

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 11, 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: David Gould, Purchasing Services Manager  
Beth Ward, Animal Services Director  
Steve Burdo, Animal Services Department  
Arturo Castillo, Animal Services Department  
Jami Napier, Asst. Clerk of the Board  
Emlynn Struthers, Clerk of the Board's Office  
Anne O, Chief of Staff, District IV  
Enid Mendoza, Sr. Deputy County Administrator  
Jill Ray, District II Supervisor's Office  
Bob Campbell, Auditor-Controller  
Beth Mora  
Nedda Bass  
Phyllis Gordon  
Carrie Ricci, Public Works Department  
Patricia Ramirez  
Debbie Son  
Kirsten Upshaw  
Jeff Mora  
Jennifer Cohen  
Argentina Davila-Luevano  
Angel Luevano  
Susan Smith  
Joey Smith

### 1. Introductions

*The Chair 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 members of the public requested to speak during the public comment period.*

3. RECEIVE and APPROVE the Record of Action for the July 10, 2017 IOC meeting.

*The Committee approved the minutes of the July 10, 2017 meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken.

*Supervisor Andersen introduced the item, explained that the basis for the referral to IOC was the recent spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized.*

*Jami Napier advised that the Commission for Women would be included in the next phase of the triennial advisory body review, which will examine and make recommendations about the Commission's current structure, mission and bylaws; regularity of meetings and attendance; compliance with the Better Government Ordinance; ability to achieve a meeting quorum; activities and how they relate (or do not relate) to the Commission's charge, and Commission funds (if any). The staff report with recommendations is scheduled to be presented to the IOC in February 2018.*

*The following individuals spoke about the importance of the Commission for Women: Debbie Tote, Kirsten Upshaw, Beth Mora, Jennifer Cohen, Argentina Luevano Davila, Joey Smith, Phyllis Gordon, Angel Luevano*

*Through member comments, it was learned that the Friends of the Commission for Women (Friends), was modeled after a similar organization in Marin County and is currently composed by Phyllis current and former Commission members, and At Large members. To avoid the potential for misappropriation of funds, which allegedly occurred in the Marin Friends, it was decided that dual membership would be permitted between Contra Costa's Commission for Women and Friends. The majority of the Friends Board are current Commissioners. Commissioner Phyllis Gordon serves as the Friends chairperson.*

*It was learned that the Commission/Friends network at the state and national level through attendance at conferences, and that the Friends will pay for Commissioners' attendance at these conferences. Ms. Gordon has for many years attended on behalf of the Commission/Friends, but all Commissioners have the opportunity to attend. Some commissioners may not be able to participate more fully due to personal*

*circumstances.*

*It was learned that the Friends exists primarily to provide support and funding for Commission activities, and any funds raised through Commission events are turned over to the Friends and not maintained by the Commission (the Commission has no authorized mechanism for banking funds). The Commission and other groups can apply for small grants from the Friends and the Friends determines which grants it will fund. Commissioners volunteer to assist with Friends-sponsored Commission functions. The Commission created an office/seat called Treasurer to serve as the bridge between the Friends and the Commission. The Treasurer, at the IOC meeting, questioned whether current Commission activities such as the Hall of Fame event would not be more appropriate for an organization other than the Commission, and commented that activities that might be more aligned with the Commission's charge would, as a rule, not involve significant costs or Friends support.*

*Supervisor Burgis requested copies of the bylaws, budgets and financial reports of the Friends and the Commission. The Committee discussed potentially making a second referral to the CAO to examine the potential to provide funding for the Commission. Supervisor Burgis stated that the IOC will not try to "fix" the Commission but will set the County's future expectations for the Commission.*

*CAO Senior Deputy Enid Mendoza advised that she serves as a liaison between the County and the Commission.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5.

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017.

*David Gould presented the staff report and advised that he was convening a staff meeting/training to correct any inconsistencies in reporting that are occurring. Supervisor Burgis said she was interested in learning how the County reaches out to businesses in the different county geographic areas.*

*The Committee accepted the report and directed staff to share the report with the Board of Supervisors on a future Board agenda.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6.

ACCEPT FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund.

*Beth Ward presented the staff report and submitted an updated/corrected report from the version, attached, than was in the agenda packet. She commented that, since the Animal Benefit Fund was reauthorized a year ago, this is the first report presenting the comprehensive spending plan. She and her staff chose to be conservative in the first year, expending about \$250,000 and leaving a fund balance of over \$800,000. Most of the funds were spent on animal welfare projects such as "cat condos", agility equipment for dogs, and outside exercise space for quarantined animals.*

*Staff is proposing a FY 17/18 spending plan of \$300,000.*

*The Committee accepted the report and directed staff to share the report with the Board of Supervisors at a future Board meeting.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. Adjourn

*The Chair adjourned the meeting at 3:52 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:** 09/11/2017

**Subject:** RECORD OF ACTION FOR THE JULY 10, 2017 IOC MEETING

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** RECORD OF ACTION

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

**Contact:** Julie DiMaggio Enea (925)  
335-1077

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#### **Referral History:**

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

#### **Referral Update:**

Attached is the Record of Action for the July 10, 2017 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the July 10, 2017 IOC meeting.

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

None.

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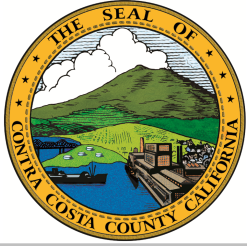
#### **Attachments**

DRAFT Record of Action for July 10, 2017 IOC Meeting

#### **Minutes Attachments**

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 10, 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: Jami Napier, Asst. Clerk of the Board  
Barbara Riveira, CAO Sr. Mgmt. Analyst  
David Gould, Purchasing Services Manager  
Steve Kowalewski, Deputy PW Director  
Dominic Aliano, District IV Supervisor's Office  
Thomas Geiger, Asst. County Counsel  
Keith Freitas, Airports Director  
Betsy Burkhart, Public Information Officer  
DeWitt Hodge

### 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 members of the public requested to speak during the Public Comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the June 12, 2017 IOC meeting.

*The Committee approved the Record of Action for the June 12, 2017 IOC meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

### 4. CONSIDER recommending the appointment of DeWitt Hodge to the At Large #2 seat on the Aviation Advisory Committee to complete the unexpired term ending on March 1, 2020.

*Keith Freitas explained that until the day of the Committee packet distribution, there were two applicants for the At Large seat but on the day of packet distribution, one applicant withdrew, leaving only one candidate for the Committee's consideration. The candidate, DeWitt Hodge, who previously held the seat, commented that there was no written description or requirements for the At Large seats and therefore, no grounds on which to disqualify him.*

*Acknowledging that the Board of Supervisors is seeking community representation in the AAC At Large seats, the Committee requested the Airports Director to initiate a new recruitment with the goal of attracting a pool of candidates for further consideration. The Committee also decided to refer the screening of candidates from the new recruitment to the Board's Airports Committee.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. ACCEPT the Phase III Triennial Advisory Body Review status update summarized above.

*Jami Napier presented the staff report.*

*In reference to Recommendation #1, the Committee expressed concern about seats that have long been vacant, and requested staff to draft a policy that establishes a deadline by which recruitment should be initiated (1) in anticipation of a scheduled vacancy, and (2) following an unscheduled vacancy. The Committee additionally suggested that the policy should include a standard application period for advisory body recruitment, i.e., a fixed number of days or weeks. Jami Napier also commented that the County's new system for tracking advisory bodies and appointees is capable of generating reports of current and upcoming seat vacancies by body, by nominating or recommending official (District Supervisor, Committee or other).*

*In reference to Recommendation #2, the Committee requested that the MAC training be recorded by CCTV and made available on line for MAC members who cannot attend the training in person.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. ACCEPT report on SBE and Outreach Program oversight changes and CONSIDER directing the County Administrator's Office and County Counsel to implement administrative and county code changes as described in the attached report.

*The Committee approved the Purchasing Services Manager's recommendations to designate the responsibility for reporting under the SBE and Outreach Programs to the Purchasing Services Manager, under the direction of the County Administrator; and to consolidate SBE, Outreach, E-Outreach, and Local Vendor Preference data into a single "Business Opportunity Program" report. The Committee preferred to continue discussion on proposed changes to E-Outreach and competitive bidding thresholds until September, to permit the CAO additional time to further examine potential impacts of the proposed changes on department compliance with the Board's program objectives.*

*The Purchasing Services Manager offered to provide information in September about the number of purchase orders falling between the \$10,000 and \$25,000 price range that would be impacted by the proposed change in the E-Outreach threshold.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. The August 14, 2017 has been canceled. The next meeting is currently scheduled for September 11, 2017.
8. Adjourn

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

4.

**Meeting Date:** 09/11/2017  
**Subject:** REVIEW OF THE COMMISSION FOR WOMEN  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 17/12  
**Referral Name:** Commission for Women Review  
**Presenter:** Julie Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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### **Referral History:**

The Contra Commission for Women (originally, Women's Advisory Committee) was established in February 1989 to identify major economic, educational and social concerns of women in Contra Costa County, and to reach and inform all women on a variety of issues. The Commission is composed of 21 appointees consisting of twenty (20) members (five appointed to District Seats and 15 At-Large seats), and one (1) Alternate to the At Large members. The Commission, in 2011, modified its bylaws to clarify and streamline its operations. A copy of the bylaws are attached for reference.

The Commission for Women has no staff support, and no budget has been provided since FY 2004-05. Some of the early membership, in 1993, created and incorporated a stand-alone non-profit organization with the California Secretary of State, currently registered as "Friends of the Contra Costa Commission for Women". The Friends group has often partnered with and provided funding to the Commission to promote events and projects. The Commission's recent and current activities reflect a focus on State, regional, and national policy trends, and do not specifically relate to the operations of County government. Although the Commission holds a variety of important and timely seminars and outreach events, its advisory role to the Board is unclear. The Board record contains few reports or recommendations to the Board on women's issues. The last triennial advisory body review indicated that some of the Commission's past activities may not be considered directly aligned with the purpose of the commission and may be undertaken by community organizations.

The Commission has historically had difficulty meeting quorum requirements for meetings. As recently as last year, the IOC considered whether or not to eliminate the Commission, restructure it to a smaller size, or reconstitute its membership. The IOC ultimately decided to maintain the Commission in its current configuration.

### **Referral Update:**

Recent months have seen a spate of resignations from the Commission for Women. Since June 2017, the following resignations have occurred:

- **6/26/2017:** The Family & Human Services Committee approved the appointment of Heidi Benenson, but she withdrew prior to Board appointment.
- **7/11/2017:** BOS Meeting (all at-large seats):
  - Angela Herron
  - Bonnie McCreary
  - Natalie Oleas
  - Jessica Laird
  - Summer Selleck
- **8/1/2017:** BOS Meeting:
  - Iris Wong (District IV appointee)
- **Pending resignations:**
  - Beth Mora (District II)
  - Liliana Gonzalez (at-large seat)

While it is impossible to know the specific reasons for each resignation, several problems may be contributing to the disenchantment:

- **Blurred responsibilities and understanding of the functions of the Contra Costa Commission for Women.** Joint efforts between the Commission and Friends group over the years may have blurred lines between the two groups' functions and created an environment, real or perceived, of influence or control by Friends group members who also serve on the Commission. Friends group activities and priorities may be diverting the Commission's focus from the County's established charge for the Commission.
- **Members who exert too much control or who stifle group participation.** Tension and disenfranchisement can be created by members who take action unilaterally and do not invite group input on Commission initiatives or activities.
- **Members who are underutilized and lose interest.** Highly influential, educated, and dedicated members who are not encouraged to participate in a meaningful way can lose interest in continuing service.
- **Factions and Fragmentation.** Personality conflicts and power struggles can lead to factions with discordant goals and priorities.
- **Technical Errors.** A dispute occurred over a potential Brown Act violation due to a closed session discussion that may have occurred at the June 20, 2017 Commission meeting.

Members of the Commission have been notified of today's discussion and may have direct input to provide to the Committee regarding the present dysfunction and future viability of the Commission.

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

CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken.

**Fiscal Impact (if any):**

No fiscal impact.

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**Agenda Attachments**

Commission for Women Bylaws March 2011

Commission for Women Roster as of 9/6/17

**Minutes Attachments**

Public Comment Natalie Rose Oleas, J.D.

Public Comment Iris Wong

Public Comment Summer C. Selleck

Letter from Julianna Hynes

Friends of the Commission for Women Bylaws, Agendas, Minutes, Articles of Incorporation

Commission for Women Agendas/Minutes Jan-Aug 2017

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**BYLAWS**  
**Of**  
**THE CONTRA COSTA COMMISSION for WOMEN**

*REVISED March 2011*

**ARTICLE I**

**NAME**

**Section 1.**

The name of this Association shall be the Contra Costa Commission for Women, hereinafter referred to as CCCW.

**Section 2.**

This association was formed in 1984 as an Advisory Committee. In 1993, it received non-profit status as a 501 (c) (4) non-partisan association, to carry out the purposes as stated in Article II. In 2000, the Contra Costa County Board of Supervisors approved the Advisory's Committee request that the association be renamed the Contra Costa Commission for Women.

**ARTICLE II**

**PURPOSE**

CCCW was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.**                      Members

CCCW shall have a minimum of fifteen (15) members and not more than twenty-five (25) members. The membership shall be broadly representative of racial, ethnic, age, religious affiliation, gender and sexual orientation of the community at large.

**Section 2.**                      Appointment

Members of the CCCW shall be appointed for fixed and staggered terms by the County Board of Supervisors.



**Section 3.**                    Terms of Appointment

All seat terms are for a period of three years with staggered expiration dates for eight seats in one year, eight seats plus the alternate in the second year and nine seats in the third year.

Appointments to seats shall begin on the effective date of appointment and end on expiration date for the seat to which the appointment is made.

**Section 4.**                    Vacancies

The County Board of Supervisors may appoint members to fill unexpired terms of less than three (3) years and incumbents may be re-appointed to successive terms.

The Membership Review Committee shall review scheduled and unscheduled membership vacancies as they occur as to appropriateness and need to appoint a replacement. The Membership Review Committee shall consider community experience and minority and geographical representation in formulating a recommendation for review by the CCCW

The CCCW Chairperson and/or Co-Chairs shall report to the County Board of Supervisors any scheduled or unscheduled membership vacancy as it occurs.

**Section 5.**                    Removal

Any member may be recommended for removal from membership by one of the following actions:

1.    Resignation.
2.    Failure to attend 5 of the 11 Commission meetings scheduled each year ( 45%). Members whose attendance rate falls below 45% and/or members who miss three consecutive meetings will have their membership automatically reviewed by the Membership Review Committee, which in turn will present a recommendation to the CCCW.
3.    Lack of participation on CCCW Standing and Special Committees. The Membership Chairperson shall request information from Committee Chairpersons on an annual basis regarding member involvement. The Membership Review Committee will take this information into consideration when presenting recommendations to the CCCW as referenced in section 2 above.

The Board of Supervisors makes the final decision on any recommendations for removal of a Commissioner.

## ARTICLE IV

### OFFICERS

#### **Section 1.**                      Officers

The officers of CCCW shall include a Chairperson and/or Co-Chairs, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers. Each officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair and/or Co-Chairs to fulfill the remaining term of the vacant position(s).

#### **Section 2.**                      Term of Office

The officers of CCCW shall hold office for a term of one year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may succeed themselves.

In the event the Chairperson(s) is/are unable to complete her/their term of office, the Vice Chair will succeed the Chairperson(s) and fulfill the Chairperson's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by the by a vote of the members attending a special or regular Commission meeting.

#### **Section 3.**                      Duties

The Chairperson and/or Co-Chairs shall preside at all CCCW meetings, represent the CCCW whenever the occasion demands, approve all standing committees, appoint the Chairperson of any standing committees, and call a special meeting or a regular Commission meeting.

Presiding duties include: opening and adjournment; ascertainment of the existence of a quorum; sequence of business; recognition of members entitled to the floor; statement for a vote on all motions that legitimately come before the assembly; enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Vice-Chairperson shall assist the Chairperson and/or Co-Chairs as directed by the latter and shall assume all the obligations and authority of the Chairperson in the absence of the latter. The Treasurer shall be responsible for tracking the financial activity of the CCCW.

The Secretary shall take minutes, prepare the regular and executive agenda, and handle any other special or administrative duty which may include updating the CCCW website, and more specifically perform the following tasks:

- Take minutes at meetings. Distribute them to members at least 10 days before next board meeting. Minutes to include reminder of next board meeting date.
- Send announcements of other meetings as needed, giving at least 10 days notice.
- File corrected minutes and related handouts for CCCW's records. This serves as a historical record of board activities for posterity.
- Keep track of attendance

#### **Section 4.**                      Elections

A Nominating Committee and Chair shall be elected by Commission members at the regularly scheduled full CCCW meeting each September.

A report from the Nominating Committee on selection of officers shall be given at the regularly scheduled CCCW meeting each January.

Selection of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

## **ARTICLE V**

### **MEETINGS**

#### **Section 1.**                      Regular Meetings

Regular meetings of the CCCW shall be publicly noticed and held at 5:30 p.m. on the third Tuesday of each month. Exception: CCCW generally does not meet one month out of the year

Notice of regular meetings of the CCCW and an accompanying agenda shall be mailed to each representative at least ten ( 10) days prior to the day named for such meeting.

#### **Section 2.**                      Special Meetings

Special or emergency meetings of the CCCW may be called at any time by the Chairperson and/or Co-Chairs. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than three working days before such meeting date.

#### **Section 3.**                      Action at a Meeting: Quorum and Required Vote

The presence of fifty-one (51%) of the current membership at a regular meeting of the CCCW constitutes a quorum. Each Member present shall have one vote on motions. Members must offer disclosure and abstain from voting upon issues in which conflict of interest may constrain impartiality.

## **ARTICLE VI**

### **COMMITTEES**

#### **Section 1.**                    Executive Committee

The Executive Committee, formerly the Steering Committee, shall consist of the Chair and/or Co-Chairs, Vice Chair, Secretary, and Treasurer, shall be established to provide cohesive leadership and continuity to the CCCW.

#### **Section 2.**                    Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage on-going functions of the CCCW in order to expedite the business of the CCCW.

The Standing Committees are: Outreach Committee, Legislative/Historian Committee, Membership Review Committee, and Public Relations Committee.

The Standing Committees shall be formed of at minimum two (2) Members and maximum of four (4). The responsibilities of each Committee shall be as follows:

##### Outreach Committee:

The Outreach Committee's responsibilities are as follows:

- Making the public at large and members aware of the benefits of CCCW membership,
- Highlighting current CCCW activities and programs,
- Fostering a professional image, proactive, and inclusive of all members and groups. This Committee shares responsibility for the CCCW website

##### Legislative/Historian Committee:

The Legislative/Historian Committee's responsibilities are as follows:

- Identifying and recommend legislative initiative priorities to the CCCW Board and membership for approval. All State or federal legislation supported by the CCCW must be included in the Board of Supervisors' Legislative Platform or have specific Board of Supervisors' approval.
- Serving as a liaison to CCCW in women's legislative and policy initiatives
- Organizing all legislative events and activities and working with other organizations to seek broad based support for all women initiatives
- Disseminating information to membership including legislative updates and alerts; preparation of legislative materials for advocacy purposes, and monitoring federal and state legislation, funding and policy initiatives that affect women's rights in California

##### Membership Committee

The Membership Committee's responsibilities are as follows:

- Interview applicants and make recommendations to the commission regarding applicant
- Submit recommended applicants names to the Internal Operations Committee for Board of Supervisor approval and appointment to the commission

- Recommending policies, procedures, and strategies for enhancing the membership in CCCW both numerically and qualitatively to assure a growing and vital membership organization.
- Maintaining current membership roster

### Public Relations Committee

The Public Relations Committee's responsibilities are as follows: are

- Creating, maintaining, and protecting the organization's reputation,
- Enhancing its prestige, and present a favorable image
- Fielding complaints and advertising the CCCW's service effectively and accurately. This Committee shares responsibility for the CCCW website

### Section 3. Special Committees

The Chairperson and/or Co-Chairs of the CCCW and/or the majority of the Members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designated task.

### Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the CCCW shall be one year, twelve (12) consecutive months from appointment. All Members of CCCW must serve on at least one (1) Standing and/or Special Committee.

### Section 5. Accountability of Committees

All Committees formed by the CCCW or the Executive Committee shall present monthly activity reports at the regularly scheduled meetings and shall have authority to make recommendations to the Committee on matters within the Committee's area of expertise; only the CCCW may take action on Committee recommendations.

## **ARTICLE VIII**

### **GOVERNANCE**

The operations of the Contra Costa Commission for Women shall be governed by its bylaws.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

The Bylaws of the Contra Costa Commission for Women may be amended after presentation of proposed amendments as a scheduled agenda item in a Regular Commission meeting.

Notification of proposed amendments should be given 30 days prior to the next regular meeting to allow adoption at said regular meeting are prerequisites to amendment of the Bylaws.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, and December 11, 2010.

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Carlyn Obringer, Chair

Approved by the Contra Costa Board of Supervisors  
March \_\_\_, 2011



Contra Costa County, CA

## COMMISSION FOR WOMEN

### BOARD ROSTER



**LANITA MIMS**

**Position** At-Large 12

**1st Term** Sep 27, 2016 - Feb 28, 2018



**DEBORAH SON**

**Position** At-Large 11

**1st Term** Jun 06, 2017 - Feb 28, 2018



**PATRICIA RAMIREZ**

**Position** At-Large 6

**1st Term** Mar 15, 2016 - Feb 28, 2018

Email: 167womenscommission@gmail.com



**BETH MORA**

**Position** District II

**1st Term** Feb 07, 2017 - Feb 28, 2019



**JENNIFER DELANO**

**Position** District III

**1st Term** Aug 16, 2016 - Feb 28, 2019



**JOEY SMITH**

**Position** District I

**1st Term** Sep 13, 2016 - Feb 28, 2019



**LILIANA GONZALEZ**

**Position** At-Large 9

**1st Term** Apr 19, 2016 - Feb 28, 2019



**JULIANNA HYNES**

**Position** At-Large 8

**1st Term** Apr 19, 2016 - Feb 28, 2019



**PHYLLIS GORDON**

**Position** At-Large 7

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 155womenscommission@gmail.com



**TRACEY WARD**

**Position** At-Large 4

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 165womenscommission@gmail.com



**ROSA ARGENTINA DAVILA-  
LUEVANO**

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 160womenscommission@gmail.com

Home:

**Position** At-Large 2



**MICHELLE BROWN**

**1st Term** Jun 06, 2017 - Feb 28, 2020

**Position** At-Large 15



**KIRSTEN UPSHAW**

**2nd Term** May 09, 2017 - Mar 01, 2020

Email: 151womenscommission@gmail.com

**Position** District V



**VACANCY**

**Position** At-Large 1



**VACANCY**

**Position** At-Large Alternate



**VACANCY**

**Position** At-Large 5



**VACANCY**

**Position** At-Large 3



**VACANCY**

**Position** At-Large 14



**VACANCY**

**Position** At-Large 10



**VACANCY**

**Position** At-Large 13



**VACANCY**

**Position** District IV



## **Natalie Rose Oleas, J.D.**

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Concord, CA ♦ nroleas@gmail.com ♦ (408) 832-6591

September 7, 2017

Internal Operations Committee  
Contra Costa County Board of Supervisors  
651 Pine Street, Room 101  
Martinez, CA 94553

To Whom It May Concern:

My name is Natalie Oleas and I am a former At-Large Commissioner with the Contra Costa Commission for Women. I resigned from my Commissioner position in July of 2017 due to concerns over the relationship between the Commission and the non-profit "Friends of the Contra Costa Commission for Women" (hereinafter "Friends").

The Commission's purpose, as stated in the by-laws, is "to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women in the County."

During my time on the Commission, we held a handful of events that informed the community about the disparate impact women feel within the workforce and in school settings. We attempted to write advisory memos for the Board of Supervisors, but found that due to the poor public opinion of the Women's Commission within the county, we lacked the necessary contacts and support to adequately research for those memos. In November 2016, the Executive Committee and the Legislative Committee were tasked with updating the Commission's by-laws. As a member of both Committees, I began reviewing our by-laws and the Commission Handbook. After reviewing these documents, I had a better understanding of the original advisory role the Commission was created to fulfill and felt that the Commission was not meeting that requirement. I also grew concerned about the Friends involvement in the Commission's activities.

At the June 2017 Commission meeting, which was the last meeting I attended, the issue of the Commission's purpose was discussed. This discussion lead to a heated argument among the Commissioners over the Commission's need to distance itself from the Friends and focus on it's original purpose of being an advisory body. During that meeting, it became clear to me that a handful of influential commissioners felt maintaining the relationship between the Friends and the Commission was more important to than the original advisory purpose of the Commission. For this reason, I resigned from my role as At-Large Commissioner.

My decision to resign was not taken lightly. I fundamentally believe the Board of Supervisors needs an advisory body to raise it's awareness of the issues that disparately impact the women of this County. It is my hope that the Internal Operations Committee can complete it's investigation and re-establish a Women's Commission that truly acts in the manner in which it was intended. Should another Commission be created with these guidelines in place, I would very much like to serve as a Commissioner once again.

Sincerely,



Natalie Oleas, J.D.

# IRIS HIU-TUNG WONG

934 Flint Avenue, Concord, CA 94518 | irishtwong@gmail.com | (925) 768-9645

Monday, September 11, 2017

The Honorable Candace Andersen, Chair  
Contra Costa County Internal Operations Committee  
651 Pine Street, Room 101  
Martinez, CA 94553

Supervisor Andersen:

I write to support the report that the IOC staff provided for today's meeting, which accurately discerns the core problems the Contra Costa Commission for Women currently faces.

