



FAMILY AND HUMAN SERVICES COMMITTEE

RECORD OF ACTION FOR
SEPTEMBER 24, 2018

Supervisor Candace Andersen, Chair
Supervisor John Gioia, Vice Chair

Present: Chair Candace Andersen
Vice Chair John Gioia

Staff Present: Julie DiMaggio Enea, Interim Committee Staff - Sr. Deputy CAO

Attendees: Jaimi Jenett; Mariana Moore; Kathi Kelly; Rebecca Darnell; Sarah Kennard; Joseph Mega, M.D.; Matt White; Warren Hayes; Joe Greaves; Rachael Birch; Valerie Sloven; Linae Young; Barbara Serwin; Jeff Shoji; Patience Ofodu; Donna Van Wert; Bhupen Amin; Mike McGill; Caitlin Sly; Wendy Therrian; Lisa Arnold; Douglas Holmes; Carly Finkle; Fran Biderman; Bill Jones; Sandra Wall; Jennifer Ostrander, RN PHN; Kathy Gallagher, EHS Director; Yolanda Vega; Oscar Dominguez; Jill Ray; Julia Taylor

1. Introductions

Chair Andersen convened the meeting at 10:35 a.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).

None of the attendees requested to speak during the public comment period.

3. RECEIVE and APPROVE the draft Record of Action for the July 23, 2018 Family & Human Services Committee meeting.

The Committee approved the Record of Action for the July 23, 2018 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair John Gioia

Passed

4. RECOMMEND to the Board of Supervisors the appointments of Joshua Aldrich to the Business #2 seat and Terry Curley to the Business #4 seat on the Workforce Development Board to complete the current terms ending on June 30, 2020, as recommended by the Employment and Human Services Department and approved by the Workforce Development Board Executive Committee.

The Committee approved the appointment of Joshua Aldrich to the Business #2 seat and Terry Curley to the Business #4 seat on the Workforce Development Board to complete the current terms ending on June 30, 2020, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen

Vice Chair John Gioia

Passed

5. RECOMMEND to the Board of Supervisors the appointment of Dennis Yee to the Member At-large #14 seat and Brian O'Toole to the At-Large #16 seat to complete the unexpired terms ending on September 30, 2019, Kevin Donovan to the At-Large #17 seat to a term ending on September 30, 2020, and the re-appointment of the following individuals to terms expiring September 30, 2020: Shirley Krohn to At-Large #2 seat, Patricia Welty to At-Large #4 seat, Deborah Card to At-Large #5 seat, Summer Selleck to At-Large #7 seat, Nuru Neemuchwalla to At-Large #12 seat, Mary Rose to At-Large #13 seat, and Richard Nahm to At-Large #18 seat, to the Advisory Council on Aging as recommended by the Council.

The Committee approved the appointment of Dennis Yee to the Member At-large #14 seat and Brian O'Toole to the At-Large #16 seat to complete the unexpired terms ending on September 30, 2019, Kevin Donovan to the At-Large #17 seat to a term ending on September 30, 2020, and the re-appointment of the following individuals to terms expiring September 30, 2020: Shirley Krohn to At-Large #2 seat, Patricia Welty to At-Large #4 seat, Deborah Card to At-Large #5 seat, Summer Selleck to At-Large #7 seat, Nuru Neemuchwalla to At-Large #12 seat, Mary Rose to At-Large #13 seat, and Richard Nahm to At-Large #18 seat, on the Advisory Council on Aging, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen

Vice Chair John Gioia

Passed

6. RECOMMEND to the Board of Supervisors the appointment of Lisa Johnson to a discipline specific, First 5 Commission seat, Karin Kauzer to a discipline specific, School Representative seat, and Mary Flott to the At Large 1 seat on the Family and Children's Trust Committee to terms that will expire on September 30, 2020.

The Committee approved the appointment of Lisa Johnson to a First 5 Commission seat, Karin Kauzer to a School Representative seat, and Mary Flott to the At Large 1 seat on the Family and Children's Trust Committee to terms that will expire on September 30, 2020, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair John Gioia

Passed

7. ACCEPT the joint update report from Behavioral Health Services and the Mental Health Commission on the public mental health care system, child and teen psychiatric services, and Civil Grand Jury Report No. 1703.

Behavioral Health Services Director Matthew White and Mental Health Commission Chair Barbara Serwin presented the jointly prepared report. Dr. White reported the addition of psychiatrist staff. Ms. Serwin acknowledged improved relations between Behavioral Health and the Commission, citing reforms including development of an information dashboard and proactive data reporting, regular leadership meetings, and collaborative problem solving, particularly on the issue of wait times. She mentioned an upcoming retreat as an example of this positive collaboration.

Supervisor Gioia asked that a large opening event be planned for the relocation to San Pablo anticipated in late 2019.

The Committee accepted the report, which staff will forward to the Board of Supervisors for their information.

AYE: Chair Candace Andersen
Vice Chair John Gioia

Passed

8.
 1. Accept this report from the Health Services Department; and
 2. Forward this report to the Board of Supervisors for acceptance; and,
 3. Direct Staff to continue to report on an annual basis to the FHS Committee regarding progress of the effort to end homelessness and the activities of Contra Costa Council on Homelessness; and the health status of the homeless population in Contra Costa County by the Health Care for the Homeless Program.

Homeless Continuum of Care. Jaime Jenett, HSD Continuum of Care Planning and Policy Manager, presented a report on the Continuum of Care Plan for the Homeless. She handed out a data summary of the 2018 Point In Time Count of the homeless population. The count saw a 39% increase in the HUD homeless over the 2017 count, likely due to the doubling of CORE outreach teams that conducted the counting. Five Contra Costa cities participate on the CORE teams as well as the County Public Works Department for a creeks team. She reported that youth, families and undocumented are dramatically under-represented, and so a youth and

family count was conducted separately from HUD requirements and was administered partly via an online survey. Outside agencies were able to distribute a web link to their clients, opening up responses. She anticipates that these new statistics will be helpful in future grant applications.

Jaime described the Built for Zero Campaign targeting veterans and the chronically homeless. The goal is to establish a complete list identifying homeless individuals to start actively managing their cases and continue services. Coordinated Entry is name for this redesign concept. She reported that the county's current shelter capacity addresses only 30% of what is needed. The Program has increased capacity through the addition of "warming centers".

Supervisor Gioia opined that we are approaching state of emergency and we are not doing enough to provide permanent housing rather than shelters. He asked for a status of the Richmond housing site and expressed frustration over the lack of progress. He requested of staff that future statistical reports detail the number of people who actually received permanent housing.

Supervisor Andersen praised the work of staff and suggested the 211 resource as a way to connect the homeless to needed services. She also suggested having the Youth Action Council work on engaging more youth.

Public comment was offered by Lisa Arnold, who testified that she was in need of permanent housing. She said that calling 211 provided only a list of referrals and phone numbers. She reported that the shelters are filled to capacity.

Health Care for the Homeless. Joseph Mega, M.D, presented the staff report on health care services for the homeless, including opioid addiction treatment, and the number of clients and encounters with clients. The data showed that homeless Medi-Cal patients were more than twice as likely to have a chronic health condition and drastically more likely to visit hospital emergency than general Medi-Cal patients. Dr. Mega highlighted the gap in services for elderly people with conditions such as dementia, incontinence, and mental illness, citing that such conditions are often barriers to private board and care placement. He suggested that County-operated board and care might fill that gap and for less cost than long term County Hospital stays.

Supervisor Andersen asked Dr. Mega what research had been done on county-run skilled nursing programs and if the County would realistically take on that service within the Health Care budget? She suggested that it might be more cost effective to contract out for these services. She asked about what other counties might be doing in this area and what, if any, contractors they use and how they fund the program.

Dr. Mega commented that only preliminary discussions have occurred but he would work to develop a proposal.

A public health nurse spoke under public comment about the special challenges faced by seniors. She advised that for elderly patients, it is important to institute a place of routine and familiarity. She also stated that seniors on small fixed incomes often fall into the gap between self-sustainability and benefits eligibility.

An attendee from the city of Antioch commented that Antioch has property available for utilization and the biggest homeless population, and growing.

The Committee accepted the reports, which staff will forward to the Board of Supervisors for their information.

AYE: Chair Candace Andersen

Vice Chair John Gioia

Passed

9. ACCEPT the report from the Employment and Human Services Department on the Workforce Development Board and Workforce Innovation and Opportunity Act updates and DIRECT staff to forward it to the Board of Supervisors for their information.

ESHD Workforce Services Bureau Director Wendy Therrian introduced the item. Workforce Development Board Executive Director Donna Van Wert presented the staff report and highlighted the number of people serviced and the specialized programs and business partners. She advised that significant State funding would soon become available and that the WDB is updating the regional and local plan, which is due in March 2019.

WDB Chair Bhupen Amin commented that the new WDB is active and working cohesively. WDB Vice Chair Yolanda Vega thanked the board of supervisors for approving the Rubicon Program collaboration. The Workforce Collaborative through Rubicon was implemented because of a decrease in funding. Four sites have grown to ten, and are being well-received by patrons and the press. The Collaborative has streamlined services and made all assistance available in one location.

Donna advised that the budget decreased by a few hundred thousand from the prior year but by 30%-40% over four years.

Supervisor Gioia asked if the program tracks how many individuals placed in jobs. Donna advised that the program typically places 70-80% of participants.

The Committee accepted the report, which staff will forward to the Board of Supervisors for their information.

AYE: Chair Candace Andersen

Vice Chair John Gioia

Passed

10. ACCEPT the report from the Employment and Human Services Department on the CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutritional Assistance Program (SNAP), and DIRECT staff to forward the report to the Board of Supervisors for their information.

Workforce Services Director Wendy Therrian presented the staff report for EHS Director Kathy Gallagher, who had to leave to attend another meeting.

Wendy reported that applications increased by 121% over a ten year period but that that CalFresh applications and disbursements decreased this year from last year likely due to higher employment. She highlighted her concern about the Federal Administration's forthcoming guidelines that will restrict eligibility for cash aid and permanent housing to permanent residents.

Supervisor Gioia observed that we are at nearly a 20% poverty level and that Deborah Levine has done work to apply what the definition of poverty level is for Contra Costa County. The Committee requested information on how this is affecting Contra Costa County specifically. Rebecca and Kathy are working on identifying the gap of people who will no longer qualify for cash benefits. An early indicator is that in August, 20% of people surveyed said they did not want to apply for CalFresh because of immigration concerns.

Supervisor Gioia ask about usage has decreased and what staff are doing to address different reasons (other than unemployment decreasing) for the decrease. He suggested greater outreach. Staff advised that they conduct cross-sector outreach through Meals on Wheels packets, for example, but are always battling stigma.

Lisa Arnold spoke during the public comment period about the need to close the gap between jail release and cash aid receipt, saying it can take as long as two weeks. She suggested that the Medi-Cal application be initiated while a person is still incarcerated so he/she does not come out desperate and the re-offend. Staff verified that they work with parolee entities and Rubicon center on this.. Supervisor Andersen suggested that staff network with the Office of Re-entry and Justice to obtain information about jail inmates who are preparing to emancipate.

Mariana Moore offered three recommendations from the CalFresh Partnership in pertinence to the long wait times experienced by clients in County offices and call centers, which she attributed to a lack of frontline staff in County offices:

- 1. Lift the hiring freeze on the Workforce Services Bureau so they can hire more frontline CalFresh staff.*
- 2. Commit any augmented allocation this year to fund additional front line staff so that people can receive the customer service they need to navigate the benefits process.*
- 3. In reference to customer service, access to benefits, and fighting hunger, create transparency about where the resources for the CalFresh allocation are being used within the County to ensure that the best use of taxpayer dollars. To do so, engage an independent contractor to conduct an impartial analysis of how CalFresh and other public benefits administrative dollars are allocated, and share the results with the public.*

The Committee requested that these recommendations be forwarded to Kathy

Gallagher for response and scheduled as the first item of discussion at the next FHS Committee meeting.

AYE: Chair Candace Andersen

Vice Chair John Gioia

Passed

11. The next meeting is currently scheduled for October 22, 2018.
12. Adjourn

Chair Andersen adjourned the meeting at 12:35 p.m.

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

3.

Meeting Date: 09/24/2018
Subject: RECORD OF ACTION FOR THE JULY 23, 2018 F&HS MEETING
Department: County Administrator
Referral No.: N/A
Referral Name: N/A
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925)
335-1077

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 draft Record of Action for the July 23, 2018 Family & Human Services Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the draft Record of Action for the July 23, 2018 Family & Human Services Committee meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT F&HS Record of Action 7-23-18

Minutes Attachments

No file(s) attached.



FAMILY AND HUMAN SERVICES COMMITTEE

RECORD OF ACTION FOR
JULY 23, 2018

Supervisor Candace Andersen, Chair
Supervisor John Gioia, Vice Chair

Present: Candace Andersen, Chair
John Gioia, Vice Chair

Staff Present: Julie DiMaggio Enea, Senior Deputy County Administrator

Attendees: Susan Smith, County Administrator's Office
Don Graves, EHSD
Kathy Gallagher, EHS Director
Kathy Marsh, EHSD
Susan Jeong, CCC Office of Education

1. Introductions

Chair Andersen called the meeting to order at 1:30 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 one requested to speak during the public comment period.

3. RECEIVE and APPROVE the draft Record of Action for the June 25, 2018 Family & Human Services Committee meeting.

The Committee approved the Record of Action for the June 25, 2018 meeting as presented.

AYE: Chair Candace Andersen, Vice Chair John Gioia

Passed

4. RECOMMEND to the Board of Supervisors the appointment of Michelle Hernandez to Consumer Seat of Any Age – Seat 3 on the In-Home Supportive Services Public Authority Advisory Committee to complete the current term ending on March 7, 2022, as recommended by the Committee.

The Committee approved the nomination of Michelle Hernandez to the Consumer Seat of Any Age – Seat 3 on the In-Home Supportive Services Public Authority Advisory Committee to complete the current term ending on March 7, 2022, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen, Vice Chair John Gioia
Passed

5. RECOMMEND to the Board of Supervisors the appointment of Carolyn Foudy to the Employment and Human Services Department Representative seat on the Contra Costa Council on Homelessness to complete the unexpired term ending on December 31, 2018 and to a new two-year term ending on December 31, 2020.

The Committee approved the nomination of Carolyn Foudy to the Employment and Human Services Department Representative seat on the Contra Costa Council on Homelessness to complete the unexpired term ending on December 31, 2018 and to a new two-year term ending on December 31, 2020, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen, Vice Chair John Gioia
Passed

6. RECOMMEND to the Board of Supervisors the re-appointment of Elizabeth Anne Sutherland, M.D., to the At Large 2 seat to a term ending on June 30, 2021; and the appointment of Jonathan Ciampi to the At Large 1 seat to complete the current term ending on June 30, 2020, on the Alcohol and Other Drugs Advisory Board.

The Committee approved the nominations of Elizabeth Anne Sutherland, M.D., to the At Large 2 seat to a term ending on June 30, 2021; and Jonathan Ciampi to the At Large 1 seat to complete the current term ending on June 30, 2020, on the Alcohol and Other Drugs Advisory Board, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen, Vice Chair John Gioia
Passed

7. ACCEPT report on the FY 2016/17 activities and key accomplishments of the Local Planning Council as they relate to membership and funding of local child care and development planning in Contra Costa County.

Susan Jeong presented the report, noting that the report covered the 2017/18 fiscal year. She advised that a needs assessment is completed every five years and the current needs assessment is not quite complete. She highlighted that the current needs assessment will include a facilities survey to help demonstrate in State grant applications the unmet facilities needs in Contra Costa County. She estimated that there is a need for 10,000 more infant/toddler slots and 2,700 more preschool slots.

She noted the upcoming annual forum and the struggle to expend \$134,000 in preschool teacher tuition funding, which can be used to reimburse tuition paid

upfront by preschool teachers.

The Committee accepted the report on the FY 2017/18 activities and key accomplishments of the Local Planning Council as they relate to membership and funding of local child care and development planning in Contra Costa County, and directed staff to forward the report to the Board of Supervisors for their information.

AYE: Chair Candace Andersen, Vice Chair John Gioia
Passed

8. Accept this report from the Employment and Human Services Department on youth services and the Independent Living Skills Program; and continue to support the Children and Family Services Bureau and its efforts to serve foster youth in the ILSP program.

Kathy Gallagher introduced the staff report. Don Graves presented the staff report, elaborating on the attached slideshow report. He noted that the ILSP program is now 30 years old and receives excellent community support through the network of partners developed over the years. The program raises about \$70,000 annually for youth scholarships. Program alumni return year after year to coach and inspire current program participants.

The Committee accepted the report from the Employment and Human Services Department on youth services and the Independent Living Skills Program; and continue to support the Children and Family Services Bureau and its efforts to serve foster youth in the ILSP program.

AYE: Chair Candace Andersen, Vice Chair John Gioia
Passed

9. The next meeting is currently scheduled for September 24, 2018.
10. Adjourn

Chair Andersen adjourned the meeting at 11:22 a.m.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4.

Meeting Date: 09/24/2018
Subject: APPOINTMENTS TO THE WORKFORCE DEVELOPMENT BOARD
Submitted For: Kathy Gallagher, Employment & Human Services Director
Department: Employment & Human Services
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: N/A **Contact:** Donna Van Wert, WDB Exec Director

Referral History:

On December 13, 2011, the Board of Supervisors adopted Resolution No. 2011/498 adopting policy governing appointments to independent boards, committees, and commissions, and special districts. Included in this resolution was a requirement that independent bodies initially conducting interviews for At Large/Countywide seats provide appointment recommendations to a Board Committee for further review.

