, visioning sessions, and interviews is the process that will help to formulate the mission, vision and values of the arts council.***

***The Committee thanked Mr. Stein and Ms. DeLaney and accepted the status update.***

7. 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-Knightsen 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
  - g. 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.

***Lauren Hull presented the staff report and recommendations. An unidentified caller commented that the recommendations seemed passive and should be acted on by the board of supervisors rather than the IO Committee. Staff clarified that the IOC has discretion to provide direction to board advisory bodies regarding compliance with board-adopted policies and procedures.***

***Vice Chair Burgis clarified that regarding the Byron-Brentwood-Knightsen Cemetery District board of trustees, filling seats and achieving a quorum has not been a problem but she had advanced the suggestion of increasing the size of the governing board from three to five members, which was rejected.***

***The Committee accepted the report, approved the recommendations, and directed staff to prepare, on behalf of the IOC, follow-up memos to the named advisory bodies with direction, as recommended in the staff report.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for June 12, 2023.

***Chair Andersen confirmed the June 12th meeting.***

9. Adjourn

***Chair Andersen adjourned the meeting at 11:46 a.m.***

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For Additional Information Contact:

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