During my tenure as the Chair of the Commission from April 2016 to August 2017, I was tasked to be a liaison between the Commission and the Friends of the Commission (hereinafter "Friends"). First, it concerned me that the Friends continuously tasked the Commission to fundraise money by organizing community events, which is a task neither listed in the Commission's bylaws nor the purpose of the Commission itself as an advisory body of the Board of Supervisor. Second, I was concerned that after an event, all discussions of its fundraising outcome and for what purpose the money will be used would be silenced at Commission meetings. Many members reached out to me individually to question this dynamic between the two groups and its purpose. Questions to which I unfortunately did not have the answer.

As the staff report noted, the Commission attracted many "highly influential, educated, and dedicated members," yet its membership remained low. As Chair, I heard feedback that, for some, it was not only because they had too many responsibilities in their own lives, but because they did not feel their opinions mattered. Indeed, I have participated in Commission meetings where some members were told, explicitly or otherwise, that they have not been a member long enough to question the status quo or suggest new ideas. Further, members resigned because they were disenfranchised about the Commission's work. Some wanted to learn about the legislative process and work with the Board of Supervisors as stated in the bylaws, not fundraise money.

Let me be clear: I do not think the Board of Supervisors should dissolve the Commission. As the federal government attacks the most vulnerable in our communities, women are disproportionately affected as workers, students, parents, partners, domestic violence survivors, and community members. The County benefits from an advisory body that solely focuses on the issues impacting half its population. Very few, if any, organizations or government agencies in the County has the bandwidth to apply this specific gender lens on each policy. I believe the Commission has the potential to fulfill its original purpose with some restructuring.

Sincerely,

Iris Wong

Cc: Supervisor Diane Burgis, Vice Chair



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September 13, 2017

Dear Board of Supervisors:

My name is Dr. Julianna Hynes, PhD. I'm a current Commissioner on the Contra Costa Commission for Women and have been on the Commission since 2011. I'm also a proud resident of Pittsburg, CA where I have resided for the last 21 years. I own my own executive coaching business in which I work with individual leaders as well as groups to attain their business and professional goals. I was asked one year by the Friends of the San Francisco Commission on the Status of Women to facilitate their annual planning retreat. Having a passion for women, I was more than happy to. I came away inspired and motivated to find an organization in my county to lend my talents and that's when I came upon the Contra Costa Commission for Women.

Since becoming a Commissioner, I have enjoyed being part of a Girl on Girl Violence project where we exposed bullying in the Contra Costa Schools. I have had the honor of helping organize the Women's Hall of Fame in which women all over our county have been honored for their hard work and achievements. I am also proud of initiating and leading a Women in the Workplace initiative in which the Commission organized panel events on topics such as non-traditional careers, being a woman in leadership and entrepreneurship. No less than 30 people attended these events with minimal advertising and no budget – all the commissioners volunteered their time, talent and resources to put on the event. These events always received positive reviews and my hope has been to begin partnering with other women's and business groups to grow the event and expose more women in our county to the information that will help them thrive in their workplaces and lives. Finally, I had the pleasure of being the Chair of the Commission for two years – just recently passing the baton to one of the current co-chairs.

The above accomplishments do not even include the accomplishments that other Commissioners have achieved like the Cookie Project in which high school seniors are educated about the pay disparity of women. Or the Bone Health project in which senior citizens were screened and provided information about bone health.

I have enjoyed serving on the Commission and being a contribution to my community. We have worked hard as a cohesive group ever since I became a member and I'm extremely proud of our accomplishments – yet and still, there's much more work to do!

I write this letter to express my care and concern for the viability of the Commission. I think it is a relevant and important entity that I would like to continue serving on for the betterment of the women (and girls) who live in Contra Costa County. Given that we are all professional women and volunteers, we might not get things done as quickly as we would like, but we still get them done – and done well.

Thank you for your time and consideration.

For further information, I can be reached at [julianna@juliannahynes.com](mailto:julianna@juliannahynes.com).

Kind regards,

A handwritten signature in blue ink, appearing to be 'JH' with a stylized flourish.

Dr. Julianna Hynes

BYLAWS  
OF  
CONTRA COSTA FRIENDS OF WOMEN

ARTICLE I. OBJECTIVES

Section 1.01 The primary objectives and purposes of the corporation shall be to provide support to The Contra Costa Commission for Women in Contra Costa County and to help implement the policies of equal economic and social opportunities for all, provide support for facilities and programs to further those policies, and to improve the quality of life for women and girls in the County of Contra Costa.

ARTICLE II. MEMBERSHIP

Determination of Members

Section 2.01 This corporation shall make no provisions for members; however, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the Articles of Incorporations or Bylaws of this corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the Board of Directors.

Determination of Associates

Section 2.02 Nothing in this Article II shall be construed as~ limiting the right of the Corporation to refer to persons associated~ with it as "members" even though such persons are not members, and no such references shall constitute anyone a member, within the meaning of Section 5056 of the California Nonprofit Corporation Law. Persons who contribute money to the Corporation, who participate in the Corporation's activities, or who in other ways support the Corporation's purposes may be called "members," even though there are no formal members. These nonformal members may be liable for dues or fees to the Corporation. The Corporation may confer by amendment of its Articles or of these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of Directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

ARTICLE III. BOARD OF DIRECTORS

Powers

Section 3.01 Subject to limitations of the Articles and these Bylaws, the activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company or committees however composed, provided

that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- a) To select and remove all the other officers, agents and employees of the Corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles or these Bylaws, fix their compensation and require from them security for faithful service.
- b) To conduct, manage and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with law, the Articles or these Bylaws, as they may deem best.
- c) To adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.
- d) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefor.
- e) To carry on a business and apply any profit that results from the business activity to any activity in which the nonprofit corporation may lawfully engage.

#### Number of Directors and Term of Office

Section 3.02 The Board of Directors shall consist of a minimum of three (3) and a maximum of seven (7) Directors to hold office for a period of two years. The terms of office of one-half of the Board members shall expire each year. Directors shall serve without financial remuneration. The initial directors will be appointed by the Contra Costa Commission for Women. The Board of Directors shall always consist of a majority of its members being Commissioners who are currently serving on the Contra Costa Commission for Women. The Treasurer of the Contra Costa Commission for Women will serve as the Treasurer of the Board of the Contra Costa Friends of Women.

#### Election

Section 3.03 Directors shall be elected by the Board of Directors annually at such time and in such manner as directed by the Board of Directors.

#### Removal and Vacancies

#### Section 3.04

- a) Absence from three consecutive meetings of the Board of Directors without satisfactory cause shall, at the option of the Board, be equivalent to a resignation. It shall be the duty of the Secretary to notify the absent Director by letter that his or her office may be declared vacant at the next meeting of the Board unless a satisfactory reason for the absence is presented. At the next meeting the Secretary shall inform the Board of the Action taken and the results thereof. The Board may approve or change the results.

(b) Notice of a meeting need not be given to any Director who signed a waiver or a written consent to hold the meeting or an approval of the minutes, thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of such notice to such Director.

#### Place of Meetings

Section 3.11 All meetings of the Board shall be held at the place provided by the Board or at such place within or without the State of California which has been designated from time to time by resolution of the Board of Directors.

#### Business To Be Transacted at Meetings

Section 3.12 Any business which might be transacted at the regular meeting of the Board of Directors may be transacted at a special meeting or at any adjourned meeting.

#### Conduct of Meetings

Section 3.13 The President of the Board or, in his or her absence, any Director selected by the Directors present shall preside at meetings of the Board of Directors. The Secretary of the Corporation, or in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such a meeting can hear one another. Such participation shall constitute personal presence at the meeting.

#### Adjournment

Section 3.14 A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of adjournment to another time or place must be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

#### Action Without a Meeting

Section 3.15 Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to such action. Written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors.

- b) Any Director may be removed or replaced by a majority vote of the Board of Directors at any time without cause.
- c) All vacancies, including those caused by an increase in the number of the Board and by removal, may be filled by a majority of the remaining Directors though less than a quorum, or by a sole remaining Director. Each Director so appointed shall hold office thenceforth for the remainder of the unexpired term, or until the election of a successor, whichever event occurs last.

#### Quorum

Section 3.05 A majority of the Directors then in office shall constitute a quorum, but such number shall not be less than one-fifth of the authorized number of directors.

#### Majority Action as Board Action

• Section 3.06 Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Code prohibit the act or decision or require a greater vote than a majority.

#### Voting Privileges

Section 3.07 All Directors shall be entitled to vote at any meeting of the Board of Directors. Voting by proxy is not permitted by law.

#### Regular Meeting of the Board of Directors

Section 3.08 The regular meeting of the Board of Directors shall be held at least quarterly on a day and hour designated by the Board of Directors.

#### Annual Meeting

Section 3.09 At the annual regular meeting of Directors the Directors shall be elected by the Board of Directors. Cumulative voting for the election of Directors shall not be permitted. The candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected. Each Director shall cast one vote for each position, with voting being by ballot only.

#### Special Meetings of the Board of Directors

Section 3.10 (a) Special meetings may be called at the discretion of the President, Vice President, Secretary or Treasurer or upon the request of any two (2) Directors. Special meetings of the Board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone or telegraph.



## Nonliability of Directors

Section 3.16 A Director of the Corporation shall not solely because of such membership, be personally liable for debts, obligations, or liabilities of the Corporation.

## ARTICLE IV.. OFFICERS

### Number and Titles

Section 4.01 The officers of the Corporation shall be a President of the Board, a Vice President, a Secretary, a Treasurer, and such other officers with such titles and duties as shall be determined by the Board and as may be necessary to enable it to sign instruments. The President of the Board is the General Manager and Chief Executive Officer of the Corporation. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President of the Board. The Corporation may also have, as determined by the Board of Directors, one or more Vice Chairs, Vice Presidents, Assistant Secretaries, Assistant Treasurers or other officers. Only designated members of the Board of Directors shall be authorized and empowered, in the name of the Corporation, for its purposes to execute checks, notes, drafts and other documents. There shall be two such authorized signatures required on all corporation checks. One shall be the Treasurer and the other shall be the President.

### Qualification and Election of Officers

Section 4.02 All officers of the Corporation shall be elected by the Board of Directors. The exception being the Treasurer of the Board who shall be the Treasurer of the Contra Costa Commission for Women and will have been duly elected by that Commission. The Board of Directors shall elect all other officers annually. These officers shall serve for a period of two years or until their successors be duly elected, whichever event last occurs. Officers may succeed themselves for two years only (except in special circumstances approved by the Board).

### Powers and Duties of Officers

#### Section 4.03

- a) The President. The President of the Corporation shall also act as Chair of the Board of Directors. The President shall have, subject to the control and direction of the Board of Directors, general supervisory powers over all of the business and affairs of the Corporation, and is the General Manager and Chief Executive Officer of the Corporation. The President shall preside at all meetings of the Board, and shall have the general powers and duties usually vested in the office of President, and such other powers and duties as may be prescribed by the Board of Directors from time to time, and the Bylaws. The President shall be an ex-officio member of all committees.
- b) Vice President. In the absence or disability of the President, the Vice President shall perform all the duties and have all of the powers of the President. The Vice President shall have such other powers and perform such other duties as may be from time to time prescribed by the Board of Directors, by the Bylaws and by the President.

- c) Secretary. The Secretary shall maintain Minutes of the Board and Committee meetings, conduct correspondence, provide required notice of all meetings, and perform all duties incident to the office of secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors.
- d) Treasurer. The Treasurer shall render such financial reports as requested by the Board. The Treasurer shall keep and maintain adequate and correct accounts of the properties and of the business transactions of the Corporation, including the accounts of its assets, liabilities, receipts, disbursements, gains and losses. The Treasurer shall also act as chief financial officer. The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors.

#### Vacancies

Section 4.04 A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board within sixty (60) days.

#### Liability of Officers

Section 4.05 An officer of the Corporation shall not, solely because of such membership, be personally liable for the debts, obligations, or liabilities of the Corporation.

#### ARTICLE V. COMMITTEES

##### Committees of Directors

Section 5.0]. The Board of Directors may, by resolution, designate one or more committees, each consisting of two or more directors to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the Directors then in office. Any committee, to the extent provided in the resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- a) Fill vacancies on the Board of Directors or on any committee;
- b) Fix compensation of Directors for serving on the, Board or on any committee;
- c) Amend or repeal bylaws or adopt new bylaws;
- d) Amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- e) Appoint any other committees of the Board of Directors or the members of these committees;
- f) Spend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected;

- g) Approve any transaction to which. this Corporation is a party and in which one-or more of the Directors has a financial interest, except as expressly provided by these Bylaws.

#### Meetings

Section 5.02 Meetings and actions of committees shall be governed by the provisions of these Bylaws concerning meetings of Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members.

#### Other Committees

Section 5.03 The Corporation shall have such other committees as may from time to time be designated by resolution of the Board. Such other committees may consist of persons who are not Directors. These additional committees shall act in an advisory capacity to the Board and shall be clearly titled as "advisory" committees.

#### Attendance

Section 5.04 All Directors may attend all committee meetings, -except that a personnel committee may close its meeting when discussing matters directly relating to the status, salary, and performance of specific employees of the Corporation, prospective employees, or former employees. Only committee members may vote on their respective committees.

### ARTICLE VI. CORPORATE RECORDS, REPORTS, SEAL AND FISCAL YEAR.

#### Maintenance of Corporate Records

Section 6.01 The Corporation shall keep at its principal office:

- a) Minutes of all meetings of Directors, committees of the Board, and of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice give, and the names of those present and the proceedings conducted;
- b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c) A copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, which shall be open to inspection by the members of the Corporation at all reasonable times during office hours.

#### Annual Report-

Section 6.02 The Board shall cause an annual report to be sent to all Directors and any and all members within one hundred twenty (120) days after the close of its fiscal year.

The report shall contain all the information required by Section 6321(a) of the Corporations Code and shall be accompanied by any report thereon of the independent accountants, or if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

#### Annual Statement of Certain Transactions and Indemnifications

Section 6.03 The Corporation shall furnish annually to its directors a statement of any transaction or indemnification described in Section 6322(d) and (e) of the Corporations Code, if such transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in Section 6.02 of these Bylaws.

Corporate Seal

Section 6.04 The Board of Directors shall not adopt a corporate seal.

Fiscal Year

Section 6.05 The fiscal year of this Corporation shall commence on the first day of July of each year and shall end on the 30th day of June of the next year.

#### ARTICLE VII. POLICIES

##### Nondiscrimination -

Section 7.01 This Corporation shall not discriminate on the basis of race, religion, national origin, disability, sexual preference, age or gender.

##### Nonpartison Activities

Section 7.02 This Corporation . has been formed under the California Nonprofit Benefit Corporation Law for the public purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise powers that are not in furtherance of the purposes described above.

##### Dedication of Assets - -

Section 7.03 The properties and assets of this nonprofit Corporation are irrevocably dedicated to public and charitable purposes. No part of the net earning, properties, or assets of this Corporation, on dissolution or otherwise,

shall inure to the benefit of any private person or individual, or any member or Director of this Corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to charitable purposes, provided that such organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code Section 501(c)(3)

#### ARTICLE VIII. AMENDMENT TO BYLAWS

Section 8.0'1 Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, the Bylaws of this Corporation, and any part thereof, may be altered, amended, or repealed by a majority vote of the Board of Directors present at any regular or special meeting, provided that written notice of the proposed change or changes shall have been mailed to all Directors at least seven (7) days prior to the date of the meeting.

#### CERTIFICATE

I hereby certify that I am the duly-elected and acting Secretary of said Corporation and that the foregoing Bylaws, comprising **nine (9) pages**, constitute the Bylaws of said Corporation as duly adopted at a meeting of the Board of Directors held on \_\_\_\_\_, 2003.

Dated: \_\_\_\_\_, 2003

\_\_\_\_\_  
Secretary, Contra Costa Friends of

Women

2809639

**SECRETARY OF STATE**

I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

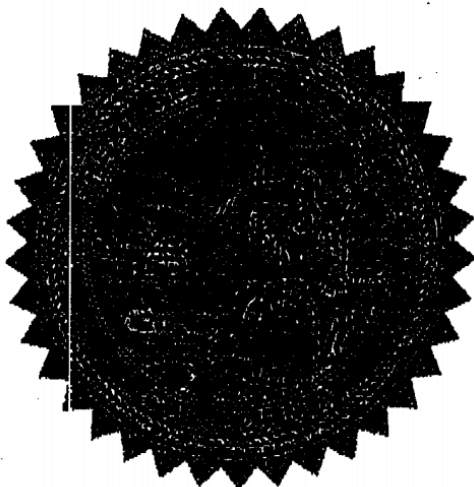
That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of

MAY 12 2003

*Kevin Shelley*

Secretary of State



2509639

**ENDORSED - FILED**  
In the office of the Secretary of State  
of the State of California

MAY 12 2003

**KEVIN SHELLEY**  
Secretary of State

**ARTICLES OF INCORPORATION  
OF  
FRIENDS OF THE CONTRA COSTA COMMISSION FOR WOMEN  
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**I.**

The name of this corporation is Friends of the Contra Costa Commission for Women.

**II.**

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit ~~Public Benefit Corporation law~~ for public and charitable purposes.

B. The specific purpose of this public benefit corporation is to raise funds to provide support to the Contra Costa Commission for Women in Contra Costa County and help implement the policies of equal economic and social opportunities for all, provide support for facilities and programs to further these policies and improve the quality of life for women, men and children of Contra Costa County.

**III.**

The name and address in the State of California of this corporation's initial agent for service of process is Diana Jensen, 19 Dudley Court, Pleasant Hill, CA 94523.

**IV.**

A. This Corporation is organized and operated exclusively for public and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation contributions which are deductible under section 170(c)(2) of the Internal Revenue Code.

C. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## V.

The authorized number and qualifications of membership, if any, and the property voting and other rights and privileges of members shall be as set forth in the by-laws provided, however, that the members of this corporation shall have no liability for dues or assessments.

## VI.

The names and addresses of the persons who are appointed to act in the capacity of initial directors until the election of their successors are:

NAME:	ADDRESS
-------	---------

Mitzi Sales	
Patricia Johnson	
Diana Jenson	

## VII.

The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for public, charitable or cultural purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

IN WITNESS WHEREOF, we the undersigned, being the persons named above as the first directors, have executed these Articles of Incorporation.

DATED: April 15, 2003

April 15, 2003:

April 15, 2003

We hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

DATED: April 15, 2003

April 15, 2003

April 15, 2003







# State of California Secretary of State

**N**

## Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

**Filing Fee: \$20.00. If this is an amendment, see instructions.**  
**IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**F653305****FILED**

In the office of the Secretary of State  
of the State of California

**JUN-09 2015****1. CORPORATE NAME**

FRIENDS OF THE CONTRA COSTA COMMISSION FOR WOMEN

**2. CALIFORNIA CORPORATE NUMBER**

C2509639

This Space for Filing Use Only

**Complete Principal Office Address** (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE  
PITTSBURG, CA 94565

4. MAILING ADDRESS OF THE CORPORATION CITY STATE ZIP CODE  
P.O. BOX 6695, CONCORD, CA 94520

**Names and Complete Addresses of the Following Officers** (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE  
PHYLLIS GORDON PITTSBURG, CA 94565

6. SECRETARY ADDRESS CITY STATE ZIP CODE  
ARGENTINA DAVILA-LUEVANO ANTIOCH, CA 94531

7. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE  
HAZEL LILLIAN WETHERFORD SAN RAMON, CA 94582

**Agent for Service of Process** If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS [Note: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the designation.]  
PHYLLIS GORDON

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE  
PITTSBURG, CA 94565

**Common Interest Developments**

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

06/09/2015

HAZEL LILLIAN WETHERFORD

TREASURER

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

FriendsMinutes 11/9/,2016

Meeting was called to order by President Phyllis Gordon at 6:05 pm.

Attendance: Present were Phyllis Gordon, Hazel Wetherford, Erin Beable and Patricia Ramirez. Absent Argentina Aleuvano and Kathi Reed and Iris Wong.

A large part of the meeting was dedicated to the sustainability of the Friends:

In terms of membership, Stacey Howard who is stepping down from the Commission will be hopefully be joining the Friends at their next quarterly meeting in February 2017.

Fundraising: Erin raised several ideas about fundraising, one of those being a Stella and Dot event, screening of Equal Means Equal, and a wine tasting party and a possible luncheon celebrating corporations that promote women and stem jobs and promotions and workplace accommodations..

There was a brief discussion about fees charged for our investments and Treasurer Hazel Wetherford will discuss with our advisor Steve Amos. She also discussed/shared the small amount of income generated from the Seminars the Women's Commission.

Meeting was adjourned at 7:15 pm.

Phyllis Gordon,President

**Friends of the CCCW  
February 2, 2017 6:00pm  
Crowne Plaza Hotel  
Concord, Ca.**

**AGENDA**

1. Call to Order
2. Approval of Meeting Minutes from November.2016
3. President's Report
  - Membership
  - Reorganization of Friends Board
4. Treasurer's Report
  - Financial Statements
    - i. Finance Review with Morgan Stanley Rep Steve Amos
5. Commissioner's Report
  - Strategic Plan
  - Projects
6. Funding Programs and Grants
7. Future Agenda Items  
TBD
8. Next Meeting May, 2017
10. Adjournment

## **The Friends of the Contra Costa County Commission for Women**

### **February 2, 2017 Quarterly Meeting Minutes**

Meeting was called to order by Board President, Phyllis Gordon at 6:30 p.m.

Attendance: Jennifer Cohen, Phyllis Gordon, Stacey Howard, Hazel Wetherford, Iris Wong and Guest – Steve Amos, Morgan Stanley Financial Advisor

#### **Approval of Meeting Minutes:**

Iris Wong motioned to approve the minutes from the 11/9/2016 Friends Quarterly Meeting and Hazel Wetherford seconded the motion.

#### **Approval of Board Membership:**

- Stacey Howard was added to the Friends Board as an At Large Member for a 2-year term.
- Phyllis Gordon will continue to be Board President
- Argentina Davila-Luevano board membership was renewed
- All appointments were included in a motion by Hazel Wetherford and seconded by Jennifer Cohen

#### **Treasurer's Report:**

- January Financial Statement is not ready
- \$5,000 deposit received from Supervisor Federal Glover in November 2016 to apply toward 2016 Hall of Fame expenses
- Commission Domain name is up for renewal. Jennifer Cohen will take over this responsibility and follow up with the Treasurer on what we owe.
- Steve Amos provided an update on the Status of the Friends Checking and Investment Accounts. Members agreed to leave current asset allocation as-is.

#### **Commission Report:**

- Iris Wong gave an update on the strategic plan for the Commission to focus on gender bias.
- Planning future events to educate public about gender bias
- Each Commission Sub-Committee will be setting goals for the year
- Executive Committee working on budget
- Revamp website with new logo
- Exploring an event which would honor businesses who promote women
- Julianna Hynes has hired an intern from Los Medanos College to help with the CCCW Survey. Discussed a possible stipend for the intern.
- Survey report will help to request future funding programs/grants

#### **Future Meeting Agenda Items:**

- 5-10 year funding plan – endowments; planned giving, life insurance beneficiaries

Meeting was adjourned at 8:00 p.m.

**Submitted by:** Stacey Howard, At Large Board Member

**Friends of the CCCW  
May 30, 2017 6:00pm  
Crowne Plaza Hotel  
Concord, Ca.**

**AGENDA**

1. Call to Order
2. Approval of Meeting Minutes from February 2017
3. President's Report
  - Membership
  - Reorganization of Friends Board
4. Treasurer's Report
  - Financial Statements
    - i. Renewal of Insurance D&O and Liability
5. Commissioner's Report
  - Budget (Iris)
  - Projects
6. Funding Programs and Grants
7. Future Agenda Items  
TBD
8. Next Meeting August, 2017
10. Adjournment

**Friends of the Contra Costa County Commission for Women Quarterly Meeting**  
**May 30, 2017 6:00pm**  
**Crowne Plaza Hotel, Concord, CA**

**MINUTES**

Present: Jennifer Cohen, Kathi Reed, Phyllis Gordon, Iris Wong, Hazel Wetherford (via phone)  
Absent: Stacey Howard, Argentina Davila-Luevano, Patricia Ramirez

**1. Call to Order**

The President called the meeting to order at 6:22 pm.

**2. Approval of Meeting Minutes from February 2017**

The following amendments were proposed:

- Under "Approval of Board Membership," Jennifer Cohen was added as Treasurer.

*Action: Approve February 2017 minutes as amended.*

Motion: Iris/ Second: Jennifer/ Abstain: Hazel/ Consent: Unanimous

**3. President's Report**

A. Membership

- Erin Beable has stepped down from the Board as of May 23.
- The Friends are at capacity with 7 members
- *Action: Renew Board Membership of Kathi Reed*  
Motion: Jennifer/Second: Iris/ Consent: Unanimous

B. Reorganization of Friends Board

- President: Phyllis Gordon
- VP: (vacant)
- Secretary: Argentina Davila-Luevano
- Treasurer: Jennifer Cohen
- Commission Representative: Iris Wong or Beth Mora
- At-Large: Stacey Howard, Kathi Reed, Hazel Wetherford
- Non-voting: Patricia Ramirez, who can step in for Jennifer Cohen when necessary.

**4. Treasurer's Report**

Once the Commission's proposed budget is approved, Jennifer will incorporate it into the Friend's budget and present it altogether at the next Friend's meeting.

Phyllis noted that the P.O. Box will expire in June or July, so it will need to be renewed soon.

Financial Statements

- Jennifer will send out the financial report to the Board members after the meeting, but she noted that there is \$100 less than last quarter.
- Jennifer also found about \$84 in cash in the Friend's binder, and it was agreed the money should be deposited.

