

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 12, 2017

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Tanya Drlik, Health Services Dept.
Jami Napier, Sr Deputy CAO, Clerk of the Board
Elizabeth Verigin, Asst. Auditor-Controller
Joanne Bohren, Chief Auditor
Henrietta Brown, Auditor-Controller's Office
Jonathan Bash, District III Chief of Staff
Allison Picard, Chief Asst CAO
David Gould, County Purchasing Services
Manager
Michael Kent, Health Services Department

1. Introductions

Chair Andersen called the meeting to order at 1:00 p.m. and self-introductions were made around the room.

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

No persons requested to speak during the Public Comment period.

3. CONSIDER future disposition of the seat designated for the Public and Environmental Health Advisory Board, which was abolished, on the Integrated Pest Management Advisory Committee.

The Committee directed that the former PEHAB seat on the IPM Advisory Committee be redesignated for a member of the newly created Sustainability Advisory Committee.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

4. APPROVE Hazardous Materials Commission nominations to appoint the following individuals to the Commission to terms ending on December 31, 2020:

Action	Nominee	Seat	Nominated By
Reappoint	Steve Linsley	Environmental #3	Via open recruitment
Reappoint	Leslie Stewart	League of Women Voters	League of Women Voters
Appoint	Rita Xavier	League of Women Voters Alternate	League of Women Voters
Reappoint	Don Bristol	Business #3	CC Taxpayers Association

The Committee unanimously approved the nominations.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

5. ACCEPT report on the Auditor-Controller's audit activities for 2016 and APPROVE the proposed schedule of financial audits for 2017.

Chief Auditor Joanne Bohren presented the annual report and indicated that 37% of the findings were repeat findings from the previous year. Asst. Auditor-Controller Elizabeth Verigin advised that the Auditor's Office will reinstate periodic fiscal management training for the Municipal Advisory Councils, and strongly recommended a recommitment by Public Works-Purchasing to revive Procurement Card Training. Purchasing Services Manager David Gould advised that he has personally conducted one-on-one procurement card training during the last six months and is researching electronic tools to help monitor card use and identify misuse.

Ms. Bohren explained that her staff spends about one-third of the year exclusively on the Comprehensive Annual Financial Report but, even so, was able to complete all 2016 scheduled audits. She also highlighted that 2015 was the 34th straight year that the County has earned the distinction for excellence in financial reporting.

The Committee accepted the report and audit schedule as presented.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

6. ACCEPT follow-up report and recommendations on the Small Business Enterprise and Outreach Programs.

The Committee accepted the staff report and directed staff to conduct a broad review of purchasing policies and programs and return to the IOC in six months with recommendations for any changes and revised policy and program documents.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

7. APPROVE the proposed plan and schedules for the recruitment to fill three Board of Supervisors seats on the Contra Costa County Employees' Retirement Association Board of Trustees that will become vacant on July 1, 2017, and two Board of Supervisors seats on the East Contra Costa Fire Protection District Board of Directors that will become vacant on February 5, 2018.

The Committee approved the recruitment schedule as proposed.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

8. APPROVE the proposed 2017 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

The Committee approved the work plan and meeting schedule as proposed.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

9. The next meeting is currently scheduled for March 13, 2017.

10. Adjourn

Chair Andersen adjourned the meeting at 1:37 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 02/13/2017

Subject: DISPOSITION OF THE PEHAB SEAT ON THE INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE

Submitted For: William Walker, M.D., Health Services Director

Department: Health Services

Referral No.: IOC 17/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Tanya Drlik, Integrated Pest Management Coordinator **Contact:** Tanya Drlik
925.335.3214

Referral History:

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Advisory Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one Public and Environmental Health Advisory Board representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat. Terms of office for the At Large and Alternate seats reviewed by the Internal Operations Committee have recently been extended from two to four years at the direction of the IOC.

Referral Update:

In November 2016, the Board of Supervisors abolished the Public and Environmental Health Advisory Board (PEHAB) as part of the Phase I Triennial Advisory Body Review. The abolishment of PEHAB leaves in question the disposition of the PEHAB seat on the IPM Advisory Committee: Should it be abolished, leaving 7 remaining voting members? Should it be redesignated and, if so, to what type of seat?

Attached is a memo from the IPM Advisory Committee seeking direction from the Internal Operations Committee, along with the current Committee roster showing the backgrounds of each member.

Recommendation(s)/Next Step(s):

CONSIDER future disposition of the seat designated for the Public and Environmental Health Advisory Board, which was abolished, on the Integrated Pest Management Advisory Committee.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Memo from IPM Advisory Cte

2017 IPM Adv Cte Roster

Minutes Attachments

No file(s) attached.



Memorandum

To: Internal Operations Committee
Supervisor Candace Andersen, Chair
Supervisor, Diane Burgis, Vice Chair

From: The IPM Advisory Committee
Cece Sellgren, Chair
Tanya Drlik, IPM Coordinator

Date: February 6, 2017

Subject: Composition of the IPM Advisory Committee—status of the Public and Environmental Health Advisory Board seat

Background:

The seat for a representative of the Public and Environmental Health Advisory Board (PEHAB) has been vacant for a year. On November 15, 2016, the Board abolished PEHAB; therefore, the seat cannot be filled.

At their January 19, 2017 meeting, the IPM Advisory Committee asked the IPM Coordinator to request guidance from the Internal Operations Committee about whether the PEHAB seat should be eliminated or converted to another kind of seat.

Please see Attachment A for the current roster of the IPM Advisory Committee.

Note that Michael Kent, the County's Hazardous Materials Ombudsman, currently represents public health interests, and James Donnelly, an at-large member, works as a consultant in health, safety, and environmental quality.



ATTACHMENT A

**INTEGRATED PEST MANAGEMENT
ADVISORY COMMITTEE
ROSTER
(As of January 5, 2016)**

Seat Title	Appointee Name	Work Address or Affiliation	BACKGROUND	Term Expiration	Voting?
Agriculture Commissioner	Larry Yost	2366 Stanwell Circle, Concord, CA 94520	Agriculture, pesticide regulation, IPM	None	NO
Public Works Facilities Director or Designee	Jerry Casey	2467 Waterbird Way Martinez, CA 94553	Facilities management	None	NO
Public Works Deputy Director or Designee	Allison Knapp	255 Glacier Dr., Martinez, CA 94553	Flood control engineer	None	NO
County Pest Management Contractor	Carlos Agurto	Pestec IPM Provider, 1804 Sanger Peak Ct., Antioch, CA 94531	Structural IPM, entomology, vertebrate pest management	December 31, 2017	NO
Health Services Department Representative	Michael Kent	597 Center, Ste 100, Martinez, CA 94553	Hazardous materials, IPM, public health.	None	YES
County/Unincorporated County Storm Water Program Representative	Cece Sellgren	255 Glacier Dr. Martinez, CA 94553	Storm Water management, clean water issues, grazing	None	YES
Public and Environmental Health Advisory Board Representative	Vacant				YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	Fish and Wildlife Committee	Wildlife, IPM, worked in the Lindsay Wildlife Museum	December 31, 2019	YES
Public Member 1 – Type 2 At Large	Susan Captain	Owens Captain Vineyards in Moraga	Statistics, computer tech support, wine grape IPM, currently wine grape grower	December 31, 2019	YES
Public Member 2 – Type 2 At Large	Andrew Sutherland	U.C. Cooperative Extension Urban IPM Advisor	UC Cooperative Extension Urban IPM specialist for the Bay Area, entomologist, experience in plant nurseries	December 31, 2019	YES
Public Member 3 – Type 2 At Large	James Donnelly	J.R. Donnelly Consulting	Consultant in health, safety, and environmental quality for mining and industrial processes	December 31, 2018	YES
Environmental Organization – Type 3 At Large Seat	Jim Cartan	Save Mt. Diablo, Conservation Assoc.	Invasive species management, invasive weed management, natural area stewardship, habitat restoration, worked for the National Park Service at the Golden Gate National Recreation Area	December 31, 2018	YES
Public Member Alternate	Wayne Lanier	Consultant in biotechnology	Advising biotech and pharmaceutical companies on research issues, developing medical instruments, on regulatory issues, developing clinical studies programs, and product field tests in agbiotech	December 31, 2018	Only if a public at-large member/PEH AB rep/F&W rep is absent



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 02/13/2017
Subject: NOMINATIONS TO THE HAZARDOUS MATERIALS COMMISSION
Submitted For: William Walker, M.D., Health Services Director
Department: Health Services
Referral No.: IOC 17/5
Referral Name: Advisory Body Recruitment
Presenter: Julie DiMaggio Enea **Contact:** Michael Kent (925) 313-6712

Referral History:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof. The IOC delegated the screening and nomination of Hazardous Materials Commission candidates to the Commission.