The Workforce Development Board implements federal requirements for programs to address the education, skills, and employment needs for a skilled workforce, and that lead to an increase in the skills and earnings of Contra Costa residents. On March 14, 2016, the Family and Human Services Committee (FHS) accepted the Employment and Human Services Department's recommendation to decertify the then current Workforce Investment Act Local Board and re-certify a new board structure in compliance with the new Workforce Innovation and Opportunity Act (WIOA). FHS approved these recommendations, and the Board did the same at its March 29, 2016 meeting. Under new standards in WIOA (2016) and as adopted by the Board on March 29, 2016, the new Workforce Development Board structure is: a total of 23 required seats and 2 "optional seats", consisting of: 13 Business representatives, 5 Workforce representatives, and 5 Education and Training representatives as follows: (1) Adult Education/Literacy; (2) Higher Education; (3) Economic & Community Devl; (4) Wagner Peyser representative; (5) Vocational Rehabilitation. Also two additional/ "optional" seats that may be filled from any of the 3 categories above.

Referral Update:

The Workforce Development Board currently has 19 filled seats and 6 vacancies. These vacant seats include: Business #2, Business #4, Business #9, Business #12, Workforce Representative #5, and Education 2: Higher Education. Below is the current roster:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	No. of Meetings Attended Since Appointment Date*	Total No. of Meetings Held Since Appointment	Total No. of Absences Allowable in Bylaws*
Business 1	6/30/2020	Michael McGill	II	3	10	
Business 2	6/30/2020	VACANT				
Business 3	6/30/2020	William Mahoney	V	3	5	
Business 4	6/30/2020	VACANT				
Business 5	6/30/2020	Bhuphen Amin	IV	4	10	
Business 6	6/30/2020	Jose Carrascal	III	4	10	
Business 7	6/30/2020	Jason Cox	IV	3	10	
Business 8	6/30/2020	Ashley Georgian	II	3	10	

Business 9	6/30/2020	VACANT			
Business 10	6/30/2020	Bob Rivera	IV	1	10
Business 11	6/30/2020	Justin Steele	I	3	10
Business 12	6/30/2020	VACANT			
Business 13	6/30/2020	Melissa Johnson-Scranton	IV	0	1
Workforce Representative 1	6/30/2020	Thomas Hansen	V	2	4
Workforce Representative 2	6/30/2020	Robert Williams III	I	0	10
Workforce Representative 3	6/30/2020	Steve Older	IV	1	10
Workforce Representative 4	6/30/2020	Margaret Hanlon-Gradie	I	1	10
Workforce Representative 5	6/30/2020	VACANT			
Education 1: Adult Ed/Literacy	6/30/2020	G. Vittoria Abbate	II	4	4
Education 2: Higher Education	6/30/2020	VACANT			
Education 3: Economic/Community Dev.	6/30/2020	Kristin Connelly	II	4	10
Education 4: Employment Development	6/30/2020	Richard Johnson	IV	4	10
Education 5: Vocational Rehabilitation	6/30/2020	Carol Asch	IV	2	10
Additional/Optional #1	6/30/2020	Yolanda Vega	II	4	10
Additional/Optional #2	6/30/2020	John Montag	IV	4	6

* Bylaws do not allow three consecutive absences or an excessive number of excused absences

Note that the Workforce Representative 2 appointee has attended no meetings so far. The WDB should consider vacating this seat and recruiting for an active member.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointments of Joshua Aldrich to the Business #2 seat and Terry Curley to the Business #4 seat on the Workforce Development Board to complete the current terms ending on June 30, 2020, as recommended by the Employment and Human Services Department and approved by the Workforce Development Board Executive Committee.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

WDB Recommendation Memo

J. Aldrich Application

T. Curley Application

Minutes Attachments

No file(s) attached.

MEMORANDUM

DATE: July 23, 2018
TO: Family and Human Services Committee
CC: Enid Mendoza, CAO Sr. Deputy County Administrator
FROM: Donna Van Wert, Executive Director
SUBJECT: **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

Background:

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

The Executive Committee of the local WIOA board met January 21, 2016 and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

Recommendation:

- a) Recommend approval of local board candidates for the vacant Business Seat #2 to the new WIOA-compliant board (*Attached application & board roster*)
 - Interview Date – June 28 ,2018
 - Joshua Aldrich- Approved on July 11, 2018 at the Executive Committee Meeting
 - No other candidate competed for the vacant Business Seat # 2

- b) Business Seat #4 to the new WIOA-compliant board (*Attached application & board roster*)
 - Interview Date – June 20, 2018
 - Terry Curley Approved on July 11, 2018 at the Executive Committee Meeting
 - No other candidate competed for the vacant Business Seat # 4

- c)

NEW APPOINTMENT

Seat	Last Name	First Name	Address & District #	Term of Expiration	District (Resident)
Business Seat #2	Aldrich	Joshua	[REDACTED] Brentwood, CA District # 3	6/30/2020	District #3
Business Seat # 4	Curley	Terry	[REDACTED] Walnut Creek, CA District # 4	6/30/2020	District #2

Thank you

DVW/rms
attachment

Application Form

Profile

Which Boards would you like to apply for?

Workforce Development Board: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

The Contra Costa Board of Workforce Development is a contributing sector of the Public Workforce system that supports economic expansion and development of the talent of the county's workforce. The Contra Costa Board of Workforce Development creates expansive, and ever-growing, opportunities to workers and employers in the area. As a small business owner, it is important to become part of the partnership that ensures workers are being trained and supported in ways that answer to the current needs of local business. Additionally, as a small business owner located in a redeveloping corridor of the county, becoming part of the workforce solution is vital to the success of the other businesses in the areas of redevelopment and revitalization, but also to the community members that live within our boundaries. There are an overwhelmingly number of people who want to work, but lack the necessary understanding of what steps to take to take and what educational resources and job opportunities exist. As a member of the Board of Workforce Development, I can proactively work to ensure sector strategies of resource allocation answer to the training needs of the community and contribute to the development of a workforce that is necessary within a growing economy. As we prepare for high growth in the community and within the construction and renewable energy industry, appropriate training is imperative. Communicating our needs as industry voices allows for training programs to truly be developed that align with the business community at large. As a small business owner, I can openly and credibly contribute labor market information to develop effective, appropriate and sustainable strategies for growth.

This application is used for all boards and commissions

Joshua

First Name

L

Middle Initial

Aldrich

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

Primary Phone

Del Sol NRG, Inc

Employer

CEO

Job Title

Renewable Energy

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

High School Diploma

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

Other

Bhupen Amit

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Business Representatives Board

Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Curley Mary (Terry) Therese
(Last Name) (First Name) (Middle Name)

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

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved Graduate Certificate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Laney College Oakland CA	Marketing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	1989
B) Mills College Oakland CA	Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1992
C) Pacific Coast Banking School University of WA	Finance/Bank Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Grad	2005
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
CBA Lending School Rex Beach UCA Cashflow	Credit Structure/ Underwriting	40 40	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

A) Dates (Month, Day, Year)	Title	Duties Performed
From <u> </u> To <u> </u> 5/1/2017 Current Total: Yrs. <u> </u> Mos. <u> </u> 1 1 Hrs. per week <u>55-60</u> . Volunteer <input type="checkbox"/>	Executive Vice President Employer's Name and Address United Business Bank 500 Ygnacio Valley Rd. Walnut Creek, CA	Director of Labor Service Division Responsible for \$500 million dollar business line with six employees. Maintain and grow commercial banking for labor unions, trust funds, affiliates and business partners.
B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2012 2017 Total: Yrs. <u> </u> Mos. <u> </u> 5 Hrs. per week <u>55-60</u> . Volunteer <input type="checkbox"/>	Executive Vice President Employer's Name and Address United Business Bank 100 Hegenberger Road Oakland, CA	Chief Credit Officer/CCO Responsible for credit origination, administration, loan service, loan policy and compliance. Liaison to BOD, Federal Regulators and auditors. Served on various committees; Loan, Compliance, ERM, ALCO, IAR Executive Mgmt. Strategic Planning
C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2009 2012 Total: Yrs. <u> </u> Mos. <u> </u> 3 6 Hrs. per week <u>55-60</u> . Volunteer <input type="checkbox"/>	Executive Vice President Employer's Name and Address United Labor Bank 100 Hegenberger Road Oakland, CA	EVP/Credit Administrator Responsible for credit administration, loan service and special assets. Partner to the CCO for Federal Exams and audits. Served on various committees; Loan, Compliance, ERM, ALCO, IAR Executive Mgmt. Strategic Planning
D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2002 2009 Total: Yrs. <u> </u> Mos. <u> </u> 7 Hrs. per week <u>55-60</u> . Volunteer <input type="checkbox"/>	Senior Vice President Employer's Name and Address United Labor Bank 100 Hegenberger Road Oakland, CA	Regional Sales Manager Responsible for growing and maintaining client relationships in the labor communities. Also responsible for all branch staffing and operations. Managed a team of six sales/operations mgrs. in CA and WA.

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

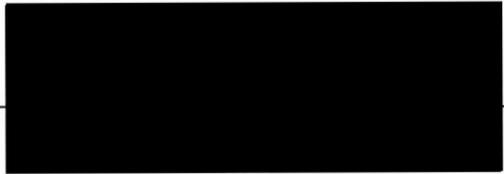
If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name:



Date:

6/6/18

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §§250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

5.

Meeting Date: 09/24/2018
Subject: Appointments and Reappointments to the Advisory Council on Aging
Submitted For: Kathy Gallagher, Employment & Human Services Director
Department: Employment & Human Services
Referral No.: N/A
Referral Name: Appointment to Advisory Bodies
Presenter: N/A **Contact:** Jaime Ray, 925.677.3061

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Advisory Council on Aging provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

The Advisory Council on Aging consists of 40 members serving two-year staggered terms, each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan.

The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, and 20 at-large representatives.

Referral Update:

There are currently 29 seats filled on the Advisory Council on Aging and 11 vacancies. These vacant seats include: Local Committee Pinole, Local Committee Richmond, Local Committee Pittsburg, Local Committee Martinez, Local Committee Oakley, and Member-At-Large seats 6, 8, 14, 16, 17, and 19. The current membership is as follows:

Seat Title	Term Expiration Date	Current incumbent	Incumbent Supervisor District	Number of Meetings Attended Since Appointment Date	Total Number of Meetings Held Since Appointment	Total Number of Absences Allowable in By-Laws
Nutrition Project Council	9/30/2018	Garrett Gail	I	18	18	3
At-Large 1	9/30/2018	Adams Fred	II	9	9	3
At-Large 2	9/30/2018	Krohn Shirley	IV	17	18	3
At-Large 3	9/30/2019	Ed Benson		7	8	3
At-Large 4	9/30/2018	Welty Patricia	V	12	18	3
At-Large 5	9/30/2018	Card Deborah	V	16	18	3
At-Large 6	9/30/2018					
At-Large 7	9/30/2019	Selleck Summer	V	6	9	3
At-Large 8	9/30/2019					
At-Large 9	9/30/2019	Xavier Rita	I	8	9	3
At-Large 10	9/30/2018	Mikolaj Paul	II	5	12	3
At-Large 11	9/30/2019	Jagjit Bhambra	V	5	8	3
At-Large 12	9/30/2018	Neemuchwalla Nuru	IV	15	18	3
At-Large 13	9/30/2018	Dunne-Rose Mary D	II	17	18	3
At-Large 14	9/30/2019					
At-Large 15	9/30/2019	Bruns Mary	IV	8	9	3
At-Large 16	9/30/2019					
At-Large 17	9/30/2018					
At-Large 18	9/30/2018	Nahm Richard	III	18	18	3
At-Large 19	9/30/2019					
At-Large 20	9/30/2019	Frederick Susan	I	9	9	3
Local Committee Lafayette	9/30/2019	McCahan Ruth	II	7	9	3

Local Committee Orinda	9/30/2019	Clark Nina	II	6	9	3
Local Committee Antioch	9/30/2018	Fernandez Rudy	III	19	20	3
Local Committee Pleasant Hill	9/30/2019	Van Ackern Lorna	IV	8	9	3
Local Committee Pinole	9/30/2018					
Local Committee Concord	9/30/2018	Fuad Omran	IV	6	8	3
Local Committee Richmond	9/30/2018					
Local Committee El Cerrito	9/30/2018	Kim-Selby Joanna	I	13	20	3
Local Committee Hercules	9/30/2018	Doran Jennifer		13	14	3
Local Committee Pittsburg	9/30/2019					
Local Committee San Ramon	9/30/2018	Fehrenbach Anna	II	9	12	3
Local Committee Clayton	9/30/2019	Tervelt Ron	IV	6	9	3
Local Committee Alamo-Danville	9/30/2018	Janes Donnelly	II	9	9	3
Local Committee Walnut Creek	9/30/2019	Jessica Thomas	IV	4	5	3
Local Committee Moraga	9/30/2019	Katzman Keith	II	5	9	3
Local Committee San Pablo	9/30/2018	Charlene Harlen-Ogbeide	I	3	3	3
Local Committee Martinez	9/30/2018					
Local Committee Brentwood	9/30/2019	Kee Arthur	III	8	9	3
Local Committee Oakley	9/30/2018					

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Dennis Yee to the Member At-large #14 seat and Brian O'Toole to the At-Large #16 seat to complete the unexpired terms ending on September 30, 2019, Kevin Donovan to the At-Large #17 seat to a term ending on September 30, 2020, and the re-appointment of the following individuals to terms expiring September 30, 2020: Shirley Krohn to At-Large #2 seat, Patricia Welty to At-Large #4 seat, Deborah Card to At-Large #5 seat, Summer Selleck to At-Large #7 seat, Nuru Neemuchwalla to At-Large #12 seat, Mary Rose to At-Large #13 seat, and Richard Nahm to At-Large #18 seat, to the Advisory Council on Aging as recommended by the Council.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

- [Memo Recommending D. Yee](#)
- [Memo Recommending Brian O'Toole](#)
- [Memo Recommending K. Donovan](#)
- [Memo Recommending Reappointments](#)
- [Brian O'Toole Application](#)
- [D. Card Application](#)
- [M. Rose Application](#)
- [N. Neemuchwalla Application](#)
- [P. Welty Application](#)
- [R. Nahm Application](#)
- [S. Krohn Application](#)
- [S. Selleck Application](#)
- [K. Donovan Application](#)
- [D. Yee Application](#)

Minutes Attachments

No file(s) attached.

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director

40 Douglas Dr., Martinez, CA 94553 * Phone: (925) 313-1579 * Fax: (925) 313-1575 * www.cccounty.us/ehsd.

MEMORANDUM

DATE: 4-24-18

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Dennis Yee for the Member at Large #14 seat. The MAL #14 seat is undesignated and has remained vacant since July 11, 2017. Ms. Ella Jones who previously was appointed to MAL #14 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Yee submitted an application on September 10, 2017; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of two vacancies there were no other applicants qualified to serve. Two applicants had contacted the Area Agency on Aging regarding membership; one rescinded her application and the other was not a resident of Contra Costa County.

Thank You

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director

40 Douglas Dr., Martinez, CA 94553 * Phone: (925) 313-1579 * Fax: (925) 313-1575 * www.cccounty.us/ehsd.

MEMORANDUM

DATE: 9/6/2018

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Aging and Adult Services Bureau

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Brian O’Toole for the Member at Large #16 Seat. The MAL #16 Seat is undesignated and has remained vacant since May 22, 2018. Dr. Robert Leasure who previously was appointed to MAL #16 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Kevin Donovan submitted an application on January 29, 2018; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of two At Large vacancies, there was one other MAL applicant; both applicants were approved by the Council and will be recommended for appointments to fill the MAL vacancies that remain.

Thank You

Kathy Gallagher, Director
40 Douglas Dr., Martinez, CA 94553 * Phone: (925) 313-1579 * Fax: (925) 313-1575 * www.cccounty.us/ehsd.

MEMORANDUM

DATE: 9/6/2018

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Aging and Adult Services Bureau

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Kevin Donovan for the Member at Large #17 Seat. The MAL #17 seat is undesignated and has remained vacant since March 20, 2018. Kathryn Ames who was previously appointed to MAL #17 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Kevin Donovan submitted an application on January 8, 2018; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of two At Large vacancies, there was one other MAL applicant; both applicants were approved by the Council and will be recommended for appointments to fill the MAL vacancies that remain.

Thank You

Kathy Gallagher, Director

40 Douglas Dr., Martinez, CA 94553 * Phone: (925) 313-1579 * Fax: (925) 313-1575 * www.cccounty.us/ehsd.

MEMORANDUM

DATE: 09/10/2018

TO: Family and Human Services Committee

CC: Laura Cepoi, Program Manager Area Agency on Aging
Tracy Murray, Deputy Director Aging and Adult Services

FROM: Jaime Ray, Aging and Adult Services Bureau

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends the following (7) individuals for reappointment to At-Large Seats assigned to the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2018:

- At-Large Seat #2: Shirley Krohn
- At-Large Seat #4: Patricia Welty
- At-Large Seat #5: Deborah Card
- At-Large Seat #7: Summer Selleck
- At-Large Seat #12: Nuru Neemuchwalla
- At-Large Seat #13: Mary Rose
- At-Large Seat #18: Richard Nahm

Recruitment is handled by both the Area Agency on Aging, the ACOA Membership Committee and the Clerk of the Board using CCTV. Members of the AAA staff have encouraged interested individuals including minorities to apply through announcements distributed to the senior centers, Contra Costa libraries, the East, Central and West County Senior Coalitions and among the active ACOA membership. The ACOA Membership Committee has developed a survey and will continue work to populate the Council with members who are also consumers of services provided by the Older Americans Act. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply. The website provides access to the Board of Supervisors official application with instructions on whom to contact for ACOA related inquiries, including application procedure.