- There are no outstanding payments
- Renewal of Insurance D&O and Liability
  - The current policy expired on May 29, 2017.
  - Phyllis clarified with Hazel that the “Wages” portion should be removed, and she will renew it.

## **5. Commissioner’s Report**

### **A. Commission FY 17-18 Budget**

- The following amendments were proposed:
  - Remove “Revenue,” “Scholarships/Grants,” “Fundraising,” headings, as well as “Total Revenue” on the bottom.
  - Clarify that Fiscal Year runs July 1<sup>st</sup> to June 30<sup>th</sup> on the top of the document.
  - Add statement to clarify the role of the Friends at the top of the document.
  - Add the date of budget approval on the bottom of the document
- *Action: Approve the Commission FY 17-18 budget as amended*  
Motion: Hazel/ Second: Kathi/ Abstain: Jennifer/ Consent: unanimous
- Jennifer will edit the document per the amendments and present it to the Commission at its next meeting in June.

### **B. Projects**

- Iris will let the webmaster know that the Commission no longer needs her services starting in June, and Jennifer will ensure that she is paid up to May 2017.
- Iris described the Commission’s upcoming projects as noted in the Commission budget
- Phyllis mentioned an idea to organize a team-building event for the Commission and the Friends sometime in August, such as a barbeque at someone’s house or at a park.

## **6. Funding Programs and Grants**

- There are no opportunities so far, but Phyllis has talked about it with the Robotics team in Pittsburg.
- Funding is usually \$500-\$750, with a maximum of \$1000-\$1500

## **7. Future Agenda Items**

- Elect a Vice President
- Review Jennifer’s presentation about goals and options for the Friend’s endowment
- Presentation of Friend’s budget

## **8. Next Meeting**

Confirmed for 6 pm on Tuesday, August 8, 2017 at Crowne Plaza Hotel.

## **9. Adjournment**

*Action: Adjourn meeting*

Motion: Kathi/Second: Hazel/Consent: Unanimous

Meeting was adjourned at 7:15 pm

**Contra Costa Commission for Women**

Fiscal Year 2017-2018 Budget

		BUDGET	ACTUALS
<b>REVENUES</b>			
<b>DONATIONS</b>		\$ 1,000.00	\$ -
<b>EXPENTIURES</b>			
<b>SCHOLARSHIPS/GRANTS</b>		\$ -	\$ -
<b>PROJECTS</b>		\$ 2,700.00	\$ -
Implicit Gender Bias Committee	\$ 2,000.00		\$ -
Board Retreat	\$ 700.00		\$ -
			\$ -
<b>SUBSCRIPTIONS</b>		\$ 270.00	\$ -
Website - Wix	\$ 120.00		\$ -
P.O. Box	\$ 150.00		\$ -
Email Distribution System	\$ -		\$ -
<b>DUES</b>		\$ 1,900.00	\$ -
ACCW	\$ 50.00		\$ -
NACW	\$ 50.00		\$ -
National Conference Delegate	\$ 1,800.00		\$ -
Alliance for Girls	\$ 250.00		
<b>FUNDRAISING</b>		\$ -	\$ -
	\$ -		\$ -
<b>EVENT ATTENDANCE &amp; CONFERENCES</b>		\$ -	\$ -
TBD			\$ -
<b>OFFICE SUPPLIES</b>		\$ 360.00	\$ -
Business Cards	\$ 160.00		\$ -
Name Badges	\$ 100.00		\$ -
Name Plates	\$ -		\$ -
Outreach Packets (Folders & Printing)	\$ 100.00		\$ -
<b>MISCELLANEOUS EXPENSES</b>		\$ 200.00	\$ -
<b>TOTAL REVENUES</b>		\$ 1,000.00	\$ -
<b>TOTAL EXPENSES</b>		\$ 5,430.00	\$ -
<b>BUDGET TOTAL</b>		\$ 4,430.00	\$ -

*Last Updated 5/17/2017*



## Friends of the Commission Report of May 31, 2017

Submitted by Jennifer Cohen

Total Assets: \$ 41,185.18

Cash Balance: \$16,553.73

Expenses in last 90 days: \$971.87

Income in last 90 days: \$0.45

### Things to note:

- CCCW Fiscal 2018 Budget Approved in the amount of \$5430
- Budget for Hall of Fame has not been created or submitted
- \$85 cash made up of \$1s, \$5s and \$10s, dated 2010 was found in the historical binders. Board recommended depositing it.
- \$300 in Quarterly payment to Lucy was sent 6/2 and is not reflected in register
- Approx. \$750 in Insurance fees for annual Board Insurance is due, but not yet paid
- Calendar Q2's payment to Lucy is likely to be the last. CCCW's budget does not account for any fees charged by Lucy for work after July 1.
- I am missing the invoice for the PO Box. The Secretary is requested to submit it.
- The Commission has requested, and was approved in the 2018 budget, for membership in the Alliance for Girls. I will pay on July 1 when the budget commences.
- A budget for the Friends of the Commission will be created and submitted to the members by July 1.

**Friends of the Contra Costa Commission for Women Board of Directors****OFFICERS**

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**President**

Phyllis Gordon\*

Pittsburg, CA 94565

Cell:

Home:

Appointed in Position: February 2015

Term Renewed: May 2015

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**Vice President**

Vacant Position

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**Treasurer**

Vacant Position

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**Secretary**

Argentina Davila-Luevano

Antioch, CA 94531

Cell:

Appointed in Position: February 2015

Term Renewed: February 2017

**Kathi Reed**

Brentwood, CA 94513

Cell:

Appointed: May 2016

- Term Renewed: May 2017

**Stacey Howard**

Danville, CA 94526

Cell:

Appointed: February 2017

**MEMBERS-AT-LARGE**

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**Hazel L. Wetherford**

San Ramon, CA 94582

Cell:



Contra Costa  
County  
Commission for  
Women

## January Commission Meeting

Gayle B. Uilkema Memorial Board Room, County Connection  
2477 Arnold Industrial Way, Concord 94520

Tuesday, January 17, 2017

7 pm – 8:30 pm

### Agenda

#### 1. Call to Order and Roll Call 7 pm

*Action: Approve the meeting agenda.*

#### 2. Public Comment 7:05 pm

#### 3. Approval of Minutes 7:15 pm

*Action: Approve draft minutes from December 20, 2016.*

#### 4. Chair's Report 7:20 pm

#### 5. Gender Bias Ad-Hoc Committee Presentation 7:30 pm

#### 6. Committee Reports and Discussions 7:40 pm

##### A. District Reports

- i) District I (Supervisor John Gioia) – Joey
- ii) District II (Supervisor Candace Anderson) – Vacant
- iii) District III (Supervisor Mary Piepho) – Jennifer
- iv) District IV (Supervisor Karen Mitchoff) – Iris
- v) District V (Supervisor Federal Glover) – Kirsten

##### B. Committee Reports

- i) Goal Advancement
- ii) Legislative
- iii) Membership
- iv) Public Relations
- v) Events
- vi) Ad-Hoc Implicit Gender Bias Education (January-March 2017)

#### 7. Announcements and Upcoming Community Events 8:15 pm

#### 8. +Δ 8:25 pm

*Commissioners will have 30 seconds to share an achievement or recognize another member. They may also choose to pass.*

#### 9. Adjourn 8:30 pm

*Action: Adjourn meeting*

#### Officers

Iris Wong *Chair*  
Natalie Oleas *Vice Chair*  
Liliana Gonzalez *Secretary*  
Jennifer Cohen *Fiscal Liaison*


#### District Members

Joey Smith *District I*  
Vacant *District II*  
Jennifer Cohen *District III*  
Iris Wong *District IV*  
Kirsten Upshaw *District V*

#### At-Large Members

Argentina Davila-Luevano  
Liliana Gonzalez  
Phyllis Gordon  
Angela Herron  
Julianna Hynes  
Bonnie McCreary  
Lanita Mims  
Beth W. Mora  
Natalie Oleas  
Patricia Ramirez  
Tracy Ward  
Deborah Wood-Campbell

 @CoCoCountyWomen

 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).

**Upcoming Events****Contra Costa County Board of Supervisors Meeting**

Tuesdays, January 31<sup>st</sup>, February 7<sup>th</sup>, 14<sup>th</sup>, 2017

Board of Supervisors Chambers

651 Pine Street, Martinez 94553

9 am

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

**February Commission Meeting**

Tuesday, February 21<sup>st</sup>, 2017

Gayle B. Uilkema Memorial Board Room, County Connection

2477 Arnold Industrial Way, Concord

7 – 8:30 pm

**Association of California Commissions for Women Winter Meeting**

Saturday, April 1<sup>st</sup>, 2017

Santa Barbara (Exact location TBD)

*Contact person: Iris*



Contra Costa  
County  
Commission for  
Women

## February Commission Meeting

Gayle B. Uilkema Memorial Board Room, County Connection  
2477 Arnold Industrial Way, Concord  
Tuesday, February 21, 2017  
7 – 8:30 pm

### Agenda

#### 1. Call to Order and Roll Call 7 pm

*Action: Approve the meeting agenda.*

#### 2. Public Comment 7:02 pm

#### 3. Approval of Minutes 7:05 pm

*Action: Approve draft minutes from January 17, 2017.*

#### 4. Chair's Report 7:10 pm

#### 5. Nomination and Election of Officers 7:20 pm

#### 6. Gender Bias Committee Presentation 7:30 pm

#### 7. Committee Reports and Discussions 7:40 pm

##### A. District Reports

- i) District I (Supervisor John Gioia) – Joey
- ii) District II (Supervisor Candace Anderson) – Beth
- iii) District III (Supervisor Diane Burgis) – Jennifer
- iv) District IV (Supervisor Karen Mitchoff) – Iris
- v) District V (Supervisor Federal Glover) – Kirsten

##### B. Committee Reports

- i) Goal Advancement
- ii) Legislative
- iii) Membership
- iv) Public Relations
- v) Events
- vi) Implicit Gender Bias Education

#### 8. Announcements and Upcoming Community Events 8:15 pm

#### 9. +Δ 8:25 pm

*Commissioners will have 30 seconds to share an achievement or recognize another member. They may also choose to pass.*

#### 10. Adjourn 8:30 pm

*Action: Adjourn meeting*

#### Officers

Iris Wong *Chair*  
Natalie Oleas *Vice Chair*  
Liliana Gonzalez *Secretary*  
Jennifer Cohen *Fiscal Liaison*


#### District Members

Joey Smith *District I*  
Beth W. Mora *District II*  
Jennifer Cohen *District III*  
Iris Wong *District IV*  
Kirsten Upshaw *District V*

#### At-Large Members

Argentina Davila-Luevano  
Liliana Gonzalez  
Phyllis Gordon  
Angela Herron  
Julianna Hynes  
Bonnie McCreary  
Lanita Mims  
Natalie Oleas  
Patricia Ramirez  
Tracy Ward

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 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

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### **Upcoming Events**

#### **Congressman Mark DeSaulnier General Town Hall**

Thursday, February 23<sup>rd</sup>, 2017

6:30 – 8 pm

Diablo Valley College Cafeteria - 321 Golf Club Road, Pleasant Hill

*For more information or to request ADA accommodations, please email [ca11.rsvp@mail.house.gov](mailto:ca11.rsvp@mail.house.gov),  
or call 925-933-2660*

#### **Contra Costa County Board of Supervisors Meeting**

Tuesdays, March 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 2017

Board of Supervisors Chambers - 651 Pine Street, Martinez

9 am

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

#### **March Commission Meeting**

Tuesday, March 21<sup>st</sup>, 2017

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

7 – 8:30 pm

#### **Association of California Commissions for Women Winter Meeting**

Saturday, April 1<sup>st</sup>, 2017

Santa Barbara (Exact location TBD)

*Contact person: Phyllis*



**February Commission Meeting**  
**Gayle B. Uilkema Memorial Board Room, County Connection**  
**2477 Arnold Industrial Way, Concord**  
**Tuesday, March 21, 2017**  
**7 – 8:30 pm**

### **Agenda**

**1. Call to Order and Roll Call 7 pm**

*Action: Approve the meeting agenda.*

**2. Public Comment 7:02 pm**

**3. Approval of Minutes 7:05 pm**

*Action: Approve draft minutes from February 21, 2017.*

**4. Transitions of Officers 7:10 pm**

**5. Chair's Report 7:15 pm**

**6. County Survey Update 7:25 pm**

**7. Gender Bias Committee Presentation 7:30 pm**

**8. Committee Reports and Discussions 7:40 pm**

**A. District Reports**

- i) District I (Supervisor John Gioia) – Joey
- ii) District II (Supervisor Candace Anderson) – Beth
- iii) District III (Supervisor Diane Burgis) – Jennifer
- iv) District IV (Supervisor Karen Mitchoff) – Iris
- v) District V (Supervisor Federal Glover) – Kirsten

**B. Committee Reports**

- i) Goal Advancement
- ii) Legislative
- iii) Membership
- iv) Public Relations
- v) Events

**9. Announcements and Upcoming Community Events 8:15 pm**

**10. +Δ 8:25 pm**

*Commissioners will have 30 seconds to share an achievement or recognize another member. They may also choose to pass.*

**11. Adjourn 8:30 pm**

*Action: Adjourn meeting*

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).

**Officers**

**Iris Wong** *Chair*  
**Natalie Oleas** *Vice Chair*  
**Liliana Gonzalez** *Secretary*  
**Jennifer Cohen** *Fiscal Liaison*


**District Members**

**Joey Smith** *District I*  
**Beth W. Mora** *District II*  
**Jennifer Cohen** *District III*  
**Iris Wong** *District IV*  
**Kirsten Upshaw** *District V*

**At-Large Members**

**Argentina Davila-Luevano**  
**Liliana Gonzalez**  
**Phyllis Gordon**  
**Angela Herron**  
**Julianna Hynes**  
**Bonnie McCreary**  
**Lanita Mims**  
**Natalie Oleas**  
**Patricia Ramirez**  
**Tracy Ward**

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 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

### **Upcoming Events**

#### **Contra Costa County Board of Supervisors Meeting**

Tuesdays, March 28<sup>th</sup>, April 18<sup>th</sup>, 2017

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

#### **Association of California Commissions for Women Winter Meeting**

Saturday, April 1<sup>st</sup>, 2017

9 am – 3 pm

Santa Barbara Foundation - 1111 Chapala Street, Santa Barbara 93101

6 – 8 pm

Cocktail Reception hosted by former Supervisor Susan Rose

Featuring special guest: Soon-Young Yoon, past Chair of NGO Committee on the Status of Women, New York

*Contact person: Phyllis*

#### **April Commission Meeting**

Tuesday, April 18<sup>th</sup>, 2017

7 – 8:30 pm

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord





**April Commission Meeting**  
**Gayle B. Uilkema Memorial Board Room, County Connection**  
**2477 Arnold Industrial Way, Concord**  
**Tuesday, April 18, 2017**  
**7 – 8:30 pm**

### **Agenda**

**1. Call to Order and Roll Call 7 pm**

*Action: Approve the meeting agenda.*

**2. Public Comment 7:02 pm**

**3. Approval of Minutes 7:05 pm**

*Action: Approve draft minutes from March 21, 2017.*

**4. Co-Chairs' Report 7:10 pm**

**5. By-law Amendments 7:20 pm**

**6. Gender Bias Committee Presentation 7:30 pm**

**7. Committee Reports and Discussions 7:40 pm**

*See attached reports from District Members & Committee Chairs*

**A. District Reports**

- i) District I (Supervisor John Gioia) – Joey
- ii) District II (Supervisor Candace Anderson) – Beth
- iii) District III (Supervisor Diane Burgis) – Jennifer
- iv) District IV (Supervisor Karen Mitchoff) – Iris
- v) District V (Supervisor Federal Glover) – Kirsten

**B. Committee Reports**

- i) Goal Advancement
- ii) Legislative
- iii) Membership
- iv) Public Relations
- v) Events

**8. Announcements and Upcoming Community Events 8:15 pm**

**9. +Δ 8:25 pm**

*Commissioners will have 30 seconds to share an achievement or recognize another member. They may also choose to pass.*

**10. Adjourn 8:30 pm**

*Action: Adjourn meeting*

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).

**Officers**

**Beth Mora** *Co-Chair*  
**Iris Wong** *Co-Chair*  
**Kirsten Upshaw** *Vice Chair*  
**Jennifer Cohen** *Fiscal Liaison*  
**Liliana Gonzalez** *Secretary*

**District Members**

**Joey Smith** *District I*  
**Beth W. Mora** *District II*  
**Jennifer Cohen** *District III*  
**Iris Wong** *District IV*  
**Kirsten Upshaw** *District V*

**At-Large Members**

**Argentina Davila-Luevano**  
**Liliana Gonzalez**  
**Phyllis Gordon**  
**Angela Herron**  
**Julianna Hynes**  
**Jessica Laird**  
**Bonnie McCreary**  
**Lanita Mims**  
**Natalie Oleas**  
**Patricia Ramirez**  
**Summer Selleck**  
**Tracy Ward**

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 [Contra Costa Commission for Women](https://www.facebook.com/ContraCostaCommissionforWomen)  
[www.womenscommission.com](http://www.womenscommission.com)

**Upcoming Events**

**Contra Costa County Board of Supervisors Meeting**

Tuesdays, May 2<sup>nd</sup> and 9<sup>th</sup>, 2017

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

**May Commission Meeting**

Tuesday, May 16<sup>th</sup>, 2017

7 – 8:30 pm

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

District Representative  
April 18, 2017 Reports

Joey Smith, District Representative I – Supervisor John Gioia

No report at this time.

Beth Mora, District Representative II – Supervisor Candice Anderson

Liaison meeting scheduled with supervisor Anderson for Monday, April 17, 2017. Will provide an update on Commission activity and seek input and guidance on legislative matters.

Jennifer Cohen, District Representative III – Supervisor Diane Burgis

Meeting scheduled with Supervisor Burgis on Wednesday, April 19, 2017. Report will be provided thereafter.

Iris Wong, District Representative IV – Supervisor Karen Mitchoff

No report at this time.

Kirsten Upshaw, District Representative V – Supervisor Federal D. Glover

No report at this time.

Contra Costa Commission on Women  
April 18, 2017 Committee Reports

Executive

Please see attached edited By-Laws and Articles of Incorporation. Agenda item number 5.

Gender Bias

Please see below detailed report.

Goal Advancement

Will update appropriately based on Committee needs.

Legislative

Please see below detailed report with attachments.

Membership

Please see below detailed report.

Public Relations

In the process of updating the biographies for new Commissions members which will be incorporated in the proper media arena.

Need additional Commission members to join the Public Relations Committee.

Events:

Events will be able to provide a report upon being asked to aid in the planning of events.

## **Gender Bias Committee**

April 18, 2017 Report

### **Educating the Commission**

We will continue our presentations during the Commission meeting for the upcoming meetings, and will reassess during the summer. In the meantime, we will begin planning our initiative to educate the community. Here is the schedule speakers for the coming Commission meetings:

- April Meeting: KIRSTEN, "Women of Color & Implicit Gender Bias"
- May Meeting: BETH, "Implicit Gender Bias & the Workplace and Education"
- June Meeting: ANGELA, "Children, Youth, And Young Women & Implicit Gender Bias"

### **Educating the Community**

Our first community education initiative will focus on schools in Contra Costa County. This will be our approach:

1. Assemble a toolkit of resource options for school administrators, faculty, and staff to educate their schools about implicit gender bias.
2. Reach out to each school district to explain who we are, why this matters, and what resources we are offering.
3. Listen to the school's needs/ideas, and help them find something from our resource toolkit that will work for them.

### **Action Steps**

- Develop a contact list for every school district in the county, including contact information and a contact person
- Research resources/contacts/ideas/partners for our toolkit

Over the next month, we need to tackle those two steps. It will be a bit messy at first, but we think it is important for us to spend some time figuring out what exactly is out there and what we have to work with. The goal is to assemble as many potential resources as possible, and then we will narrow and refine what will be in our toolkit. I have created a spreadsheet for us to add our own findings (link below). Here are some things to look for:

- Organizations that have similar goals and have tackled implicit bias as it applies to young people
- Potential illustrations, examples, tools for discussing implicit bias
- Organizations that represent women and girls, who might work with us in assembling such a toolkit
- Helpful websites, articles, podcasts, etc.
- Community members with experience and expertise in these areas.

## Legislative Committee

April 18, 2017 Report

### *Equal Pay Day & Stronger California*

On April 4, 2017, Iris Wong and Beth Mora attended Equal Pay Day events in Sacramento. Also on said day, unifying their voices in support of women and families, the California Legislative Women's Caucus (LWC) launched its legislative priorities under four pillars aimed at protecting and advancing the rights and opportunities for women and working families. Please see attached/provided handouts. Iris and Beth attended a Stronger California press conference Judicial hearing for SB 63 as well as engaged several Congressional visits.

- Stronger California Press Release
- Stronger California Legislative Priorities

### *ACCW & SB 169*

Phyllis Gordon and former Commissioner and Friends member Stacey Howard attended the ACCW state conference in Santa Barbara, which Phyllis noted below in Membership report. During said Conference and thereafter, ACCW has discussed the Commission as a state or individuals supporting SB 169 which seeks gender equality in education. Please see attached fact sheet and sample support letter. ACCW has asked local Commissions for their input in support of SB 169.

- SB 169 Fact Sheet
- Sample Support Letter, re: SB 169

### *Domestic Violence and Strangulation*

Natalie Oleas working with the Family Justice Center attended a national conference in early April wherein one of the topics thereat was domestic violence and strangulation. Provided this valuable information, the Legislative Committee is examining Contra Costa County's support of legislation combating violence against women. Currently, the Committee is studying the legislative history of charging domestic violence strangulation as a form of torture in criminal proceedings.

## **Membership Committee**

April 18, 2017 Report

So Patricia Ramirez and I attended the BOS meeting and NO ONE WAS THERE! Evidently they were off for two weeks for Spring Break. I even stayed up late to bake the cookies the night before and prepare them with the Cookie Project insert.... Federal Glover received his since his office is close to my home and the rest are in the freezer to attend another meeting. But I will check first before driving over there this time and perhaps some other Commissioners will attend with us.

As of today we have Michelle Brown's application being submitted to the County. The Membership Committee met and this time it was Joey Smith and myself and we interviewed three potential new Commissioners. All spectacular young women eager to come on board. Deborah Son attended last month's meeting, Heidi and Shaila will be attending this month's meeting along with Deborah on the 18<sup>th</sup> of April.

I might suggest since Lilianna is already taking attendance for the minutes that we simplify a process that works for everyone. I would like to discuss with the Board before making a final recommendation.

Lastly, I attended along with Stacey Howard the Association of California Commissions for Women statewide meeting held in Santa Barbara. It was an incredible meeting and great networking with Senator Hannah Beth Jackson (who discussed the bills she is sponsoring), Marilyn Fowler who has spearheaded the CEDAW movement here in California (and a former HOF keynote) and Diana Goodrow a former Ventura County Commissioner and U N advocate. And lastly, Susan Rose a former BOS for Santa Barbara who hosted a lovely networking event at her home for us with local politicians. The next ACCW meeting will be held either in early September or early October not wanting to interfere with High Holy Jewish Holidays.

Our Commission is almost to full capacity and I am proud of the Committee for helping to having our completion goal in sight.

Respectfully submitted,

Phyllis Gordon  
Chair Membership Committee

April 4, 2017

Contact: Teala Schaff  
916-319-9223

## **Legislative Women's Caucus Hail's Priority Bills for a Stronger California**

### ***Implore Governor to Keep Promises to Women and Families***

**(Sacramento)**— Unifying their voices in support of women and families, the California Legislative Women's Caucus (LWC) today hailed its legislative priorities under four pillars aimed at protecting and advancing the rights and opportunities for women and working families. The LWC also called on the Governor to keep his promise from last year to families by increasing childcare provider rates and childcare slots for the unmet needs of 85% of working Californians.

The announcements came on Equal Pay Day, highlighting the pay disparities of women in the workforce who, in California, aren't expected to earn parity until 2043 earning \$.78 to a white man's dollar. The Commission on the Status of Women and Girls Equal Pay Taskforce also issued a report underscoring the gaps in pay equity in California. Gaps in pay are considerably higher for women of color with Latina's earning \$.43 and African American women \$.63 on the dollar compared to their white male counterparts.

"If we want working families to continue working, we've got to provide the childcare slots needed so parents can work and kids can learn," said Assemblywoman Cristina Garcia, chair of the Legislative Women's Caucus. "Moreover, if women are doing the same work (as their male counterparts), they sure as well better be earning the same pay."

The Legislative Women's Caucus again continued its promise to child care in the budget that has been championed by the caucus for more than a decade. A decade that has made drastic, long-lasting cuts to a system that has been chronically underfunded and underappreciated.

The Caucus also vocalized their intent to continue to lead the nation in protecting access to women's healthcare and reproductive services now threatened by the Trump Administration.

"Any challenge to the principles outlined in Roe v. Wade is an immediate call to action," said Garcia, citing the Women's Rally last month that attracted hundreds to the steps of the Capitol. "Access to health services by providers like Planned Parenthood have given us decades of evidence that prove access to all healthcare services – as I myself depended upon– is how to keep women healthy."



This year, the LWC's legislative priorities focus on seven bills within its four pillars:

1.) Fair Pay and Job Opportunity (AB 168 Eggman) 2.) Access to Childcare (AB273 Aguiar-Curry) 3.) Family Friendly Workplaces (SB63 Jackson) and 4.) Protecting Vulnerable Communities (SB 500 Leyva, AB480 & AB 1312 Gonzalez-Fletcher, and AB 1386 Waldron).