Referral Update:

The term for numerous seats on the Hazardous Materials Commission expired on December 31, 2016, creating vacancies. The Commission recruited and interviewed candidates for the vacant seats and makes nominations to the IOC to fill the seats, as explained in the attached transmittal letter. Recruitment materials and candidate applications are attached for information.

Recommendation(s)/Next Step(s):

APPROVE Hazardous Materials Commission nominations to appoint the following individuals to the Commission to terms ending on December 31, 2020:

Action	Nominee	Seat	Nominated By
Reappoint	Steve Linsley	Environmental #3	Via open recruitment
Reappoint	Leslie Stewart	League of Women Voters	League of Women Voters
Appoint	Rita Xavier	League of Women Voters Alternate	League of Women Voters

Reappoint	Don Bristol	Business #3	CC Taxpayers Association
-----------	-------------	-------------	-----------------------------

Fiscal Impact (if any):

No fiscal impact.

Attachments

Letter of Transmittal HazMat Commission

HazMat Announcement Flyer

HazMat Commission Roster February 2017

Candidate Application Steve Linsley HazMat Comm

Steve Linsley Nomination Letter

League of Women Voters Nominations and Candidate Applications

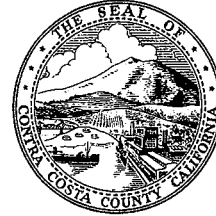
Candidate Application Don Bristol HazMat Comm

Don Bristol Nomination Letter

Minutes Attachments

No file(s) attached.

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION



February 1, 2017

MEMO

To: Internal Operations Committee

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission *MK*

Re: Appointment Recommendation to the Hazardous Materials Commission

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on Board referrals.

Environmental Seat #3 expired on December 31, 2016. The bylaws of the Commission provide that Environmental Seat #3 be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat, and therefore which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for this open seat, interviewed one candidate, and recommends that Steve Linsley be re-appointed to this seat. Mr. Linsley is a resident of El Cerrito. His application and letter of support, and the postings for the vacant seat are attached. This term will expire on December 31, 2020.

The League of Women Voters seat and alternate expired on December 31, 2016. The bylaws of the Commission provide that the League of Women Voters nominate representatives for these seats to be appointed by the Board of Supervisors. The League of Women Voters nominated Leslie Stewart to be re-appointed to this seat and nominated Rita Xavier to be the alternate for this seat. Ms. Stewart is a resident of Concord and Ms. Xavier is a resident of San Pablo. The applications and letters of support for Ms. Stewart and Ms. Xavier are attached. These terms will expire on December 31, 2020.

Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Mark Ross, Ralph Sattler, Leslie Stewart, Usha Vedagiri

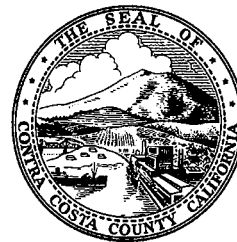
597 Center Ave., Suite 200 Martinez, CA 94553 (925) 313-6712

Business Seat #3 expired on December 31, 2016. The bylaws of the Commission provide that the Contra Costa Taxpayers Association nominate a representative for this seat to be screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Taxpayers Association nominated Don Bristol to be re-appointed to this seat. Mr. Bristol works at the Phillips 66 oil refinery in Rodeo. The application and letter of support for Mr. Bristol are attached. This term will expire on December 31, 2020.

Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Mark Ross, Ralph Sattler, Leslie Stewart, Usha Vedagiri

597 Center Ave., Suite 200 Martinez, CA 94553 (925) 313-6712

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



FOR IMMEDIATE RELEASE
December 6, 2016

CONTACT: Michael Kent
PHONE: (925) 313-6587

HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an Environmental Seat.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

Applicants for the **Environmental Seat** must:

- be nominated by an environmental organization;
- have demonstrated knowledge of hazardous materials issues;
- live or work in Contra Costa County, and can commit to attending the monthly Commission and a monthly Committee meeting;

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine St. 1st Fl., Martinez CA 94553. You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

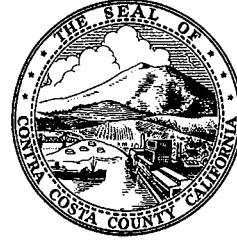
Filing Date: Applications must be received by January 4, 2016 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on January 13, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

*Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney,
Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol*

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



December 6, 2016

Dear Colleague:

The Contra Costa Hazardous Materials Commission is seeking applicants to fill an Environmental seat. Applications must be received by January 4, 2017.

Appointed by the Board of Supervisors to advise them on hazardous materials issues, including industrial safety, the 13-member Commission is comprised of representatives of industry, labor, environmental groups, civic groups, the public, engineers/industrial hygienists, and elected officials. Members serve four-year terms, and must live or work in Contra Costa County.

I hope your organization will take up this rare opportunity and nominate an applicant. The Commission offers a chance for direct participation in creating county policy on vital issues of great public concern.

Enclosed you will find leaflets for posting and or distribution.

The Commission would also like to extend an invitation to any interested party to attend Commission meetings which are generally held the 4th Thursday of every month at the County Connection, 2477 Arnold Industrial Way, in Concord.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street, 1st Floor, Martinez CA 94553. You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on January 13, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

Michael Kent
Executive Assistant to the Hazardous Materials Commission
Enclosure

Members: *Members: George Smith - Chair, Rick Alcaraz, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol, Matthew Buell*

597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Seat**.

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Filing Date: Applications must be received by January 4, 2017 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on January 13, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.

Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

Contra Costa County Roster

[Maddy Book Home](#)

Hazardous Materials Commission

	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
<u>Seat Title</u>				
Environmental Engineering Firms				
<u>Representatives</u>				
Smith George	02/11/2014	12/31/2017		
<u>Seat Title</u>				
Environmental Engineering Firms Alternate				
<u>Representatives</u>				
Chinn Ronald	06/17/2014	12/31/2017		
<u>Seat Title</u>				
General Public				
<u>Representatives</u>				
Gordon Frank	03/08/2016	12/31/2019		
<u>Seat Title</u>				
General Public Alternate				
<u>Representatives</u>				
Bancroft Tim	03/08/2016	12/31/2019		
<u>Seat Title</u>				
City Seat 1				Vacant Seat
<u>Representatives</u>				
		12/31/2018		
<u>Seat Title</u>				
City Seat 1 Alternate				Vacant Seat
<u>Representatives</u>				
		12/31/2018		
<u>Seat Title</u>				
City Seat 2				
<u>Representatives</u>				
Ross Mark	03/29/2016	12/31/2019		
<u>Seat Title</u>				
City Seat 2 Alternate				
<u>Representatives</u>				
Kinney Rich	03/29/2016	12/31/2019		
<u>Seat Title</u>				
Business Seat 1 - West Co. Council of Industries				Vacant Seat
<u>Representatives</u>				
Glueck Fred	02/11/2014	12/31/2014		
<u>Seat Title</u>				
Business Seat 1 Alt. - West Co. Council of Ind.				
<u>Representatives</u>				
Winer Aaron	09/22/2015	12/31/2018		
<u>Seat Title</u>				
Business Seat 2 - Industrial Association				
<u>Representatives</u>				
Buell Matt	03/25/2014	12/31/2017		

Seat Title

Business Seat 2 Alternate - Industrial Association

Representatives

Bean Jack	12/02/2014	12/31/2017
-----------	------------	------------

Seat Title

Business Seat 3 - Contra Costa Taxpayers Assoc.

Vacant Seat

Representatives

Bristol Don	08/14/2013	12/31/2016
-------------	------------	------------

Seat Title

Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.