All MAL applicants recommended for reappointment were interviewed by members of the ACOA Membership Committee. The Membership Committee and the Council's current President, Shirley Krohn recommend the reappointment of the above list of MAL members who are interested in serving an additional term. Please find copies of the members' applications provided as separate attachments.

Thank You



Contra
Costa
County



For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Contra Costa Advisory Council on Aging

Walnut Creek Representative

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: O'TOOLE BRIAN ANTHONY
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED]
(No.) (Street) (Apt.) (State) (Zip Code)

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved J.D.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	College Prep	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	60		N/A	
B) UC Davis	Biology/Philosophy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		120	B.A.S.	June 1999
C) UC Hastings	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	90		J.D.	May 2007
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> January 1, 2009 - Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 9 years</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Attorney</p> <hr/> <p>Employer's Name and Address Law Offices of Brian O'Toole 2835 Mitchell Drive, Suite 105 Walnut Creek, CA 94598</p>	<p>Duties Performed Estate Planning - work with families to create wills, trusts, and powers of attorneys to effectively navigate the challenges of growing older.</p> <p>Elder Law: work with individuals and their families to coordinate the legal, financial, and medical issues that arise when long-term skilled nursing care is required.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Walnut Creek Nutshell

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

If Yes, please identify the nature of the relationship: _____

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

Sign Name:  Date: January 23, 2018

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Attachment 1

Experience Relevant to Serving on Contra Costa Advisory Council Commission on Aging

Having worked in the fields of Estate Planning and Elder Law for the last 9 years, I have had the unique experience to advise hundreds of families and individuals regarding the challenges that the elderly face and the strategies to address those challenges.

In particular, my legal practice focusses on helping seniors to navigate the variety of services that may be necessary after having suffered a debilitating medical event. These services often include reviewing options for continuing care such as assisted living, in-home care, board and care, memory care, and when necessary, skilled nursing care.

Many of my senior clients live off of a fixed or very limited income. So I additionally work with seniors to be educated about the variety of governmental services that are available to help offset the high cost of simply growing older. These services include the proper use and utilization of programs from Meals-on-Wheels to Long-Term Care Medi-Cal.

The need for comprehensive senior services is only going to grow. Per the 2016 census, Contra Costa County has over 154,000 persons over the age of 65, 109,000 households with one or more person over the age of 65, and over 51,000 disabled persons over the age of 65.

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkml>

As the baby boomer generation ages and medical advances continue, the need to identify, provide, and implement appropriate senior services is only going to grow. I hope contribute to this effort.

I believe my skillset would be particularly useful as part of the Commission's duty to provide 1) Communication, Education, and Information, and 2) Advocacy on behalf of the county's senior residents.

Thank you,

Brian O'Toole /s/



CITY OF WALNUT CREEK 2018 COMMISSION APPLICATION

For City Use Only:

Voter registration confirmed	___
Date interviewed	___/___/___
Date appointed	___/___/___
Date oath administered	___/___/___

PERSONAL DATA		
NAME BRIAN O'TOOLE	HOME PHONE [REDACTED]	BUSINESS / CELL PHONE [REDACTED]
E-MAIL ADDRESS brian@brianoolelaw.com		
RESIDENCE ADDRESS (STREET CITY STATE ZIP) [REDACTED]		
LENGTH OF RESIDENCE AT ABOVE ADDRESS 1.5 YEARS	LIVE WITHIN CITY LIMITS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED VOTER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	CITIZEN'S INSTITUTE GRADUATE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Commission applications are public documents. Commission seats are unpaid positions.

EMPLOYMENT		
PRESENT EMPLOYER (OR LAST) SELF-EMPLOYED	POSITION / OCCUPATION ATTORNEY	LENGTH OF EMPLOYMENT 9 YRS
IF YOU ARE CURRENTLY SERVING ON A COMMISSION, OR HAVE PREVIOUSLY SERVED ON A PUBLIC BODY, INDICATE THE AGENCY AND EXPLAIN WHAT SIGNIFICANT CONTRIBUTIONS YOU MADE (attach additional sheets as necessary) I have not served on a commission or public body before.		

CONSIDERING YOUR EXPERIENCE AND ACTIVITIES IN BUSINESS, PROFESSIONAL, SOCIAL, OR OTHER ORGANIZATIONS, INDICATE THE EXPERIENCE, TECHNICAL TRAINING, AND/OR SKILLS WHICH QUALIFY YOU TO SERVE ON THE COMMISSION FOR WHICH YOU ARE APPLYING (attach additional sheets as necessary)
See Attached.

APPOINTMENT, SELECTION PROCESS, AND MEETING ATTENDANCE RESPONSIBILITIES

APPOINTMENT PREFERENCE **Please respond to the attached supplemental questionnaire(s) for each commission applied for:**

- ARTS – 1 seat open, 4-year term (must be a registered voter; need not be a Walnut Creek resident)
- DESIGN REVIEW – 2 seats open, 4-year terms (one seat open for a registered architect/registered voter and a second seat open for a resident/registered voter of Walnut Creek)
- PARK, RECREATION & OPEN SPACE – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- PLANNING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- CONTRA COSTA COUNTY LIBRARY COMMISSION – 1 seat open for an Alternate representative for a term through June 30, 2022 (must be Walnut Creek resident and registered voter). Board of Supervisors must confirm the appointment.
- CONTRA COSTA ADVISORY COUNCIL ON AGING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)

Note: No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted. Board of Supervisors must confirm the appointment.

CITY COMMISSION / REPRESENTATIVE SELECTION PROCESS AND DATES TO CALENDAR:
The City Council will review the applications at the **February 6, 2018** City Council meeting and select the most qualified applicants to interview. Interviews will be conducted for selected applicants at a Council meeting on the evening of **February 20, 2018**. Following interviews, the Council will appoint the applicant(s) receiving the highest number of votes for each seat. Mandatory new Commissioner orientation will be held on **February 27, 2018** at 5:30 p.m. at City Hall. Newly appointed Commission/Representative terms will begin with the Oath of Office at the City Council meeting on **March 6, 2018**. Note: Dates may be subject to change.

CITY COMMISSION REPRESENTATIVE MEETING ATTENDANCE
See the Commission/Representative's regular meeting schedule attached. Special Commission meetings may be called by the chair if necessary. In addition to time spent attending Commission meetings, Commissioners will spend a considerable amount of time preparing for meetings by reviewing the agenda packet and, when applicable, making site visits. Commissioners are expected to be fully prepared to discuss and take action on agenda items. Prospective Commission applicants should seriously consider the time commitment of serving on a Commission and evaluate their ability to meet that commitment. It is important that all Commission members attend and actively participate in meetings of their Commission. Individuals with heavy business and/or personal commitments may find those commitments preclude effective service on a Commission.

SIGNATURE OF APPLICANT 	DATE SUBMITTED 1/23/18
----------------------------	---------------------------

An Equal Opportunity Employer. It is the policy of the City of Walnut Creek to not discriminate against qualified employees, applicants or volunteers because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance.

**Walnut Creek City Commission/Representative
Regular Meeting Schedule:**

Commission	Frequency	Day	Months	Time
Arts	Quarterly	4 th Mondays	January, April, July and October	6:00 p.m.
Design Review	Twice per month	1 st and 3 rd Wednesdays	Every month	7:00 p.m.
Park, Recreation and Open Space	Bi-monthly	1 st Monday	February, April, June, August, October and December	6:00 p.m.
Planning	Twice per month	2 nd and 4 th Thursdays	Every month	7:00 p.m.
Transportation	Bi-monthly	3 rd Thursdays	January, March, May, July, September and November	6:00 p.m.
Advisory Council on Aging	Once per month	3 rd Wednesday	Every month	9:30 a.m.
Contra Costa County Library Commission	Bi-monthly	4 th Thursday	January, March, May, July, September and November	7:00 p.m.
County Connection Advisory Committee	Bi-monthly	2 nd Tuesday	January, March, May, July, September and November	2:00 p.m.
Contra Costa County Mosquito and Vector Control Board	Bi-monthly	2 nd Monday	January, March, May, July, September and November	7:00 p.m.
Iron Horse Corridor Advisory Committee	Quarterly	TBA	February, May, August, November	4:30 p.m.

CONTRA COSTA ADVISORY COUNCIL ON AGING DUTIES

The Contra Costa County Advisory Council on Aging facilitates countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues. The Council, whose members are appointed by the Board of Supervisors, is advisory to the Board and to the Area Agency on Aging.

The Advisory Council is one facet of the Area Agency on Aging or Planning Services Area 7 (PSA 7) in California. There are 33 PSAs in the state. The California Department on Aging in Sacramento administers the Older Americans Act (OAA) throughout the state through the PSAs. Area Agencies on Aging are mandated by the OAA.

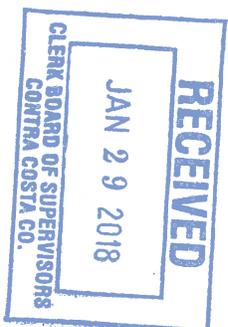
Roles of the Advisory Council on Aging are:

1. Planning and evaluation
2. Communication, Education and Information
3. Advocacy
4. Advisory to the Area Agency on Aging and the Board of Supervisors.

No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted.

Law Office of
BRIAN O'TOOLE

1



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



Contra
Costa
County



For Reviewers Use Only:	
Accepted	Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Council on Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Card, Deborah Ann
 (Last Name) (First Name) (Middle Name)

2. Address: [Redacted] [Redacted] [Redacted] [Redacted]
 (No.) (Street) (Apt.) (State) (Zip Code)

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

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved Doctorate in Education

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Michigan State University	Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BSN	6/74
B) UCSan Francisco	Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MSN	6/77
C) University of San Francisco	Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ed.D.	6/83
D) Other schools / training completed: CSU East Bay	Course Studied Geriatric Studies	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 09/05/1977 to Currently</p> <p>Total: <u> </u> Yrs. <u> </u> Mos. Approx. 34 years</p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title Public Health Nurse/Manager</p> <hr/> <p>Employer's Name and Address Contra Costa County: Health Services Dept: Public Health, Mental Health</p> <hr/> <p>Employment and Human Services Department: IHSS, APS, MSSP, I&A</p>	<p>Duties Performed Nursing assessment and evaluation of medical, psychosocial, emotional, economic needs of older adults and persons with disabilities. Primary work with vulnerable populations. Linking individuals to greatly needed services. Home visits/ phone consultations/case conferencing with other providers of care to enhance clients' quality of life.</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 07/14/11 to Currently</p> <p>Total: <u> </u> Yrs. <u> </u> Mos. 1 year 2 months</p> <p>Hrs. per week <u>3-4</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Information and Assistance Volunteer</p> <hr/> <p>Employer's Name and Address Employment and Human Services 500 Ellinwood Dr. Pleasant Hill, CA</p>	<p>Duties Performed Receive phone calls from residents of the community searching for services for older adults and persons with disabilities. Referrals to necessary services; linkages to care. Mailings of resources as follow-up to phone conversations.</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 11/7/11 to Currently</p> <p>Total: <u> </u> Yrs. <u> </u> Mos.</p> <p>Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Volunteer Care Coordinator</p> <hr/> <p>Employer's Name and Address Senior Outreach Services/Meals on Wheels 1300 Civic Drive Walnut Creek, CA</p>	<p>Duties Performed Provides care coordination services to residents attending the Bay Point Senior Nutrition site. Assesses client needs and links to services. Arranges for inservices on health/ safety issues. Provides resource materials as needed.</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 01/22/1991 to Currently</p> <p>Total: <u> </u> Yrs. <u> </u> Mos. 21+ years</p> <p>Hrs. per week <u>15</u> . Volunteer <input type="checkbox"/></p>	<p>Title California State University</p> <hr/> <p>Employer's Name and Address CSU Dominguez Hills CSU Fullerton-Fullerton, CA</p>	<p>Duties Performed Nursing faculty teaching courses on the life cycle, aging, community health, etc.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Notification by Advisory Bd

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

If Yes, please identify the nature of the relationship: _____

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

Sign Name: Subarna Card Date: 8/29/12

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

CCC Advisory Council on Aging
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Member at Large
PRINT EXACT SEAT NAME (if applicable)

1. Name: Dunne Rose Mary
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED]
(No.) (Street) (Apt.) (City) (State)

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved Masters in tax

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Cal St. Univ East Bay</u>	<u>Master tax</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<u>all</u>		<u>MST</u>	<u>12/2011</u>
B) <u>Cal State Fullerton</u>	<u>Fiduciary management certificate - Trust</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>		<u>60</u>	<u>cert</u>	<u>certificate</u>
C) <u>Cal State Fullerton</u>	<u>Fiduciary certificate - conservation</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>		<u>60</u>	<u>cert</u>	<u>iticate</u>
D) Other schools / training completed: <u>CLPF</u> <u>LPA</u>	Course Studied <u>Estate, Trust Senters conservation</u> <u>Accounting</u>	Hours Completed <u>100</u>	Certificate Awarded: <input checked="" type="checkbox"/> <input type="checkbox"/> <u>License</u> <u>various</u> <u>License</u>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 2011 <u>current</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>more than 6yrs</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p><u>Advisory Council</u> <u>on Aging - CCC</u></p> <p>Employer's Name and Address <u>Contra Costa</u> <u>County</u></p>	<p>Duties Performed <u>on council -</u> <u>member at</u> <u>large</u></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 2011 <u>2015</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>4</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p><u>Housing Advisory</u> <u>Committee</u></p> <p>Employer's Name and Address <u>San Ramon</u></p>	<p>Duties Performed <u>on committee</u></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <u>Some time ago</u> <u>to current</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>Some time ago</u></p> <p>Hrs. per week <u>various</u> . Volunteer <input type="checkbox"/></p>	<p><u>CPA, CLPF</u></p> <p>Employer's Name and Address <u>CPA, CLPF</u> <u>owner</u></p>	<p>Duties Performed <u>various;</u> <u>accountings,</u> <u>Trusts, other</u> <u>services</u></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <u>some time ago</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>25 yr</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p><u>Hot Line Volunteer</u></p> <p>Employer's Name and Address <u>Contra Costa</u> <u>Crisis Center</u></p>	<p>Duties Performed <u>Answered phone</u> <u>for people in</u> <u>crisis.</u></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

No Yes

If Yes, please identify the nature of the relationship:

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

Sign Name: Wendy Rose Date: 8/20/2018

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

ML

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am a retired person and wish to give my community the advantage of my experience. I also enjoy looking after the interest of Seniors. It also compliments my other Volunteer service.

This application is used for all boards and commissions

Nuruddin

First Name

A

Middle Initial

Neemuchwalla

Last Name

[Redacted] Email Address

[Redacted] Home Address

____ Suite or Apt

[Redacted] City

[Redacted] State

[Redacted] Postal Code

[Redacted] Primary Phone

NA

Employer

NA

Job Title

Retired

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

= Graduate (4 year college)

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

T.S.Dufferin

Name of College Attended

Merchant Marine Academy

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

1998 - 2001

Dates (Month, Day, Year) From - To

50

Hours per Week Worked?

Volunteer Work?

Yes No

General Manager

Position Title

Employer's Name and Address

Maersk Pacific Ltd. 909 Ferry St. Oakland CA 94607

Duties Performed

Responsible for Terminal and ship operation for the Bay Area.

2nd

1994 -1998 Approx

Dates (Month, Day, Year) From - To

55 hours

Hours per Week Worked?

Volunteer Work?

Yes No

Stevedore Manager

Position Title

Employer's Name and Address

Maersk Pacific Ltd. 909 Ferry Street., Oakland CA 94607

Duties Performed

Managed ship and terminal operations at the Port of Oakland terminal.

3rd

1980 - 1994 (Approx)

Dates (Month, Day, Year) From - To

60 hours per week

Hours per Week Worked?

Volunteer Work?

Yes No

Terminal Manager

Position Title

Employer's Name and Address

Marine Terminal Corporation. Stuart St. San Francisco CA

Duties Performed

Operated the Maersk Terminal at the port of Oakland under contract to Marine Terminal Corp.

Upload a Resume

Final Questions

How did you learn about this vacancy?