"We will continue to advocate for women and working families by supporting policies that maximize equality and opportunity," said Senator Connie M. Leyva (D-Chino), Vice Chair of the Legislative Women's Caucus. "We are committed to the promises we've made to our constituents and will continue to work with the Governor and our colleagues to ensure that women and working families are empowered to achieve success for themselves and their loved ones."

California still lags behind the needs identified more than a decade ago. Currently, it is estimated that six out of seven children eligible for subsidized child care in California did not receive services from state programs, and the estimated number of children eligible for subsidized childcare is 1,479,000. The state of California served 218,000 of children in subsidized child care last year.

Last year, in conjunction with both houses of the legislature and the Governor, the Caucus adopted a long-term strategy with incremental growth to address the ongoing need of working California's.

"In order for these parents to provide for their families, they must have adequate access to child care and early education," added Garcia. "When parents cannot find or afford child care, the economy loses valued workers and children miss opportunities to learn. The achievement gap begins, and then ends, with an unqualified workforce because we've neglected them all along. This equation is compounded further when you add, or subtract, the fact that women still earn 20-40% less than men."

The Caucus urged the Governor to factor these costs and benefits into his May Budget Revision that should seek to provide eligible parents access to reliable care for their children, while maintaining promises made last year to providers who care for working families in California.

What others are saying:

**On AB 168:**

*Women are already paid less than men, for the same work and because professions where women predominate are undervalued. Using salary history to determine compensation is double-baking inequality into the system," said Assemblymember Eggman, D-Stockton. "This bill gives women the power to determine for themselves where they start negotiating."*

**On SB 500:**

*"I am proud to author SB 500 since it will ensure that local authorities and prosecutors are able to pursue and prosecute individuals that threaten victims with the distribution of sexually explicit pictures. Sextortion is always wrong and we must make sure that this crime is prosecuted fully and uniformly across California. I thank the Legislative Women's Caucus for prioritizing SB 500 and*

*making sure that we always stand with victims of sexual extortion." -- Senator Connie M. Leyva (D-Chino)*

**On AB 1386:**

*"Genetic testing, screening and awareness for breast and ovarian cancer is not a luxury; it is a basic health service that should be available those who can benefit from this test. Assembly Bill 1386 is one more step towards the goal of equal health access for all women," said Assemblywoman Marie Waldron. "But especially those in the underserved communities that often go without needed medical care."*

**On AB 480:**

*"Diapers aren't optional for babies, and they aren't free at daycare centers. Parents on CalWORKs should be able to claim reimbursement because a lack of diapers is a barrier to work," Assemblywoman Gonzalez Fletcher said. "We should be removing barriers to self-sufficiency and that means making diapers more affordable for CalWORKs parents."*

**On AB 1312:**

*"California needs to do a better job of helping sexual assault victims navigate all of the legal, medical and personal issues that survivors have to deal with. It should start with a Sexual Assault Victims Bill of Rights that ensures each survivor is informed about their rights and the resources that are available to them after such a horrific episode in their lives," Assemblywoman Gonzalez Fletcher said. "Victims have rights, and AB 1312 would strengthen those rights to include emergency contraception for women and a ban on police departments prematurely destroying rape test kits."*

**On SB 63:**

*"Any new parent knows that the birth of a new baby comes with a host of changes and challenges. But losing a job should never be among those challenges," said Senator Hannah-Beth Jackson. "Ensuring that we have strong parental leave policies in place is an economic issue that affects the health and well-being of millions of California's children and working families, and we have to do better."*

**###**



CALIFORNIA  
LEGISLATIVE  
WOMEN'S  
CAUCUS



Assemblywoman  
Cristina Garcia  
Chair



Senator  
Connie M. Leyva  
Vice Chair

2017  
AGENDA

# A Stronger California

## Securing Economic Opportunity for all Women

Pillar	Bill	Author	Summary
Fair Pay and Job Opportunity	AB 168	Eggman	Prohibits an employer from seeking salary history information about an applicant for employment.
Access to Childcare	Budget Ask	LWC	Keeps promises made in the recent budget to the childcare workforce AND expands access for the 1,479,000 children in California who are eligible for subsidized childcare. We currently serve less than 15% of the needs of working families. When parents cannot find or afford childcare, the economy loses valued workers and our future workforce misses opportunities to learn.
	AB 273	Aguilar-Curry	Clarifies that English as a Second Language (ESL) and High School Equivalency (HSE) educational programs meet criteria for establishing eligibility for subsidized child care programs.
Family Friendly Workplaces	SB 63	Jackson	The New Parent Leave Act provides up to 12 weeks of job-protected maternity and paternity leave for more California employees.
Protecting Vulnerable Communities	SB 500	Leyva	Allows law enforcement and prosecutors to pursue perpetrators that use the threat of distribution of private and sexually explicit images to demand sex, additional sexually explicit images, or money.
	AB 480	Gonzalez-Fletcher	Amends the Welfare and Institutions Code to clarify that diapers for infants and toddlers are a reimbursable ancillary expense under existing law for CalWORKs participants with young children in the Welfare to Work program.
	AB 1312	Gonzalez-Fletcher	Ensures that rape kits are not destroyed prematurely, that survivors of sexual assault are aware of their rights and the resources available to them, and codifies important additional rights for survivors such as free post-assault contraception.
	AB 1386	Waldron	Launches a breast and ovarian cancer screening and awareness pilot program to promote and encourage genetic testing screening when indicated by the United States Preventative Services Task Force and Centers for Disease Control and Prevention.

# Senate Bill 169

## Gender Equity in Education: Title IX Codification

### Senators Jackson and De León

#### SUMMARY

Senate Bill 169 would codify existing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) standards into California law, thereby increasing state-level enforcement if federal standards or the enforcement of sex equity laws are undermined, amended, or repealed.

#### BACKGROUND

Title IX prohibits sex discrimination in educational programs and activities. Title IX protections apply to all schools, public and private, that receive federal funding. This federal civil rights law and its implementing regulations are enforced by the Office for Civil Rights (OCR) within the United States Department of Education.

In 2011, OCR issued a detailed guidance document in the form of a “Dear Colleague” letter updating the interpretation of Title IX and explaining that sexual harassment covers all physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including forms of sexual violence such as rape, sexual assault, sexual battery, and sexual coercion. The guidance document reminds schools of their responsibilities to take affirmative steps to respond to sexual violence in accordance with Title IX. Educational institutions have an affirmative duty to take immediate and effective steps to end discriminatory conduct, to prevent its recurrence, and to address its effects.

Sexual harassment impedes a student’s right to pursue and receive an education in a safe, non-discriminatory environment. The civil rights and protections enshrined in Title IX and its implementing regulations have been an important tool for student victims, survivors, and advocates, helping to make California’s campuses a safe space for students. With the strong and focused support of the previous presidential administration and state lawmakers, student advocates have proactively asserted Title IX protections and school administrators have implemented enhanced response policies, education and other prevention initiatives.

Changes in federal enforcement priorities may degrade Title IX standards and undermine the protections students have found essential to pursuing an education.

#### SOLUTION - SB 169

California’s Donahoe Higher Education Act and Sex Equity in Education Act prohibit discrimination on the basis of sex. California has passed several laws to enhance Title IX awareness and compliance in our state. These laws have helped improve policies on Title IX coordinators as well as gender equity in athletics.

In 2015, California became the first state to require an affirmative consent standard in campus policies and proceedings. Senate Bill 967, the nation’s first Yes Means Yes law, required California’s institutions of higher learning to adopt policies concerning sexual violence, domestic violence, dating violence, and stalking in order to receive state funds for student financial assistance. This groundbreaking law was followed by additional legislation, recently enacted into law, requiring affirmative consent education and teaching to promote healthy relationships in K-12 health curriculum.

By codifying existing federal Title IX standards into state law, Senate Bill 169 continues the effort to safeguard and guarantee gender equity in education and provides for strengthened state-level enforcement.

#### SUPPORT

#### OPPOSITION

#### STATUS

Senate Education Committee hearing, April 19, 2017  
Senate Judiciary Committee hearing, April 25, 2017  
Introduced January 23, 2017

#### CONTACT

Bethany Renfree  
916-651-4019  
[Bethany.Renfree@sen.ca.gov](mailto:Bethany.Renfree@sen.ca.gov)

The Honorable Benjamin Allen, Chair  
Senate Committee on Education  
State Capitol, Room 2083  
Sacramento, CA 95814

RE: SB 169 (Jackson & De León) **SUPPORT**

Dear Senator Allen:

\_\_\_\_\_ is pleased to support Senate Bill 169, which would amend the Education Code to codify existing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) standards into California law, thereby increasing state-level enforcement.

In 2011, the United States Department of Education Office for Civil Rights issued a detailed guidance document in the form of a “Dear Colleague” letter updating the interpretation of Title IX and explaining that sexual harassment covers all physical sexual acts perpetuated against a person’s will or where a person is incapable of giving consent, including forms of sexual violence such as rape, sexual assault, sexual battery, and sexual coercion. The guidance document reminds schools of their responsibilities to take affirmative steps to respond to sexual violence in accordance with Title IX.

Sexual harassment impedes a student’s right to pursue and receive an education in a safe, non-discriminatory environment. The civil rights and protections enshrined in Title IX and its implementing regulations have been an important tool for student victims, survivors, and advocates, helping to make California’s campuses a safe space for students. With the strong and focused support of the previous presidential administration and state lawmakers, student advocates have proactively asserted Title IX protections and school administrators have implemented enhanced response policies, education and other prevention initiatives.

The new presidential administration, including the Attorney General, have signaled challenges to this federal law and the protections it provides, as well as a hostility to understanding the underlying nature of gender-based violence and harassment that makes these protections necessary.

The standards codified in federal statute and regulations, or upheld in case law, are in some instances stronger than California’s standards. SB 169 would codify the standards articulated in the 2011 OCR Dear Colleague letter and ensure strong state-level enforcement if federal standards or the enforcement of sex equity laws are undermined, amended, or repealed.

Respectfully,





Contra Costa  
County  
Commission for  
Women

**May Commission Meeting**  
**Gayle B. Uilkema Memorial Board Room, County Connection**  
**2477 Arnold Industrial Way, Concord**  
**Tuesday, May 16, 2017**  
**7 – 8:30 pm**

### **Agenda**

**1. Call to Order and Roll Call 7 pm**

*Action: Approve the meeting agenda.*

**2. Public Comment 7:02 pm**

**3. Approval of Minutes 7:05 pm**

*Action: Approve draft minutes from April 18, 2017.*

**4. Antioch Rotary Presentation on Girl Empowerment Project 7:07 pm**

**5. Old Business 7:22 pm**

**A. Bylaw Amendments**

*Action: Approve bylaws as amended.*

**B. FY 2017-2018 Budget**

**C. Commission Retreat**

**6. 2018 Hall of Fame 7:35 pm**

**7. Gender Bias Committee Presentation 8:05 pm**

**8. Committee Reports and Discussions 8:15 pm**

*See attached reports from District Members & Committee Chairs*

**A. District Reports**

- i) District I (Supervisor John Gioia) – Joey
- ii) District II (Supervisor Candace Anderson) – Beth
- iii) District III (Supervisor Diane Burgis) – Jennifer
- iv) District IV (Supervisor Karen Mitchoff) – Iris
- v) District V (Supervisor Federal Glover) – Kirsten

**B. Committee Reports**

- i) Goal Advancement
- ii) Legislative
- iii) Membership
- iv) Public Relations
- v) Events

**9. Announcements and Upcoming Community Events 8:25 pm**

#### **Officers**

**Beth W. Mora** *Co-Chair*

**Iris Wong** *Co-Chair*

**Kirsten Upshaw** *Vice Chair*

**Jennifer Cohen** *Fiscal Liaison*

**Liliana Gonzalez** *Secretary*

#### **District Members**

**Joey D. Smith** *District I*

**Beth W. Mora** *District II*

**Jennifer Cohen** *District III*

**Iris Wong** *District IV*

**Kirsten Upshaw** *District V*

#### **At-Large Members**

**Argentina Davila-Luevano**

**Liliana Gonzalez**

**Phyllis Gordon**

**Julianna Hynes, PhD**

**Jessica Laird**

**Lanita Mims**

**Natalie Oleas**

**Patricia Ramirez**

**Summer C. Selleck**

**Tracy Ward**

 @CoCoCountyWomen

 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).

**10. Adjourn 8:30 pm***Action: Adjourn meeting***Upcoming Events****47<sup>th</sup> Annual Conference: Together We Rise**

Tuesday, May 23, 2017

8:30 am – 4 pm

Oakland Scottish Rite Center – 1547 Lakeside Drive, Oakland

<http://www.togetherwerise.alliance4girls.org>**Contra Costa County Board of Supervisors Meeting**

Tuesdays, May 23; June 6, 13, 20, 2017

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.***June Commission Meeting**

Tuesday, June 20, 2017

7 – 8:30 pm

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

**47<sup>th</sup> Annual National Association of Commissions for Women Conference & Empowerment Summit***Embracing Our Past, Empowering Our Future*

July 12 – 16, 2017

Hyatt Regency Hotel &amp; Conference Center – 2 Fountain Plaza, Buffalo, New York

<http://www.nacwconference.org>**Association of California Commissions for Women Annual Meeting**

Saturday, September 23, 2017

Exact Timing TBD

188 Embarcadero Center, San Francisco

**District Representative  
May 16, 2017 Reports**

Joey Smith, District Representative I – Supervisor John Gioia

No report at this time.

Beth Mora, District Representative II – Supervisor Candice Anderson

Inquired as to assistance re: meeting locations. Offer to use Supervisor Anderson's office, for example has a Lafayette and Danville locations can access for meetings. Also working with staff to help determine if other locations in County can help secure for meetings more centrally located. To attend Liaison Meeting Monday, May 15, 2017. Scheduling one-on-one meeting with Supervisor Anderson for late May 2017 to discussion Commission for Women agenda items in more detail.

Jennifer Cohen, District Representative III – Supervisor Diane Burgis

I met with Supervisor Burgis on Wednesday, April 19, 2017. Diane Burgis was very supportive of our mission and we had a great discussion. We spoke about Sanctuary Counties. She had the budget at hand and explained that 70% of the funds that come into the County flow from the feds through agencies and to the County. She feels it is too big a risk to lose the majority of the county's funding. However, she has a good number of immigrant labor in East County and so has focused her efforts on Protecting healthcare for undocumented aliens and Rapid Response to provide legal aid for these county residents.

She noted that Oakley has a "*It's a Girl Thing*" which would be a great thing for our commission to participate in. We could do the cookie project or tabling about gender bias. They aren't holding it this year, but we can work with Lindsey Bruno on girl focused things in Oakley in the future. She's very supportive of our work and goals.

Lindsey Bruno  
Recreation Manager  
925-625-7042  
3231 Main Street  
Oakley, CA 94561

///



Iris Wong, District Representative IV – Supervisor Karen Mitchoff

On April 26, 2017, I met with Supervisor Karen Mitchoff and her Chief of Staff, Anne O. We had a very good discussion about the Commission and the District.

*Commission Update*

I updated her on my current position as Co-Chair of the Commission, our work to revitalize the Commission through a new logo and website, and the work of the Implicit Gender Bias Committee. I shared the Committee's April Report with her, and she was glad to hear that our Commission has taken on this work. Anne is going to compile a list of organizations and events that target young women and share that with me in the next few weeks. So far, she's shared that CSU, East Bay Concord Campus hosts an annual Contra Costa Discovery Day to encourage STEM career interest: <http://www.bayareascience.org/discovery-days/>. From the website, it looks like it usually takes place in October or November. I think this is a great opportunity for the Commission to participate in if there is interest.

I discussed the growing interest in our Commission from potential members over the last few months, and that we are looking forward to maximizing our membership soon. The Supervisor recognized that many women have a hard time getting engaged in government agencies because they are faced with so many responsibilities. So she was happy to hear that more women, especially young women, are getting involved.

We briefly discussed the Commission's presence on social media, and how we try to connect people to upcoming events planned by local, state, and federal representatives. She acknowledged that it is a great way to get young people involved. Her main mode of communication is through e-mail alerts. She also asked Anne to put a link of our website onto hers.

Anne suggested that since we redesigned a logo, we can make some pins for the Supervisor to wear and share it with her colleagues. That is, evidently, a common practice with other groups and organizations.

The Supervisor expressed interest in talking with students about getting involved in politics and government. I mentioned there might be an opportunity to do so when the Commission executes its plans to educate the public on implicit gender bias. Her office might plan an event for this purpose next year in light of the election cycle. I highly recommend our Commission become a partner or cohost of this event.

*District Update*

Supervisor Mitchoff sits on various Committees and Boards across the County and the East Bay, such as the Board of Supervisor's Legislation Committee with Supervisor Burgis; Transportation, Water & Infrastructure Committee; Bay Area Quality Management District; and Association of Bay Area

Government Legislation Committee. As such, her policies mainly focus on water, transportation, air quality, and affordable housing.

When I mentioned that Beth and I are both advocating for SB 63, the New Parent Leave Act, in our day jobs, she mentioned that the Board of Supervisors might have supported it. Anne noted she will look into it and let me know. The Supervisor mentioned that if we ever need a support letter for legislation (provided the County has taken a position on it), she is happy to help. Anne shared the most current list of legislation that the Board is monitoring (see attached). She also recommended that we track legislation movement here: <http://www.contracosta.ca.gov/4664/Board-Meeting-Agendas-and-Videos>

#### *Meeting with Colleen Isenberg*

On May 8<sup>th</sup>, I met with Colleen Isenberg, who replaced Lindy Lavender about a month ago in Supervisor Mitchoff's office. She previously worked for Congressman Jerry McNerney (D-CA 9<sup>th</sup> District), whose district covers west Contra Costa County. She is familiar with the Commission and some of its members through that position, and has attended a Hall of Fame in the past.

We discussed our implicit gender bias work, and she recommended the Pathways programs within the Pittsburg, Antioch, and Mt. Diablo Unified School District, which integrates career academics in students' curriculum. The County Office of Education also has a Career Technical Education program that we could potentially partner with them on.

#### Kirsten Upshaw, District Representative V – Supervisor Federal D. Glover

No report at this time.

**Contra Costa Commission on Women  
May 16, 2017 Committee Reports**

Executive

Please see By-Laws and Articles of Incorporation. Agenda item number 5.

Gender Bias

No report at this time.

Goal Advancement

See attachments entitled:

1. SMART Goal Example (Word); and,
2. CCCW 2017 Measurable Goals (Excel).

Legislative

Please see attached documents and proposal.

Membership

No report at this time.

Public Relations

No report at this time.

Events:

No report for May meeting, will have report for June 2017 meeting.

BYLAWS of the CONTRA COSTA COMMISSION for WOMEN and GIRLS  
REVISED January 2017

**ARTICLE I**  
**NAME**

**Section 1.**

The name of this Association shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

**Section 2.**

This association was formed in 1984 as an Advisory Committee. In 1993, it received non-profit status as a 501(c)(4) non-partisan association, to carry out the purposes as stated in Article II. In 2000, the Contra Costa County Board of Supervisors approved the Advisory Committee’s request that the association be renamed the Contra Costa Commission for Women.

**ARTICLE II**  
**PURPOSE**

The Commission was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women and girls in the County, with particular emphasis on the economically disadvantaged.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1. Members**

The Commission shall have a minimum of fifteen (15) members and not more than twenty (20) members. The membership shall be broadly representative of racial, ethnic, age, religious affiliation, gender, and sexual orientation of the community at large.

**Section 2. Commitment**

This body is a working Commission. As such, members of the Commission shall commit to working no less than five (5) hours a month and must serve on at least one (1) standing or Special Committee. Said time includes the monthly Commission meeting held the third (3rd) Tuesday of each month.

Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working no less than a total of ten (10) hours per month.

Members of the Commission appointed to the specific geographic District in which they live, i.e.: District I, II, III, IV, and V; also referred to as “District Members” shall meet and/or communicate regularly with the Supervisor for their District. District Members shall commit at least an additional hour (1) to two (2) hours a month to this duty.

At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.

Should a member take on an Executive Committee Role, the member shall commit to working no less than a total of fifteen (15) hours per month.

All members shall strive to maintain and protect the Commission’s reputation, enhance its prestige, and present a favorable image when interacting with organizations or individuals outside of the Commission. When interacting with organizations or individuals outside of the Commission, all members shall make the public at large and members aware of the benefits of Commission membership, highlight current Commission activities and programs, fostering a professional image, proactive, and inclusive of all members and groups.

### **Section 3. Appointment**

Members of the Commission shall be appointed for fixed and staggered terms by the County Board of Supervisors. There are District Members and At-Large Members.

### **Section 4. Terms of Appointment**

All seat terms are for a period of three (3) years with staggered expiration dates for seven (7) seats in one (1) year, seven (7) seats plus the alternate in the second (2nd) year and six (6) seats in the third (3rd) year.

Appointments to seats shall begin on the effective date of appointment and end on expiration date for the seat to which the appointment is made.

### **Section 5. Vacancies**

The County Board of Supervisors may appoint members to fill unexpired terms of less than three (3) years and incumbents may be reappointed to successive terms.

The Membership Committee shall review scheduled and unscheduled membership vacancies as they occur as to appropriateness and need to appoint a replacement. The Membership Committee



shall consider community experience, minority and geographical representation in formulating a recommendation for review by the Commission.

The Membership Committee will present Applicants for appointment to the Board of Supervisors for Appointment. The Commission Chair shall report to the County Board of Supervisors any scheduled or unscheduled membership vacancy as it occurs.

The Membership Committee shall also engage in on boarding of new members as well as monitoring of the terms of appointment and meeting attendance.

### **Section 6. Removal**

Any member may be recommended to the Board of Supervisors as a Commissioner for removal from membership as a result of any of the following actions:

1. Resignation.
2. Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year. Members who miss three (3) consecutive meetings and/or whose attendance rate falls below forty-five percent (45%) will trigger an automatic recommendation notice to the Commission Executives. Meeting attendance to be monitored by Membership Committee.
3. Lack of participation on Standing and Special Committees. The Commission Chair shall request information from Committee Chairs regarding member involvement at the conclusion of each quarter. The Membership Committee will take this information into consideration should meeting attendance recommendation be triggered under number two (2) above.
4. Behavior that is unbecoming of a government representative in accordance with the County Handbook.

It is the goal of the Commission to support Women and Girls, as Commissioners as well as our own Members, attendance and involvement is necessary; however the Commission is voluntary and accommodating of our members. The Board of Supervisors makes the final decision on any recommendations for removal of a Commissioner.

## **ARTICLE IV OFFICERS**

### **Section 1. Officers**

The officers of the Commission shall include a Chair, a Vice-Chair, a Fiscal Liaison, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers. Each officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant position(s).

### **Section 2. Term of Office**

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may succeed themselves.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

### **Section 3. Duties**

#### **1. Chair**

The Chair shall call a regular or special Commission meeting, prepare the agendas for all regular and special Commission meetings and send agendas and draft minutes to members at least seven (7) days before the meeting, preside at all Commission meetings, approve all Standing and Special Committees, approve the Chair of Standing and Special Committees, and represent the Commission whenever the occasion demands.

Presiding duties include: opening and adjournment; ascertainment of the existence of a quorum; sequence of business; recognition of members entitled to the floor; statement for a vote on all motions that legitimately come before the assembly; enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Chair shall also serve as point of contact with the County as well as the County Board of Supervisors, for the Association of California Commissions for Women (ACCW) and National Association of Commissions for Women (NACW) and attend regular ACCW and NACW meetings. In the event that the Chair cannot attend regular ACCW or NACW meetings, she shall appoint a member to attend as a representative.

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

## 2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

## 3. Fiscal Liaison

The Fiscal Liaison shall create a balanced budget for each fiscal year and special events hosted by the Commission. The Fiscal Liaison shall also be responsible for tracking the financial activity of the Commission.

## 4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain of attendance of Commissioners as provided by the Membership Committee.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

### **Section 4. Elections**

A Nominating Committee and Chair shall be elected by Commission members at the regularly scheduled full Commission meeting each January.

A report from the Nominating Committee on selection of officers shall be given at the regularly scheduled Commission meeting each February.



Selection of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

## **ARTICLE V MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the Commission shall be held at 7:00 pm on the third (3rd) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed at least seventy-two (72) hours prior to the day named for such meeting.

### **Section 2. Special Meetings**

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. The notice, time permitting, shall be posted at least seventy-two (72) hours before such meeting date.

### **Section 3. Action at a Meeting: Quorum and Required Vote**

The presence of fifty-one percent (51%) of the current membership at a regular meeting of the Commission constitutes a quorum. Each member present shall have one vote on motions. Members must offer disclosure and abstain from voting upon issues in which conflict of interest may constrain impartiality.

## **ARTICLE VI COMMITTEES**

### **Section 1. Executive Committee**

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, and Fiscal Liaison, and shall be established to provide cohesive leadership and continuity to the Commission.

### **Section 2. Standing Committees**

The Executive Committee and/or a majority of the Members may form Standing Committees to manage on-going functions of the Commission in order to expedite the business of the Commission.

The Standing Committees are: Goal Advancement, Events, Legislative, Membership, and Public Relations Committee.

The Standing Committees shall be formed of at minimum two (2) members and maximum of four (4), unless approved by the Chair. The Chair and Vice Chair of the Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, and serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

#### Goal Advancement Committee

The purpose of the Goals Advancement Committee is to oversee the advancement of the Commission's goals by providing guidance to the Commission on goal adherence and advancement efforts as identified in the Commission's strategic plan.