Vacant Seat

Representatives

Leeds Marjorie	08/13/2013	12/31/2016
----------------	------------	------------

Seat Title

Environmental Organizations Seat 1

Representatives

Sattler Ralph	02/11/2014	12/31/2017
---------------	------------	------------

Seat Title

Environmental Organizations Seat 1 Alternate

Representatives

Morales Ed	09/17/2013	12/31/2017
------------	------------	------------

Seat Title

Environmental Organizations Seat 2

Representatives

Vedagiri Usha	03/08/2016	12/31/2019
---------------	------------	------------

Seat Title

Environmental Organizations Seat 2 Alternate

Representatives

Dragovich Peter	04/21/2015	12/31/2019
-----------------	------------	------------

Seat Title

Environmental Organizations Seat 3

Vacant Seat

Representatives

Linsley Stephen	12/11/2012	12/31/2016
-----------------	------------	------------

Seat Title

Environmental Organizations Seat 3 Alternate

Representatives

Eukel Linus	10/18/2016	12/31/2020
-------------	------------	------------

Seat Title

League of Women Voters

Vacant Seat

Representatives

Stewart Leslie	12/11/2012	12/31/2016
----------------	------------	------------

Seat Title

League of Women Voters Alternate

Vacant Seat

Representatives

Albrecht Audrey	09/10/2013	12/31/2016
-----------------	------------	------------

Seat Title

Labor Seat 1 - Central Labor Council

Representatives

Alcaraz Henry	03/03/2015	12/31/2018
---------------	------------	------------

Seat Title

Labor Seat 1 Alternate - Central Labor Council

Vacant Seat

Representatives

12/31/2018

Seat Title

Labor Seat 2 - Local 8-5, PACE

Representatives

Payne Jim

03/08/2016

12/31/2019

Seat Title

Labor Seat 2 Alternate - Local 8-5, PACE

Representatives

Scott Tracy

03/08/2016

12/31/2019



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Environmental Organization
PRINT EXACT SEAT NAME (if applicable)

1. Name: Linley (Last Name) W. (First Name) Stephen (Middle Name)

2. Address: [REDACTED] (No.) [REDACTED] (Street) [REDACTED] (Apt.) El Cerrito (City) CA (State) 94530 (Zip Code)

3. Phones: [REDACTED] (Home No.) [REDACTED] (Work No.) [REDACTED] (Cell No.)

4. Email Address: [REDACTED]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Ph.D. Biochemistry

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Loyola University Chicago</u>	<u>Chemistry</u>	Yes ☒ No ☐	<u>120</u>		<u>BS</u>	<u>6/70</u>
B) <u>Univ. of Wisconsin Madison</u>	<u>Biochemistry</u>	Yes ☐ No ☒	<u>3</u>			
C) <u>Univ. of California Berkeley</u>	<u>Biochemistry</u>	Yes ☒ No ☐	<u>60</u>		<u>PhD</u>	<u>12/76</u>
D) Other schools / training completed: <u>Univ. of California</u>	Course Studied <u>Haz. Mat. Mgt.</u>	Hours Completed <u>24</u>	Certificate Awarded: Yes ☒ No ☐			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) From <u>7/1/47</u> To <u>6/15/49</u> Total: Yrs. <u>2</u> Mos. <u>3</u> Hrs. per week <u>40</u> . Volunteer ☐	Title <u>Lab. Technician</u> Employer's Name and Address <u>EB&M D</u> <u>Wastewater Treatment Plant</u> <u>2020 Wade Ave.</u> <u>Dahland, CA</u>	Duties Performed <u>analysis of wastewater</u> <u>from municipal & industrial</u> <u>sources</u>
B) Dates (Month, Day, Year) From <u>6/18/79</u> To <u>8/9/02</u> Total: Yrs. <u>23</u> Mos. <u>1</u> Hrs. per week <u>40</u> . Volunteer ☐	Title <u>Treatment Plant Lab</u> <u>Supervisor</u> Employer's Name and Address <u>City of Richmond/</u> <u>US Filter</u> <u>601 Canal Blvd.</u> <u>Richmond, CA 94804</u>	Duties Performed <u>supervise industrial industrial</u> <u>pretreatment, storm water,</u> <u>lab, pollution prevention</u> <u>programs</u>
C) Dates (Month, Day, Year) From <u>8/12/02</u> To <u>1/6/12</u> Total: Yrs. <u>9</u> Mos. <u>5</u> Hrs. per week <u>40</u> . Volunteer ☐	Title <u>Sr. Environmental Compliance</u> <u>Inspector</u> Employer's Name and Address <u>Central Contra Costa Sanitary</u> <u>Dist.</u> <u>5019 Imhoff Pl.</u> <u>Martinez, CA 94553</u>	Duties Performed <u>inspect industrial & com-</u> <u>mmercial sources of wastewater,</u> <u>monitoring of treatment</u> <u>processes at CCCSD &</u> <u>industry, coordinate with</u> <u>laboratory & environmental</u> <u>compliance</u>
D) Dates (Month, Day, Year) From <u>1/9/12</u> To <u>present</u> Total: Yrs. <u>4</u> Mos. <u>11</u> Hrs. per week <u>40</u> . Volunteer ☐	Title <u>Environmental Compliance</u> <u>Supervisor</u> Employer's Name and Address <u>W. County Wastewater Dist.</u> <u>2377 Garden Tract Rd.</u> <u>Richmond, CA 94801</u>	Duties Performed <u>supervised environmental</u> <u>compliance, industrial</u> <u>pretreatment, comman-</u> <u>cial stormwater, lab,</u> <u>pollution prevention, &</u> <u>public education programs</u>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

Incumbent

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name:

Date:

12/2/16

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

Richmond Southeast Shoreline Area Community Advisory Group

November 14, 2016

Internal Operations Committee
Board of Supervisors
Contra Costa County

Re: Nomination for County Hazardous Materials Commission

Dear Supervisors:

The Richmond Southeast Shoreline Area Community Advisory Group is pleased to nominate Stephen Linsley to the Environmental Organization Seat on the Contra Costa County Hazardous Materials Commission for a term beginning in 2017. He serves our group as the chair of our Toxics Committee and member of the Executive Committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Blum', with a long horizontal flourish extending to the right.

Eric Blum
Chair

Richmond Southeast Shoreline Area Community Advisory Group

CAG Mission Statement

Our purpose is to ensure that the interests of the entire community are included in plans for the proper and comprehensive cleanup and ongoing monitoring of polluted sites in the Richmond Southeast Shoreline Area. The CAG's job is to involve all stakeholders in a public, inclusive process leading to an appropriate clean up of polluted sites in this area.



LEAGUE OF WOMEN VOTERS OF DIABLO VALLEY

♦ Alamo ♦ Antioch ♦ Bay Point ♦ Bethel Island ♦ Brentwood ♦ Byron ♦
♦ Canyon ♦ Clayton ♦ Concord ♦ Danville ♦ Diablo ♦ Discovery Bay ♦
♦ Knightsen ♦ Lafayette ♦ Martinez ♦ Moraga ♦ Oakley ♦ Orinda ♦
♦ Pacheco ♦ Pittsburg ♦ Pleasant Hill ♦ Rossmoor ♦ San Ramon ♦ Walnut Creek ♦

January 5, 2017

Mr. Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

Dear Mr. Kent:

The League of Women Voters of Diablo Valley proposes the nomination of Leslie Stewart to a new four-year term as League of Women Voters' representative on the Contra Costa County Hazardous Materials Commission.

If you would like any further information on this recommendation, please do not hesitate to contact us. We appreciate the opportunity to add to the Commission.

Sincerely,

Ann Flynn, President
League of Women Voters of Diablo Valley
cell phone: 925-348-8844
info@lwvdv.org

The non-partisan League of Women Voters encourages informed and active participation in governmental processes. The League never supports or opposes any political party or candidate.

500 St. Mary's Road, #14, Lafayette, CA 94549
(925) 283-2235 ♦ www.lwvdv.org



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD

651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

League of Women Voters

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Stewart	Leslie	M.			
	(Last Name)	(First Name)	(Middle Name)			
2. Address:		Concord	CA	94519		
	(No.)	(Street)	(Apt.)	(City)	(State)	(Zip Code)
3. Phones:						
	(Home No.)	(Work No.)	(Cell No.)			
4. Email Address:						

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved B.A.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Reed College	English Literature	Yes No ☒ ☐	n/a	n/a	B.A.	May 1964
B) UC Berkeley	Library Science	Yes No ☐ ☒	n/a	12?	MLS	
C) San Francisco State University	English Literature	Yes No ☐ ☒	8?			
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No ☐ ☐			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1986 present Total: <u>Yrs.</u> <u>Mos.</u> 30 Hrs. per week varies . Volunteer ☒	Title Rep., Hazardous Materials Commission Employer's Name and Address League of Women Voters of Diablo Valley 500 St. Mary's Rd, #14 Lafayette, CA 94549	Duties Performed Represented LWVDV on Hazardous Materials Commission as primary representative or alternate, including serving 10 years as Commission Chair.
B) Dates (Month, Day, Year) <u>From</u> <u>To</u> Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☐	Title Employer's Name and Address 	Duties Performed
C) Dates (Month, Day, Year) <u>From</u> <u>To</u> Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☐	Title Employer's Name and Address 	Duties Performed
D) Dates (Month, Day, Year) <u>From</u> <u>To</u> Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☐	Title Employer's Name and Address 	Duties Performed

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Haz Mat Commission

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name: [REDACTED]

Date: 12/11/2016

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

League of Women Voters West Contra Costa County
PO Box 1618
El Cerrito, CA 94530

December 1, 2016

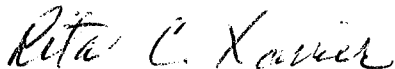
Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

Dear Mr. Kent:

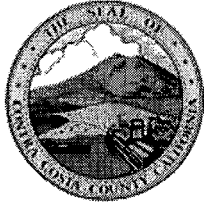
I am submitting my application for the League of Women Voters, Alternate, seat on the Hazardous Materials Commission. As a member of the League of Women Voters, and as a city Planning Commissioner, as well as participating with many environmental groups, I have a great interest in protecting our environment and protecting the health of our citizens against environmental hazards. This has been one of my priorities for decades.