Other

MAL 12 ... Dis 4

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:



Contra Costa County

RECEIVED
SEP 06 2018
CLERK BOARD OF SUPERVISORS
CONTRA COSTA

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

ADVISORY COUNCIL ON AGING
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION
PRINT EXACT SEAT NAME (if applicable)

1. Name: WELTY PATRICIA DeLores
(Last Name) (First Name) (Middle Name)
2. Address: [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)
4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved B.S. RECREATION

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) The OHIO STATE UNIVERSITY	EDUCATION	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
B) CA. STATE UNIVERSITY, HAYWARD	RECREATION	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.S.	3-1973
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) From <u>7-1976</u> To <u>6-present</u> Total: Yrs. <u>42</u> Mos. <u> </u> Hrs. per week <u>30</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <u>TEACHER</u> <u>ADULT EDUCATION</u> Employer's Name and Address <u>PITTSBURG ADULT EDUC.</u> <u>STONEMAN AVE.</u> <u>PITTSBURG, CA, 94565</u></p>	<p>Duties Performed <u>Taught in Adults w/ Disabilities with 4 school districts, until our programs were cancelled. I am currently the Dept. Chair for Life-Long Learning at Pittsburg Adult Education</u></p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u> Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u> Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u> Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other ACOA currently serving

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

If Yes, please identify the nature of the relationship:

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

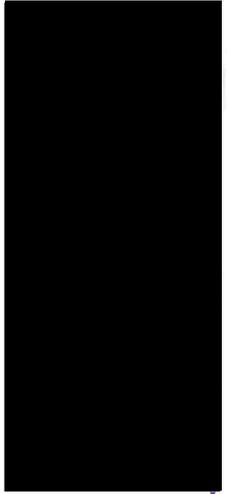
If Yes, please identify the nature of the relationship:

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

Sign Name: Patricia DeLores Welty Date: Aug. 10, 2018

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



RECEIVED
 SEP 06 2018
 CLERK BOARD OF SUPERVISORS
 CONTEHA COSTA CO.

OAKLAND CA 945
 04 SEP 2018 PM 4 1



Office of the Clerk of the Board

1651 Pine Street, Room 106

Menlo Park, California 94025

Application Form

Profile

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Member at Large

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

Currently a member, I wish to continue.

This application is used for all boards and commissions

Richard

First Name

A

Middle Initial

Nahm

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

Master of Public Administration

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

CSUH

Name of College Attended

Public Administration

Course of Study / Major

Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

MPA

Degree Type

September 2003

Date Degree Awarded

College/ University B

Ohlone College

Name of College Attended

Liberal Arts

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Associate of Arts

Degree Type

1980

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

10/1974

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Technical Expert

Position Title

Employer's Name and Address

Social Security Administration 1111 Jackson St Oakland, CA 94611

Duties Performed

Claims, Post-entitlement review, Public Information Liaison, Trainer, Public Speaker, Fraud Investigations, Computer Systems

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

Other

Current Member

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

I Agree



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Council On Aging

President

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Krohn Shirley
 (Last Name) (First Name) (Middle Name)

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

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

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved High School

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

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

<p>A) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>
<p>B) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>
<p>C) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>
<p>D) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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If Yes, please identify the nature of the relationship:

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

Sign Name: Spurley Kuhn Date: 8/14/18

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

RESUME'

SHIRLEY KROHN



Retired in 1997 after 40 years with Bechtel Corporation. Career included: Publications Management, Major Event Planning & Coordination, College Recruiting, New Hire Training & Orientation, Training Programs in Cost, Schedule & Estimating, Outplacement Counseling, and Coaching Executives on Presentation Skills.

Concurrent Volunteer Activities:

1972 – 2012 Board Chair, Spectrum Federal Credit Union
2004 – 2006/2017 - 2018 President, Contra Costa County Advisory Council on Aging
2006 – Present Senior Assembly Member, California Senior Legislature
2013 – Present CSL Joint Rules Committee Member
2009 – 2012 Board Member, California Council on Gerontology & Geriatrics
2008 – Present Program Manager & Presenter – Communities Against Senior Exploitation (CASE)
2012 – 2014 Board Member – California Elder Mental Health & Aging Coalition
2009 – 2014 Contributing Editor – “Victimization of the Elderly and Disabled” (VED)

▪ Articles:

- Elder Justice Work Group
- Call to Action 2010 – Confronting Elder Financial Abuse
- From Youngest Sibling to Caregiver
- Intergenerational Learning Experience
- Nonprofits Fight Financial Abuse
- Senior Housing – Village Concept
- Senior Consumers and Financial Exploitation – About CFPB
- Abuse of LGBT Elders in Facilities
- What Aging Advocacy Looks Like
- When the System Fails You*
- Consumer Beware*
- Seniors Writing Legislation Protecting Seniors
- **articles selected to be published in Civic Research Institute, Family & Intimate Partner Violence Quarterly publication*

2011 – 2012 President, Contra Costa County, Advisory Council on Aging
2013 – 2015 Consumer Voice for Quality Long Term Care – Leadership Council member
2014 – 2015 Alameda/Contra Costa Steering Committee – The Conversation Project
2014 – Present Coordinated Care Initiative – Advisory Council on Aging Representative
2017 - Present President, Contra Costa County Advisory Council on Aging

Public Speaking Engagements:

2015 Grace Cathedral, San Francisco, Panelist at screening of Last Will & Embezzlement-panel on elder financial abuse
2013 CalSWEC Aging Initiative Summit – Intergenerational Student Field Placements
2013-2015 20 Presentations on Elder Financial Abuse Prevention & Education
Over 25 Presentations about the California Senior Legislature
2012 Lecturer to MSW grad students at CSUS – Demystifying the Legislative Process
2012 Elder Financial Protection Network (EFPN), Call to Action, Panelist – Legislative Update

March 2018

- 2011 Speaker – Aging in America Conference – “An Intergenerational Mentor Approach to Achieving Social Policy Related Gerontology Competencies”
- 2011 Speaker – Aging in America Conference – “Empowering Financial Professionals, Advocates and Seniors to Stop Financial Abuse”
- 2010 Speaker – Council on Social Work Education Conference – Portland, Ore. – Intergenerational Learning
- 2008 Panelist – Institute of Medicine meeting “The Health Care Workforce for Older Americans Promoting Team Care”
- 2012 – Present Senior Center Without Walls Speaker – Elder Financial Abuse, End of Life Planning & How to be an Advocate

Other Significant Activities & Honors:

- 2014 Public Citizen of the Year – National Association of Social Workers (California Chapter)
- 2012 Volunteer of the Year Award – Culture to Culture Foundation
- 2011 Member, California Elder Justice Workgroup
- 2010 Call to Action – Community Service Awareness for CASE Program
- 2010 California Senior Leaders – Class of 2010
- 2006 – 2008 Director – Fair Lending Consortium
- 2002 – 2006 Board Chair – Elder Financial Protection Network

Ongoing Affiliations:

- Consumer Federation of California
- California Geriatric Behavioral Health Policy & workforce Coalition
- Aging Alliance
- California Elder Justice Coalition

Legislative Activities:

- 2007 AB 2051 Elder Abuse Offender Registry (Resubmitted as SB 473 in 2014. Authored by Senator Bates)
- AB 2100 Report Abuse in Facilities to DA (chaptered)
- AP-5 Elder & Dependent Abuse – Standard Reporting & Coding
- AP-27 Elder Death Review Teams
- 2008 AB 2543 Geriatric and Gerontology Workforce Expansion Act – Enrolled (vetoed)
- 2008 Repeal Sunset Date on financial institutions being mandated reporters (not picked up)
- 2009 Repeal Sunset Date on financial institutions being mandated reporters (not picked up)
- 2010 SB 345 State Ombudsman Program
- SB 33 Repeal Sunset Date on financial institutions being mandated reporters (chaptered)
- 2011 AB 2010 Reverse Mortgage Counseling
- 2012 AB 663 Sensitivity Training for Administrators in Facilities with LGBT residents (chaptered)
- Criminal Background Checks on all Caregivers (not picked up)
- 2013 AFP 8 Reduced Federal Student Loan Interest Rates
- AP 16 Social Security Fraud Prevention
- AP 18 Geriatric Behavioral Health – Create two state positions to monitor MHSA Funds
- AP 15 Residential Care Facilities for the Elderly – Rates
- 2014 Proposal – Incarcerated Elders
- Proposal – Mandated Reporting, Financial Institutions – Enforcement & Fine Increases
- 2014 AB 2623 – Advanced Peace Officer Training in Elder Abuse – Chaptered
- 2015 Proposals submitted:
 - Geriatric & Gerontology Student Loan Assistance Act of 2016
 - Elder Abuse in Native American Sovereign Nations
 - Financial Institution Mandated Reporting Fine Update
 - Create Geriatric Behavioral Health State Level Position
 - Food Insecurity

Other Areas of Interest and Advocacy:

- The Conversation Project and Compassion & Choices – Addressing End of Life Issues



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Counsel on Aging
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

AL LARGE #7
PRINT EXACT SEAT NAME (if applicable)

1. Name: SELLECK SUMMER CUD
(Last Name) (First Name) (Middle Name)

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

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

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved JURIS DOCTORATE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UCLA	History	Yes No <input checked="" type="checkbox"/>				6/10/07
B) Pepperdine	Masters	Yes No <input checked="" type="checkbox"/>				8/1/2010
C) Western State College of LAW	JURIS DOCTORATE	Yes No <input checked="" type="checkbox"/>				12/15/12
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p><u>6/4/2013</u> <u>Present</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p><u>3</u> <u> </u></p> <p>Hrs. per week <u>60</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Sole Proprietor</p> <hr/> <p>Employer's Name and Address</p> <p>SC Selleck Law 150 N. Wiget Lane, #105 Walnut Creek, CA 94598</p>	<p>Duties Performed</p> <p>Legal</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p><u>12/012014</u> <u>Present</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p><u>2</u> <u>6</u></p> <p>Hrs. per week <u>5</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Board Memeber</p> <hr/> <p>Employer's Name and Address</p> <p>California Women Lawyers 700 R Street Suite 200 acramento, CA 95811</p>	<p>Duties Performed</p> <p>Legislative Committee, Membership Committee, Amicus Brief Committee, Etc.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p><u>12/01/2015</u> <u>Present</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p><u> </u> <u>7</u></p> <p>Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Board of Directors</p> <hr/> <p>Employer's Name and Address</p> <p>Contra Costa County Board of Directors 2300 Clayton Rd. Suite 520 Concord, CA 94520</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p><u> </u> <u> </u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p><u> </u> <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p><u> </u></p> <hr/> <p>Employer's Name and Address</p> <p><u> </u></p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Candace Anderson

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

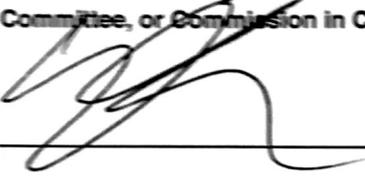
If Yes, please identify the nature of the relationship:

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

No Yes

If Yes, please identify the nature of the relationship:

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

Sign Name: 

Date: 8/17/19

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SUMMER C. SELLECK

AREAS OF EXPERTISE

Estate Planning • Probate • Litigation

Experience in drafting complex estate planning documents for high net worth clients. Significant experience interpreting clients wishes and providing long term estate planning solutions to meet those goals, while maximizing wealth transfer goals. Active Board Member and community builder. Excellent communication skills with the ability to work as a team player to achieve goals.

PROFESSIONAL EXPERIENCE

SC SELLECK LAW
Principal

6/4/2013 - Present

Estate Planning: Development and management of life-long client relationships. Trusted advisor to clients (individuals and entities) on many facets of estate planning including the preparation of complex trusts, developing plans, and provide counsel on mitigating estate taxes. Provided guidance and strategic plans to ensure that the client's assets are safe from taxes and creditors after death.

Probate: Skill advising personal representatives and beneficiaries on how to settle the final affairs of a deceased person. Successfully resolved disputes among personal representatives and beneficiaries. Effectively petitioned for court approval in multiple guardianship and conservatorships cases. Management of existing guardianships and conservatorships through multiple accountings to the court.

Litigation/Trial Experience: Appeared in several state courts handling civil, probate, criminal, and family law issues. Represented minors in probate and acted as their advocate in guardianships disputes. Acted as first chair in all trials conducted, including bench trials and jury trials.

Publications:

- Host of CA Women Lawyers *Seat at The Table* Podcast which has interviewed iconic female attorneys such as Drusilla Ramey, Marge Randolph, DA Nancy O'Malley, DA Diana Becton, etc.
- Guest Editor of Contra Costa County Lawyer Magazine February 2017 "Diversity In The Law" edition
- Authored multiple articles in Contra Costa County Lawyer Magazine and the California Women Lawyers quarterly newsletter

Volunteer:

- Contra Costa County Area Aging Commission board member (2016-Present)
- Senior Legal Services Pro Bono Services (2014- 2017)
- Rainbow Community Center Community Liaison (2013-2016)

Speaking Engagement/Panel Member:

- Diversity in the Courtroom (2016)
- Implicit Bias in the Legal Profession (2017)
- Entrepreneurship in Law (2018)

AFFILIATIONS

- California Women Lawyers Association
 - Board Member (2016 – Present)
 - In House Counsel Network Assistant Chair (2017)
 - Affiliate Board Governor for Contra Costa County – (2014-2016)
- Contra Costa County Bar Association Women's Section
 - Board Member (2013-2016)
- Contra Costa County Bar Association Diversity Committee
 - Board Member (2013-2018)
- Contra Costa County Bar Association Barristers Section
 - Board Member (2013-2018)
 - Vice President (2014)

EDUCATION

Western State University School of Law - *Cum Laude*

- Witkin Award in Community Property, Negotiations, and Mediation

Pepperdine University- *Summa Cum Laude*

- Masters of Education-Social Sciences

University of California at Los Angeles- *Cum Laude*

- Bachelor of Arts - History

Application Form

Profile

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Kevin D

First Name

D

Middle Initial

Donovan

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

CA

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

Retired, previously US Bank

Employer

Formerly Senior Vice President

Job Title

Finance/Banking

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

Master of Business Administration

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

UC Berkeley

Name of College Attended

Economics

Course of Study / Major

180+

Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

Bachelor of Arts

Degree Type

June 1974

Date Degree Awarded

College/ University B

University of Southern California

Name of College Attended

Finance

Course of Study / Major

72 (estimate on my part)

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Master of Business Administration

Degree Type

June 1976

Date Degree Awarded

College/ University C

N/A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

5/1/2006 to 10/1/2017

Dates (Month, Day, Year) From - To

40 hours +

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Vice President

Position Title

Employer's Name and Address

US Bank 1333 N. California St., Suite 50SL Walnut Creek, Ca. 94596

Duties Performed

Area Manager for the Pacific Northwest and Western Regional Sales Manager for US Bank's Equipment Finance Division. This position was focused on the development of identifying new opportunities, proposing and winning them and then coordinating their closing. Transaction sizes ranged from \$500,000 to \$99,000,000.

2nd

2/1/2002 to 5/1/2006

Dates (Month, Day, Year) From - To

40 hours +

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Vice President

Position Title

Employer's Name and Address

Royal Bank of Scotland ("RBS") 401 California St. San Francisco, Ca. 94111

Duties Performed

Development of new financing opportunities for RBS throughout the West Coast of the US.

3rd

2/1/1992 to 1/31/2002

Dates (Month, Day, Year) From - To

40 hours +

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Vice President

Position Title

Employer's Name and Address

Heller Financial Inc. 1 Montgomery St. San Francisco, Ca. 94111

Duties Performed

Managed a sales team in the development of new business in the non-investment grade equipment financing business throughout the West Coast.

Final Questions

How did you learn about this vacancy?

District Supervisor

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:



Contra
Costa
County

RECEIVED

SEP 13 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Contra Costa County Advisory Council on Aging
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Health Work Group
PRINT EXACT SEAT NAME (if applicable)

1. Name: YEE DENNIS DON
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(No.) (Street) (Apt.) (State) (Zip Code)

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

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved MASTER'S

Names of colleges / universities attended	Course of Study / Major	Degree Awarded		Units Completed		Degree Type	Date Degree Awarded
		Yes	No	Semester	Quarter		
A) UNIVERSITY OF CALIF	BIOLOGY	<input checked="" type="checkbox"/>	<input type="checkbox"/>			BA	BACHELORS 1977
B) SF STATE	BUS. ADMIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>			MBA	1982
C)		<input type="checkbox"/>	<input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed		Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			



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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> + JAN 24, 2000 JAN 5, 2015</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 15 15</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title SR. PRICING CONSULTANT</p> <p>Employer's Name and Address KAISER HEALTH PLAN 1800 HARRISON OAKLAND</p>	<p>Duties Performed GROUP HEALTH INSURANCE UNDERWRITER</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

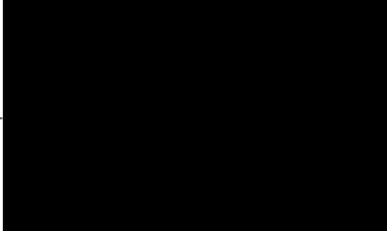
CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other _____

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

If Yes, please identify the nature of the relationship: _____

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

Sign Name: _____



Date: _____

9/10/2017

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

10/10/17



Dennis D. Yee

Pleasant Hill CA 94523

www.eastbayspca.org



RECEIVED
SEP 13 2017
CLERK BOARD OF SUPERVISORS
COSTA COSTA COUNTY

Costa Costa County
CLERK OF THE BOARD
651 PINE ST. RM 106
MARTINEZ CA 94563-1292



There are currently 14 seats filled and one vacancy on FACT. The Committee vacancy is in the discipline-specific Seat 3, Local Planning Council. Current FACT Committee seat members live or work in the following areas of the county: East (2): One At-Large, District III; Central/South (11): Four discipline specific, Four At-Large, Districts II, IV and V; West (1): District I.