The Goal Advancement Committee's responsibilities are as follows:

- Hold the Commission and its Committees responsible for adhering to the goals set in the most recent strategic planning session.
- Address any discrepancies between goal attainment and commission activities – ensuring the goals are kept in high priority or adjusted (and agreed upon) according to changes in focus.
- Partner with other Committees when needed.

#### Events Committee

The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- Collaborate with other groups.

#### Legislative Committee

The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Commission Board.
- Monitor Contra Costa County Legislative agendas for Federal, State and County Legislation:
  - Board of Supervisors' State and Federal Legislative Platforms.
  - Board of Supervisors Actions, Minutes and/or Memorandums.
  - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission.
    - Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to membership including legislative updates and alerts; preparation of legislative materials for advocacy purposes, and monitoring federal and state legislation, funding and policy initiatives that affect women's rights in California.

### Membership Committee

The Membership Committee's responsibilities are as follows:

- Interview applicants and make recommendations to the Commission regarding applicant.
- Submit recommended applicants names to the Internal Operations Committee for Board of Supervisor approval and appointment to the commission, keep Executive Committee advised.
- Engage on-boarding with a new Member.
- Recommend policies, procedures, and strategies for enhancing the membership in Commission both numerically and qualitatively to assure a growing and vital membership organization.
- Monitor meeting attendance as well as report to Executive Committee should an attendance violation occur.
- Maintain current membership roster.

### Public Relations Committee

The Public Relations Committee's responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain listserv of individuals interested in the Commission's work.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission's website.
- Design and update the Commission's logo as needed.

### **Section 3. Special Committees**

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designated task.

### **Section 4. Terms of Committee Membership**

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.

### **Section 5. Accountability of Committees**

All Chair and/or Vice Chair of Committees formed by the Commission or the Executive Committee shall present to the Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the

Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

## **ARTICLE VIII GOVERNANCE**

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws.

## **ARTICLE IX AMENDMENT OF BYLAWS**

The Bylaws of the Contra Costa Commission for Women may be amended after presentation of proposed amendments to the Executive Committee. The Executive Committee will then provide recommendations to the Commission as a scheduled agenda item in a regular Commission meeting. The Commission will vote on the proposed amendments at the following regular Commission meeting.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, and [2017]

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Approved by the Contra Costa Board of Supervisors March 15, 2011.



May 16, 2017

Dear Contra Costa County Board of Supervisors,

The Contra Costa County Commission for Women's ("CCCW" or "Commission for Women") current By-Laws state:

"CCCW was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged."

With this in mind, the Commission for Women brings to the Board of Supervisors attention the California Legislative Women's Caucus Stronger California legislative platform's seven (7) bills set forth within four (4) priority areas which impacts women in Contra Costa County:

1. Fair Pay and Job Opportunity (AB 168 Eggman);
2. Access to Childcare (AB273 Aguiar-Curry);
3. Family Friendly Workplaces (SB63 Jackson); and,
4. Protecting Vulnerable Communities (SB 500 Leyva, AB480 & AB 1312 Gonzalez-Fletcher, and AB 1386 Waldron).

Please see the attached information concerning the Stronger California legislative platform and individual information sheets for each bill. We appreciate the opportunity to bring this important legislative information on behalf of women in Contra Costa County and the State of California to your attention.

Sincerely,

/s/

The Commission for Women

**Officers**

**Beth W. Mora** *Co-Chair*  
**Iris Wong** *Co-Chair*  
**Kirsten Upshaw** *Vice Chair*  
**Jennifer Cohen** *Fiscal Liaison*  
**Liliana Gonzalez** *Secretary*


**District Members**

**Joey Smith** *District I*  
**Beth W. Mora** *District II*  
**Jennifer Cohen** *District III*  
**Iris Wong** *District IV*  
**Kirsten Upshaw** *District V*

**At-Large Members**

**Argentina Davila-Luevano**  
**Liliana Gonzalez**  
**Phyllis Gordon**  
**Julianna Hynes**  
**Jessica Laird**  
**Lanita Mims**  
**Natalie Oleas**  
**Patricia Ramirez**  
**Summer C. Selleck**  
**Tracy Ward**

 @CoCoCountyWomen

 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).





CALIFORNIA  
LEGISLATIVE  
WOMEN'S  
CAUCUS



Assemblywoman  
Cristina Garcia  
Chair



Senator  
Connie M. Leyva  
Vice Chair

2017  
AGENDA

# A Stronger California

## Securing Economic Opportunity for all Women

Pillar	Bill	Author	Summary
Fair Pay and Job Opportunity	AB 168	Eggman	Prohibits an employer from seeking salary history information about an applicant for employment.
Access to Childcare	Budget Ask	LWC	Keeps promises made in the recent budget to the childcare workforce AND expands access for the 1,479,000 children in California who are eligible for subsidized childcare. We currently serve less than 15% of the needs of working families. When parents cannot find or afford childcare, the economy loses valued workers and our future workforce misses opportunities to learn.
	AB 273	Aguilar-Curry	Clarifies that English as a Second Language (ESL) and High School Equivalency (HSE) educational programs meet criteria for establishing eligibility for subsidized child care programs.
Family Friendly Workplaces	SB 63	Jackson	The New Parent Leave Act provides up to 12 weeks of job-protected maternity and paternity leave for more California employees.
Protecting Vulnerable Communities	SB 500	Leyva	Allows law enforcement and prosecutors to pursue perpetrators that use the threat of distribution of private and sexually explicit images to demand sex, additional sexually explicit images, or money.
	AB 480	Gonzalez-Fletcher	Amends the Welfare and Institutions Code to clarify that diapers for infants and toddlers are a reimbursable ancillary expense under existing law for CalWORKs participants with young children in the Welfare to Work program.
	AB 1312	Gonzalez-Fletcher	Ensures that rape kits are not destroyed prematurely, that survivors of sexual assault are aware of their rights and the resources available to them, and codifies important additional rights for survivors such as free post-assault contraception.
	AB 1386	Waldron	Launches a breast and ovarian cancer screening and awareness pilot program to promote and encourage genetic testing screening when indicated by the United States Preventative Services Task Force and Centers for Disease Control and Prevention.



## Assemblywoman Lorena Gonzalez Fletcher, 80<sup>th</sup> Assembly District

### AB 1312– Sexual Assault Survivor Bill of Rights

#### IN BRIEF

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Assembly Bill 1312 would ensure that rape kits are not destroyed prematurely, that survivors of sexual assault are aware of their rights and the resources available to them, and codify important additional rights for survivors such as free post-assault contraception.

#### BACKGROUND & PROBLEM

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The Center for Disease control estimates that 25 million Americans are rape survivors. In California, there are an estimated 2 million female victims of rape and 5.6 million female victims of other sexual violence<sup>1</sup>.

According to the U.S. Department of Justice, most sexual assault victims do not receive treatment for their injuries, and “74 percent of completed and attempted sexual assaults against females were not reported to the police.”<sup>2</sup> The lack of reporting may often be due to the trauma of the actual reporting process, including the shame and costs related to participating in the legal process.

Last year, Congress passed bipartisan legislation authored by Congresswoman Mimi Walters and Zoe Lofgren to help establish minimum standards for the rights of sexual assault survivors and legal procedures for law enforcement, ensuring that access to justice would not depend on geography. This bill included provisions on the preservation of rape kits, notification prior to destruction of a rape kit, a joint working group on the best practices regarding treatment and the preservation of forensic evidence, and grants to help fund notification of a victim’s rights.

While California has made efforts improve the testing and tracking of rape kits and the treatment of survivors, there are still loopholes in law and problems. For instance, current reading of California’s code could allow for a rape kit to be destroyed after only two years.

Furthermore, the complex medical and legal systems survivors face after the assault continues to be difficult to navigate for many due to a lack of clear information or extra accommodations an individual might need.

#### SOLUTION

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AB 1312 would expand the protections and services granted to victims of sexual assault and help ensure access to the legal system. The bill would:

- Require agencies to test rape kits;
- Prohibit a law enforcement agency from disposing of or destroying a rape kit for at least 20 years;
- Require the development of a card outlining the rights of sexual assault victims and available resources;
- Grant survivors of sexual assault the right to request to a person of a certain gender be present during interviews;
- Establish the victim’s right to a free copy of law enforcement reports on the sexual assault;
- Establish the right of a victim to free contraception and, when available, a shower after the medical exam; and
- Establish the right of a victim to a separate waiting room during criminal proceedings from the defendant and district attorney’s office.

#### SUPPORT

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RISE (sponsor)  
Crime Victims United California  
Los Angeles County Professional Peace Officers Association

#### FOR MORE INFORMATION

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Laurel Brodzinsky  
Office of Asm. Lorena Gonzalez Fletcher  
916-319-2080 | [laurel.brodzinsky@asm.ca.gov](mailto:laurel.brodzinsky@asm.ca.gov)

<sup>1</sup> <http://www.calcasa.org/what-we-do/about-sexual-violence/>

<sup>2</sup> <https://www.bjs.gov/content/pub/pdf/rsarp00.pdf>

**CAPITOL OFFICE**  
Room 4130  
Sacramento, CA 95814  
(916) 319-2075  
FAX (916) 319-2175

**DISTRICT OFFICE**  
350 W. 5<sup>th</sup> Ave. Suite 110  
Escondido, CA 92025  
(760) 480-7570  
FAX (760) 480-7516

Assembly California Legislature

**MARIE WALDRON**  
ASSEMBLYMEMBER, 75<sup>TH</sup> DISTRICT



**COMMITTEES**  
Vice Chair: Arts, Entertainment,  
Sports, Tourism and Internet  
Media  
Vice Chair: Local Government  
Governmental Organization  
Assembly Ethics  
Assembly Rules  
Health

## AB 1386: WOMEN'S HEALTH PILOT PROGRAM

### **IN BRIEF:**

The purpose of this Act is to launch a breast and ovarian cancer screening and awareness pilot program to promote and encourage genetic testing and screening when indicated by the United States Preventive Services Task Force and CDC. Awareness of and ability to obtain recommended breast cancer genetic testing will increase the quality of life for hundreds of people in California by detecting and preventing death from late stage breast or ovarian cancer and lessening the physical, emotional, and financial burden that comes with a cancer diagnosis.

### **EXISTING LAW:**

Existing law establishes the scope and function of the California Health and Human Services Agency, which includes departments charged with administering laws pertaining to public health and social services, among other things. Existing law also establishes the Inclusion of Women and Minorities in Clinical Research Act, which is designed to promote the inclusion of women and minority groups in clinical research.

### **THE ISSUE:**

Women with newly diagnosed breast or ovarian cancer who are at high risk for having a BRCA mutation that raises cancer risk often don't get genetic testing, or even a chance to speak with a genetic counselor who'd help them weigh the necessity of such a test, a study published in the Journal of American Medical Association (JAMA) (2/7/2017) finds. Women in underserved communities of the state would benefit from advocacy on their behalf to address shortfalls in genetic testing for their new diagnosis of breast or ovarian cancer. According to JAMA, "Testing of 2 breast cancer associated genes, *BRCA1* and *BRCA2*, has been available for 20 years, but new massively parallel sequencing technology and less restrictive patent laws have made multiplex panel tests available at much lower costs. Yet little is known about recent patient experience with genetic testing and counseling".

But the study that surveyed newly diagnosed breast cancer patients found that while 80.9 percent of high-risk patients wanted testing, only 39.6 percent had had a counseling session, and 50.9 percent of these had a genetic test. The test results could help guide treatment, as well as future efforts to prevent more cancer by increasing patient knowledge of and access to breast and ovarian genetic testing in specified populations. The bill would require the board to report to the Legislature, as specified. This bill would make related findings.

### **THE SOLUTION:**

AB 1386, until January 1, 2024, would establish the Breast and Ovarian Cancer Genomic Testing Screening and Awareness pilot program to promote and encourage screening through a public awareness campaign to help the State achieve an increase in screening rates in conjunction with the recommended indications. The pilot program will be a systems-approach to increase overall population-based awareness and screening to reach and screen populations at high risk for breast and ovarian genetic mutation cancer, especially those women in underserved communities, and those on Medi-Cal or who do not have medical insurance.

### **SUPPORT:**

None at this time

### **OPPOSITION:**

None at this time

### **CONTACT:**

Lilia Stone, Office of Assemblymember Waldron  
(916) 319-2075 or Lilia.Stone@asm.ca.gov





## Assemblymember Susan Eggman, 13<sup>th</sup> Assembly District

### AB 168: Banning Wage History

#### SUMMARY

This bill would prohibit an employer from seeking salary history information about an applicant for employment.

#### BACKGROUND

Gender wage discrimination is destructive not only for female workers but for our entire economy. Closing the wage gap starts with barring employers from asking questions about salary history so that previous salary discrimination is not perpetuated.

Across the country, women still make roughly 80¢ for every dollar earned by their male counterparts. In California alone, women who are employed full-time would earn 39 billion dollars more per year if they were paid equal to their male colleagues.<sup>i</sup>

For each woman in our state that is a difference of about \$8,000 per year.

The disparity is even larger for women of color. African American women are paid 63 cents and Latinas are paid 43 cents on the dollar.<sup>ii</sup>

Currently, in California, mothers are the primary breadwinners in nearly 40 percent of families. These lost wages mean families have less money to spend on goods and services that help drive economic growth.

<sup>i</sup> <http://www.nationalpartnership.org/research-library/workplace-fairness/fair-pay/americas-women-and-the-wage-gap.pdf>

<sup>ii</sup> <http://nwlc.org/wp-content/uploads/2015/12/State-by-State-Wage-Gap-Latinas.pdf>

In 2016, Massachusetts and Philadelphia enacted laws prohibiting employers from asking job applicants about their salary history. These new laws are the toughest in the nation in fighting wage discrimination. Similar salary history bans are being introduced across the country in New Jersey, New York City, and Philadelphia.

#### THIS BILL

AB 168 will address wage discrimination among women by:

- Prohibiting employers from seeking job candidates' salary histories.
- Require that employers provide a salary range to a job applicant, upon reasonable request

This bill seeks to prohibit the perpetuation of wage inequality by ensuring that job applicants, who may have been victims of the historically lower wages generally offered to women and minorities, will not be plagued by unequal wages throughout their careers.

#### SUPPORT

Consumer Federation of California

#### FOR MORE INFORMATION

Erin Rodriguez

916.319.2013

[Erin.rodriquez@asm.ca.gov](mailto:Erin.rodriquez@asm.ca.gov)



## Assemblymember Cecilia Aguiar-Curry, 4<sup>th</sup> Assembly District

### AB 273 – “Unlocking Opportunities for Families” – Subsidized Child Care Eligibility Criteria

#### **SUMMARY**

In order to be eligible for state subsidized child care, families are required to meet eligibility requirements for income and need.

AB 273 clarifies English as a Second Language (ESL) and High School Equivalency (HSE) classes as acceptable types of training course for families to qualify for child care eligibility under California Department of Education programs.

#### **BACKGROUND**

California’s Educational Code states that families who meet certain requirements are eligible for federal and state subsidized child development services, such as child care and preschool. The requirements to qualify are based on criteria including income and need of the family.

Under existing law, parents that meet income criteria and are engaged in vocational training courses leading directly to a trade or profession are eligible for state supported child care services. However, courses in English as a Second Language (ESL) and/or High School Equivalency Certificate (HSE) do not qualify as a type of vocational training.

Parents that are taking classes to improve their English language proficiency or working to earn their HSE certificate are taking foundational steps needed to enter vocational training, but currently do not qualify for subsidized child care for their children.

Many families require state supported child care services in order to continue with their education and work towards a profession. Costly child care services may prove burdensome for lower income families, disproportionately impacting single mothers and women of color.

According to the California Budget & Policy Center, in 2015, the average single-mother could expect to spend over two-thirds of her income to cover the cost of child care.

EdSource, a policy and research nonprofit, reports that a lack of access to quality early learning experiences not only widens the achievement gap for children of color, but also contributes to the school-to-prison pipeline.

Additionally, the Public Policy Institute of California (PPIC) reports that 29% of immigrants in California live in households where no one older than age 13 speaks English “very well.” Among immigrants with less than high school diplomas, 67% speak English “not at all” or “not well.”

It is well documented that individuals who are proficient in English have higher occupational mobility, with better job prospects and the opportunity to earn higher wages. Parents are also better prepared to support their children as they enter the K-12 system.

Allowing greater access to state child care services for those enrolled in ESL and HSE courses promises increased socioeconomic mobility for both parents and their children.

#### **THIS BILL**

AB 273 would add ESL and HSE educational programs to the list of eligibility criteria for state subsidized child development services under the California Educational Code.

This bill does not propose to add any additional slots into the child care system. It simply expands the criteria by which a family can qualify to apply.

This change will empower parents to increase their educational level by providing families with greater access to subsidized child care services. It is often challenging for families who are non-native English speakers to access medical services, educational support within school systems, and social services, despite laws that require interpretation. Investing in families as a whole helps reduce poverty and the associated effects on childhood development.

AB 273 would give low-income families greater access to subsidized childcare services by adding enrollment in English as a Second Language (ESL) and High School Equivalency (HSE) Certification Preparation courses to the existing eligibility requirements.

#### **SUPPORT**

- Women’s Foundation of California, Women’s Policy Institute (Co-Sponsor)
- Parent Voices (Co-Sponsor)

- First 5 Marin
- Sierra Nevada Children's Services
- Child Care Links
- Son-shine Counseling Center
- Solano Family & Children's Services
- Community Housing Partnership
- Child Care Law Center
- Choices for Children
- Western Center on Law and Poverty
- Community Child Care Council of Alameda County (4Cs of Alameda County)
- Crystal Stairs
- Marin County Office of Education
- Community Child Care Council of Sonoma County (4Cs of Sonoma County)
- California Alternative Payment Program Association (CAPPA)
- 9to5
- California Child Care Resource & Referral Network
- Jewish Family Service of Los Angeles
- ChildrenNow
- Voices for Progress Education Fund
- Del Norte Child Care Council
- Siskiyou Child Care Council
- Visión y Compromiso
- Child Action, Inc.
- California Women's Law Center
- Stronger California Advocates Network
- Fairfax-San Anselmo Children's Center
- Organización en California de Líderes Campesinas, Inc.
- Equal Rights Advocates
- Community Action Marin
- Asian Pacific Environmental Network
- Marin Head Start
- Child Care Resource Center
- California Catholic Conference, Inc.
- Novato Youth Center
- Child Care Alliance of Los Angeles
- Coleman Advocates
- Service Employee International Union (SEIU)
- Courage Campaign
- American Academy of Pediatrics California
- Marin County Child Care Commission
- Los Angeles Unified School District
- Marin Child Care Council
- Children's Defense Fund
- Napa County Office of Education
- California School Employees Association
- California State PTA

- San Francisco Child Care Planning & Advisory Council (CPAC)

#### **OPPOSITION**

None

#### **CONTACT**

Kimberly Kollwitz

(916) 319-2004

[kimberly.kollwitz@asm.ca.gov](mailto:kimberly.kollwitz@asm.ca.gov)





## Assemblywoman Lorena Gonzalez Fletcher, 80<sup>th</sup> Assembly District

### AB 480: Diaper Assistance for CalWORKs Families

#### IN BRIEF

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Assembly Bill 480 would amend the Welfare and Institutions Code to clarify that diapers for infants and toddlers are reimbursable ancillary expense under existing law for CalWORKs participants with young children in the Welfare to Work program.

#### THE PROBLEM

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Diapers are a daily necessity. Depending on their age, children can require five to 10 diaper changes per day. Children need fewer diapers per day as they age, but as the size of the diaper increases, so does the price. Diapers cost up to \$100 per child every month or more depending on where a family is able to purchase them. Despite being critical to the health and hygiene of young children, diapers are not covered in from state and federal assistance such as CalFresh, the Women Infant and Children program (WIC) and Medi-Cal.

#### A Barrier to Employment

When diapers are unaffordable, their cost creates a barrier between parents and gainful employment. This is why childcare is available to parents in CalWORKs. However, childcare providers require parents to provide a full day's supply of diapers. For low-income parents trying to stay employed or in school, diaper need can be an everyday crisis. Not being able to leave a toddler at childcare because of insufficient diaper supply can disrupt a parent's work activity plan, possibly resulting in sanctions by the county.

CalWORKs is intended to help families become financially self-sufficient and reduce reliance on public assistance, but with daily potential pitfalls such as transportation challenges and diaper supply, it is easy to see how the high price of diapers could have a big cost to the success of our existing programs.

#### The Hidden Cost of Diaper Need

Missing child care due to diaper need is also a loss for the child themselves and for our future workforce. The opportunity to participate in early education more than doubles a child's likelihood to go on to higher education.

It is documented that families living paycheck-to-paycheck and struggling with necessary expenses are put in the position of changing their children's diapers less often than needed due to a lack of diaper supply. Dirty diapers can cause painful rash, skin infection, blisters and urinary tract infections, all of which are shown to be responsible for more pediatric office and emergency department visits on an annual basis. More medical visits increase costs for the family and the use of subsidized care such as Medi-Cal. Inadequate diapering can also spread viruses and bacteria in public places.

A 2013 study by Yale researchers published in the academic journal *Pediatrics* concluded that "an insufficient supply of diapers is not only a risk factor for poor infant health and child health, but also for maternal mental health." It goes on to say that "an adequate supply of diapers may prove a tangible way of reducing parenting stress, a critical factor influencing child health and development."

#### THE SOLUTION

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Under existing law "necessary supportive services shall be available to every participant" in Welfare to Work so they can stay on track with their job or educational plan. The state deems supportive services so important that participants generally have good cause for not continuing with their job or classes if necessary supportive services are unavailable. The services listed in state code are childcare, transportation costs, and personal counseling. State code also lists ancillary expenses, specifically including "the cost of books, tools, clothing specifically required for the job, fees, and other necessary costs."

If parents do not have enough diapers they will not have childcare, and access to childcare is a number one barrier to work. AB 480 helps to solve the problem of diaper need for those already working hard to make their family economically stable by ensuring that parents can be reimbursed for diapers as an ancillary expense. Clarifying that diapers are a necessary cost is a small investment in the overall success of California's families participating in CalWORKs.

#### FOR MORE INFORMATION

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**Andrea San Miguel, Office of Asm. Gonzalez Fletcher**  
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# Senate Bill 500

## *Punishing Sextortion*

### Senator Connie M. Leyva (D-Chino)

#### SUMMARY

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SB 500 amends California's extortion statute, Cal. Penal Code § 518, to clarify that extortion includes not only coercing the victim to hand over money or property, but also coercion involving sexual acts and sexually explicit images. This change does not replace other laws that might apply, including rape and sexual battery or laws specifically protecting minors.

SB 500 also amends California's computer crimes statute, Cal. Penal Code § 502, to clarify that accessing and, without permission using any data, including sexually explicit recordings or images of another, is a public offense.

#### BACKGROUND

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Sexual extortion is not a new concept, but it is increasing in the digital age. Traditionally, sexual extortion was perpetrated by abusers who knew their victims but today anyone with a computer can perpetrate cyber-sexual extortion and exert power over strangers. Many perpetrators have abused multiple, or even hundreds, of victims. In sexual extortion's modern online form, perpetrators obtain private, often sexually explicit, images of their victims by hacking into their computers or smartphones or by pretending to be friends or peers on social networking sites. Perpetrators then use the threat of distribution of these images to demand sex or additional sexually explicit images. Presented with the threat that the images will be posted on the internet or sent to friends or family, the victims—often teens and young women—comply with the perpetrators' demands.

The United States Department of Justice reports that "sextortion is by far the most significantly growing threat to children" and that "sextortion cases tend to have more minor victims per offender than all other child sexual exploitation offenses." The National Center for Missing and Exploited Children has reported that 78% of reported sexual extortion victims were girls, with an average age of 15, and more than 20% of reported incidents involved multiple victims. These statistics are alarming, even more so because they are based solely on victim reporting.

Despite the lack of systematic tracking of sexual extortion cases at both the federal and state levels, there have been a number of high-profile examples involving Californians. In 2013, a Temecula college freshman was arrested for the

sexual extortion of young women and had hacked into as many as 150 online accounts. In 2010, a Santa Ana resident was arrested by the FBI. During the federal investigation, it was discovered that the Santa Ana resident possessed files associated with 129 computers and had victimized roughly 230 people. Of his victims, 44 were minors.

#### PROBLEM

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While California has a revenge porn law that criminalizes the distribution of sexually explicit images without consent, in most sexual extortion cases there is no actual distribution, just the threat of distribution. Law enforcement and prosecutors are hampered by the absence of a clear offense specifically targeting sexual extortion offenses.

There is no consistency in the prosecution of sexual extortion cases. Because no specific California state statute expressly criminalizes sexual extortion, prosecutors proceed under a hodgepodge of statutes. Some bring charges under hacking statutes, others under stalking statutes and, when a minor is involved, proceed under California's child pornography statutes. Since California law does not currently allow for full or uniform prosecution of sexual extortion cases, perpetrators go unpunished or are charged with lesser crimes in many cases.

#### SOLUTION

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SB 500 will criminalize sexual extortion and give prosecutors an important tool to combat these offenses and protect victims.

#### SUPPORT

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California District Attorneys Association (Co-Sponsor)  
Legal Momentum (Co-Sponsor)

#### STATUS

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Introduced February 16, 2017

#### CONTACT

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Jessica Golly, (916) 651-4020  
Office of Senator Connie M. Leyva  
State Capitol, Room 4061  
[Jessica.Golly@sen.ca.gov](mailto:Jessica.Golly@sen.ca.gov)

## SB 63 (Jackson)

### New Parent Leave Act

#### Senator Jackson

#### SUMMARY

The New Parent Leave Act would provide up to 12 weeks of job-protected maternity and paternity leave for more California employees.