I feel that in being a part of the Hazardous Materials Commission, I can help further the advances being made in addressing issues that face us in our community, county and in the Bay Area. I look forward to being of service.

Sincerely,



Rita Xavier
President
League of Women Voters West Contra Costa County



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD

651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

League of Women Voters Seat, Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Xavier Rita C
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] San Pablo CA 94806
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved 12th Grade

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) [Redacted]	[Redacted]	Yes No ☐ ☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]
B) [Redacted]	[Redacted]	Yes No ☐ ☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]
C) [Redacted]	[Redacted]	Yes No ☐ ☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No ☐ ☐			
[Redacted]	[Redacted]	[Redacted]				

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 02/17/2016 Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☒	Title Senior Assemblymember PSA7 Employer's Name and Address California Senior Legislature 1020 N Street, Room 513 Sacramento, CA 95814	Duties Performed Writing proposals to be published as bills by California Legislature and U.S. Congress on issues pertinent to senior citizens, and advocating for seniors
B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 09/2014 Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☒	Title Member at Large, to be 2nd V.P. Dec 21 Employer's Name and Address Contra Costa County Advisory Council on Aging Aging and Adult Services 400 Ellinwood Way Pleasant Hill, CA 94523	Duties Performed Senior Mobility Action Council, Transportation Work Group Housing Work Group Legislative Work Group West County Senior Coalition Secretary Representative on CCTA Paratransit Coordinating Council
C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 09/2013 Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☒	Title Commissioner, Chair 2014-Jan 2016 Employer's Name and Address San Pablo Planning Commission City of San Pablo 13831 San Pablo Avenue San Pablo, CA 94806	Duties Performed Meetings, community workshops, studying/voting on items to go before City Council, permits, construction Zoning Ordinance Update Committee Housing Element 2015-2023 San Pablo Bicycle/Pedestrian Master Plan Steering Committee Technical Advisory Committee Rumrill Blvd/13th Street Corridor Mobility Plan San Pablo Avenue Complete Streets
D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 09/2014 Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week . Volunteer ☒	Title Board of Directors, Treasurer Employer's Name and Address Lao Family Community Development Inc. 1551 23rd Avenue Oakland, CA 94606	Duties Performed LFCD has offices in Oakland, San Pablo, and Sacramento, and works with city, county, state and federal agencies assisting people from diverse cultural backgrounds in employment, housing, health, financial, aging, refugee issues in many languages.

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other League of Women Voters

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name:

Date:

December 2, 2016

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
Costa
County

For Office Use Only
Date Received

For Reviewers Use Only
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD

651 Pine Street, Rm 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Bristol Don Anthony
(Last Name) (First Name) (Middle Name)
2. Address: [Redacted] Rodeo CA 94572
(No) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: [Redacted]
(Home No) (Work No) (Cell No)
4. Email Address: [Redacted]

5 EDUCATION Check appropriate box if you possess one of the following

High School Diploma ☐ G E D Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved B.S

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Montana State University	Physics	Yes No ☒ ☐			BS	1999
B)		Yes No ☐ ☐				
C)		Yes No ☐ ☐				
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No ☐ ☐			

6 PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) From To 6/1/2011 Current Total Yrs Mos 1 8 Hrs per week 40 Volunteer ☐	Title Superintendent, Environmental Services Employer's Name and Address Phillips 66 Company 1380 San Pablo Avenue Rodeo, CA 94572	Duties Performed Responsible for the daily supervision of the Environmental staff at the Phillips 66 Rodeo Refinery
B) Dates (Month, Day, Year) From To 2/2008 6/2011 Total Yrs Mos 3 yrs 4 months Hrs per week 40 Volunteer ☐	Title Environmental Engineer Employer's Name and Address ConocoPhillips Company 1660 W. Anaheim St. Wilmington, CA 90744	Duties Performed Managed the RECLAIM Cap and Trade emissions program for the refinery. Managed the NSPS regulatory program
C) Dates (Month, Day, Year) From To 3/2001 2/2008 Total Yrs Mos 6 11 Hrs per week 40 Volunteer ☐	Title Environmental Coordinator Employer's Name and Address ConocoPhillips Company 401 South 23rd Street Billings, MT 59101	Duties Performed Managed all aspects of the environmental and emergency response activities for the regional pipeline organization in Montana
D) Dates (Month, Day, Year) From To Total Yrs Mos Hrs per week Volunteer ☐	Title Employer's Name and Address 	Duties Performed

7 How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

8 Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

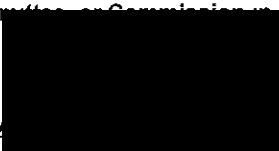
If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name



Date

1-17-2017

Important Information

- 1 This application is a public document and is subject to the California Public Records Act (CA Gov Code §6250-6270)
- 2 Send the completed paper application to the Office of the Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA 94553
- 3 A résumé or other relevant information may be submitted with this application
- 4 All members are required to take the following training 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training
- 5 Members of 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
- 6 Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation
- 7 Meeting dates and times are subject to change and may occur up to two days per month
- 8 Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time



Contra Costa Taxpayers Association

1401 Willow Pass Rd, Ste 880, Concord, CA 94520 ▪ 925.289.6900 ▪ krishunt@cocotax.org ▪ www.cocotax.org

January 12, 2017

Mr. Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

RE: Nomination for the Contra Costa Taxpayers Association Member on the Hazardous Materials Commission

Dear Mr. Kent:

The Contra Costa Taxpayers Association would like to nominate Mr. Don Bristol as our representative on the Hazardous Materials Commission for a full term. Since Mr. Bristol has served on this commission previously as a mid-term fill-in, I trust he can be appointed to a full term. As the Superintendent of Environmental Services at Phillips66 and is fully qualified to serve.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. E. Weir".

Jack Weir
Executive Director

Cc: Don Bristol



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 02/13/2017

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2017

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 17/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Elizabeth Verigin, Asst
Auditor-Controller

Contact: Joanne Bohren
925-646-2233

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2016 and transmitting the proposed schedule of financial audits for 2017, which are already in progress.

Assistant Auditor-Controller Elizabeth Verigin and Chief of Internal Audits Joanne Bohren will present the report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2016 and APPROVE the proposed schedule of financial audits for 2017.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

Report from Auditor-Controller on 2017 Internal Audit Work Plan

Proposed 2017 Schedule of Internal Audits

Status of 2016 Internal Audits

Minutes Attachments

No file(s) attached.

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 335-8600
Fax (925) 646-2649



Elizabeth A. Verigin
Assistant Auditor-Controller

Harjit S. Nahal
Assistant Auditor-Controller

February 3, 2017

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne M. Bohren, CPA 

SUBJECT: Internal Audit – Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed examination schedule for 2017, and the attached "*Schedule of Internal Audit Examinations for 2016*" summarizes the status of the 2016 examinations.

In 2016, the Internal Audit Division completed all twenty-nine (29) of the scheduled examinations.

General Findings:

Departmental Examinations

There is an overall lack of adherence to several of the County's administrative requirements which results in many of our departmental examination recommendations, including the following:

- Comply with the Administrative Bulletins established for the cash collection process, discharge of delinquent accounts, inventories of materials and supplies, inventories of capital assets, and petty cash;
- Adhere to the procurement card manual;
- Adhere to personnel administrative requirements; and,
- Adhere to the Municipal Advisory Council (MAC) Fiscal Procedures and Board of Supervisors Resolution 2011/497, "Adopting policy governing appointments to, formation of, and requirement of boards, committees, and commissions that are advisory to the Board of Supervisors."