Candidates for appointment to the FACT Committee will serve a two-year term. Attached is a memo from the Employment and Human Services Director, transmitting her nomination of Lisa Johnson, Karin Kauzer, and Mary Flott for reappointment to FACT's First Five Commission, School Representative, and At Large 1 seats, respectively. Their current appointments are set to expire September 30, 2018.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Lisa Johnson to a discipline specific, First 5 Commission seat, Karin Kauzer to a discipline specific, School Representative seat, and Mary Flott to the At Large 1 seat on the Family and Children's Trust Committee to terms that will expire on September 30, 2020.

Attachments

Memo Recommending Re-Appointments

K. Kauzer Application

L. Johnson Application

M. Flott Application

Minutes Attachments

No file(s) attached.



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor John Gioia, District I, Vice-Chair
Date: September 24, 2018
CC:
From: Kathy Gallagher, EHSD Director
Juliana Mondragon, FACT Staff
Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendation

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept recommendations to re-appoint the following members to one At-Large seat and two discipline specific seats (Seat 1; First 5 Commission and Seat 2; School Representative) on the Family and Children's Trust (FACT) Committee, for a total of three (3) open seats.

Table with 3 columns: Name, Seat, Area. Rows include Lisa R. Johnson (First 5 Commission, Central County), Karin Kauzer (School Representative, Central County), and Mary Flott (At-Large Seat 1, South County).

PURPOSE OF COMMITTEE

The purpose of this Committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include contacting each district Supervisor's office

and releasing a public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

FACT Committee membership consists of the following:

- Five At-Large seats
- One representative from each of the five Supervisorial Districts
- Five discipline/sector specific seats

There are currently 14 seats filled and there is one vacancy on FACT. The Committee has a vacancy in the discipline-specific Seat 3, Local Planning Council. Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee is actively recruiting to fill Seat 3.

Current FACT Committee seat members live or work in the following areas of the county:

- East (2): One At-Large, District III
- Central/South (11): Four discipline specific, Four At-Large, Districts II, IV and V
- West (1): District I

Presently, the Committee has scheduled vacancies in Seat 1; First 5 Commission, Seat 2; School Representative, and Seat 3; Local Planning Council; and two At-Large Seats, all of which are due to expire on September 30, 2018.

The FACT Committee recommends re-appointing current Seat 1 member, Ms. Lisa Johnson, Seat 2 member, Ms. Karin Kauzer, and At-Large Seat member, Ms. Mary Flott, as their seats' term will expire on September 30, 2018.

Candidates for re-appointment to the FACT Committee will serve a two-year term.

All candidates have expressed a sincere interest in continuing to serve on the Committee and are dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee re-appoint all three (3) candidates to continued membership on the FACT Committee.

Enc. Board, Committees, and Commission Application for *Lisa R. Johnson*
Board, Committees, and Commission Application for *Karin Kauzer*
Board, Committees, and Commission Application for *Mary Flott*



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

FACT
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

School Representative
PRINT EXACT SEAT NAME (if applicable)

1. Name: Kauzer Karin
(Last Name) (First Name) (Middle Name)

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

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved Bachelor of Science plus additional course work

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cornell University	undecided	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	1.5			
B) University of South Florida	undecided	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	.5			
C) University of Maine at Farmington	Special Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	4		Bachelor	1976
D) Other schools / training completed: Cal State Hayward and Saint Mary's	Course Studied California learning handi	Hours Completed unknown			Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 8/1981 6/2013</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 32 years</p> <p>Hrs. per week <u>40++</u> . Volunteer <input type="checkbox"/></p>	<p>Title Resource Specialist</p> <hr/> <p>Employer's Name and Address Acalanes Union High School District: Campolinda High School and Acalanes High School</p> <p>1212 Pleasant Hill Road, Lafayette, Ca 94549</p>	<p>Duties Performed</p> <p>-Special Education teacher (resource specialist) for mainstreamed diploma track students -Dept. Chair--32 years -New Crew (freshmen mentoring program advisor) -Leadership class co-advisor</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 8/1979 6/1981</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 2 years</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Teacher</p> <hr/> <p>Employer's Name and Address Department of Defense Overseas Dependents Schools Kaiserslautern, Germany</p>	<p>Duties Performed</p> <p>Third grade teacher and teacher in primary center grades 1-3.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 9/1978 6/1979</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 1 year</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Grade 3/Remedial Reading Teacher</p> <hr/> <p>Employer's Name and Address Wayne Elementary School, Wayne Maine</p>	<p>Duties Performed</p> <p>Grade 3 teacher and Reading Specialist.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1/1977 6/1978</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 1.5 years</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Reading and Secondary Practicum Sup <input type="checkbox"/></p> <hr/> <p>Employer's Name and Address University of Maine at Farmington, Farmington, Maine</p>	<p>Duties Performed</p> <p>Scheduled, supervised and evaluated UMF elementary and secondary education major students.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name: Karen Kanyo Date: 8/27/18

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Johnson Lisa Renee
(Last Name) (First Name) (Middle Name)

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

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

4. **Email Address:** [Redacted]

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

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

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cal State East Bay	Health Sciences	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	BS	1993
B) Cal State East Bay	Public Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MPA	1998
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed: <input type="text"/>	Course Studied <input type="text"/>	Hours Completed <input type="text"/>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 9/2000 PRESENT</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title Grants & Contracts Manager</p> <hr/> <p>Employer's Name and Address First 5 Contra Costa Children & Families Commission 1485 Civic Court Concord, CA 94520</p>	<p>Duties Performed Manage and oversee the Commission's Grants and Contracts processes</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 8/1999 9/2000</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title Grants Coordinator</p> <hr/> <p>Employer's Name and Address City of Pittsburg 65 Civic Avenue Pittsburg, CA 94565</p>	<p>Duties Performed Managed the City's grant solicitation processes</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 6/1996 8/1999</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title Assistant Vice President</p> <hr/> <p>Employer's Name and Address United Way of the Bay Area 550 Kearney Street., Suite 1000 San Francisco, CA 94108</p>	<p>Duties Performed Managed the Contra Costa County United Way fund raising and grant making processes</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 6/1993 6/1996</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title Case Manager</p> <hr/> <p>Employer's Name and Address East Bay Perinatal Council 2648 International Boulevard Oakland, CA 94601</p>	<p>Duties Performed Case managed pregnant and parenting teens</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name:



Date:

8/27/18

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Fott Mary Franklin
(Last Name) (First Name) (Middle Name)

2. Address: _____ CA _____
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
(Home No.) (Work No.) (Cell No.)

4. Email Address: _____

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

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

Give Highest Grade or Educational Level Achieved Bachelor's Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Maryland	Radio, Television & Film	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	June 1978
B) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>				
C) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: _____	Course Studied _____	Hours Completed _____	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

A) Dates (Month, Day, Year)	Title	Duties Performed
From <u> </u> To <u> </u> March, 2000 Feb. 2013 Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/>	Fund Development Director Employer's Name and Address The Child Abuse Prevention Council of Contra Costa 2120 Diamond Blvd., Sute 120 Concord, CA 94520	Originally coordinated and trained home visitors for the Newborn Connections postpartum home visitation program. Later moved into all aspects of fund development including proposal writing and reporting, and communicating the message of CAPC. Also administered a fund for needy families.
B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1998 2000 Total: Yrs. <u> </u> Mos. <u> </u> 2 Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/>	Title Volunteer Coordinator & Board Member Employer's Name and Address The Nurture Company's Newborn Connection Program (no longer operational)	Duties Performed Managed the training and activities of 20-25 volunteer postpartum home visitors working with low income families primarily in east and central county.
C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1990 1998 Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u>5-10</u> . Volunteer <input checked="" type="checkbox"/>	Title Volunteer and Board Member Employer's Name and Address The Nurture Company's Newborn Connection Program (no longer operational)	Duties Performed Postpartum home visitor for a variety of low income, high needs families. Also assisted with management of the organization and its fund raising.
D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1984 1988 Total: Yrs. <u> </u> Mos. <u> </u> 4 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/>	Title Production manager and producer Employer's Name and Address KCOP-TV 916 La Brea Ave. Hollywood, CA	Duties Performed Managed studio activities for the station. Also produced 3 years of live coverage of the Los Angeles Marathon and a production of Live From the Hollywood Bowl.

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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Sign Name: Mary Flott

Date: 8-27-18

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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

7.

Meeting Date: 09/24/2018

Subject: Public Mental Health Care Systems; Child and Teen Psychiatric Services; and Grand Jury Report No. 1703

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: 115/116

Referral Name: Public Mental Health Care System

Presenter: Matthew P. White, M.D.; Barbara Serwin,
Chair, Mental Health Commission

Contact: Warren Hayes (925)
957-2616

Referral History:

On October 30, 2017 the Family and Human Services Committee accepted the report from the Health Services Department addressing various mental health service issues and concerns raised by the Family and Human Services Committee, the Board of Supervisors, the Mental Health Commission's White Paper, the Civil Grand Jury, and members of the public. These issues and concerns centered upon the difficulty in accessing mental health care, particularly for children and youth experiencing serious emotional disturbances. Indicative to this lack of access was the 1) increase in Psychiatric Emergency Services visits, 2) long wait times to access care, and 3) shortage of clinical staff, especially psychiatrists. The Health Services Department report addressed these issues and concerns, and reported upon the initiatives and progress made to date.

The Family and Human Services Committee asked the Department to provide an update to the Mental Health Commission in six months, and to the Family and Human Services Committee thereafter.

Referral Update:

The Department has complied by meeting with the Mental Health Commission regarding these issues on several occasions in 2018. The attached report summarizes the most current update, and articulates a partnership plan between the Department and the Commission to work together going forward to resolve these issues.

Recommendation(s)/Next Step(s):

ACCEPT the joint update report from Behavioral Health Services and the Mental Health Commission on the public mental health care system, child and teen psychiatric services, and Civil Grand Jury Report No. 1703.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Joint Behavioral Health Services and Mental Health Commission Report

Mental Health Commission Response to BHS Update to Civil Grand Jury Report 1703 and FHS Referrals on the Public Mental Health System

Civil Grand Jury Report 1703 "Mental Health Services for At Risk Children in CCC"

BOS Response to Grand Jury Report 1703

Minutes Attachments

No file(s) attached.

Joint Update Report from Behavioral Health Services and the Mental Health Commission on Referral Nos. 115/116

This is a joint report of the Mental Health Commission (MHC) and Contra Costa Behavioral Health Services (CCBHS), and provides an update on identified areas of opportunity to provide better public mental health services in Contra Costa County.

Background

In 2016 a MHC and Grand Jury report focused attention on the public's difficulty in accessing the mental health care provided by CCBHS. A significant correlation was made between the rise in Psychiatric Emergency Services (PES) visits and the lengthening wait time for consumers to receive care at CCBHS clinics. A number of factors that contributed to this access difficulty were examined and partially addressed in 2017, to include staffing shortages, especially psychiatry time, and additional treatment staff focused on children, youth and their families. These efforts were chronicled in a series of reports presented to the FHS Committee in October of 2017. While a number of issues were successfully resolved the FHS recognized that adding additional treatment staff for children, youth and their families, increasing available psychiatry time, and changes to intake and assessment procedures would take longer to demonstrate significant reductions in wait times for mental health care. The FHS requested that CCBHS provide updates to the MHC, and report to the FHC later in 2018 on progress made. CCBHS has subsequently met with the MHC on six separate occasions to report on changes and progress made.

Update

The following represents current updates to issues identified in the report entitled, *Contra Costa County Mental Health Commission Response to Behavioral Health Services Update to Grand Jury Report No. 1703 and Referrals 115 and 116*:

Upgrading the Current West County Children's Clinic Facility

Immediate concerns, such as roof repairs, interior paint, carpet replacement, ADA compliance, and asbestos levels have been resolved. New furniture is on order. October 2019 is the target date for the clinic is to be moved to a new facility. Both CCBHS and MHC leadership recognize that while the current facility is less than ideal the County has responded to make the clinic's current location as safe as possible and hospitable for mental health care to be provided.

Acquiring a New Location for First Hope

The First Hope Program is in the process of moving to a Pleasant Hill facility that will accommodate expanded programming that is currently taking place. First Hope is expanding from a “clinical high risk” program (seeking to prevent conversion to psychosis) to also address youth experiencing a first onset of psychosis, and thereby altering the trajectory of their illness through early intervention. This expanded program, roughly doubling in size, will significantly add quality care to prevent transitional age youth from becoming life-long consumers of public mental health services. This prevention and early intervention program will improve access to care for this population and reduce the need for psychiatric emergency services (PES) and in-patient psychiatric hospitalizations.

Addressing the Shortage of Psychiatrists

CCBHS and the MHC recognize that recruiting and retaining quality psychiatrists, especially child psychiatrists, is hampered by a regional and nation-wide shortage of psychiatry time, compounded by less competitive salaries offered within Contra Costa. Thus, this issue will be ongoing, and will require assertive and creative attention in order to incrementally increase psychiatrist participation in clinical care. In order to be more competitive CCBHS has increased its recruiting and retention efforts by 1) significantly increasing psychiatry pay by 20% for contract psychiatrists (who make up the majority of the current work-force), 2) implementing tele-psychiatry in the East County adult clinic, 3) contracting with a number of psychiatry staffing organizations to meet psychiatry time goals, 4) engaging with the Physicians and Dentists’ Organization of Contra Costa to improve county employee salaries, and 5) implementing a student loan repayment program. Total full-time equivalent psychiatrist positions are currently at 32.4, up from 29.5 in November of 2016, with a new psychiatrist scheduled to start in the east adult clinic, one in the west children’s clinic, and one in the west adult clinic. The loan repayment program has featured provisions for participating psychiatrists to increase their hours to a desired level of averaging 30 hours per week. To date a total of eight agreements have been reached with psychiatrists, with a total of \$85,000 of MHSA funding expended, and another \$100,000 encumbered. MHSA funding rules allow the remaining balance of \$715,000 that has been authorized to be available for a ten year period before being subject to reversion to the state. This program is showing impact on psychiatrists’ willingness to add hours for CCBHS outpatient clinics, and is offsetting Contra Costa’s less competitive salaries for psychiatrists to work in the County’s community mental health settings. The Acting Behavioral Health Services Director now participates in active recruiting and retention efforts, and receives regular briefings on progress made. Metrics have been developed to enable real time tracking of wait time for consumers to see a psychiatrist. This

has enabled visibility of specific areas in the Children and Adult Systems of care where attention is needed, as well as to ultimately determine the ideal staffing level for psychiatry.

Filling the Vacant Position of Medical Director

Dr. Matthew White was appointed Medical Director in March 2018, and is devoting quality attention to the above recruitment and retention of psychiatrists, as well as overall improvement in the provision of mental health care, such as the Value Stream Mapping and Rapid Improvement Events that are focusing on access to care in CCBHS outpatient clinics. In addition, Dr. White has been Acting Behavioral Health Services Director since March, as the previous Director retired at that time. Dr. White has brought a renewed emphasis to consumer and family centered care, and is actively seeking partnership and collaboration with all of our stakeholders in the County.

Legacy Planning for High Level Positions

County hiring practices do not permit a Department to interview and fill a position until the incumbent has actually vacated the position. The MHC and CCBHS join in advocating for the County to consider entertaining a process for approving appropriate requests for staffing overlap, especially senior leadership positions and positions considered critical for continued operations.

Relief to Impacted Psychiatric Emergency Services (PES): PES Internal Adjustments

Since the last update CCBHS has worked with CCRMC to problem solve internal staffing additions to respond to the volume of clients. The monthly average number of visits for the last six months is at 838. This is down from the over 900 per month that was reported in 2016. CCRMC, which has operational control of PES, has increased staffing in the morning to allow for more re-evaluations of overnight clients to be accomplished within the same time frame. This has resulted in clients with a slightly reduced length of stay, and thus reduced daily census. Since the last report to the FHS Committee CCBHS has positioned one of their substance use disorder clinicians at PES in order to facilitate linking dually diagnosed clients to appropriate alcohol and other drug services. In addition, two MHSA funded Community Support Worker positions have been added to facilitate discharge planning, assist in connecting consumers to outpatient clinic care, and provide support to family members of consumers at PES. Finally, anecdotal evidence suggests that the emerging implementation of the Electronic Health Record System for CCBHS is providing a significant assist to clinicians at PES being able to connect and follow the disposition of where PES patients receive their follow up and treatment in the CCBHS systems of care.

Relief to Impacted Psychiatric Emergency Services (PES): Addressing Children’s Needs for the Facility

As space allocation and facility planning and operations within PES are under the control of CCRMC, the MHC and CCBHS join in recommending PES facility changes that will improve treatment space for children, and enable separate access, waiting area, family consultation, and exit for children and their families. Our understanding is that CCRMC is looking at ways to improve the current situation to have children and adult services be more segregated.

Relief to Impacted Psychiatric Emergency Services (PES): Expanded Mobile Relief Services

The Adult Mobile Crisis Response Team has been live since July of this year, and is incrementally adding staff to increase availability after hours to enable a rapid response to individuals experiencing a mental health crisis in the community. County staffing levels have been authorized to offer this service 24 hours a day, seven days a week. Currently, this team is offering services during normal business hours, and will be incrementally adding hours of availability as staff are hired and on boarded. Metrics are being developed to track and project number of crisis interventions in the field and resulting PES diversions. In addition, Seneca has added hours of availability for their MHSA funded START team to respond to children and their families in crisis. The expanded hours are now from seven A.M. to eleven P.M., seven days a week. It is anticipated that the full implementation of these new and additional services will have a significant impact on the volume of children and adults being brought to PES. Metrics are being developed that will enable both CCBHS leadership and the MHC to jointly track the impact of these new and additional services on the volume of PES visits.