#### BACKGROUND

California falls behind the District of Columbia, Maine, Massachusetts, Minnesota, Oregon, Rhode Island, Washington and now New York in providing job-protected parental leave for small business employees. Under current law in California only those who work for an employer of 50 or more are eligible for job-protected parental leave. That leaves too many California workers without any job-protected family leave and many new parents struggling with an impossible choice between the well-being of their new child and their financial security.

Research<sup>i</sup> makes it clear that the first months and years are crucial to life success: over 80% of a child's total brain development happens in the first three years, and frequent, nurturing, parent-child interactions are key to strong brain development in the first three months. Experts including the American Academy of Pediatrics recommend that healthy full-term infants not be enrolled in child care until they are at least 12 weeks old due to rapid developmental changes and the risk of quickly developing severe undetected illness.<sup>ii</sup> Working parents must have the ability to spend the first key months of each child's life establishing a foundation for life success. Family Leave is not a luxury, it provides major biological and developmental benefits for a child.

#### PROBLEM

While California's worker-funded Paid Family Leave program provides employees with partial wage replacement while caring for a new child,

many employees are unable to use this benefit they pay into for fear of losing their jobs. In fact, a 2011 field poll found that almost 2 out of 5 employees who were eligible to use PFL, but did not apply for the benefit, chose not to because they feared losing their job or other negative consequences at work.

#### SOLUTION - NEW PARENT LEAVE

SB 63 (Jackson) ensures that more California workers who have been paying into the Paid Family Leave insurance program are able to use this benefit for parental leave without risk of losing their jobs. No one should have to choose between the wellbeing of their new child and their family's financial security.

Specifically, SB 63 would allow employees who work for a company with 20 or more employees, within a 75-mile radius, to take up to 12 weeks of job-protected leave to care for a new child.

This measure will benefit up to 2.7 million more Californians, but only affect 6 percent of the businesses.

While on leave the employer must maintain the employees' health insurance. To be eligible for the leave the employee must have worked for the company for at least a year and for at least half-time.

#### SUPPORTERS

California Employment Lawyers Association (sponsor)  
First 5 California (sponsor)  
Legal Aid at Work (sponsor)

ACLU  
AFSCME  
American Academy of Pediatrics  
American Association of University Women

American College of Obstetricians and  
 Gynecologists  
 California Breastfeeding Coalition  
 California Child Care Resource and Referral  
 Network  
 California Labor Federation  
 California Latinas for Reproductive Justice  
 California Teachers Association  
 California Women's Law Center  
 Child Care Law Center  
 Children Now  
 CLASP (Center for Law and Social Policy)  
 Common Sense Kids Action  
 Consumer Attorneys of California  
 Equal Rights Advocates  
 Health Officers Association of California  
 National Council of Jewish Women  
 NARAL Pro-Choice California  
 Nurse-Family Partnership  
 9 to 5, National Association of Working Women  
 Parent Voices  
 San Francisco Medical Society  
 Stronger California Advocates Network  
 Tradeswomen Inc.  
 Voices for Progress Education Fund  
 The Women's Foundation of California  
 YWCA – San Francisco and Marin



## CONTACT

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Lisa Gardiner  
 Office of Senator Hannah-Beth Jackson  
 (916) 651-4019  
[lisa.gardiner@sen.ca.gov](mailto:lisa.gardiner@sen.ca.gov)

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<sup>i</sup> National Scientific Council on the Developing Child (2007). *The Timing and Quality of Early Experiences Combine to Shape Brain Architecture: Working Paper #5*. <http://www.developingchild.net>

<sup>ii</sup> American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in *and Safety Performance Standards*, Third Edition (2011). Child Care and Early Education, *Caring for Our Children: National Health*





**June Commission Meeting**  
**Gayle B. Uilkema Memorial Board Room, County Connection**  
**2477 Arnold Industrial Way, Concord**  
**Tuesday, June 20, 2017**  
**7 – 8:30 pm**

### **Agenda**

- 1. Call to Order and Roll Call 7 pm**  
*Action: Approve the meeting agenda.*
- 2. Public Comment 7:02 pm**
- 3. Approval of Minutes 7:05 pm**  
*Action: Approve draft minutes from May 16, 2017.*
- 4. Old Business 7:07 pm**
  - A. Bylaw Amendments**  
*Action: Approve bylaws as amended.*
  - B. Commission Retreat**
- 5. Gender Bias Committee Presentation 7:30 pm**
- 6. Announcements and Upcoming Community Events 7:45 pm**
- 7. Adjourn 7:55 pm**  
*Action: Adjourn meeting*
- 8. Closed Session 8 pm**
- 9. Adjourn from Closed Session 8:30 pm**

#### **Officers**

**Beth W. Mora** *Co-Chair*  
**Iris Wong** *Co-Chair*  
**Kirsten Upshaw** *Vice Chair*  
**Jennifer Cohen** *Fiscal Liaison*  
**Liliana Gonzalez** *Secretary*

#### **District Members**

**Joey D. Smith** *District I*  
**Beth W. Mora** *District II*  
**Jennifer Cohen** *District III*  
**Iris Wong** *District IV*  
**Kirsten Upshaw** *District V*

#### **At-Large Members**

**Argentina Davila-Luevano**  
**Liliana Gonzalez**  
**Phyllis Gordon**  
**Julianna Hynes, PhD**  
**Jessica Laird**  
**Lanita Mims**  
**Natalie Oleas**  
**Patricia Ramirez**  
**Summer C. Selleck**  
**Tracy Ward**

 @CoCoCountyWomen

 Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact the Commission at least 48 hours prior to the meeting at [info@womenscommission.com](mailto:info@womenscommission.com).



**Upcoming Events****Contra Costa County Board of Supervisors Meeting**

Tuesdays, July 11, 18; August 8, 15, 2017

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.***47<sup>th</sup> Annual National Association of Commissions for Women Conference & Empowerment Summit***Embracing Our Past, Empowering Our Future*

July 12 – 16, 2017

Hyatt Regency Hotel &amp; Conference Center – 2 Fountain Plaza, Buffalo, New York

<http://www.nacwconference.org>**August Commission Meeting**

Tuesday, August 15, 2017

7 – 8:30 pm

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

**Association of California Commissions for Women Annual Meeting**

Saturday, September 23, 2017

Exact Timing TBD

188 Embarcadero Center, San Francisco

Contra Costa Commission on Women  
Committee Membership  
2016-2017

*Update as of: June 19, 2017*

Executive

Co-Chair: Iris Wong

Co-Chair: Beth W. Mora

Vice Chair: Kirsten Upshaw

Secretary: Liliana Gonzalez

Fiscal Liaison: Jennifer Cohen

Gender Bias

Chair: Jess Laird

Vice Chair: Beth W. Mora

Members: Kirsten Upshaw, Phyllis Gordon

Goal Advancement

Chair: Julianna Hynes

Vice Chair:

Members: Jess Laird

Legislative

Co-Charis: Natalie Oleas & Beth W. Mora

Membership

Chair: Phyllis Gordon

Vice Chair: Jennifer Cohen, Patricia Ramirez

Members: Joey Smith, Argentina Davila-Luevano

Public Relations

Chair: Liliana Gonzalez

Vice Chair: Iris Wong

Members: Michelle Brown & Deborah Son

Events:

Chair: Lanita Mims

Vice Chair: Kirsten Upshaw

Members: Patricia Ramirez, Phyllis Gordon, Tracy Ward



Contra Costa  
County  
Commission for  
Women

## August Commission Meeting

Gayle B. Uilkema Memorial Board Room, County Connection  
2477 Arnold Industrial Way, Concord  
Tuesday, August 15, 2017  
7 – 8:30 pm

### Agenda

1. **Call to Order and Roll Call 7 pm**  
*Action: Approve the meeting agenda.*
2. **Public Comment 7:02 pm**
3. **Approval of Minutes 7:05 pm**  
*Action: Approve draft minutes from June 20, 2017.*
4. **Old Business 7:07 pm**
  - A. Commission Retreat
5. Executive Committee: Next steps
6. Hall of Fame update 7:20 pm
7. Committee Reports 7:40 pm
8. The importance of The Brown Act 7:55 pm
9. **Announcements and Upcoming Community Events 8:20 pm**
10. **Adjourn 8:30 pm**  
*Action: Adjourn meeting*

#### Officers

**Open** Co-Chair  
**Open** Co-Chair  
**Kirsten Upshaw** Vice Chair  
**Open** Fiscal Liaison  
**Open** Secretary

#### District Members

**Joey D. Smith** District I  
**Open** District II  
**Jennifer Cohen** District III  
**Open** District IV  
**Kirsten Upshaw** District V

#### At-Large Members

**Argentina Davila-Luevano**  
**Phyllis Gordon**  
**Julianna Hynes, PhD**  
**Lanita Mims**  
**Patricia Ramirez**  
**Tracy Ward**  
**Deborah Son**  
Twitter @CoCoCountyWomen  
Facebook: Contra Costa Commission for Women  
[www.womenscommission.com](http://www.womenscommission.com)

**Upcoming Events**

**Contra Costa County Board of Supervisors Meeting**

Tuesdays, August 15; September 12, 19 & 26, 2017

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

**September Commission Meeting**

TBD

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

**Association of California Commissions for Women Annual Meeting**

Saturday, September 23, 2017

Exact Timing TBD

188 Embarcadero Center, San Francisco



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/11/2017

**Subject:** Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2017

**Submitted For:** Brian M. Balbas, Interim Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 17/1; 17/4

**Referral Name:** Small Business Enterprise and Outreach Programs

**Presenter:** David Gould, Purchasing Services  
Manager

**Contact:** David Gould (925)  
313-2151

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### **Referral History:**

Contra Costa County values the contributions of small and local businesses in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

**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. The SBE Program's objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

**Local Bid Preference Program.** On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support small local business and stimulate the local economy at no additional cost to the County. The

ordinance provides that if the low bid in a commodities purchase is not 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.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

#### **Reporting Requirements**

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. The Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2016. The attached report constitutes the next report due for the time period of January through June 2017.

Since adoption, the IOC has continued to monitor the effects of these programs through annual reports, currently prepared and presented by the Purchasing Services Manager.

#### **Referral Update:**

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period January through June 2017.

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

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017.

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

None. This is an informational report.

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#### **Attachments**

SBE/Outreach Program Jan-Jun 2017; Local Vendor Preference 2016/17

SBE Program Department Data Jan-Jun 2017

#### **Minutes Attachments**

*No file(s) attached.*

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# Contra Costa County Public Works Department

Julia R. Bueren, Director

Deputy Directors

Brian M. Balbas, Chief

Mike Carlson

Stephen Kowalewski

Carrie Ricci

Joe Yee

September 4, 2017

**TO:** Internal Operations Committee  
Supervisor Candace Anderson, Chair  
Supervisor Diane Burgis

**FROM:** David Gould, Procurement Services Manager

**SUBJECT:** Small Business Enterprise, Outreach, and Local Program Report for  
January-June 2017

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**RECOMMENDATION:**

**ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: January 1 through June 30, 2017.**

**BACKGROUND:**

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

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.

The SBE Programs objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees

- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

### Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so that a countywide report can be provided to the Board of Supervisors. The Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2016. Attachment A constitutes the next report due for the time period of January 1-June 30, 2017.

### Summary Findings

The table below summarizes the attached department activity on a countywide basis.

#### January-June 2017

	<b>Total # of ALL Contracts</b>	<b>Total # of SBE Contracts</b>	<b>SBE Percent of Total</b>	<b>Total Dollar Value of ALL Contracts</b>	<b>Total Dollar Value of SBE Contracts</b>	<b>SBE Percent of Total</b>
<b>ACTIVITY TYPE:</b>						
Professional/Personal Services	400	259	64.8%	\$15,506,376	\$7,998,198	51.6%
Purchasing Transactions	2,006	815	40.6%	\$19,091,445	\$8,044,184	42.1%
Construction Contracts	7	4	57.1%	\$926,968	\$110,846	12%

Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity surpassed the 50% goal for both number and dollar value. The dollar value of contracts reported was \$7.9 million for this period compared to \$9.9 million in the previous reporting period.

For the category of purchasing transactions, it should be noted that while the activity did not achieve the 50% goal, the dollar value of these contracts awarded to SBE businesses exceeded \$8 million. The percentage of Construction projects awarded under the program was 57.1% to SBE firms, or \$110,846.

It is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. By that measure, Contra Costa County's reported activity is well above that threshold in every reporting category.



#### E-Outreach Report

In addition, outreach data for many small departments and for commodities exceeding \$10,000 is maintained and provided through the Purchasing Division of the Public Works Department reflecting outreach to small, women, minority-owned, local, disadvantaged and/or other business enterprises. Notifications were sent to 22,399 businesses of which 48% are considered a small, local, or disadvantaged business.

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online through the BidSync website. For this period the County's E-Outreach Program produced the following results.

**E-Outreach Report  
for the period  
January 1, 2017 - June 30, 2017**

Number of Solicitations	8
Total Notifications	46,663
Dollar Value	\$ 571,500

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	3,992	9%
WBE - Women Business Enterprise	3,826	8%
SBE - Small Business Enterprise	11,568	25%
LBE - Local Business Enterprise	706	2%
DVBE - Disabled Veteran Business Enterprise	56	0%
DBE - Disadvantaged Business Enterprise	2,251	5%
<b>Total</b>	<b>22,399</b>	<b>48%</b>

#### Local Business Preference

The Local Bid Preference Program allows a bidder in a commodity bid exceeding \$25,000, who is a low bidder, to submit a new bid if they are within 5% of the low bidder. There were no instances of the Bid Preference being utilized for this reporting period.

#### Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$76.6 million. The dollar value awarded to Contra Costa County businesses was \$8.7 million. The value of awarded to all Bay Area businesses was 42% or \$32.5 million. This represents a significant contribution to the local economy.

Contra Costa County	\$8,690,550	11%
Other Bay Area Counties	\$23,815,811	31%
Other	\$44,072,266	58%
Total	\$76,578,627	100%

#### Conclusion

The County demonstrates continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some individual departments is below this threshold, this is often due to unique business requirements that require sole source purchases or contracts.

Continued outreach is necessary to maintain and improve participation of SBE firms as well as training for department staff that make these purchasing and contract decisions regarding the policy.

Lastly, as discussed in the July Internal Operations Committee meeting, the reporting for the SBE, Outreach, E-Outreach, and Local Bid Preference programs are combined into a single report and presented by the Purchasing Manager.

Attachment

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Agriculture</b>						
Professional/Personal services contracts	22	11	50.0%	\$46,938	\$31,617	67.4%
Purchasing Transactions	65	13	20.0%	\$37,217	\$10,818	29.1%
Construction contracts	0	2	0.0%	\$0	\$0	0.0%
<b>Animal Services</b>						
Professional/Personal services contracts	31	27	87.1%	\$1,347,023	\$1,227,513	91.1%
Purchasing Transactions	38	15	39.5%	\$510,807	\$247,476	48.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Assessor</b>						
Professional/Personal services contracts	0	0	0	\$0	\$0	0.0%
Purchasing Transactions	5	1	83.30%	\$62,638	\$5,000	8.0%
Construction contracts	0	0	0	\$0	\$0	0.0%
<b>Auditor-Controller</b>						
Professional/Personal services contracts	2	1	50.0%	\$941	\$345	36.7%
Purchasing Transactions	9	1	11.1%	\$114,544	\$38	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Clerk-Recorder-Elections</b>						
Professional/Personal services contracts	5	2	40.0%	\$59,200	\$10,000	16.9%
Purchasing Transactions	384	81	21.1%	\$729,831	\$214,755	29.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Conservation and Development</b>						
Professional/Personal services contracts	8	5	62.5%	\$253,000	\$233,000	92.1%
Purchasing Transactions	12	7	58.3%	\$78,799	\$39,034	49.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Administration</b>						
Professional/Personal services contracts	11	1	9.1%	\$468,320	\$80,000	17.1%
Purchasing Transactions	2	2	100.0%	\$4,238	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>County Administrator's Office - Clerk of the Board</b>						
Professional/Personal services contracts	1	1	100.0%	\$51,081	\$51,080	100.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Communications and Media</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	2	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Dept. of Information Technology (DoIT)</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	45	12	26.7%	\$541,014	\$245,719	45.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Counsel</b>						
Professional/Personal services contracts	60	60	100.0%	\$15,641	\$15,641	100.0%
Purchasing Transactions	10	10	100.0%	\$4,953	\$4,953	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Dept. Child Support Services (DCSS)</b>						
Professional/Personal services contracts	15	8	53.3%	\$325,745	\$169,035	51.9%
Purchasing Transactions	125	60	48.0%	\$420,888	\$325,745	77.4%
Construction contracts	3	2	66.7%	\$226,968	\$110,846	48.8%
<b>District Attorney</b>						
Professional/Personal services contracts	9	7	77.8%	\$500,524	\$310,024	61.9%
Purchasing Transactions	30	21	70.0%	\$628,724	\$414,199	65.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Employment and Human Services</b>						
Professional/Personal services contracts	13	8	61.5%	\$582,796	\$301,900	51.8%
Purchasing Transactions	274	148	54.0%	\$1,335,180	\$802,177	60.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Health Services</b>						
Professional/Personal services contracts	141	91	64.5%	\$7,009,458	\$4,303,402	61.4%
Purchasing Transactions	180	46	25.6%	\$2,519,605	\$594,704	23.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Human Resources</b>						
Professional/Personal services contracts	5	5	100.0%	\$112,500	\$112,500	100.0%
Purchasing Transactions	19	13	68.4%	\$38,485	\$15,072	39.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Library</b>						
Professional/Personal services contracts	1	1	100.0%	\$81,000	\$81,000	100.0%
Purchasing Transactions	133	55	41.4%	\$308,225	\$182,322	59.2%
Construction contracts		0	0.0%	\$0	\$0	0.0%
<b>Probation</b>						
Professional/Personal services contracts	26	10	38.5%	\$326,817	\$75,312	23.0%
Purchasing Transactions	46	22	47.8%	\$356,452	\$204,479	57.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Defender</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	7	4	57.1%	\$49,071	\$42,309	86.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Works</b>						
Professional/Personal services contracts	17	12	70.6%	\$625,000	\$415,000	66.4%
Purchasing Transactions	402	212	52.7%	\$5,714,145	\$2,712,656	47.5%
Construction contracts	4	0	0.0%	\$700,000	\$0	0.0%
<b>Sheriff</b>						
Professional/Personal services contracts	23	5	21.7%	\$3,630,071	\$533,000	14.7%
Purchasing Transactions	185	73	39.5%	\$5,505,022	\$1,917,990	34.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Treasurer - Tax Collector</b>						
Professional/Personal services contracts	6	4	66.7%	\$66,209	\$47,829	72.2%
Purchasing Transactions	23	9	39.1%	\$99,331	\$36,574	36.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Veterans Services Office</b>						
Professional/Personal services contracts	4	0	0.0%	\$4,112	\$0	0.0%
Purchasing Transactions	12	8	66.7%	\$32,276	\$28,164	87.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**Total Activity Reported**

Professional/Personal services contracts	400	259	<b>64.8%</b>	\$15,506,376	\$7,998,198	<b>51.6%</b>
Purchasing Transactions	2006	815	<b>40.6%</b>	\$19,091,445	\$8,044,184	<b>42.1%</b>
Construction contracts	7	4	<b>57.1%</b>	\$926,968	\$110,846	<b>12.0%</b>



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/11/2017  
**Subject:** Animal Welfare Benefit Fund  
**Submitted For:** Beth Ward, Animal Services Director  
**Department:** Animal Services  
**Referral No.:** IOC 17/8  
**Referral Name:** Animal Benefit Fund Review  
**Presenter:** Beth Ward      **Contact:** Beth Ward (925) 335-8370

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#### **Referral History:**

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 FY 2014/15 expenditures and fund balance of the animal benefit fund. The Committee accepted the staff report and requested a follow-up report from the new Animal Services Director approximately 90 days post-appointment regarding pending needs and possible one-time uses of the funds.

On March 28, 2016, the IOC approved a proposal, attached for reference, 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.

#### **Referral Update:**

Attached is the FY 16/17 report from the Animal Services Director on the Animal Services Fund. Staff has asked the Department to supplement the attached report with information about the number of donations received and amount of donations received in FY 16/17 and the amount of fund balance remaining as of 6/30/17.

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

ACCEPT FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund.

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#### **Attachments**

2016/17 Animal Benefit Fund Report

Archived 4-19-16 Report to BOS on Animal Benefit Fund

Archived 9-14-15 Report to IOC on Animal Benefit Fund

**Minutes Attachments**

*No file(s) attached.*

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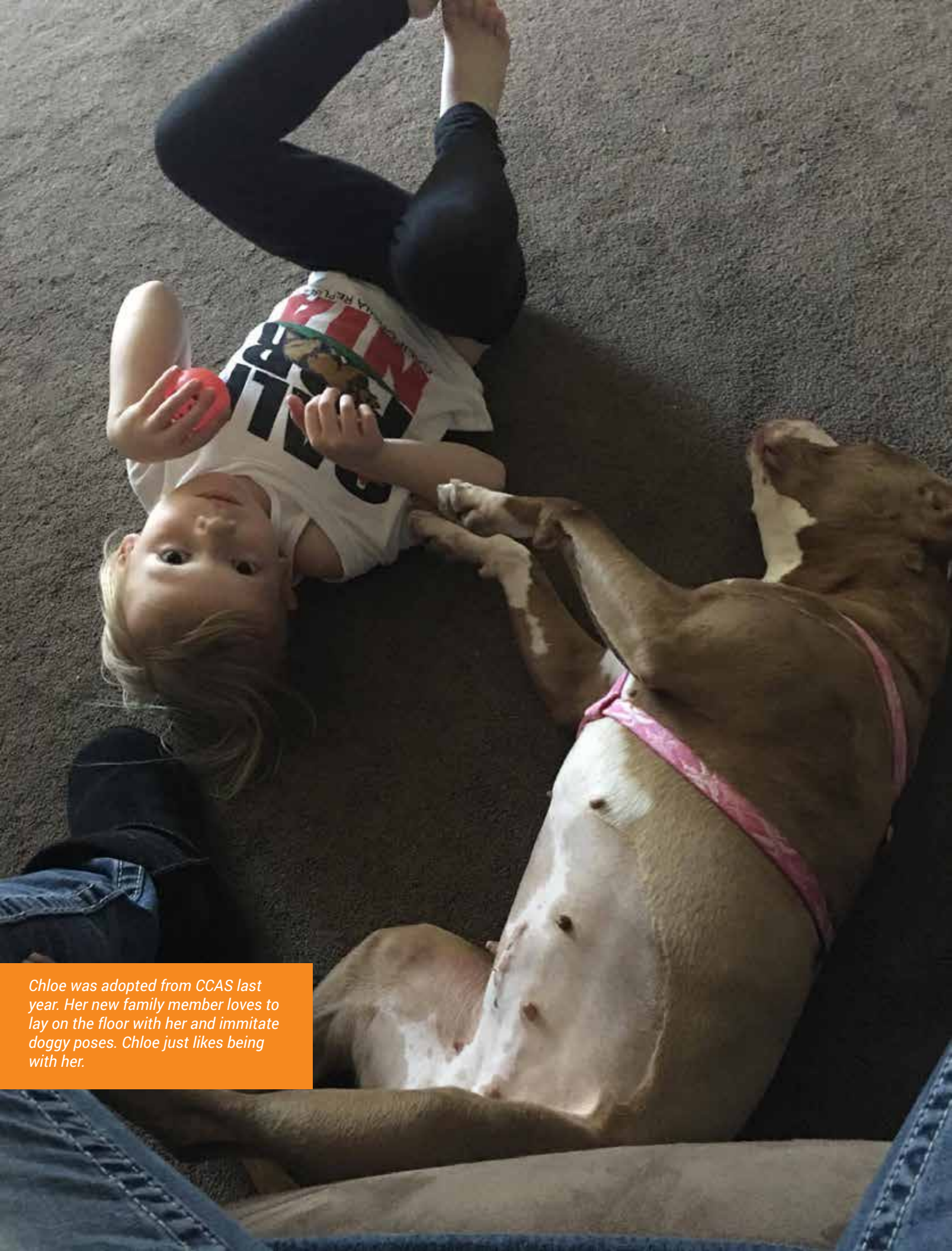
Contra Costa Animal Services

# Animal Benefit Fund Report



September 2017

4800 Imhoff Pl  
Martinez, CA 94553  
[www.ccasd.org](http://www.ccasd.org)



*Chloe was adopted from CCAS last year. Her new family member loves to lay on the floor with her and immitate doggy poses. Chloe just likes being with her.*



# Introduction

It is our pleasure to present Contra Costa Animal Services' (CCAS) annual report for the Animal Benefit Fund (ABF). This is the first time we have published a comprehensive review of the ABF's activities, and it marks the progress we believe we have made in strengthening and modernizing our ability to care for the animals in our shelters.

The Animal Benefit Fund was established by the Contra Costa Board of Supervisors in 1986 as a way to accept monetary donations from compassionate individuals who wanted to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters, and to enhance programs of humane welfare and education for the residents of Contra Costa County.

In FY16/17, ABF funds were allocated to a range of projects and initiatives geared towards enhancing the care and enrichment of our animals. Propelled by the collective generosity of nearly [XXX] donors who contributed, CCAS was able to make significant improvements in the areas of increasing adoptions, enabling families to retain their pets (thus keeping them out of the shelter), augmenting spay and neuter services in the County and amplifying awareness of CCAS and the importance of licensing and microchipping among other things.

Behind every number is a story. This report highlights a few of those that touched and inspired us, and spurred us to action. For that, our thanks go to the community, adopters, transfer partners, staff and volunteers who either contributed to the fund, adopted an animal into their home or organization, or who gave their time or talent to ensure the best outcomes possible for the animals in our care. The heart-warming results you will read about here are testament to the spirit of compassion, innovation and hard work exhibited by CCAS in the last fiscal year.