Approximately thirty-seven percent (37%) of the findings in 2016 were repeated from previous examinations. This is worse than the 2015 examination findings where less than ten percent (9.68%) were repeated findings from previous examinations. In order to timely correct issues and mitigate repetitive findings, the Internal Audit division conducts a follow-up with auditees six months after the issuance of the final examination report to determine if the recommendations were implemented. Since that follow-up process occurs mostly in the beginning three (3) months of the calendar year, there is no data currently available on the status of the 2016 findings. For calendar year 2015, ninety-one percent (91%) of the finding recommendations had been implemented.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, gifts, services, memberships, and meal payments. Per the Procurement Card Manual, Section III.I., the use of a procurement card for recurring payments, gifts, services, memberships, and meal payments is prohibited. Additionally, the required supporting documentation for payments often is missing or inadequate. The Internal Audit staff continues to believe this is directly related to the discontinuation of the procurement card training program that was previously in existence.

2017 Scheduled Examinations

The Chief Auditor and the Assistant Auditor-Controller performed a thorough review of existing and recurring examinations as well as identifying potential new examinations that should be incorporated in the 2017 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts, reoccurring examinations, and new examinations.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Chief Auditor or the Assistant Auditor-Controller, a reoccurring examination may be planned prior to it being due based on the preferred cycle.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Other Projects

In addition to performing departmental examinations the Internal Audit Division is responsible for preparing the County's Comprehensive Annual Financial Report (CAFR) and providing

assistance to other County departments and the County's external auditors. The CAFR process consumes approximately four months of staff time.

One of the reasons the preparation of the CAFR is time consuming is the complexity of the annual implementation of numerous new Governmental Accounting Standards Board (GASB) statements. Five new GASB statements are due to be implemented in Fiscal Year 2016-17.

Attachments

Schedule of Internal Audit Examinations
Calendar Year 2017

	Department	Historical		Prefd.	Scheduled	Audit
	Project Description	Estimated	Last Done	Audit	For	Hours
		Hours	Through	Cycle (yrs)	2017	2017
	<u>County Administrator</u>					
0031	General Department Audit	150	12/05	4	X	160
	<u>Assessor</u>					
0016	General Department Audit	150	1/07	4	X	180
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/16	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	50	02/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	04/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	7/1/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	08/16	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/15	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	02/16		X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	04/16		X	20
0151-A	Tax Collector Cash on Hand - July 1	20	7/1/16		X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	08/16		X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/16		X	20
0157	Secured Tax Collection	200	3/09	2	X	220
0158	Unsecured Payment Trust	80	2/08	4	X	80
0159	Unsecured Tax Collection	200	2/08	2	X	220
0172	Treasury Oversight Committee (calendar year)	140	12/15	1 (Law)	X	140
	<u>Office of Revenue Collections</u>					
	Balances not tested in 2015 examination of ORC remaining Accounts Receivable		special		X	100
	<u>Human Resources</u>					
0351	General Departmental Audit	150	4/06	5	X	170
	<u>Clerk-Recorder</u>					
	GC27361(d)(4) project re: SSN truncation - Required to be performed by 12/2013 and 12/2017 (between 6/1/17 and 12/31/17)		2013	4	X	120
	<u>District Attorney</u>					
2421	General Departmental Audit	175	3/11	3	X	190
	<u>Sheriff-Coroner</u>					
2554	(Requested Audit) Cal-Id	60	6/10	Special Req	X	80

Schedule of Internal Audit Examinations
Calendar Year 2017

	Department	Historical	Last Done	Prefd.	Scheduled	Audit
	Project Description	Estimated	Through	Audit	For	Hours
		Hours		Cycle (yrs)	2017	2017
	<u>Animal Services</u>					
3661	General Departmental Audit	300	4/10	2	X	320
	<u>Health Services</u>					
4671	Alcohol and Other Drugs	175	2/10	2	X	185
4671	Mental Health	175	2/10	2	X	185
5406	Patients Trust & Valuables	50	3/09	4	X	65
	<u>Employment & Human Services</u>					
5001	Children and Family Services (CFS) (0502)		with Dept audit- 1/09		X	120
5001	Aging and Adult Services (0503)		with Dept audit- 1/09		X	120
	<u>Public Works</u>					
	<u>Purchasing:</u>					
0202	Sale of surplus equipment	120	12/04	4	X	120
1493	Procurement Card Program - 4th qtr	40	12/15	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	40	3/16	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	40	6/16	1/4 (CAO)	X	40
1493	Procurement Card Program - 3rd qtr	40	9/16	1/4 (CAO)	X	40
	<u>Contra Costa Fire Protection District</u>					
	Fleet Parts and Fuel Inventories	100	6/10	3	X	100
	<u>Mitigation Funds</u>					
	North Richmond Mitigation Fund		2/11		X	240
	Special projects					190
	GASB Implementation (40 X 2)					80
	Single Audit assistance/wrap up					80

Schedule of Internal Audit Examinations for 2016

	Department Examination Description	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2016	Estimated Hours 2016	Total Examination Hours
<u>Completed Examinations - As Scheduled</u>						
	<u>Board of Supervisors</u>					
1101	District 1 General Department Audit (Including MACs)	4/16	4	X	100	101
1103	District 3 General Department Audit (Including MACs)	6/16	4	X	100	89
1105	District 5 General Department Audit (Including MACs)	5/16	4	X	100	90
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/16	1 (Law)	X	60	15
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	-
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr (3/31/16)	2/16	1/4 (Law)	X	100	83
0151	Treasury Cash & Investments - 2nd qtr (6/30/16)	4/16	1/4 (Law)	X	100	84
0151	Treasury Cash & Investments - July 1	7/1/16	1/4 (Law)	X	100	52
0151	Treasury Cash & Investments - 3rd qtr (9/30/16) (Auditor recommendation)	8/16	1/4 (Law)	X	100	48
0151	Treasury Cash & Investments - 4th qtr (12/31/15)	12/15	1/4 (Law)	X	100	128
0151-A	Tax Collector Cash on Hand - 1st qtr (3/31/16)	2/16	1/4 (TTC)	X	20	15
0151-A	Tax Collector Cash on Hand - 2nd qtr (6/30/16)	4/16	1/4 (TTC)	X	20	13
0151-A	Tax Collector Cash on Hand - July 1	7/1/16	1/4 (TTC)	X	20	16
0151-A	Tax Collector Cash on Hand - 3rd qtr (9/30/16)	8/16	1/4 (TTC)	X	20	16
0151-A	Tax Collector Cash on Hand - 4th qtr (12/31/16)	12/16	1/4 (TTC)	X	20	16
0172	Treasury Oversight Committee (calendar year)	12/15	1 (Law)	X	180	260
	<u>Purchasing</u>					
1493	Procurement Card Program - 1st qtr (3/31/16)	3/16	1/4 (CAO)	X	40	68
1493	Procurement Card Program - 2nd qtr (6/30/16)	6/16	1/4 (CAO)	X	40	68
1493	Procurement Card Program - 3rd qtr (9/30/16)	9/16	1/4 (CAO)	X	40	68
1493	Procurement Card Program - 4th qtr (12/31/15)	12/15	1/4 (CAO)	X	40	68
	<u>Sheriff-Coroner</u>					
2551	Escrow Fund (aka Sheriff's Civil)	4/16	2	X	350	280
3003	Custody Alternative Programs	2/16	4	X	350	195
2555	Sheriff Training Center	5/16	2	X	230	322
	<u>Probation</u>					
3081	General Departmental Audit	12/15	2(Law)	X	240	348
	<u>Health Services</u>					
3641	Public Administrator	1/16	2	X	130	311
4521	Environmental Health-Hazardous Materials Div	4/16	2	X	300	310
5401	Year End Inventory Control (OR Supplies and Implants)	6/16	3	X	180	93

Schedule of Internal Audit Examinations for 2016

	Department	Last Done	Preferred	Scheduled	Estimated	Total
	Examination Description	Through	Cycle (yrs)	For	Hours	Examination
				2016	2016	Hours
	<u>Employment & Human Services</u>					
5001	Administration - Including Form 1099/W-9 Handling, Adm Personnel Req, proc cards, fixed assets, petty cash, expenditures/contracts	6/16		X	300	166
	<u>Community Services (EHSD)</u>					
5882	Weatherization Projects Inventory	6/16	3	X	180	215
	<u>Public Works</u>					
0634	Voyager Cards	3/16	3	X	160	166



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 02/13/2017
Subject: Follow-up to 2016 Small Business Enterprise and Outreach Programs Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 17/1
Referral Name: SBE/Outreach Program Oversight
Presenter: Allison Picard **Contact:** Allison Picard (925) 335-1096

Referral History:

At the October 24, 2016 IOC meeting a report was presented by staff and approved by the Committee on the Small Business Enterprise (SBE) program. That report concluded with a commitment by staff to bring back a draft Administrative Bulletin for this program to codify its purpose and reporting requirements.