Unclear Staffing Needs of the Children’s Division

The MHC White Paper and Referral Nos. 115/116 expressed concern that authorized and actual staffing levels for Children’s services may not be sufficient to fully meet the needs of several new mandates, such as the recent Continuum of Care Reform legislation. Through extensive analysis and planning, to include partnering with stakeholders via the community program planning process, CCBHS requested funding and received approval for staffing levels for county and contract operated services to meet what is believed to be the current need. For child psychiatrists CCBHS has 7.5 full-time equivalent (FTE) positions authorized and filled, with an additional 1.5 FTE expected to come on board in October 2018. As a means of evaluating how well CCBHS is sufficiently meeting the needs of the County, the Mental Health Plan standards for length of time from initial request to offered appointment (clinics), and Network Adequacy Standards (individual service providers) will be utilized. Psychiatry appointments will be tracked separately. These metrics will enable both the MHC and CCBHS to determine together

the needed and appropriate staffing levels for both the children's and adult systems of care. For example, CCBHS will be better able to establish the level of child psychiatry time needed in each region of the county.

Within the last year CCBHS has budgeted an additional \$5 million for services dedicated to this population. This new programming includes:

- \$2.5 million in Children's services to address the statewide Continuum of Care Reform Initiative,
- \$700,000 to establish a program to address youth experiencing a first onset of psychosis,
- \$500,000 to establish a multi-disciplinary team to provide intensive care to youth dually diagnosed with substance abuse and serious emotional disorders,
- \$600,000 to establish a Family Support Volunteer Network to support families whose loved ones are experiencing mental illness.

The above new programming is in various stages of implementation, with all expected to produce outcomes and impact in FY 2018/19 and beyond.

Since the last report to the FHS CCBHS appointed in July 2018 Gerold Loenecker as the new Mental Health Chief for the Children's System of Care, and we look forward to this senior leadership in bringing about further improvements to the system.

Improvements to Family Support Services

The Family Support Volunteer Network officially opened their doors in August of this year. This new MHA funded program will now provide a structure of NAMI – Contra Costa professionals to recruit, train and support a cadre of volunteers to support families whose loved ones are compromised by mental health issues. This new resource was a culmination of intensive mutual planning by CCBHS in partnership with families, consumers and other stakeholders to identify the need, establish a time line for implementation, and develop a training curriculum. In addition, the County's adult and children Family Support Coordinators and the Office for Consumer Empowerment meet regularly with NAMI to ensure efficient and effective coordination is built into this new and improved support network for families. All peer and family support county positions within the children and adult clinics are now filled.

Determination of Wait Times at Clinics

The MHC White Paper and Referral Nos. 115/116 expressed concern that requests for services at the County's children and adult clinics resulted in lengthy wait times for a first appointment, with even longer wait times to see a psychiatrist. Incremental improvement is being realized,

as key areas identified as most problematic have been surfaced and are being addressed. The East County Adult Clinic has received focused attention in the form of establishing tele-psychiatry to reduce wait times for a psychiatrist, Value Stream Mapping events to identify and implement system changes to the appointment process, and a Performance Improvement Project to decrease no show/cancellation rates. With the implementation of tele-psychiatry, median wait time for new psychiatrist appointment in our most impacted East County clinic is down from over a year in the beginning of 2018 to just over a month. Lessons learned from these initiatives will be incorporated into the larger Children and Adult Systems of Care. CCBHS has established metrics with standards to track progress in reducing wait times at all clinics, to include psychiatry visits, and will be incorporated as a regular area of communication with the MHC.

Reduction of Wait Times for CBO and Private Therapist Appointments

As reported in the October 2107 Family and Human Services Committee meeting, significant improvements have been realized in responsiveness to individuals requesting services from our network service providers. Subsequent to this meeting CCBHS has implemented Network Adequacy Standards with metrics to measure the capacity of our service providers to respond to requests for mental health care in the County. This metric will be shared as a part of regular information sharing with the MHC so that they can have visibility of where shortages exist in our system. At present children's psychiatry time remains a shortage area throughout the County. This will be an area of focus for the foreseeable future, given the shortage of psychiatrists in California in general, and the lack of compensation parity of Contra Costa with other Bay Area county mental health programs in particular.

The Continued Need for a Children's Residential Treatment Center

The need for residential treatment beds within the Children's System of Care remains, and is shared by all county mental programs throughout California. Regional solutions are being explored by the County Behavioral Director's Association, where counties could share in a pool of beds, thereby sharing costs and decreasing the risk of any one treatment center having to cover the cost of an unfilled bed. In addition, CCBHS is re-examining all possible venues to address this issue locally, and will be sharing any possible promising strategies that are financially feasible with the MHC as they surface.

The Need for Housing for Those with a Serious Mental Illness

This past year CCBHS has been working closely with stakeholders to develop a comprehensive supportive housing plan for those individuals who experience serious mental illness, are participating in our most intensive community treatment, and are homeless or at risk for chronic homelessness. The Systems of Care committee of the Consolidated Planning Advisory

Workgroup (CPAW) has been meeting monthly to oversee the assessment of need, review promising models, commonly define terms, and prepare for pending potential funding opportunities, such as No Place Like Home and the Homeless Mentally Ill Outreach and Treatment legislation.

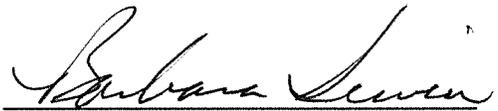
Summary

While much has been accomplished, much work needs to be done to resolve all of the above issues. Leaders of the MHC and CCBHS have developed a new, positive collaborative relationship, and have agreed to partner together in addressing substantive, positive improvement in the above areas. Anna Roth, Health Services Director since March of this year, has stressed client and family centered care throughout the health care system, and has consistently supported active participation by all stakeholders in planning and evaluating services, and assisting in the resolution of areas of concern. We are currently in the process of constructing a means to regularly track emerging and longstanding issues, and are mutually developing an agreed upon set of metrics that will establish baselines and benchmarks. The objective will be to engage all interested stakeholders in continuously improving the quality of public mental health care provided in this County. Moving forward we propose to seek time on the FHS Committee’s agenda on an as needed basis.

Respectfully submitted:



Matthew P. White, M.D.
Acting Behavioral Health Services Director



Barbara Serwin, Chair
Mental Health Commission

Contra Costa County Mental Health Commission Response to Behavioral Health Services Update to Grand Jury Report No. 1703 and Referrals 115 and 116

October 30th, 2017

This document is a response from the Mental Health Commission to the update by Behavioral Health Services to the Board of Supervisors Family and Human Services Committee regarding the Grand Jury Report No. 1703 and the White Paper published in March, 2016.

The process of updating the Family and Human Services Committee has been collaborative and fruitful. Over the past year, Behavioral Health has been working to address key challenges identified in the White Paper and more recently by the Grand Jury Report 1703. Over the past month and a half, the Commission and Behavioral Health have worked together to identify key improvements as well as ongoing challenges. This has involved a great deal of research, information exchange, and problem solving, and the development of a shared vision of how problem resolution can move forward in a positive direction. The process has resulted in the Behavioral Health Update and the ensuing Commission Response.

The Commission thanks the Board of Supervisors for giving serious consideration to the Grand Jury and Commission concerns and encouraging open discussions and collaboration. Thanks also to Behavioral Health for working so diligently to make strong headway and for the information sharing and frank discussions that have enabled us to air our differences of opinion and find common ground. We are grateful as well to Psyche Emergency Services for updating us on its current operations and challenges.

The remainder of this document consists of a Commission review of progress, questions, and suggested follow-up by the Commission and Board of Supervisors.

Upgrading the Current West County Children's Clinic Facility

The Commission recognizes that Behavioral Health is working diligently to improve the West County Children's Clinic, bringing together the necessary resources to make critical improvements as quickly as possible. The Commission is glad that the carpet will be replaced given its poor condition and the indeterminate lump underneath it. There were initial concerns that the carpet was installed over asbestos and therefore could not be replaced.

Recommended Follow Up:

- Visit the clinic in two months to review progress.

Acquiring a New Location for First Hope

The Commission recognizes the strong effort that is being made to relocate First Hope and its First-Episode Psychosis Program to a financially sustainable and appropriately designed facility.

Addressing the Shortage of Psychiatrists

The Commission believes that true prevention and early intervention start with hiring top-notch psychiatrists. Maintaining effective staffing levels and a building a team-like environment are also critical.

Behavioral Health has made significant progress in:

- clarifying the number of approved FTE positions and the number of filled positions and unfilled positions;
- and improving recruiting efforts by contracting with four staffing agencies for the hiring of contract psychiatrists, including Traditions, the agency that it has most recently contracted with.

Behavioral Health has long recognized that a key factor in its challenge in hiring is its inability to offer competitive compensation packages. Since most of the psychiatric staff is contracted, focusing attention on the rates and benefits of contract employees is particularly important. The Commission hopes that the more competitive compensation offered by the staffing agency Traditions will help attract candidates. The use of MHSA funds for student loan reimbursement should also be attractive.

Behavioral Health recognizes the importance of contracting with psychiatrists who are willing to work at least three days a week to maintain treatment continuity, simplify staffing planning, and support a team-oriented approach to care. Behavioral Health reports that it has discussed this need with its staffing agencies but, like other counties, is hampered by the regional- and nation-wide lack of child psychiatrists.

Questions:

- Behavioral Health states that it will consider whether an assessment will be made once current vacancies are filled. How will this determination be made? What kind of staffing assessment would potentially be made?
- Are MHSA student loan payment funds being fully utilized?
- Is there the possibility of incenting contracting psychiatrists to work a minimum of three days per week or more by a) offering a bonus for working 24 hours plus; or increasing their hourly fee for every hour worked over 24 hours?

Follow-up/Suggestions:

- Revisit the status of hiring in four months to see how hiring is progressing for unfilled psychiatry positions;
- Regularly review a Behavioral Health report on the status of all psychiatry and mental health clinician positions, including newly or soon to -be-vacated positions;

- Explore ways to incentivize contracting physicians to work a minimum of 24 hours per week;
- Annually review a report on the MHSA school loan payment program for psychiatrists to see how this program is being utilized.

Filling the Vacant Position of Medical Director

The Commission recognizes the challenges in filling the all-important Medical Director position. However, this process has been underway for two years now. Although a candidate was recently interviewed, the next interview is not scheduled until December, 2017. The Commission hopes that Behavioral Health can re-double its efforts to recruit and make timely, strong offers to qualified candidates over the next two months.

Follow-up/Suggestions:

- Review recruiting and hiring strategies to ensure they are as effective as possible.
- Revisit the hiring status of the Medical Director in two months.

Legacy Planning for High Level Positions

The issue of legacy planning within Behavioral Health has been raised by EQRO. In discussing the challenges around hiring a Medical Director position, the Commission learned that county hiring practices do not permit a Department to interview and fill a position until the incumbent has actually vacated the position. This is the case even if the retirement or departure is planned. The Commission is very concerned that this practice eliminates the ability to mentor and pass on institutional knowledge is lost. This in turn disrupts administration and services and, ultimately, continuity and quality of care. This practice will impact the management of the Children's Division when the Director of the Division, Vern Wallace, retires this coming year after decades of holding the position. The Commission urges the Board of Supervisors to find a solution to the legacy problem.

Relief to Impacted Psyche Emergency Services (PES):

PES Internal Adjustments

The Commission recognizes how fortunate the county is to have a PES co-located with medical facilities where a true medical evaluation can happen. The Commission lauds the ongoing efforts of PES to find ways to manage an impacted environment with an increasing number of 5150 clients and a decrease in the number of voluntary clients.

Since the White Paper was published, it seems that PES's main strategies for managing the new norm of an average 900 patients per month – still considerably higher than originally intended – has been to hire additional staff for the morning shift to expedite re-evaluation of overnight clients and to slightly reduce the average length of stay. This solution, plus a more stable daily census has resulted in a situation that is “mostly manageable”, with the current staffing pattern seen as “minimally acceptable.”

The Commission reads this situation either as 1) an increase in efficiency or 2) as a somewhat tenuous situation that is consistently stressful for staff, often leading to burn-out and turn-over, and that may decrease the amount of time that a consumer receives care. Lastly, is there the time and staff to follow up on whether the consumer is following the prescribed treatment? The Commission cannot be certain from the Update.

Questions:

- Is the current strategy viable long-term or do we need to commit to increasing staffing levels, potentially including psychiatrists, to reduce stress on staff and consumers and to enhance quality of care? How would the need for additional staff be evaluated?
- How has a decrease in the average length of stay has been achieved? Is it an increase in the number of staff in the morning or are we relying on quick turnarounds?
- Does this mean reduced time for a proper evaluation, adequate treatment and/or disposition?
- Has the experience of being a client at PES improved and have outcomes improved?
- Will the new electronic health record system provide the ability to follow the disposition of where PES patients receive their follow up and treatment?

Follow-up/Suggestions:

- Revisit staffing needs in six months
- Request clarifications on the amount of time for evaluation, stabilization, dispensation and opinions on how these metrics are impacting the consumer experience and quality of care.
- Request information on the capabilities of the Electronic Health Records to support the PES function of tracking patient post-PES treatment.

***Relief to Impacted Psyche Emergency Services (PES):
Addressing Children's Needs for the Facility***

The Commission fully agrees with the facility design changes that are required to separate children from adult clients and to improve the waiting, family consultation and treatment spaces for children. The Commission urges the Superintendents to support changes recommended by the Hospital and Clinics Unit for these high priority improvements.

Follow-up/Suggestions:

- Request proposals from the Hospital and Clinics Unit for redesigning the children's area of PES.

Relief to Impacted Psyche Emergency Services (PES): Expanded Mobile Relief Services

The expansion in mobile relief services is intended to decrease pressure on PES. The Commission is glad to see the increase in the hours of coverage of the Children's Mobile Crisis Response and the planned introduction of this service for the Adult System of Care. Also significant is the Adult program's coordination with the Forensic Mental Health Evaluation Team (MHET) and the three county police departments where MHET is located.

Questions:

- How will the impact of the Children and Adult Mobile Crisis Response on PES congestion be evaluated?
- What are the numbers related to the Children's Mobile Crisis Response, e.g. number of visits per month, number of diversions from PES? What are the projected numbers for the Adult service?
- How aware are all 23 law enforcement agencies of the three MHET teams?
- How will the 20 county law enforcement agencies outside the three that host MHETs activate a request for the adult mobile response team? How else will they interface?
- Forensics is open 8:00 AM to 5:00 PM. How will it interact with MHET when the teams will be used most frequently between 3:00 PM and 11:00 PM?

Unclear Staffing Needs of the Children's Division

The Behavioral Health update notes that the Children's Division staffing levels may not fully meet the needs of its several mandates and programs. The Division lost 40 line staff positions in 2008, and while several staff have been restored to respond to Katie A and Continuum of Care, Behavioral Health states that staffing levels are still *slightly* below the pre-2008 levels, despite the Affordable Care Act. Behavioral Health also reports that additional clinical and Family Partner staff are needed in the regional clinics. The Commission would like clarification to better understand what the Division's needs are. With the impending retirement of the Director of the Children's Division, Vern Wallace, the need for an adequate level of well-trained staff is essential.

Questions:

- What is the estimated number of Children's Division staff needed, by position?

Improvements to Family Support Services

Fully staffed Family Support services may have the impact of diverting consumers from PES. Family Partner positions in the Children's and Adult clinics that were empty, some for multiple years, are now filled. This is a critical step forward.

With the new MHSA NAMI Program for Family Support through family volunteers, Family Support Services is now comprised of three groups – the other two are 1) the Office of Consumer Empowerment with its 20 peer staff Family and Community Support Workers

and 2) the Family Coordinators. The key to success will be coordinating them to ensure efficient and effective deployment of the appropriate services.

Lastly, there are important family support programs being driven by volunteers. Dave Kahler, a Commissioner Emeritus, coordinates the CIT Training. He also has set up and runs the NAMI Crash Course, which has been seen over 1,000 family members in the past year. More direct involvement by Behavioral Health staff is needed in these crucial areas.

Questions:

- Does each of the adult clinics have a family advocate?
- How will the family advocates and coordinators interface with the new NAMI MHSA program?

Follow-up/Suggestions:

- Request a plan for coordinating and interfacing the three different family support services from Behavioral Health.

Determination of Wait Times at Clinics

The Grand Jury expressed a deep concern regarding wait times at the Children's clinics, as did the White Paper. The White Paper also expressed concerns regarding the Adult clinic wait times. What the Commission hears from the community on wait times differs significantly from Behavioral Health's numbers. EQRO 2016 has also questioned the Behavioral Health numbers and has stated that Behavioral Health's technique for calculating wait times is an estimate. It will be months until the impact of more psychiatrists on wait times will be known as it will take time for them to fully ramp up at the clinics.

The Commission and Behavioral Health do agree, however, that the new Behavioral Health information system should provide accurate data on how long it takes a patient to be initially assessed, receive non-medication treatment, and be assessed by a psychiatrist and receive medication treatment if warranted.

Follow-up/Suggestions:

- Revisit wait times as part of the 2017 External Quality Review process.
- Confer with information systems to ensure that the ability to accurately track wait times is being properly implemented.
- Request wait times as tracked by the new information system once the system has been up and running for four to six months.