*The Smith-Cash family adopted Oso (now Sammy) and they say he is the love of their lives! He loves to play and cuddle with his lil Chihuahua sister. "To the volunteer who sat in the main lobby with Oso in January. I was there to meet a different dog, but you said "Oso is great, don't you want to meet with him?" I thought, maybe. My son and I ended up meeting with him last out of 3 other dogs and we knew he was the one. He has completely changed my life and brings me joy every second of every day. So much so, I volunteered to foster Calgary (another dog at the shelter). I am committed to saving and being the voice of such beautiful animals. Sammy is amazing and the aloof and shy Calgary is now nestled up with a loving heart, kisses and full belly. Thank you who ever you are! You changed my life!!"*

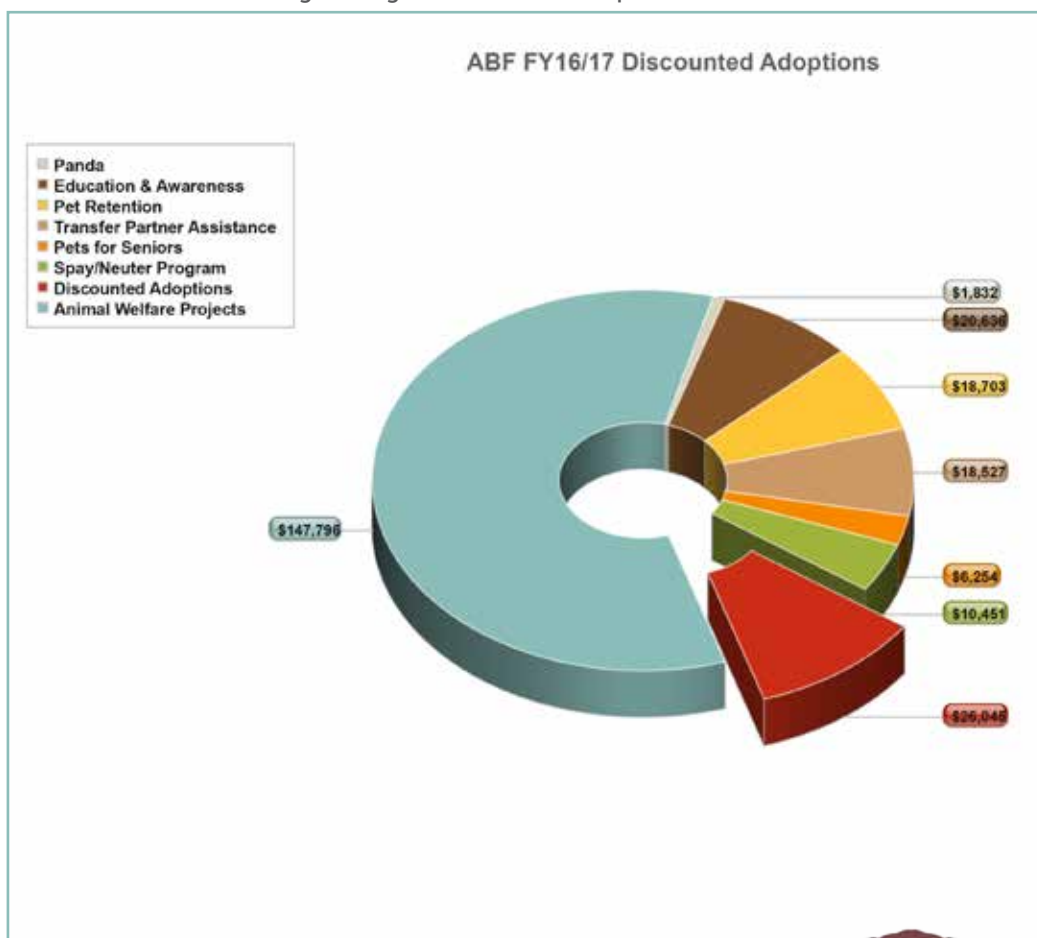




*At the time of adoption, Lapin, the adorable grey kitty, had been the longest resident at the shelter.*

# Adoptions

The ABF supported a range of free and reduced fee adoption promotions in FY16/17 to remove financial barriers to adoption. These promotions were a significant contributing factor to CCAS achieving its largest number of adoptions in the last decade.



## Discounted Adoption Programs Supported by the Fund

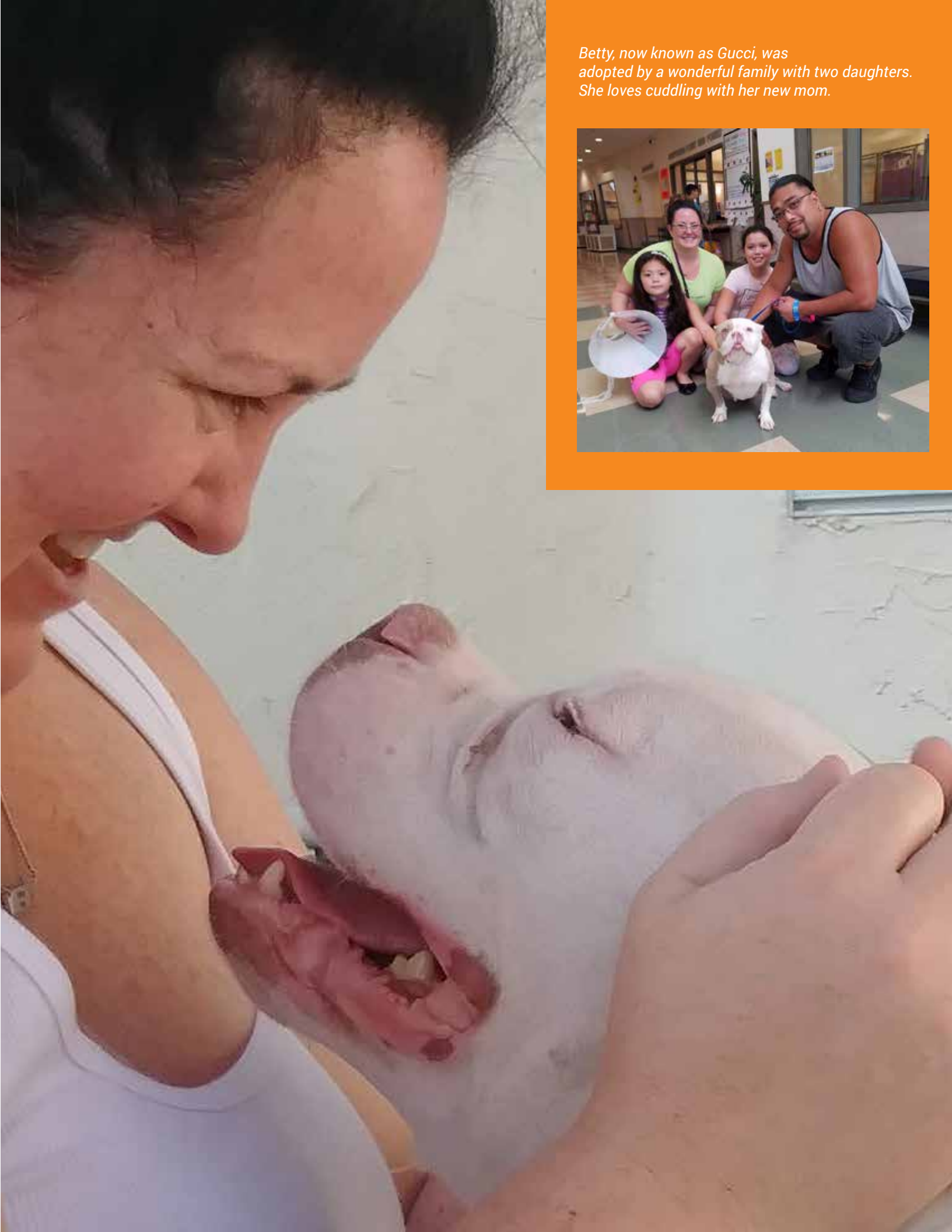
- Barkers Dozen (July-September 2016)
- Clear the Shelter (July 2016)
- June Extended Special (June 2017)
- Senior for Senior Special (2016-present)
- 2 for 1 Cat Special (Need to get date)
- 9 Lives Cat Special (August 2016)
- Adopt A Bull Dog Special (March 2017)



**\$26,045**

allocated to Discounted Adoptions and promotions resulted in 721 animals being placed in loving homes.



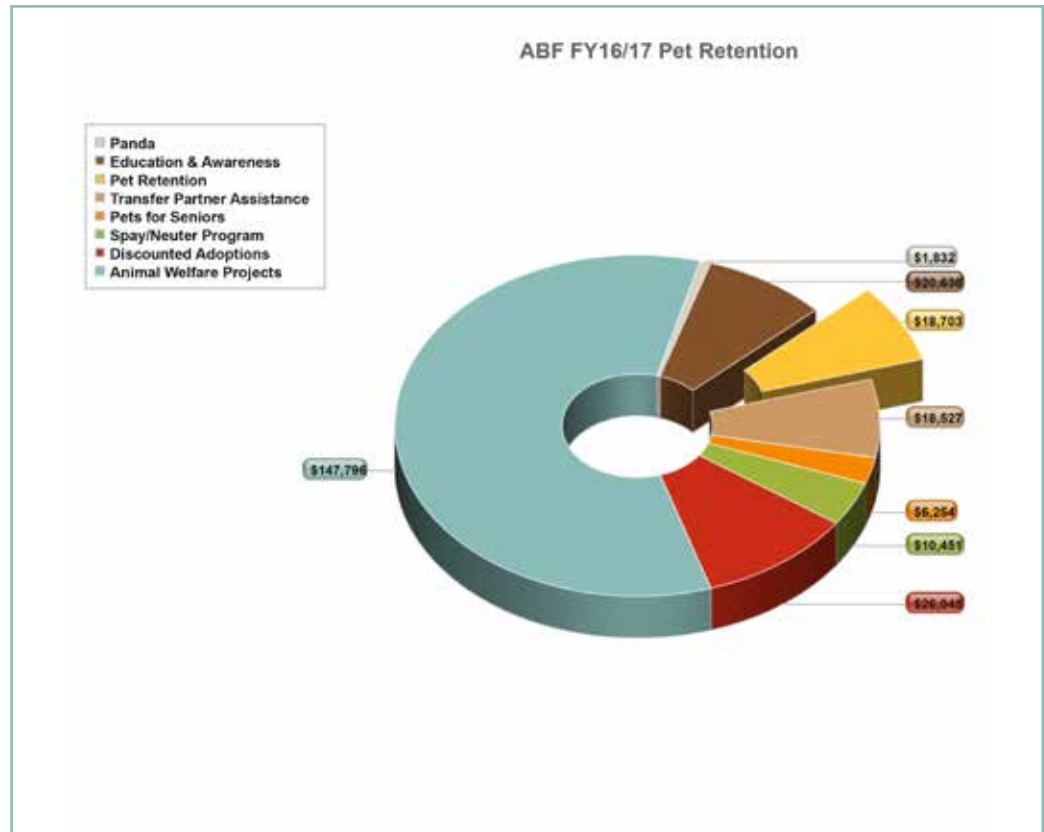


*Betty, now known as Gucci, was adopted by a wonderful family with two daughters. She loves cuddling with her new mom.*



# Pet Retention Program

A truly innovative and effective program, CCAS' Pet Retention Program has proven wildly effective in keeping animals in their homes and out of our shelters. In FY16/17, ABF funding supported the development of this new program – a partnership between Tony La Russa's Animal Rescue Foundation and CCAS - in its first full year of operation.



## Pet Retention Allocation

- Medical Assistance - 80%
- Training & Behavior - 10%
- Other (pet deposits, boarding, food) - 10%



**\$18,701**

Allocated to Pet Retention to keep pets in their homes.

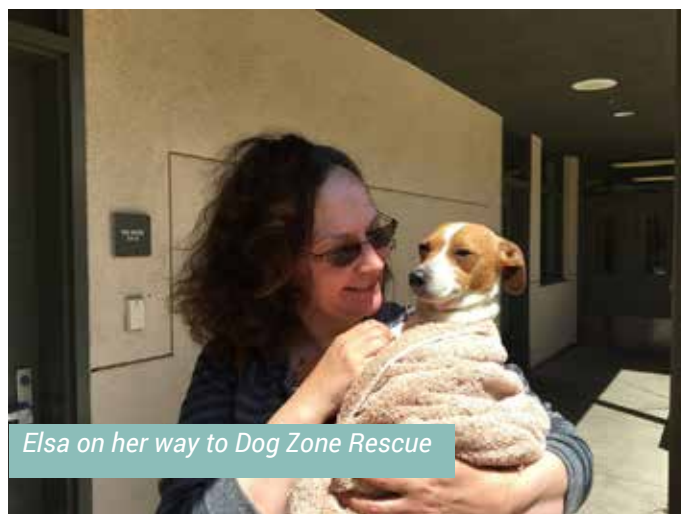
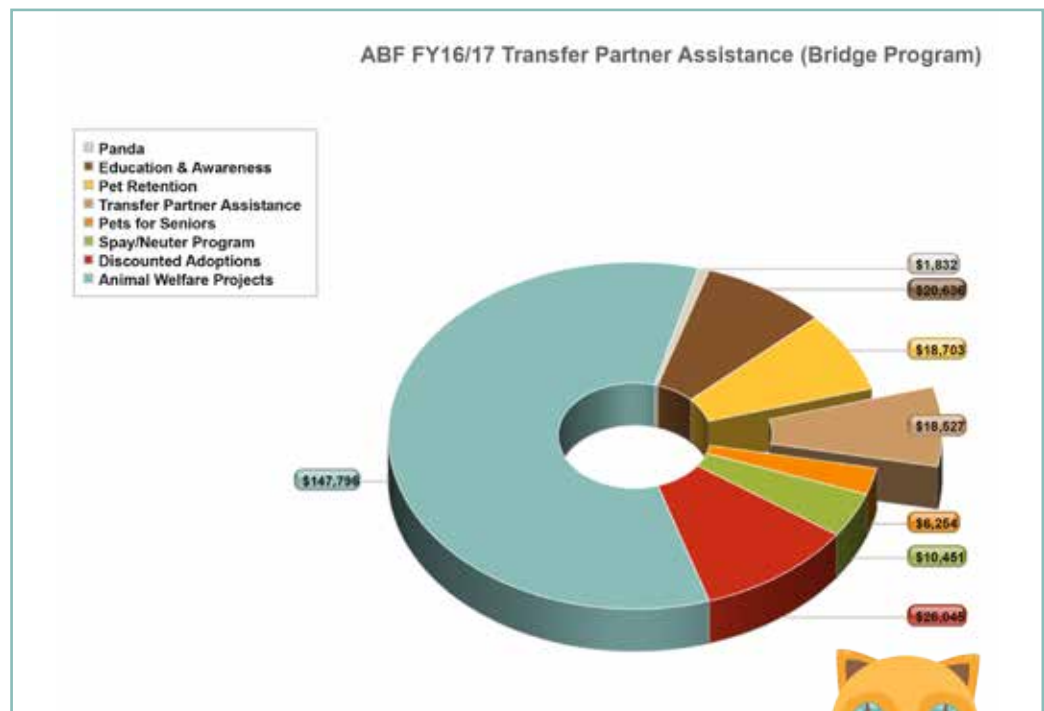


*This is one of 14 dogs San Jose Animal Care Services transferred to their facility in just one day.*



# Transfer Partner Assistance

Launched in 2016, the CCAS Bridge Program was developed as a mechanism to assist our transfer partners in adopting more animals, particularly those with medical or behavioral issues, by providing financial assistance that will help to alleviate the costs of medical and other services transfer partners incur as a result of pulling special needs animals. In addition to removing financial barriers that often prevent transfer partners from pulling special needs animals, the Bridge Program has also helped to foster stronger relationships with local vet hospitals and veterinarians.



**\$18,527**

Allocated to assist transfer partners with transferring animals from the shelter.

Over a dozen transfer partners utilized fund

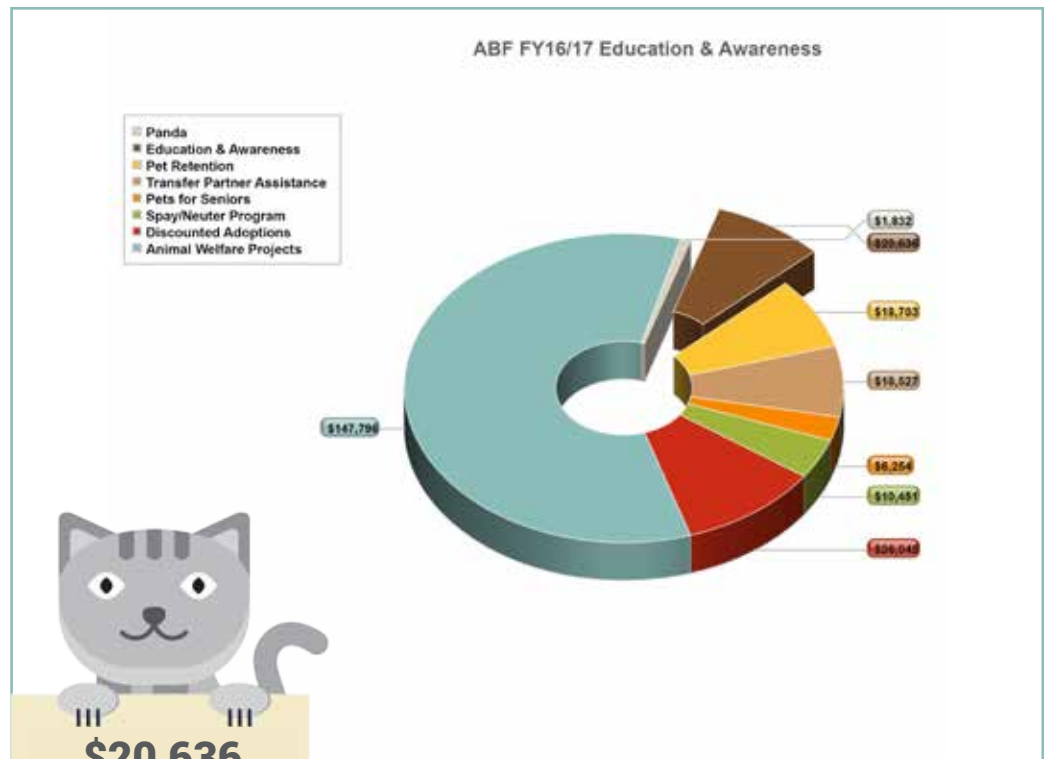
15 animal hospitals



*Spending time reading to animals allows children to build a connection with the animals while also improving the child's reading skills. The animals get the benefit of companionship and a warm lap.*

# Education & Awareness

Ensuring that our community is aware and educated about CCAS and the benefits of adoption is a key element in engaging residents in meaningful ways. Over the last fiscal year, ABF funds supported an array of projects that sought to increase awareness and garner goodwill towards the department. From developing television PSAs highlighting the compassion of our department and the importance of licensing, to strategic use of social media to engage underserved communities, ABF funds have allowed CCAS to take our marketing and public education game to the next level.

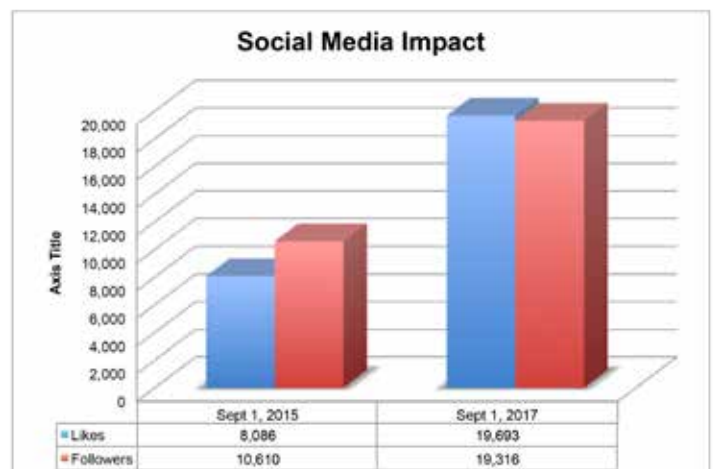


Allocated to education and awareness.

Two TV PSAs for CCAS Goodwill and Licensing.

FB ads to boost adoption specials.

Quantify success with FB metrics, video views, and other tracking mechanisms.



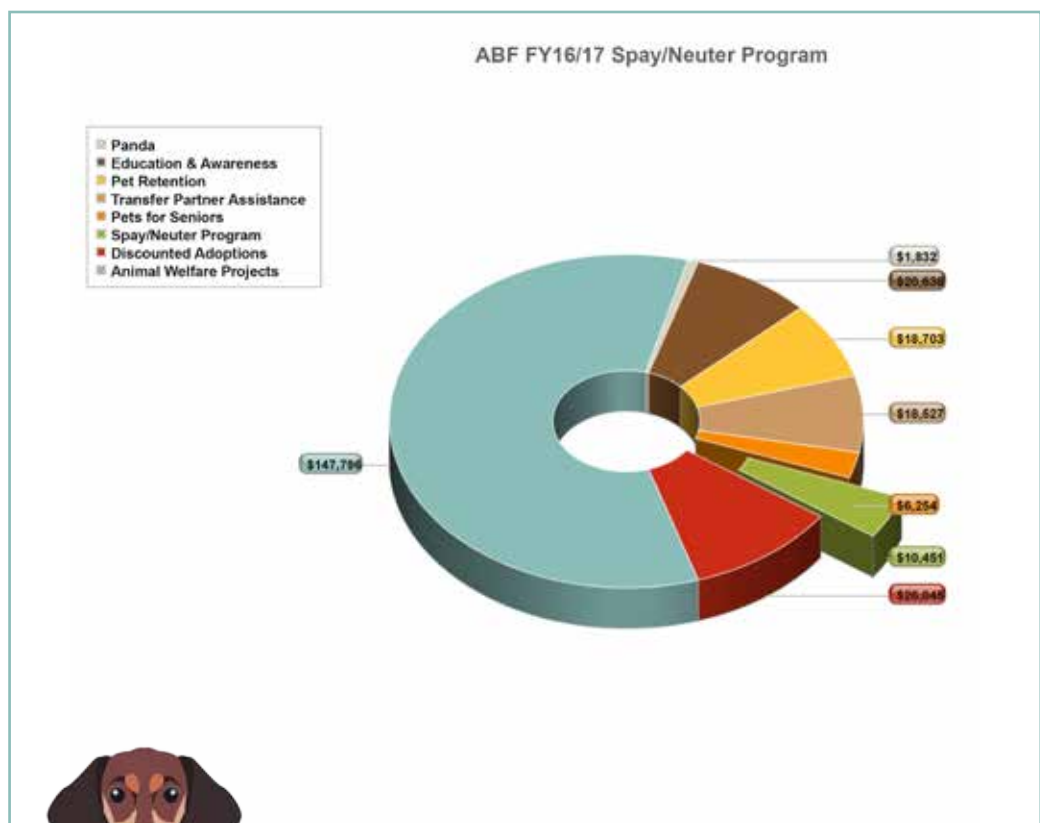




*Monte was adopted to a wonderful couple who live in Napa. Monte (now Jem) has a huge yard to run in, goes on 2-3 mile walks and has a sister Maple. "It's as if they've always known each other." Jem's Momma, Betsy, said when she checked in to say that he is doing great. She sent photos of Jem living the good life, being loved by his very own family in his very own home.*

# Spay & Neuter Programs

In FY16/17, CCAS allocated over \$10,000 in ABF funds to address the dearth of low-cost spay and neuter services in Contra Costa County. Through strategic partnerships with Fix our Ferals, SNIP and others, CCAS was able to support the spaying and neutering of many animals that would have not have otherwise been altered due to cost. From dogs and cats, to rabbits and potbellied pigs, CCAS is always seeking new ideas and partnerships to increase low-cost spay and neuter programs in Contra Costa County.



**\$10,451**

Allocated to Spay & Neuter Programs.