Referral Update:

In working on this project, County Purchasing Manager David Gould determined that a much broader review of purchasing policies is needed that would cover this and several other related programs to ensure better coordination and to simplify departmental reporting requirements. Many existing purchasing policies have not been reviewed in some time and should be updated, such as the dollar thresholds that trigger when formal bidding should be performed.

Attached is a memo from Mr. Gould which further describes this recommendation and proposes that this review be conducted over a six-month period and the results be brought back to the IOC for review. The County Administrator concurs with his recommendation, and Chief Asst. County Administrator Allison Picard will work with him to accomplish this goal.

Additionally, Supervisor Gioia, who had been a member of this committee at that time, had requested additional information about the types of purchases that the report had covered, which is also included in the attached memo. Mr. Gould will attend the February 13 meeting and will be available to answer any additional questions the Committee may have on this information or the recommendation for a broader review of purchasing policies.

Recommendation(s)/Next Step(s):

ACCEPT follow-up report and recommendations on the Small Business Enterprise and Outreach Programs.

Fiscal Impact (if any):

None.

Attachments

Public Works Follow-up Report on 2016 SBE Outreach Program

Minutes Attachments

No file(s) attached.



Contra Costa County Public Works Department

Julia R. Bueren, Director

Deputy Directors
Brian M. Balbas, Chief
Mike Carlson
Stephen Kowalewski
Carrie Ricci
Joe Yee

February 2, 2017

TO: Allison Picard, Chief Assistant County Administrative Officer
FROM: David Gould, Procurement Services Manager *David Gould*
SUBJECT: Follow-up to 2016 Small Business Program Report

At the October 24, 2016 meeting of the Internal Operations Committee (IOC), Supervisor Gioia asked for more information about the types of products and services departments are purchasing under the SBE and Outreach Program limits. Details about this activity are summarized in the table below based on approximately 4,000 purchase orders issued during calendar year 2016.

Purchase Orders (PO) are issued to vendors and suppliers as authorization to provide the products and services requested, and may be issued for 1 to 5 years. Departments may spend less than the PO amount, so these amounts are a reflection of PO activity during 2016, and not the actual dollars spent.

The purchase orders were divided into broad categories to give an indication of the types of expenditures being made by departments. Only purchase orders of \$100,000 or less were included. The top categories are displayed below:

Amount	Purchasing Category
\$ 9,381,114	Medical Equipment, Supplies and Maintenance, Surgical, Hospital, Dental, Furniture, Ergonomic, Gases, Blood Testing, Radiology Services, Waste Disposal
\$ 6,268,672	Computer Hardware, Laptops, Servers, Monitors, Storage, Printers, Scanners, Peripherals
\$ 5,773,965	Office Machines, Copiers, Document Management, Shredders, Furniture, Office Supplies, Copy Paper, FedEx, UPS, Interior Design
\$ 5,593,903	Computer Software, Licensing, Hosting Services, Support, Voice Mail Software, Inmate Telecommunications
\$ 4,718,306	Building Maintenance, Supplies, Tools, Plumbing, Paint, Electrical, HVAC, Landscape, Janitorial Supplies, Window Coverings, Home Depot, Lowe's
\$ 2,974,909	Vehicles, Cars, Trucks, Rentals, Parts and Services, Fuel, Oil, Lubricants
\$ 2,686,015	Equipment Maintenance, Repair and Calibration, Laundry, Forklift, Asphalt and Concrete, Postage Meters, Fire Protection, Equipment Rental
\$ 2,048,723	Communications and Media, Advertising, Printing, Mailings, Forms, Plans, Cable Services, Promotional Material
\$ 1,517,716	Laboratory and Field Equipment, Agriculture, Animal Services, Veterinary, Chemicals, Pesticides
\$ 1,437,986	Telecommunication Services, Sprint, AT&T, Verizon, Video Surveillance, Motorola Radios, Communications Equipment

"Accredited by the American Public Works Association"

255 Glacier Drive Martinez, CA 94553-4825
TEL: (925) 313-2000 • FAX: (925) 313-2333
www.cccpublicworks.org

\$ 1,358,908	Library and Educational Supplies, Books, Subscriptions, Educational Training Services, Seminars, Training Facility Rental
\$ 1,114,440	Food and Groceries for Detention Facilities, Cafeteria and Kitchen Equipment and Maintenance
\$ 1,043,505	Miscellaneous Services, Veterinary, Grading, Travel Agency
\$ 965,178	Professional Services, Consulting and Engineering Environmental and Ecological, Financial, Credit Reporting, Fingerprinting, Drug and Alcohol Testing, Insurance, Arbitration, Hazardous Waste Removal
\$ 928,057	Drugs and Pharmaceuticals
\$ 787,090	Police and Prison Equipment, Ammunition, Fire Arms, Video Equipment, Uniforms, Inmate Clothing
\$ 593,717	Public Works Services, General Construction, Signs, Graffiti Removal, Signal Maintenance, Furniture Storage and Assembly
\$ 575,035	License, Fees, Memberships, Department of Justice, Agriculture, Fish & Wildlife, Economic Development Services

During the same meeting there was a discussion regarding improving the Small Business Enterprise and Outreach Programs. I have done some work on this and believe we can provide the Board with better information and simplify the task of SBE reporting for the departments. Public Works has developed some tools to improve the process.

In addition to the improved reporting tools, we have discussed updating as well as the possible consolidation of various business programs such as the Small, Minority and Women-owned business programs. This would require the revision of a number of administrative bulletins, ordinances, and resolutions. I would also like to propose changes to Purchasing policies to improve accountability and reduce risk. All of these changes would require review by County Counsel. I propose completing this review and recommendations within 6 months and bringing it back to the Internal Operations Committee for review prior to approval by the Board of Supervisors.

Areas that should be addressed are:

- Purchasing Agent's Authority
- Purchasing Procedures and Thresholds
- Disaster Cost Recovery Procedures
- Code of Ethics for Contracting Personnel

I look forward to working with you and County Counsel on these recommendations.

Originator:dg
C: J. Bueren



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 02/13/2017

Subject: RECRUITMENT PLAN FOR SCHEDULED RETIREMENT BOARD AND EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 17/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Julie DiMaggio Enea, IOC Staff

Contact: Julie DiMaggio Enea 925.335.1077

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, 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. Additionally, the Board of Supervisors has directed the IOC to recruit on behalf of the Contra Costa Resource Conservation District (CCRCD), which is governed by a Board of Directors appointed by the County Board of Supervisors and regulated under Division 9 of the California Public Resources Code.

On June 30, 2017, the terms of Board of Supervisors Appointees #5, #9, and the Alternate to BOS Appointees 4,5,6 and 9 on the CCCERA Board of Trustees will expire. On February 4, 2018, the terms of the Board of Supervisors Appointees 1 and 2 seats on the East Contra Costa Fire Protection District Board of Directors will expire.

Referral Update:

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms.

The proposed recruitment schedule for the CCCERA Board of Trustees is shown below:

March 3	Issue press release advertising vacancies
April 7	Application Deadline for vacancies (5 week application period)
April 10	IOC Committee Meeting: Screen applications (if necessary) and determine interview format*
April 17-21	Staff to schedule all interviews for May 9
May 8	IOC Committee Meeting: Interview candidates for the vacancies
June 13 and/or 20	Board of Supervisors Meeting: Board consideration of IOC recommended appointments and/or interview of finalists for Retirement Board
July 1	All appointments take effect

The proposed recruitment schedule for the East Contra Costa Fire Protection District Board of Directors is shown below:

October 13	Issue press release advertising vacancies
November 20	Application Deadline for vacancies (5 week application period)
November 27-30	Staff to schedule interviews for December 11
December 11	IOC Committee Meeting: Interview candidates for the vacancies
December 19 or some time in January 2018	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
February 5, 2018	All appointments take effect

**It may be impractical for the IOC to individually interview all applicants. The IOC may need to screen applications to reduce the pool of candidates to be interviewed and use group interviews if there remain a large number of candidates for each body. Staff intends to do an initial screening of applicants against the specifications for each seat and will provide initial recommendations to the Committee for any applications that should be rejected.*

Also, attached for the Committee's information is a listing (Attachment A) of all advisory body seats that are screened by the Internal Operations Committee and their current status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

Recommendation(s)/Next Step(s):

APPROVE the proposed plan and schedules for the recruitment to fill three Board of Supervisors seats on the Contra Costa County Employees' Retirement Association Board of Trustees that will become vacant on July 1, 2017, and two Board of Supervisors seats on the East Contra Costa Fire Protection District Board of Directors that will become vacant on February 5, 2018.