Reduction of Wait Times for CBO and Private Therapist Appointments

The Grand Jury was very concerned about the availability of network providers for children who need to access treatment for moderate to severe mental illness. The Commission commends the new Access Line team for reducing abandoned calls from 15% to 2%.

Access Line data, however, does support the Grand Jury's concern, demonstrating that, in fact, that the five providers in East County are not able to meet demand.

Questions:

- How will the need for additional treatment providers for Children in East County be determined? Can Access Line data help estimate the number of needed providers?

Follow-up/Suggestions:

- Request a plan for determining the need for additional providers in East County and for acquiring the necessary number of providers.

The Continued Need for a Children's Residential Treatment Center

The Commission has advocated for a children's residential treatment center for the past two years on the behalf of the Children's Division. While creating a unit at the Contra Costa Regional Medical Center does not appear to be financially viable, the Commission continues to strongly support the Children's Division's efforts to find a workable solution for a treatment center. In particular, the Commission encourages more exploration into creating a regional solution of multiple surrounding counties participating in a pool of beds, thereby sharing costs and decreasing the risk of any one treatment center having to cover the cost of an unfilled bed. The Commission urges the Board of Supervisors to explore a regional solution to this critical problem.

Follow-up/Suggestions:

- Brainstorm a high level concept for a multi-county program for a children's residential treatment center. Present this concept to likely partners

The Need for Housing for Those With a Serious Mental Illness

The critical issue of housing for the Homeless with a Serious Mental Illness was a key issue raised by the White Paper. This concern was not addressed in the Behavioral Health Services update.

Supportive Services such as keeping an apartment clean and eating properly---these are services that the Regional Center provides those with a Developmental Disability—but these are not provided for those with a Serious Mental Illness. Non-Profit Housing Corporations must be involved on a larger scale to help develop a housing plan for those with a Serious Mental Illness.

Questions:

- How many clients of our Specialty Mental Health Clinics live in Non-Profit Housing Corporation developments such as Riverhouse? There were Behavioral Health ties directly into these facilities—what is happening now?
- What is done to assure that people with a mental illness are not just left on their own?

- How many Full Service Partnership clients are housed in unregulated Room and Boards?
- What are the plans to house the Homeless with a mental illness? Do we have a measurable plan?

Follow-up/Suggestions:

- Request a comprehensive plan for housing the Seriously Mentally Ill.

In closing, the Mental Health Commission hopes that its evaluations, questions and recommended follow up are received as intended – in the spirit of partnership and to stimulate ongoing dialog around the continuous improvement of our county’s System of Care for those suffering from mental illness.

This report is respectfully submitted by:

Duane Chapman
Chair, Mental Health Commission

Barbara Serwin,
Vice Chair, Mental Health Commission

Lauren Rettagliata
Past Chair, Mental Health Commission

**A REPORT BY
THE 2016-2017 CONTRA COSTA COUNTY GRAND JURY**
725 Court Street
Martinez, California 94553

Report 1703

**Mental Health Services for At-Risk
Children in Contra Costa County**

APPROVED BY THE GRAND JURY:

Date: 5/11/17



JIM MELLANDER
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: May 19, 2017



JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 1703

Mental Health Services for At-Risk Children in Contra Costa County

TO: County Board of Supervisors, Behavioral Health Services

SUMMARY

The Grand Jury conducted a detailed investigation concerning the County's delivery of mental health services to at-risk children ("At-Risk Children"), which is defined as foster children or those in danger of becoming foster children, Commercial Sexually Exploited Children victims (CSEC), youth detained in Juvenile Hall, and children in domestic violence or sexual abuse situations. Over the course of a seven-month investigation, the Grand Jury found that at-risk children are not receiving timely access to mental health treatment. Several factors were preventing timely access, all of which are within the control of Behavioral Health Services and its subdivision Children's Mental Health Services. The Board of Supervisors should consider identifying funds to provide timely treatment for children.

METHODOLOGY

The Grand Jury researched the statutes, agreements and regulations on mental health services for children that pertain to the County. It also researched official reports from State and County agencies, and conducted numerous interviews with County personnel who are involved in the delivery of mental health services.

BACKGROUND

This Grand Jury conducted a detailed investigation of mental health services for at-risk children in Contra Costa County. For purposes of this investigation, the Grand Jury defined at-risk children as:

- Foster children or those in danger of becoming foster children
- Commercial Sexual Exploitation of Children (CSEC) victims
- Youth detained in Juvenile Hall
- Children who have experienced domestic violence and sexual abuse.

The Mental Health Commission White Paper

The Mental Health Commission (MHC), an advisory body appointed by the Board of Supervisors to serve as the watchdog group in the County for mental health services, issued a white paper in April 2016 *“to encourage discussion around the current crisis in the county public mental health care system and deficits in the county mental health budget process that contribute to this crisis.”*

While the white paper was issued by MHC, Behavioral Health Services (BHS) assisted MHC with the data and the contents of the paper. The paper describes key points that are pertinent to at-risk children:

“The wake-up call of the crisis at Psychiatric Emergency Services (PES) that points to an impacted system that is unable to provide the right treatment at the right moment in time and is therefore struggling to truly meet the needs of people with a serious mental illness,”

“The compromised ability of... Child/Adolescent Clinics to meet the needs of patients due to understaffing as evidenced by three to four months wait times and a migration of patients to PES for intervention that is not meant to be a stand-in for treatment,”

“The underlying theme of inadequate staffing levels due to the inability of treatment facilities to attract and keep high quality psychiatrists and nurses because of uncompetitive compensation and such practices as closing of lists,”

“The underlying theme of dedicated, quality staff struggling to offer excellent care but undercut by budgets that are generated by a formulaic, top down process rather than a process that builds up a budget from program needs.”

The Katie A. Requirements

In delivering mental health services, the County must comply with the terms of the *Katie A.* requirements. *Katie A.* was the lead plaintiff in a multiple-plaintiff lawsuit filed against Los Angeles County and the State of California in 2002. The lawsuit alleged that significant gaps existed in mental health services provided to children in the foster care system. By the age of 14, *Katie A.* had been shuffled through 37 foster homes and had endured 19 confinements in psychiatric hospitals.

Los Angeles County settled with the plaintiffs in 2003. The State of California agreed to the following *Katie A.* child definition and mental health service requirements in 2011:

Children who are in or at risk of entering foster care will be identified as the “*Katie A.* subclass.” A child will be part of the subclass if wraparound or specialized services are being considered for the child, or the child has been hospitalized three times in the past 24 months for behavioral reasons or is currently hospitalized for a behavioral issue.

Pursuant to this agreement, California counties must adhere to a protocol, called a “core practice model,” for screening and treating foster children. In accordance with this protocol, children may be eligible for the following services:

- Intensive Care Coordination (ICC)
- Intensive Home-Based Services (IHBS)
- Therapeutic Foster Care in specially-trained foster homes.

The County hired several coordinators and appointed a *Katie A.* specialist manager to handle the new protocol.

DISCUSSION

The Grand Jury used the new *Katie A.* requirements and the MHC white paper as starting points to investigate Contra Costa County’s delivery of mental health services to at-risk children.

Youth confined in Juvenile Hall receive a consistent and well-regulated package of children’s mental health services from the County since these children are in a controlled confinement. Of the 110 youth currently at the Hall (some of whom are CSEC victims), 30% have been identified as having mental health problems. BHS has assigned three County clinicians and a program manager to work exclusively at the Hall to provide treatment, which involves medication and therapy. All three therapists are grant-funded, and the grants require regular data reports on the outcome of the treatments.

CSEC victims and children in domestic violence and sexual abuse situations are sometimes discovered by police responding to a complaint. The police refer the children to the Victim Advocates in the District Attorney’s Office. After securing the child in a safe environment, the advocate arranges for the child to receive therapy so that the child can better assist in the legal prosecution of their abusers. BHS is not usually involved in this process. Rather, the Victim Advocate arranges for the victim to receive treatment from a private therapist or psychiatrist. This treatment is funded by the State Victim Compensation Fund and continues for the months or years that the victim needs to recover. Despite receiving mental-health treatment, some CSEC victims are reluctant to testify against their pimp abusers.

An estimated 85-90% of foster children need some form of mental health services. Given this statistic, it is not surprising that a significant component of the estimated 7,000-plus children in the County who are serviced for mental health annually are foster children, estimated at over 1,700, or those who are in danger of becoming foster children. Only 300 of these children currently belong to the “*Katie A.* subclass.” The County’s compliance in the *Katie A.* requirements is a work in progress. Satisfactory

compliance depends upon skilled coordination between the social workers in Children and Family Services (CFS) and the clinicians at BHS.

Children who may need mental health services are generally assessed and evaluated within 7-10 days. However, children wait much longer, weeks or months, to receive treatment.

After assessment and evaluation, the social workers at CFS arrange for treatment for the child client through the BHS liaisons. The liaisons provide the social workers and child guardians with three referrals of available psychiatrists or therapists from their database. The social workers or guardians call these mental health professionals to schedule treatment. Oftentimes, the social workers or guardians find that the three referrals they have been given by the BHS liaisons are not available. Then they must go back to the liaisons to arrange for another set of three referrals. This is the cause of many delays. The CFS social workers state that the child has an average waiting time for treatment of three months and the BHS liaisons state that the average is only 4 to 6 weeks. These two sets of County workers are working from different perspectives and from different calendar counts. The BHS liaisons also state that they do not have an updated list of unavailable psychiatrists or therapists.

After the screening and evaluation phase, each of the 7,000-plus children are classified into two groups:

1. Medium to severe
2. Mild to medium

The mild to medium cases are scheduled for appointments with psychiatrists and therapists in non-profit community-based organizations (CBOs) and private therapists contracted by BHS. The medium to severe cases are scheduled for appointments with the psychiatrists and therapists in the County's three regional mental health clinics.

There are several factors that prevent children from accessing mental health services in a timely manner. These factors differ depending on whether the child is classified as medium to severe, or mild to medium.

Medium to Severe Cases

The three mental health clinics are understaffed in terms of psychiatrists, the doctors who diagnose the children and prescribe medication for them when appropriate. Children's Mental Health Services estimates it needs to hire six more psychiatrists to handle the workload and resolve the inequitable distribution among the regional clinics. The County pays \$30-50,000 less than what psychiatrists can earn in private practice.

Table 1 shows the distribution of the medium to severe cases assigned to the three clinics and the corresponding distribution of psychiatrists in those three clinics.

TABLE 1

	Antioch	Concord	West County	TOTAL
Children	630	740	800	2170
Psychiatrists*	2.2	3.5	1.3	7
Ratio	286.4	211.4	615.4	310

Note: * Full time equivalent

As shown on Table 2, the distribution of 85 County therapists across the three clinics is inequitable relative to the distribution of medium to severe mental cases.

TABLE 2

	Antioch	Concord	West County	TOTAL
Children	630	740	800	2170
Therapists	22	47	16	85
Ratio	28.6	15.7	50	25.5

The normal management response to such uneven distribution is to reallocate some therapists from Concord, to Antioch and to West County. The Grand Jury found no evidence that any such plan is being considered.

Mild to Medium Cases

BHS contracts with 34 non-profit Community Based Organizations (CBOs) to treat the estimated 5,000 children considered mild to medium cases. Twenty percent of these 34 CBOs were at capacity as of February 2017, meaning that seven of the CBOs had no appointment availability. The BHS liaisons, who provide the appointment referrals for the guardians/patients, do not have current data on the clinicians' availability. Thus, social workers or guardians call to CBOs that have no availability, causing delays in the children's treatment.

In addition to providing mental health treatment through CBOs, BHS can assign the 5,000 children who are diagnosed as mild to medium cases to the over 200 individual private therapists that it contracts with. Like CBOs, these private therapists have limited availability. Table 3 shows the availability of those private therapists in February 2017 and their distribution in the three regions.

TABLE 3

	East County	Central	West County	TOTAL
Private Therapist	60	100	47	207
Available	13	33	21	67
Not available	47 (78%)	67 (67%)	26 (55%)	140 (68%)

Overall, 68% of the private therapists were not available for appointments. Thus, children must wait longer for mental health services.

While no-shows for appointments also contribute to longer wait times, this factor is not under the control of BHS. The tables show what is within the control of BHS and its subdivision that manages treatment delays for at-risk children.

FINDINGS

- F1. The County provides timely and consistent mental health services to detained youth in Juvenile Hall, CSEC victims, and children in domestic violence and sexual abuse situations.
- F2. Under the terms of the *Katie A.* requirements, upper and middle management levels of CFS and BHS have started to coordinate their efforts.
- F3. Many at-risk children are not receiving mental health treatment for several weeks to several months after the County assesses their mental-health needs.
- F4. Children's Mental Health Services estimates that the County needs an additional six psychiatrists for its three clinics.
- F5. County salaries for psychiatrists are not competitive with private practice.
- F6. The shortage of psychiatrists causes delays in the diagnosis and treatment of medium to severe mentally ill children.
- F7. West County clinic, which has the most medium to severe patients, also has the highest patient to therapist ratio.
- F8. The 85 County therapists, who treat medium to severely mentally ill children, are not equitably distributed among the three clinics based on workload.
- F9. Twenty percent of the CBOs and 68% of the individual private therapists are not available for appointments.
- F10. BHS liaisons are not provided with current information about the availability of CBOs and private therapists for appointments.

RECOMMENDATIONS

- R1. The Board of Supervisors should consider identifying funds to add six psychiatrists at the three regional mental health clinics.
- R2. The Board of Supervisors should consider directing Human Resources to review the compensation packages for County psychiatrists to ensure their compensation packages are competitive compared with the private market.

- R3. The Board of Supervisors should consider directing BHS to redeploy therapists with a view to a more equitable ratio of children per therapist among the County's three mental health clinics.
- R4. The Board of Supervisors should consider identifying funds to enable BHS to review and improve systems related to the real time availability of CBOs and individual private therapists for mental health service appointments.
- R5. The Board of Supervisors should consider directing BHS to monitor and report on the wait times for mental health treatment for at-risk children.

REQUIRED RESPONSES

	Findings	Recommendations
Contra Costa County Board of Supervisors	F1 to F10	R1 to R5

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to ctadmin@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson
 725 Court Street
 P.O. Box 431
 Martinez, CA 94553-0091



**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 1703
"Mental Health Services for At-Risk Children in Contra Costa County"**

BOARD OF SUPERVISORS' RESPONSE

FINDINGS – California Penal Code Section 933.05(a) requires a response to the designated findings of the Grand Jury.

F1. The County provides timely and consistent mental health services to detained youth in Juvenile Hall, CSEC victims, and children in domestic violence and sexual abuse situations.

Response: The respondent agrees with the finding. The County's Probation and Health Services departments work collaboratively to provide a high level of Mental Health services to the youth in the Juvenile Justice system including Juvenile Hall and the Orin Allen Youth Facility.

F2. Under the terms of the Katie A. requirements, upper and middle management levels of CFS and BHS have started to coordinate their efforts.

Response: The respondent disagrees wholly with the finding. Since about 1996, the Behavioral Health Division and Child and Family Services Bureau have collaborated on children's mental health services in a comprehensive way. Katie A. and the implementation of Continuum of Care Reform have contributed to a more coordinated relationship since Health Services and Employment and Human Services department staff meet on a weekly basis and often meet more than once a week.

F3. Many at-risk children are not receiving mental health treatment for several weeks to several months after the County assesses their mental-health needs.

Response: The respondent disagrees partially with the finding. Children presenting at the Regional Clinics are seen on average within eleven to sixteen days for their first appointment with a Mental Health Clinical Specialist that provides comprehensive assessment and treatment. The County recognizes challenges with the availability of child psychiatrists and delays may occur with the medical treatment and medication support of the child.

F4. Children's Mental Health Services estimates that the County needs an additional six psychiatrists for its three clinics.

Response: The respondent disagrees partially with the finding. The County recognizes a need for additional psychiatrists to eliminate long waits for Psychiatry and to adequately staff our clinics. While the County is working to fill vacant psychiatrist positions, psychiatrist contractors are working at the clinics to support psychiatry services. The County will be looking at psychiatrist staffing to determine the number of additional psychiatrists needed for its three clinics.

F5. County salaries for psychiatrists are not competitive with private practice.

Response: The respondent agrees with the finding. In general, private sector practices offer more competitive salaries than public agencies.

F6. The shortage of psychiatrists causes delays in the diagnosis and treatment of medium to severely mentally ill children.

Response: The respondent disagrees partially with the finding. Shortage of psychiatrists may delay the medical treatment and medication support of the child. However, children are assessed and diagnosed to be seen for outpatient therapy by a Mental Health Clinical Specialist within eleven to sixteen days on average.

F7. West County clinic, which has the most medium to severe patients, also has the highest patient to therapist ratio.

Response: The respondent disagrees wholly with the finding. The number of children and ratios cited in table 1 of this grand jury report are inaccurate. The numbers stated by the grand jury are the total number of clients that are provided Utilization Review Services by that County Clinic in each region. The actual number of open children cases (County staff serviced) are 430 in Antioch, 435 in Concord, and 305 in West County for a total of 1,095.

Table A below provides more accurate figures of patient to therapist ratios, which shows caseloads are balanced across the clinics.