4,726 surgeries

Four hospital partners

## List of Partners

- Animal Rescue Foundation
- Sacramento SPCA
- California Pot Bellied Pig
- SNIP



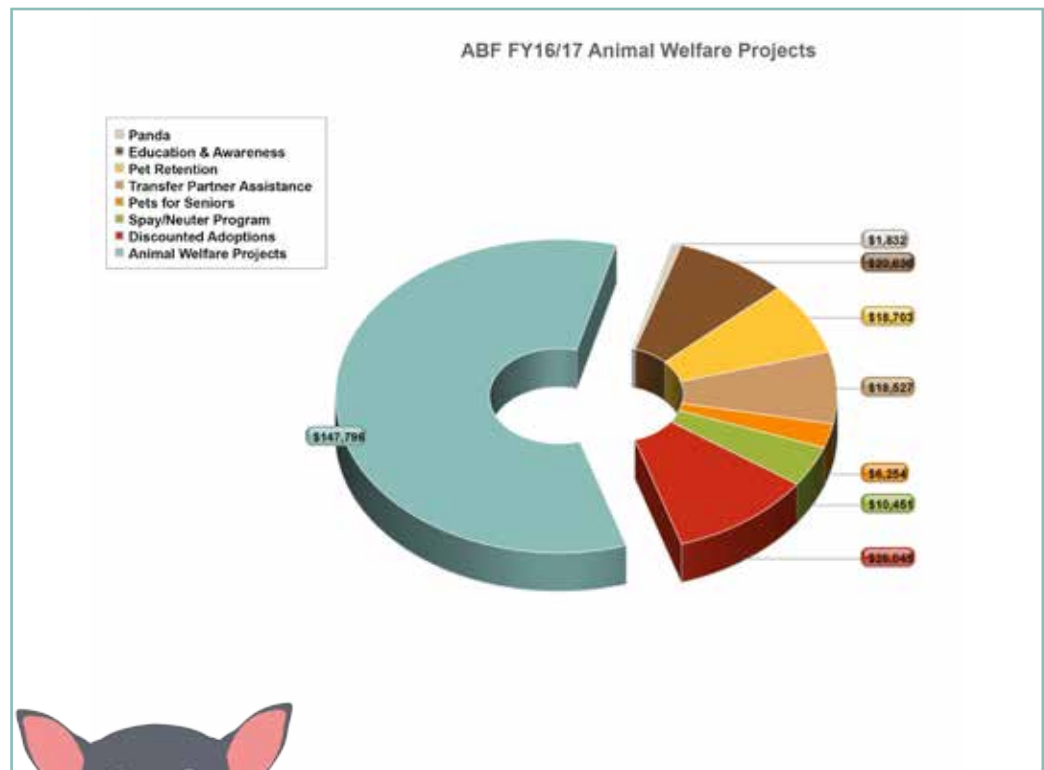


*One of our Running Dog Little Wheels alumni, Mikey was adopted to a loving family who shared this update with us:*

*"Mikey loves hiking, exploring, and running (Mikey was previously a member of Little Wheels Running Club). Mikey loves his roommates, a Greyhound and a Husky. Mikey is doing great in the Contra Costa County Small Dog Class. I can't imagine my life without Mikey."*

# Animal Welfare Projects

The majority of ABF expenditures in FY16/17, CCAS implemented numerous animal welfare projects and initiatives geared towards enhancing the direct enrichment and care of CCAS animals. From new “cat condos,” enrichment and agility equipment for dogs, to a new outside exercise space for quarantined animals and a feral cat environment, CCAS improved enrichment opportunities by leaps and bounds.



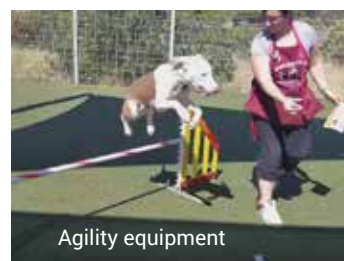
**\$147,796**

Allocated to animal enrichment and care projects.

Cat condos

Agility equipment

Animal Transport Vehicle



Agility equipment



Cat Condos

# Financials

## Animal Benefit Fund Totals

ABF FY 16/17 Totals:				
	Amount Spent	Amount Budgeted	Variance	Recommendation for next year
Panda	\$1,832.00	\$5,000.00	\$3,168.00	\$5,000.00
Education & Awareness	\$20,636.32	\$5,000.00	(\$15,636.32)	\$25,000.00
Pet Retention	\$18,702.51	\$50,000.00	\$31,297.49	\$30,000.00
Transfer Partner Assistance	\$18,527.02	\$25,000.00	\$6,472.98	\$25,000.00
Pets for Seniors	\$6,254.00	\$10,000.00	\$3,746.00	\$10,000.00
Spay/Neuter Program	\$10,451.04	\$45,000.00	\$34,548.96	\$45,000.00
Discounted Adoptions	\$26,045.00	\$30,000.00	\$3,955.00	\$75,000.00
Animal Welfare Projects	\$147,796.00	\$10,000.00	#REF!	\$85,000.00
<b>Totals</b>	<b>\$250,243.89</b>	<b>\$180,000.00</b>	<b>#REF!</b>	<b>\$300,000.00</b>

## Discounted Adoptions

Vender:

Discounted Adoption Program

2 for 1 Cat Special	\$3,079.00
9 Lives Cat Special	\$250.00
Adopt-A-Bull Dog Special	\$4,726.00
Barkers Dozen	\$534.00
Clear the Shelter	\$16,136.00
June Extended Special	\$575.00
Senior for Senior Special	\$745.00
2 for 1 Cat Special	\$3,079.00
9 Lives Cat Special	\$250.00
Adopt A Bull Dog Special	\$4,726.00

<b>Fund is \$30,000</b>	<b>\$26,045.00</b>
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Vendor:	Reason	Jan-17	Feb-17	Apr-17	Jun-17	Cost
Comcast Spotlight	Marketing	\$2,578.50				\$2,578.50
Castaway Creative	Marketing	\$2,985.00				\$2,985.00
Comcast Spotlight	Marketing	\$1,021.50				\$1,021.50
Comcast Spotlight	Marketing		\$5,656.00			\$5,656.00
Print/Mail Coloring Books	Volunteer -marketing		\$2,395.32			\$2,395.32
The Path Ahead	Marketing- Mission Reunite			\$6,000.00		\$6,000.00
					<b>Total:</b>	<b>\$20,636.32</b>

# Financials

## Spay/Neuter Program

Vender:	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Apr-17	Total
Animal Rescue Foundation	\$850.00	\$1,695.00	\$2,571.99	\$1,534.64	\$615.00		\$651.20		\$7,917.83
Sacramento SPCA			\$870.00						\$870.00
California Pot Bellied Pig				\$253.43	\$390.00				643.43
SNIP			\$150			\$457.39	\$105.00	\$457.39	\$1,019.78
Homeless spay/neuter Noell									
<b>Total</b>									<b>\$10,451.04</b>

## Animal Welfare Projects

Animal Benefit Funds Already Allocated		Date 1/24/2017
Vendor	Cost	
Affordable Agility	\$100.71	
Affordable Agility	\$1,415.52	
Clean Run Productions	\$277.96	
Discount Playground Supply	\$1,724.92	
Max 200 Performance Dog Equipment	\$594.98	
Paul Cesare installer	\$6,200.00	
Shor-line	\$22,551.88	
Shor-line	\$20,225.04	
Shor-line	\$20,225.04	
Shor-line	\$1,575.98	
Fencing/Material/Installation		
Doggie Pot Signs	\$1,395.99	
Water spigots/pipes install/insulation cost		
<b>Total:</b>	<b>\$76,288.02</b>	

# ARCHIVED BOS REPORT

C.48

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: April 19, 2016



Contra  
Costa  
County

Subject: ANIMAL BENEFIT FUND

---

## RECOMMENDATION(S):

1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
  - authorize the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (NOTE: County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000);
  - approve the continued use of the Animal Benefit Fund;
  - establish new programs that receive assistance under that Fund;
  - authorize the Animal Services Director to solicit donations for the benefit of shelter animals;
  - direct the Animal Services Director to file a report with the Board of Supervisors every quarter that describes the source and value of each gift; and
  - direct the Animal Services Director to submit a report annually to the Internal Operations Committee regarding the impact of the Animal Benefit fund on our community animals and families.

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **04/19/2016** ☒ APPROVED AS  
RECOMMENDED

☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 19, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Beth Ward (925)  
335-8370

# ARCHIVED BOS REPORT

## RECOMMENDATION(S): (CONT'D)

>

## FISCAL IMPACT:

No impact to the General Fund. The Animal Benefit Fund is the repository for community donations that help to fund unmet needs of animals impounded at County shelters. The Animal Services Department anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

## BACKGROUND:

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. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

On September 14, 2015, the CAO reported to the IOC on the history of the Animal Benefit Fund (**report attached hereto for reference**). With the retirement of former Animal Services Director Glenn Howell, further study on this referral was suspended until the new department director, Beth Ward, could review the history and provide input and advice to the Committee. Following is the report and recommendations presented Ms. Ward to the Internal Operations Committee, and which the IOC approved, on March 28, 2016.

## I. BACKGROUND ON THE CONTRA COSTA COUNTY ANIMAL SHELTER

The Contra Costa County Animal Shelter (CCCAS) receives approximately 12,000 live domestic and livestock animals annually. CCCAS' budget is designed to cover the basic needs of incoming stray, abandoned, and homeless animals and our County licensing and field services departments. The basic needs include food, prophylactic medical care (spay/neutering), antibiotics and general veterinary supplies, emergency veterinary treatment, sterilization, microchips, and collars/travel boxes for animals.

As an open-door agency, the CCCAS accepts animals suffering from medical or behavioral conditions that while treatable, may initially disqualify the animal from placement into a new home. CCCAS' operating budget is currently not designed to fund extended medical rehabilitation for injured/ill animals, behavior management, foster care supplies for orphaned animals, supplies designed to enhance animal enrichment in the shelter environment, or marketing and outreach efforts aimed at increasing adoptions.

## II. THE ESTABLISHMENT OF THE ANIMAL BENEFIT FUND

In 1988, the CCCAS created the Animal Benefit Fund. The original purpose of the Animal Benefit Fund was to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the creation of the Animal Benefit Fund, monetary contributions and donations for services and supplies for animal welfare have provided for unfunded needs of the animals impounded in CCCAS. These donations have come in the form of grants or "soft ask" gifts over the counter or from our website.

## III. PROPOSAL TO EXPAND THE 1988 AUTHORIZATION

In order to increase our ability to create more funding opportunities and clarity around how funds will be used, the CCCAS is requesting that the Board increase the authority of the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355, approve the continued use of the Animal Benefit Fund, establish new programs that receive assistance under that Fund, authorize the Animal Services Director to solicit donations for the benefit of shelter animals, and require the Animal Services Director to provide an annual

# ARCHIVED BOS REPORT

report to the Internal Operations Committee.

The following are the program descriptions:

**Animal Benefit Fund:** Animals have a variety of needs, and CCCAS does not always have the funds to address those needs. The Animal Benefit Fund may be used for such needs as medical treatment of a sick/injured dog, orthopedic repair for a damaged limb, veterinary diagnostic tests, kennel enrichment in the form of toys and beds, upgraded dog training supplies for volunteers such as training collars/harnesses, nutritional supplies for orphaned puppies and kittens, print or radio advertising to promote adoptions, and spay/neuter efforts. In addition to monetary donations to the Animal Benefit Fund, wish lists, in-kind gifts, Amazon Smile gifts, and gift cards to pet stores, home improvement stores, and other big box stores can also help us with these needs.

The Animal Benefit Fund would support the following seven new programs:

**(1) Panda's Gift Program:** This program is for emergency vet care and goes to help animals like Panda, a dog who was brought to us in distress, in labor with a deceased puppy stuck inside, an old injury to her left eye and in overall poor condition. Our medical team acted quickly, rushing her into surgery, removed the puppy from the birth canal, performed an Ovariohysterectomy, and did a third eyelid flap to protect her injured eye. Panda quickly recovered from her surgery and acted like a new pup, snuggling with her foster family and learning what it felt like to be safe and loved. A family met and fell in love with Panda and took her home to join their household. Without donations to this fund, happy endings like Panda's would not be possible.

**(2) Education Program:** This program is to help pet owners resolve behavioral problems that might cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create education programs for school age children. CCCAS will be creating a program where local trainers will work with pet owners, shelter dogs, volunteers and foster homes on reducing various behavioral problems, resulting in fewer surrenders and more successful adoptions. This program can also help to support humane education in our communities.

**(3) Shelter Intervention Program:** Often times families get into a crisis situation where they turn to surrendering their pet to a shelter. Our intervention program would help to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, and grooming.

**(4) Transfer Partner Assistance Program:** This program would provide support to our smaller transfer partners, who help save the lives of animals with medical concerns or basic Spay/Neuter support for animals pulled from CCASD.

**(5) Spay and Neuter Program:** This program would make spay and neuter more affordable and accessible in our County by establishing a donation subsidized voucher program to provide free or low cost spay/neuter surgeries in collaboration with local veterinarians.

**(6) Pets for Seniors Program:** A pet is sometimes the only companion our community's elders have, and the health and psychological benefits of having a pet are well-documented. This program pays a portion of the adoption fee for qualifying seniors, allowing them to use the money they saved to help pay for the initial items necessary for keeping a pet. This program may also be used to help seniors on limited incomes to keep animals in their lives when they may have had to give up their furry companion due to lack of money for basic daily needs or medical concerns.

**(7) Discounted Adoption Program:** Sometimes, we are critically full of pets waiting for new homes. Rather than euthanize healthy adoptable or treatable animals, CCCAS discounts the adoption of pets to give people even more of an incentive to adopt. CCCAS also participates in national adoption events, promoting the placement of shelter animals. We are only able to offer reduced-fee adoptions when we have donated funding available.

# ARCHIVED BOS REPORT

## IV. OTHER PROPOSALS COVERED IN THE EXPANDED AUTHORIZATION

In addition to approving the formation of the new programs described above, the expanded authorization would delegate to the Animal Services Director the power to accept any gift, bequest, or devise made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided that shares the impact of the Animal Benefit fund on our community animals and families. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. The monies in these funds are not intended to replace General Funds, rather they are intended to supplement and enhance our care for animals and support of the public.

CCCAS is also requesting that the Director be authorized to solicit monetary contributions through methods such as request forms included in dog license mailing, website information, and adopters and owners surrendering pets being given the opportunity to assist other shelter animals by contributing at the time of their transaction. Donations will be tax-deductible and acknowledged in writing to the donor.

Gifts by donors may be designated directly to a specific gift fund or program. Gifts received with no instruction as to the use for a specific area or program or funds donated for “general animal welfare” will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund raising activities shall be considered undesignated gift funds.

The Director will utilize these funds in a manner that is consistent with the specific purpose for which they were donated. It is also important to recognize that these are donated funds and as such the use of the funds to pay businesses, organizations and fund voucher programs for various services to support the CCCASD programs would not be considered “gifts of County funds”.

Each year, the Director will recommend expenditures from the Animal Benefit Fund through the budgetary process. Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Should the CCCAS wish to expend more than \$25,000 per purchase order, CCCAS must submit a request in writing for approval by the Board of Supervisors.

The CCCAS anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

### ATTACHMENTS

Public Comment Received at the 3/28/16 IOC Meeting

9/14/15 Archived Report to IOC on the Animal Benefit Fund



# ARCHIVED IOC REPORT



## Contra Costa County Board of Supervisors

### Subcommittee Report

#### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/14/2015  
**Subject:** Animal Welfare Benefit Fund  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 15/14  
**Referral Name:** Animal Benefit Fund Review  
**Presenter:** Timothy Ewell      **Contact:** Timothy Ewell (925) 335-1036

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#### **Referral History:**

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. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

#### **Referral Update:**

Staff has included information to assist the Committee discussion, including a copy of a board order from 1988 seeking to make the Animal Benefit Fund (Fund No. 133200) interest bearing, a ten-year revenue and expenditure history, current fund balance and detailed expenditures from fiscal year 2014/15.

The Resolution establishing the Fund could not be located; however, staff has included a Board Order that clarifies in its background:

*"...to avoid disputes as to the disbursement of money in the fund, the Animal Services Director is authorized to make disbursements which, in his or her judgment, are in the best interest of the animals in the custody of the County."*

This has been a continued practice of the department and applies to both one-time capital expenditures and reimbursement for various services and supplies that benefit animals being housed by the County. It is important to note that this practice does not supersede County procurement requirements, which among other things, require purchase orders or contracts exceeding \$100,000 to be approved by the Board of Supervisors. In addition, expenditures between \$25,000 and \$100,000 must be approved by the County Administrator's Office following recommendation by a department head.

# ARCHIVED IOC REPORT

In the most recent fiscal year, the Animal Services Department recommended and the Board approved one-time expenditures totaling \$309,925: \$170,000 for a Mobile Adoption Van and \$139,925 for stainless steel rolling cat cages. Both Board Orders are included in this agenda packet for reference.

The current fund balance in the Animal Benefit Fund for the fiscal year ending June 30, 2015 is \$645,555; however, it is important to note that the Fund has not yet been charged for the Mobile Van or the full costs of the acquisition of stainless steel cat cages.

Senior Deputy County Administrator Timothy Ewell will be present to provide a verbal report introducing the issue to the Committee. Interim Animal Services Director Glenn Howell has been invited to the Committee meeting to assist in answering any questions that the Committee may have.

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

1. ACCEPT report on the Animal Benefit Fund; and,
2. PROVIDE direction to staff regarding next steps.

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## **Attachments**

Board Order Animal Benefit Fund Interest Accrual 7-12-88

Animal Benefit Fund 10 Year Expenditure History

Animal Benefit Fund Balance as of 8-30-15

Board Order Mobile Van Purchase 2-3-15

Board Order Cat Cages Purchase 2-3-15

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# ARCHIVED IOC REPORT

TO: BOARD OF SUPERVISORS  
FROM: Diane Iwasa, Director  
Animal Services Department  
DATE: June 15, 1988  
SUBJECT: Authorization for Interest Accrual to the Animal Benefit Fund.



Contra  
Costa  
County

## SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

### RECOMMENDATION

The Animal Services Department is currently depositing donations to the Department in the Animal Benefit Fund.

The Board acknowledges and approves this practice and also authorizes the present amount in the Animal Benefit Fund and future additions to the fund to be invested for maximum return with interest to be credited to the fund with quarterly reviews to add interest to principal.

### BACKGROUND

The Animal Services Department receives donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the monies received are donated for a specific purpose, the interest accruing from monies deposited in this account should be credited to the benefit fund. In order to avoid disputes as to the disbursement of money in the fund, the Animal Services Director is authorized to make disbursements which, in his or her judgment, are in the best interest of the animals in the custody of the County.

CONTINUED ON ATTACHMENT: ☐ YES

SIGNATURE: Diane Iwasa

☐ RECOMMENDATION OF COUNTY ADMINISTRATOR

☐ APPROVE

☐ RECOMMENDATION OF BOARD COMMITTEE

☐ OTHER

SIGNATURE(S):

ACTION OF BOARD ON July 12, 1988

APPROVED AS RECOMMENDED ☒ OTHER ☐

### VOTE OF SUPERVISORS

☒ UNANIMOUS (ABSENT ---)

AYES:                      NOES:                     

ABSENT:                      ABSTAIN:                     

cc: County Administrator  
Auditor-Controller  
Animal Services

I HEREBY CERTIFY THAT THIS IS A TRUE  
AND CORRECT COPY OF AN ACTION TAKEN  
AND ENTERED ON THE MINUTES OF THE BOARD  
OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED July 12, 1988

PHIL BATCHELOR, CLERK OF THE BOARD OF  
SUPERVISORS AND COUNTY ADMINISTRATOR

BY C. Matthews

DEPUTY

# ARCHIVED IOC REPORT

0369	ANIMAL BENEFIT FUND	10 Year Total	2014/15 Actual	2013/14 Actual	2012/13 Actual	2011/12 Actual	2010/11 Actual	2009/10 Actual	2008/09 Actual	2007/08 Actual	2006/07 Actual	2005/06 Actual
	<b>SUMMARY</b>											
E2000	Services and Supplies	60,384	1,000	0	0	0	0	0	0	59,384	0	0
E3000	Other Charges	22,454	0	0	0	0	0	0	0	22,454	0	0
E5000	Expenditure Transfers	691,818	162,440	66,022	100,029	178,627	0	0	184,700	0	0	0
TOTEXP	TOTAL EXPENDITURES	774,657	163,440	66,022	100,029	178,627	0	0	184,700	81,839	0	0
TOTREV	GROSS REVENUE	1,074,480	136,838	171,539	161,727	152,507	73,032	70,248	135,945	78,104	48,454	46,086
<b>NETCOST</b>	<b>NET FUND COST (NFC)</b>	<b>(299,823)</b>	<b>26,602</b>	<b>(105,517)</b>	<b>(61,698)</b>	<b>26,120</b>	<b>(73,032)</b>	<b>(70,248)</b>	<b>48,755</b>	<b>3,735</b>	<b>(48,454)</b>	<b>(46,086)</b>
	<b>EXPENDITURES</b>											
2352	Witness Fees & Expenses	1,000	1,000	0	0	0	0	0	0	0	0	0
2479	Other Special Departmental Exp	59,384	0	0	0	0	0	0	0	59,384	0	0
3611	Interfund Exp - Gov/Gov	22,454	0	0	0	0	0	0	0	22,454	0	0
5011	Reimbursements-Gov/Gov	513,191	162,440	66,022	100,029	0	0	0	184,700	0	0	0
5016	Intrafund-Trans-Gov/Gov	178,627	0	0	0	178,627	0	0	0	0	0	0
	<b>REVENUE</b>											
9070	Animal Licenses	27	27	0	0	0	0	0	0	0	0	0
9181	Earnings on Investment	73,664	2,464	1,793	2,135	2,520	1,964	1,435	5,499	17,905	21,557	16,392
9721	Spay Clinic Fees	770	0	0	0	0	0	0	0	0	0	770
9725	Misc Humane Services	788	0	0	0	0	0	96	642	0	0	50
9874	Autopsies & Medical Reports	52	0	0	0	52	0	0	0	0	0	0
9945	Sundry Taxable Sale	2,403	0	0	0	0	0	0	2,958	0	0	(555)
9965	Restricted Donations	996,277	134,347	169,746	159,592	149,935	71,068	68,718	126,846	59,699	26,897	29,429
9966	Misc Grants & Donations	500	0	0	0	0	0	0	0	500	0	0

FUND BALANCE CALCULATION		
FUND #	133200	ANIMAL BENEFIT
ASSETS	\$645,554.97	Account #'s 0010 - 0490
- LIABILITIES	\$0.00	Account #'s 0500 - 0690
= FUND BALANCE	\$645,554.97	Account #'s 0700 - 0990  Fund Balance listed is Total Fund Balance and may include restricted monies such as encumbrances
As-Of Date	8/31/2015	(FISCAL YEAR PY)
Two ways to determine Fund Balance:		
Assets minus Liabilites	\$645,554.97	Total of ending balances for all accounts 0010 - 0690
Fund Balance	-\$645,554.97	Total of all accounts in the 0700 - 0990 range EXCLUDING the six Budgetary accounts:  0710 Reserve for Encumbrances 0760 Budget Control - PY Encumbrances 0780 Budgetary Control - Current Year 0910 Estimated Revenue 0930 Appropriations PY & CY 0940 Encumbrances  These six accounts should always be ignored when calculating Fund Balance.  Normally, the accounts remaining after exclusion will be:  0750 Fund Balance Available 0810 (0800) Revenue (or Receipts) 0820 (0830) Expenditures (or Disbursements) 0860 Fund Transfers

You can calculate the FUND BALANCE as of the latest daily or period-end **General Ledger**. Please enter the Fund Number to calculate:

Fund #: 133200

As of the latest...

DAILY run for: Current Year \* Prior Year  
PERIOD-END for: FY 2015-16 \* FY 2010-11 FY 2005-06  
FY 2014-15 FY 2009-10 FY 2004-05



# ARCHIVED IOC REPORT

C. 45



Contra  
Costa  
County

To: Board of Supervisors  
From: Glenn E. Howell, Animal Services Director  
Date: February 3, 2015

Subject: Mobile Adoption Vehicle Resolution

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Animal Services Department, to execute a purchase order with La Boit Specialty Vehicles in an amount not to exceed \$170,000.00, to procure a mobile adoption vehicle, per Bid No. 1411-110.

## **FISCAL IMPACT:**

Cost is to be charged directly to the Animal Services Department and will be 100% funded by donations to the Animal Services Department. No additional County costs are anticipated under this Resolution.

## **BACKGROUND:**

A modern mobile adoption vehicle is long overdue. It will enhance our exposure at our weekly mobile adoption events, make for a great marketing tool, and most importantly improve our efforts to place animals into loving homes. The old adoption van is noisy and uncomfortable for animals and very unsettling for many dogs during transport. A new adoption van will be quiet and comfortable for the animals during transport. It will afford us the opportunity for the first time to bring cats to mobile adoption events. It has viewing areas that are comfortable not just for the animals, but for the public as well.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: 02/03/2015



APPROVED AS  
RECOMMENDED



OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Mary N. Piepho, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 3, 2015

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Kathy O'Connell  
925-335-8370

By: June McHuen, Deputy

cc:

# ARCHIVED IOC REPORT

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to allow procurement of the Mobile Adoption Van impedes Animal Services' ability to increase and expand our mobile adoption events and increase public access to adoptable animals.

## CHILDREN'S IMPACT STATEMENT:

No impact.

# ARCHIVED IOC REPORT

C. 44



Contra  
Costa  
County

To: Board of Supervisors  
From: Glenn E. Howell, Animal Services Director  
Date: February 3, 2015

Subject: Animal Services Rolling Cat Cages

## **RECOMMENDATION(S):**

APPROVE AND AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Animal Services Department, a purchase order with Tri Star Vet in an amount not to exceed \$139,928.08 to procure specialized stainless steel stackable rolling cat cages.

## **FISCAL IMPACT:**

The purchase is 100% funded by donations to the Animal Services Department. No additional County costs are anticipated.

## **BACKGROUND:**

The standards of care for animal housing within the Animal Shelter industry have dramatically increased and have been redefined over the last 10 years. One standard that was changed was the required space necessary for feline housing to prevent stress related diseases. The need for improved housing was also due to the animals' length of stay in a Shelter which has tripled over time. Severe confinement over an extended period of time has been shown to be the main cause of diseases in a shelter environment. The old feline housing at the Animal Services Department was outdated and considered, by current standards, to be inhumane. Presently we have a portion of the feline housing that has been here since the 1960s. It must be changed. In addition, the new, larger cages are mobile and easier to handle making the care of the animals more easily facilitated by Shelter staff.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: 02/03/2015 ☒ APPROVED AS  
RECOMMENDED



OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II  
Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 3, 2015

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kathy O'Connell  
925-335-8370

cc:

# ARCHIVED IOC REPORT

## CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa County Animal Services Department will be operating the shelter with below-standard feline cages, causing stress related diseases within the Shelter.

## CHILDREN'S IMPACT STATEMENT:

No impact.

# ARCHIVED IOC REPORT