Fiscal Impact (if any):

None.

Attachments

2017 IOC Interview/Screening Responsibilities

Minutes Attachments

No file(s) attached.

IOC ADVISORY BODY CANDIDATE SCREENING AND INTERVIEW RESPONSIBILITIES
2017

<u>Per BOS</u>	<u>Per</u>	<u>BOS Res</u>	ATTACHMENT "A"				
<u>Reso</u>	<u>IOC</u>		<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>		<u>Staff Contact</u>	
Interview	Interview	2011/498	Airport Land Use	Appointee 1 BOS	5/2/2020	Jamar Stamps, DCD	
Interview	Interview	2011/498	Airport Land Use	Appointee 2 BOS	5/6/2019	Jamar Stamps, DCD	
Review	Interview	2011/497	Aviation Advisory	At Large 1	2/28/2018	Natalie Oleson, PW	
Review	Interview	2011/497	Aviation Advisory	At Large 2	3/1/2017	Natalie Oleson, PW	
Interview	Interview	2011/498	Contra Costa County FPD Fire Advisory Commission	At Large 1	6/30/2020	Vicki Wisher	
Interview	Interview	2011/498	Contra Costa County FPD Fire Advisory Commission	At Large 2	6/30/2018	Vicki Wisher	
Interview	Interview	2011/498	County Connection Citizens Advisory	County seat	6/18/2015	Diane Bodon, 925-256-4720	
Interview	Interview	2011/498	East Bay Regional Parks District Advisory	Appointee 1	12/31/2018	Pfuehler Erich, EBRPD (510) 544-2006	
N/A	Interview	N/A	East Contra Costa Fire Protection District Board of Directors	BOS Seat 1	2/4/2018	ECCFPD Fire Chief	
N/A	Interview	N/A	East Contra Costa Fire Protection District Board of Directors	BOS Seat 2	2/4/2018	ECCFPD Fire Chief	
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	6/30/2020	Gail Strohl/Julie Enea	
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	6/30/2017	Gail Strohl/Julie Enea	
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	6/30/2020	Gail Strohl/Julie Enea	
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	6/30/2017	Gail Strohl/Julie Enea	
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	6/30/2017	Gail Strohl/Julie Enea	
Interview	Interview	2011/497	Fish & Wildlife	At Large 1	12/31/2018	Maureen Parkes, DCD	2014 IOC designated these seats for in-person interview by IOC.
Interview	Interview	2011/497	Fish & Wildlife	At Large 2	12/31/2018	Maureen Parkes, DCD	
Interview	Interview	2011/497	Fish & Wildlife	At Large 3	12/31/2020	Maureen Parkes, DCD	
Interview	Interview	2011/497	Fish & Wildlife	At Large 4	12/31/2020	Maureen Parkes, DCD	
Interview	Interview	2011/497	Fish & Wildlife	At Large Alternate	12/31/2020	Maureen Parkes, DCD	
Interview	Interview	2011/497	Integrated Pest Management	At Large 1	12/31/2019	Tanya Drlik	
Interview	Interview	2011/497	Integrated Pest Management	At Large 2	12/31/2019	Tanya Drlik	
Interview	Interview	2011/497	Integrated Pest Management	At Large 3	12/31/2018	Tanya Drlik	
Interview	Interview	2011/497	Integrated Pest Management	Public Member Alternate	12/31/2017	Tanya Drlik	
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	3/31/2018	Enid Mendoza	
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	3/31/2018	Enid Mendoza	
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	3/31/2018	Enid Mendoza	
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 1	1/2/2019	Allison Nelson or Craig Downs	
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 2	1/2/2021	Allison Nelson or Craig Downs	
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 3	1/2/2021	Allison Nelson or Craig Downs	
Interview	Interview	2011/497	Planning Commission	At Large 1	6/30/2018	Hiliana Li, DCD	
Interview	Interview	2011/497	Planning Commission	At Large 2	6/30/2020	Hiliana Li, DCD	
Interview	Interview	2011/497	Treasury Oversight	BOS Member	4/30/2020	Rusty Watts	
Interview	Interview	2011/497	Treasury Oversight	Public 1	4/30/2018	Rusty Watts	
Interview	Interview	2011/497	Treasury Oversight	Public 2	4/30/2018	Rusty Watts	
Interview	Interview	2011/497	Treasury Oversight	Public 3	4/30/2020	Rusty Watts	
Review	Review	2011/498	Affordable Housing Finance	Community 1	6/30/2017	Kara Douglas, DCD	
Review	Review	2011/498	Affordable Housing Finance	Community 2	6/30/2018	Kara Douglas, DCD	
Review	Review	2011/498	Affordable Housing Finance	Community 3	6/30/2019	Kara Douglas, DCD	
Review	Review	2011/498	Affordable Housing Finance	County 1	6/30/2017	Kara Douglas, DCD	2014 IOC delegated interview responsibility to the respective advisory body, with a referral of the resultant nomination to the IOC
Review	Review	2011/498	Affordable Housing Finance	County 2	6/30/2018	Kara Douglas, DCD	
Review	Review	2011/498	Affordable Housing Finance	County 3	6/30/2019	Kara Douglas, DCD	
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	12/31/2018	Lea Castleberry	
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	12/31/2017	Lea Castleberry	
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	12/31/2017	Lea Castleberry	
Interview	Review	2011/497	Hazardous Materials	Env Engineering Firms	12/31/2017	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Engineering Firms Alt	12/31/2017	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 1	12/31/2017	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 1 Alt	12/31/2017	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 2	12/31/2019	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 2 Alt	12/31/2019	Michael Kent	

**IOC ADVISORY BODY CANDIDATE SCREENING AND INTERVIEW RESPONSIBILITIES
2017**

<u>Per BOS</u>	<u>Per</u>	<u>BOS Res</u>	ATTACHMENT "A"				
<u>Reso</u>	<u>IOC</u>		<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>		<u>Staff Contact</u>	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 3	12/31/2016	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	Env Organizations 3 Alt	12/31/2020	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	General Public	12/31/2019	Michael Kent	
Interview	Review	2011/497	Hazardous Materials	General Public Alt	12/31/2019	Michael Kent	
Interview	Review	2011/498	Housing Authority Board of Commissioners	Tenant #1 (age 62 or above)	3/31/2018	Joseph Villarreal	
Interview	Review	2011/498	Housing Authority Board of Commissioners	Tenant #2	3/31/2018	Joseph Villarreal	
Review	Review	2011/497	Law Library Bd of Trustees	Member of the Bar	12/31/2017	Carey Rowan, Sup Court	
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 1	11/30/2020	Hunter Teresa, RCD, (925) 672-6522	
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 2	11/30/2018	Hunter Teresa, RCD, (925) 672-6522	
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 3	11/30/2020	Hunter Teresa, RCD, (925) 672-6522	
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	President	11/30/2020	Hunter Teresa, RCD, (925) 672-6522	
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Vice President	11/30/2018	Hunter Teresa, RCD, (925) 672-6522	
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Crockett	12/31/2017	Jamar Stamps, DCD	
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Crockett Alt	12/31/2016	Jamar Stamps, DCD	
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Rodeo	12/31/2017	Jamar Stamps, DCD	
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Rodeo Alt	12/31/2016	Jamar Stamps, DCD	
				Key:	currently vacant		
					will have a 2017/18 vacancy requiring recruitment in 2017		
					filled		



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 02/13/2017

Subject: 2017 WORK PLAN

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: N/A

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Board of Supervisors made the following referrals to the 2017 Internal Operations Committee, which are summarized in **Attachment B:**

Standing Referrals

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual financial audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
4. Local Bid Preference Program
5. Advisory Body Candidate Screening/Interview
6. Fish and Wildlife Propagation Fund Allocation
7. Advisory Body Triennial Review
8. Animal Benefit Fund Review

Non-Standing Referrals

9. Waste Hauler Ordinance (if needed)
10. Community Choice Energy Aggregation (if needed)
11. Animal Noise Ordinance Update

The Committee members have selected the second Monday of each month at 1:00 p.m. as the standing meeting date/time for 2017.

Referral Update:

Attached for the Committee's review is the proposed meeting schedule, developed in consultation with your schedulers, and the proposed work plan for hearing each of the 2017 referrals (**Attachment A**).

Recommendation(s)/Next Step(s):

APPROVE the proposed 2017 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.

Attachments

Attachment A: DRAFT 2017 IOC Discussion Schedule as of 2/6/17

Attachment B: Summary of 2017 IOC Referrals

Minutes Attachments

No file(s) attached.

ATTACHMENT “A”

2017 Internal Operations Committee Discussion Schedule 2nd Monday at 1:00 p.m. As of February 7, 2017

Meeting Date	Subject	Staff Contacts
February 13	◆ IOC Schedule and Work Plan for 2017 ◆ Internal Audit Work Plan for 2017 ◆ AB Recruitment Schedule ◆ IPM - PEHAB seat ◆ HazMat Nominations ◆ SBE follow-up report – prior period	Julie Enea Elizabeth Verigin/Joanne Bohren Julie Enea Tanya Drlik Michael Kent David Gould/Allison Picard
March 13	◆ Phase II Triennial AB Review Intro ◆ SBE/Outreach July-December 2016 ◆ Fleet ISF/Low Mileage Vehicles ◆ Animal Noise Ordinance Update	Allison Picard/Jami Napier Allison Picard/David Gould Carlos Velasquez/Joe Yee Beth Ward
April 10	◆ (falls within BOS Spring Break...) ◆ Fish & Wildlife Propagation Fund Allocations ◆ Screen Retirement Board applications (if necessary)	Maureen Parkes
May 8	◆ Retirement Board interviews	Julie Enea, Gail Strohl
June 12	◆	
July 10	◆	
August 14	◆ (Julie will be on vacation)	
September 11	◆ Local Bid Preference Program ◆ SBE/Outreach Jan-Jun 2017 ◆ Animal Benefit Fund PY Review	David Gould David Gould Beth Ward
October 9	◆ ECCFPD Recruitment Plan	
November 13	◆	
December 11	◆ ECCFPD interviews	Julie Enea, ECCFPD Chief

ATTACHMENT B

SUMMARY OF 2017 IOC REFERRALS

1. Small Business Enterprise (SBE) and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. Businesses included under these programs include:

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)

The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE. It does not establish a requirement for awarding contracts.

The IOC accepted an SBE Program report on October 24, 2016 from the County Administrator's Office, covering the County's performance during the period January 2015-June 2016, and reported out to the Board of Supervisors on November 8, 2016. This is a standing referral.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, and provides input on the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2015 audits and the proposed 2016 Audit Schedule to the IOC on February 29, 2016. This is a standing referral.

3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund for the County Fleet, now administered by the Public Works Department, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2015 annual fleet report on March 28, 2016 and reported out to the Board of Supervisors on April 12, 2016. The report highlighted that only two low-mileage vehicles were identified, as compared to nine in the prior year; 44 hybrid vehicles were purchased; Fleet Services added a mobile repair van to its array of services and continues to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time.

The Fleet Services Manager reported that 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale. He also commented that the County leverages purchasing incentives to lower the County cost for purchasing hybrid vehicles. This is a standing referral.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

The Purchasing Services Manager made a report to the IOC on September 26, 2016 and the IOC report out to the Board of Supervisors on November 15, 2016. This is a standing referral.

5. Advisory Body Candidate Screening/Interview. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2016, the IOC submitted recommendations to the Board of Supervisors to fill 30 vacant seats on various committees and commissions. The IOC interviewed 17 individuals for seats on the Airport Land Use Commission, Aviation Advisory Committee, Integrated Pest Management Advisory Committee, East Bay Regional Parks Advisory Committee, Fish & Wildlife Committee, Resource Conservation District, and the Treasury Oversight Committee.

In 2017, the IOC will need to recruit and interview for multiple seats on the Retirement Board of Trustees and the East Contra Costa Fire Protection District Board of Directors. This is a standing referral.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review.

On April 25, 2016 the IOC received a report from DCD proposing, on behalf of the FWC, 2016 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on May 10, recommended grant awards for six projects totaling \$22,450, which the Board of Supervisors unanimously approved. This is a standing referral.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was considered by the IOC on April 13, 2015. At that time, the Supervisors approved many of the recommendations in the report. However, they also asked the CAO's Office to return with additional information about a number of the advisory bodies. On October 12, 2015 the IOC accepted the follow-up report from the County Administrator on outstanding issues and information requests stemming from Phase 1 of the Review. The IOC reported back to the Board on December 8 with results of Phase I of the Review and recommendations for follow-up.

The IOC made four follow-up reports to the Board of Supervisors with additional recommendations, concluding Phase I of the Triennial Review: Reconstitute the Agriculture Task Force, April 2016; Reauthorize and update the Library Commission, April 2016; Modify the bylaws of the Advisory Council on Aging, September 2016; and Abolish the Public and Environmental Health Advisory Board (November 2016).

Phase II of the Review will be initiated in 2017. This is a standing referral.

8. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance in order to address a number of problems with illegal haulers including:

- complaints that illegal haulers have been hired by private parties to remove refuse, and some of these companies have subsequently dumped the collected material along roadways and on vacant lots.
- incidents in which the Sheriff's Department found refuse haulers with improperly secured loads, which pose a hazard to motorists if items fall onto roadways.
- haulers that have been found transporting the collected materials to illegal transfer stations that have not undergone the required zoning, environmental, and permitting review, and pose significant threats to public health and the environment.
- haulers that have been found collecting residential or commercial garbage in violation of local franchise agreements.
- haulers that are not posting the bond required by Contra Costa County Ordinance Section 418-2.006. This bond is intended to ensure compliance with applicable laws. It is

questionable if illegal haulers carry liability insurance, and they may not be in compliance with tax or labor laws.

The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and status report on November 13, 2013 showing substantial work and progress. The IOC requested EH staff to bring a final draft ordinance to the Committee for further consideration but staff subsequently identified issues with the interplay between the proposal and current franchise agreements that had to be examined before the County could proceed with an ordinance. The IOC has continued to work on a draft ordinance with staff and the franchises throughout 2015 and 2016, and expects to bring a report to the Board of Supervisors in early 2017. As this continues to be a work in progress, the Board continued the matter as a referral to the IOC in 2017.

9. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee.

On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral.

10. Community Choice Energy Aggregation. On August 18, 2015, the Board of Supervisors referred to the IOC the topic of Community Choice (Energy) Aggregation. Community Choice Aggregation (CCA) is the practice of aggregating consumer electricity demand within a jurisdiction or region for purposes of procuring energy. The existing energy utility remains responsible for transmission and distribution. The most common reason for jurisdictions pursuing CCA is to promote electricity generation from renewable energy sources and offer consumers choice in purchasing electricity with potential opportunities for cost savings.

The IOC took up CCA at its regular September 14, 2015 meeting and on October 13, recommended to the Board of Supervisors that outreach be conducted to Contra Costa cities and neighboring counties to gauge their interest in partnering with Contra Costa County to implement CCA. The Board directed the Conservation and Development Department (DCD) to conduct this outreach and examine the following three CCA options:

- forming a CCA partnership among the cities and the County, representing the unincorporated areas;
- partnering with Alameda County (and its cities) to form a CCA program; or

- joining the existing Marin Clean Energy program (which currently provides energy to three Contra Costa cities – Richmond, San Pablo and El Cerrito).

On March 15, 2016, the Board of Supervisors directed staff to work with interested cities in Contra Costa County to obtain electrical load data from PG&E and conduct a technical study of CCE alternatives. Fourteen Contra Costa cities participated in the study with nine contributing towards the cost of the study. An outside consultant was engaged to conduct the study, which was presented to the IOC on December 12, 2016 and to the Board of Supervisors on January 17, 2017.

The Board, on January 17, directed County staff to work with the technical study consultant to finalize the technical study for presentation to the Board and City Councils in March and April 2017; directed that the option for the County to create its own independent program be removed from consideration; and directed staff to reach out to cities not scheduled for a presentation to inform them of this position and invite them to attend the public workshop at the Danville Veterans Building on January 26; and directed staff to request from the EBCE Board of Directors the terms of membership.

As this matter continues to be a work in progress, the Board continued it as a referral to the 2017 IOC, as needed.

11. Animal Noise Ordinance Update. On December 6, 2016, the Board of Supervisors referred to the IOC development of an ordinance to authorize administrative penalties for barking dogs and other noisy animals, and to limit the number of roosters on private property in the county unincorporated areas. The 2016 IOC was unable to give consideration to this referral, which the Board carried over to the 2017 IOC.