TABLE A:

	Antioch	Concord	West County	Total
Children	430	435	305	1095
Therapists*	15	16	12	43
Ratio	28.6:1	27.2:1	25.4:1	25.5:1

*Therapists include both psychiatrists and mental health clinical specialists.

F8. The 85 County Clinical Staff, who treat medium to severely mentally ill children, are not equitably distributed among the three clinics based on workload.

Response: The respondent disagrees wholly with the finding. Assignment of therapists across the County's regions is balanced as demonstrated in Table A of response F7. In addition to the therapist staff assigned to the clinics as stated in Table A of response F7, each clinic has an equitable distribution of Family Partners, Family Support Workers, etc. that also work as a team

to provide therapeutic intervention and stability to the families. In total, the County staffs approximately 95 clinical treatment staff, which includes psychiatrists, Mental Health Clinical Specialists, Mental Health Community Support Workers, and Mental Health Specialist IIs.

F9. Twenty percent of the CBOs and 68% of the individual private therapists are not available for appointments.

Response: The respondent disagrees wholly with the finding. Only CBOs and Network Providers that are available for appointments are referred. In order for individual private therapists and CBO's to maintain availability for referrals, they must have appointments available within ten (10) days.

The Access Unit is staffed by licensed clinicians who screen callers to determine clinical acuity in order to make a referral. The Access Unit uses an acuity screening tool to determine a patient's functional impairment. The screening tool also indicates level of care options for referrals. Patients with mild-moderate impairments are either referred back to their primary care providers referred to a mental health clinician who works at a primary care health center, or to the contracted network of providers. Those who have mild-moderate functional impairments with private insurance such as Kaiser or Blue Cross are referred back to their managed care health plans. Patients who have moderate-severe impairments are referred to Community Based Organizations or the County Regional Mental Health Clinics.

F10. BHS liaisons are not provided with current information about the availability of CBOs and private therapists for appointments.

Response: The respondent disagrees wholly with the finding. Liaisons operate with the most recent information available, as provided by surveys to private therapists and the expectation that CBOs notify liaisons of any availability changes. Behavioral Health liaisons follow the same protocol as Mental Health Access by providing three potential clinician referrals to each beneficiary. The County is not aware of issues with CBO's and private therapist's lack of availability and this is a process that is reviewed annually by the state.

RECOMMENDATIONS - California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

R1. The Board of Supervisors should consider identifying funds to add six psychiatrists at the three regional mental health clinics.

Response: The recommendation requires further analysis. There are currently three funded psychiatrist positions that are vacant and the County is working to fill. Once those positions are filled, the County will continue assessing staffing needs and determine the number of additional positions needed. Furthermore, the County is currently in negotiations with Physicians' and Dentists' Organization of Contra Costa, which includes a review of benefits and wages for all represented classifications, including psychiatrists. Once an agreement is reached, more accurate salary and benefits figures will be available to identify the amount of funding needed for any additional positions.

R2. The Board of Supervisors should consider directing Human Resources to review the compensation packages for County psychiatrists to ensure their compensation packages are competitive compared to the private market.

Response: The recommendation will not be implemented because it is not reasonable. The County is currently in negotiations with Physicians' and Dentists' Organization of Contra Costa; therefore, a review of benefits and wages for all represented classifications, including psychiatrists, is underway. The County cannot compete with the private market; therefore, comparing County compensation packages with other counties establishes more reasonable benchmarks. The issue of the County's psychiatrist compensation packages is being addressed and will be known after negotiations are complete.

R3. The Board of Supervisors should consider directing BHS to redeploy therapists with a view to a more equitable ratio of children per therapist among the County's three mental health clinics.

Response: The recommendation has been implemented. Clinical staff are fairly and evenly distributed across the regional clinics with equitable ratios of children per therapist. Table A, included in the response to F7 shows the equitable distribution of psychiatrists across the County clinics. Our goal is to continue to deploy therapists with consideration to equity and the number of consumers presenting at the clinics for services.

R4. The Board of Supervisors should consider identifying funds to enable BHS to review and improve systems related to the real time availability of CBOs and individual private therapists for mental health service appointments.

Response: The recommendation will not be implemented because it is not reasonable. The County is not aware of the existence of a real time tool to support the recommended effort. However, the County has processes in place to maintain current information on the availability of CBOs and individual private therapists. The Access Line regularly conducts test calls to CBOs and private therapists to ensure appointments are available. No referral is made to a CBO or private therapist unless they have an appointment available in the next ten (10) days.

R5. The Board of Supervisors should consider directing BHS to monitor and report on the wait times for mental health treatment for at-risk children.

Response: The recommendation has been implemented. The Behavioral Health Division is required by regulation to monitor and report on the timeliness of mental health treatment for at-risk youth. During the last annual review, which was conducted in February of this year, the following data was presented to the External Quality Review Organization (State audit team):

Timeline from initial request to clinical assessment appointment:

	County Wide	West Region	Central Region	East Region
Average length of time from first request for service to first clinical assessment	14.1 days	11.6 days	11.5 days	16.5 days
MHP standard or goal	15 days	15 days	15 days	15 days
Percent of appointments that meet this standard	63.8%	80.6%	81.0%	46.9%
Range	1-48 days	1-47 days	1-43 days	5-48 days

Timeline from initial request to first psychiatry appointment:

	County Wide	West Region	Central Region	East Region
Average length of time from first request for service to first psychiatry appointment	12.0 days	11.2 days	3.1 days	20.5 days
MHP standard or goal	30 days	30 days	30 days	30 days
Percent of appointments that meet this standard	100%	100%	100%	100%
Range	1-30 days	1-26 days	1-9 days	12-30 days



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	# of Clients	% of Total
Central	358	32.9%
East	418	38.4%
West	312	28.7%
Grand Total	1,088	100.0%

CCC Medi-Cal Eligible Children

Region	# of MC children	% of Total
Central	25,284	22.8%
East	49,741	44.8%
West	36,024	32.4%
Grand Total	111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Age Group	# of Clients	% of Region Total
Central	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	127	35.5%
	Age Group #3: 13-17	179	50.0%
	Age Group #4: 18-21	51	14.2%
	Total for Central	358	100.0%
East	Age Group #2: 6-12	136	32.5%
	Age Group #3: 13-17	228	54.5%
	Age Group #4: 18-21	54	12.9%
	Total for East	418	100.0%
West	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	112	35.9%
	Age Group #3: 13-17	158	50.6%
	Age Group #4: 18-21	41	13.1%
	Total for West	312	100.0%
Grand Total		1,088	N/A

CCC Medi-Cal Eligible Children

Region	Age Group	# of MC children	% of Region Total
Central	Age Group #1: 0-5	7,124	28.2%
	Age Group #2: 6-12	8,361	33.1%
	Age Group #3: 13-17	5,511	21.8%
	Age Group #4: 18-21	4,288	17.0%
	Total for Central	7,124	100.0%
East	Age Group #1: 0-5	14,110	28.4%
	Age Group #2: 6-12	16,727	33.6%
	Age Group #3: 13-17	10,812	21.7%
	Age Group #4: 18-21	8,092	16.3%
	Total for East	14,110	100.0%
West	Age Group #1: 0-5	10,731	29.8%
	Age Group #2: 6-12	12,125	33.7%
	Age Group #3: 13-17	7,502	20.8%
	Age Group #4: 18-21	5,666	15.7%
	Total for West	10,731	100.0%
Grand Total		111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Ethnicity	# of Clients	% of Region Total
Central	African-American	47	13.1%
	Asian/Pacific Islander	13	3.6%
	Caucasian	164	45.8%
	Hispanic	120	33.5%
	Native American	3	0.8%
	Other Non White	10	2.8%
	Unknown	1	0.3%
	Total for Central	358	100.0%
East	African-American	113	27.0%
	Asian/Pacific Islander	10	2.4%
	Caucasian	119	28.5%
	Hispanic	139	33.3%
	Native American	4	1.0%
	Other Non White	7	1.7%
	Unknown	26	6.2%
	Total for East	418	100.0%
West	African-American	93	29.8%
	Asian/Pacific Islander	12	3.8%
	Caucasian	60	19.2%
	Hispanic	127	40.7%
	Native American	4	1.3%
	Other Non White	1	0.3%
	Unknown	15	4.8%
	Total for West	312	100.0%
Grand Total	1,088	N/A	

CCC Medi-Cal Eligible Children

Region	Ethnicity	# of MC children	% of Region Total	
Central	African American	1,040	4.1%	
	Asian/Pacific Islander	3,771	14.9%	
	Caucasian	5,840	23.1%	
	Hispanic	9,029	35.7%	
	Native American	69	0.3%	
	Other Non White	4,764	18.8%	
	Unknown	771	3.0%	
	Total for Central	1,040	100.0%	
	East	African American	9,024	18.1%
		Asian/Pacific Islander	5,030	10.1%
Caucasian		7,069	14.2%	
Hispanic		20,617	41.4%	
Native American		116	0.2%	
Other Non White		6,382	12.8%	
Unknown		1,503	3.0%	
Total for East		9,024	100.0%	
West	African American	6,099	16.9%	
	Asian/Pacific Islander	5,035	14.0%	
	Caucasian	1,925	5.3%	
	Hispanic	17,456	48.5%	
	Native American	50	0.1%	
	Other Non White	4,414	12.3%	
	Unknown	1,045	2.9%	
	Total for West	6,099	100.0%	
Grand Total	111,049	N/A		



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Region	# of Svcs in FY16-17	% of Svcs	Total Cost	% of Cost
Central	13,266	39.6%	\$3,154,828	35.7%
East	11,955	35.7%	\$3,300,070	37.3%
West	8,264	24.7%	\$2,389,185	27.0%
Grand Total	33,485	100.0%	\$8,844,083	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	# of Clients	% of Total
Central	763	25.0%
East	983	32.2%
West	1,305	42.8%
Grand Total	3,051	100.0%

CCC Medi-Cal Eligible Children

Region	# of MC children	%
Central	25,284	22.8%
East	49,741	44.8%
West	36,024	32.4%
Grand Total	111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	Age Group	# of Clients	% of Region Total
Central	Age Group #1: 0-5	51	6.7%
	Age Group #2: 6-12	288	37.7%
	Age Group #3: 13-17	321	42.1%
	Age Group #4: 18-21	103	13.5%
	Total for Central	763	100.0%
East	Age Group #1: 0-5	70	7.1%
	Age Group #2: 6-12	409	41.6%
	Age Group #3: 13-17	417	42.4%
	Age Group #4: 18-21	87	8.9%
	Total for East	983	100.0%
West	Age Group #1: 0-5	151	11.6%
	Age Group #2: 6-12	598	45.8%
	Age Group #3: 13-17	438	33.6%
	Age Group #4: 18-21	118	9.0%
	Total for West	1,305	100.0%
Grand Total		3,051	N/A

CCC Medi-Cal Eligible Children

Region	Age Group	# of MC children	% of Region Total
Central	Age Group #1: 0-5	7,124	28.2%
	Age Group #2: 6-12	8,361	33.1%
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	Total for West	10,731	100.0%
Grand Total		111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	Ethnicity	# of Clients	% of Region Total
Central	African-American	105	13.8%
	Asian/Pacific Islander	20	2.6%
	Caucasian	304	39.8%
	Hispanic	302	39.6%
	Native American	8	1.0%
	Other Non White	18	2.4%
	Unknown	6	0.8%
	Total for Central	763	100.0%
East	African-American	240	24.4%
	Asian/Pacific Islander	27	2.7%
	Caucasian	268	27.3%
	Hispanic	391	39.8%
	Native American	8	0.8%
	Other Non White	10	1.0%
	Unknown	39	4.0%
	Total for East	983	100.0%
West	African-American	372	28.5%
	Asian/Pacific Islander	35	2.7%
	Caucasian	169	13.0%
	Hispanic	666	51.0%
	Native American	10	0.8%
	Other Non White	22	1.7%
	Unknown	31	2.4%
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Grand Total	3,051	N/A	

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West	8,264	24.7%	\$2,389,185	27.0%
Grand Total	33,485	100.0%	\$8,844,083	100.0%

A REPORT BY
THE 2016-2017 CONTRA COSTA COUNTY GRAND JURY
725 Court Street
Martinez, California 94553

Report 1703

Mental Health Services for At-Risk Children in Contra Costa County

APPROVED BY THE GRAND JURY:

Date: 5/11/17



JIM MELLANDER
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: May 19, 2017



JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 1703

Mental Health Services for At-Risk Children in Contra Costa County

TO: County Board of Supervisors, Behavioral Health Services

SUMMARY

The Grand Jury conducted a detailed investigation concerning the County's delivery of mental health services to at-risk children ("At-Risk Children"), which is defined as foster children or those in danger of becoming foster children, Commercial Sexually Exploited Children victims (CSEC), youth detained in Juvenile Hall, and children in domestic violence or sexual abuse situations. Over the course of a seven-month investigation, the Grand Jury found that at-risk children are not receiving timely access to mental health treatment. Several factors were preventing timely access, all of which are within the control of Behavioral Health Services and its subdivision Children's Mental Health Services. The Board of Supervisors should consider identifying funds to provide timely treatment for children.

METHODOLOGY

The Grand Jury researched the statutes, agreements and regulations on mental health services for children that pertain to the County. It also researched official reports from State and County agencies, and conducted numerous interviews with County personnel who are involved in the delivery of mental health services.

BACKGROUND

This Grand Jury conducted a detailed investigation of mental health services for at-risk children in Contra Costa County. For purposes of this investigation, the Grand Jury defined at-risk children as:

- Foster children or those in danger of becoming foster children
- Commercial Sexual Exploitation of Children (CSEC) victims
- Youth detained in Juvenile Hall
- Children who have experienced domestic violence and sexual abuse.

The Mental Health Commission White Paper

The Mental Health Commission (MHC), an advisory body appointed by the Board of Supervisors to serve as the watchdog group in the County for mental health services, issued a white paper in April 2016 *“to encourage discussion around the current crisis in the county public mental health care system and deficits in the county mental health budget process that contribute to this crisis.”*

While the white paper was issued by MHC, Behavioral Health Services (BHS) assisted MHC with the data and the contents of the paper. The paper describes key points that are pertinent to at-risk children:

“The wake-up call of the crisis at Psychiatric Emergency Services (PES) that points to an impacted system that is unable to provide the right treatment at the right moment in time and is therefore struggling to truly meet the needs of people with a serious mental illness,”

“The compromised ability of... Child/Adolescent Clinics to meet the needs of patients due to understaffing as evidenced by three to four months wait times and a migration of patients to PES for intervention that is not meant to be a stand-in for treatment,”

“The underlying theme of inadequate staffing levels due to the inability of treatment facilities to attract and keep high quality psychiatrists and nurses because of uncompetitive compensation and such practices as closing of lists,”

“The underlying theme of dedicated, quality staff struggling to offer excellent care but undercut by budgets that are generated by a formulaic, top down process rather than a process that builds up a budget from program needs.”

The Katie A. Requirements

In delivering mental health services, the County must comply with the terms of the *Katie A.* requirements. *Katie A.* was the lead plaintiff in a multiple-plaintiff lawsuit filed against Los Angeles County and the State of California in 2002. The lawsuit alleged that significant gaps existed in mental health services provided to children in the foster care system. By the age of 14, *Katie A.* had been shuffled through 37 foster homes and had endured 19 confinements in psychiatric hospitals.

Los Angeles County settled with the plaintiffs in 2003. The State of California agreed to the following *Katie A.* child definition and mental health service requirements in 2011:

Children who are in or at risk of entering foster care will be identified as the “*Katie A.* subclass.” A child will be part of the subclass if wraparound or specialized services are being considered for the child, or the child has been hospitalized three times in the past 24 months for behavioral reasons or is currently hospitalized for a behavioral issue.

Pursuant to this agreement, California counties must adhere to a protocol, called a “core practice model,” for screening and treating foster children. In accordance with this protocol, children may be eligible for the following services:

- Intensive Care Coordination (ICC)
- Intensive Home-Based Services (IHBS)
- Therapeutic Foster Care in specially-trained foster homes.

The County hired several coordinators and appointed a *Katie A.* specialist manager to handle the new protocol.

DISCUSSION

The Grand Jury used the new *Katie A.* requirements and the MHC white paper as starting points to investigate Contra Costa County’s delivery of mental health services to at-risk children.

Youth confined in Juvenile Hall receive a consistent and well-regulated package of children’s mental health services from the County since these children are in a controlled confinement. Of the 110 youth currently at the Hall (some of whom are CSEC victims), 30% have been identified as having mental health problems. BHS has assigned three County clinicians and a program manager to work exclusively at the Hall to provide treatment, which involves medication and therapy. All three therapists are grant-funded, and the grants require regular data reports on the outcome of the treatments.

CSEC victims and children in domestic violence and sexual abuse situations are sometimes discovered by police responding to a complaint. The police refer the children to the Victim Advocates in the District Attorney’s Office. After securing the child in a safe environment, the advocate arranges for the child to receive therapy so that the child can better assist in the legal prosecution of their abusers. BHS is not usually involved in this process. Rather, the Victim Advocate arranges for the victim to receive treatment from a private therapist or psychiatrist. This treatment is funded by the State Victim Compensation Fund and continues for the months or years that the victim needs to recover. Despite receiving mental-health treatment, some CSEC victims are reluctant to testify against their pimp abusers.

An estimated 85-90% of foster children need some form of mental health services. Given this statistic, it is not surprising that a significant component of the estimated 7,000-plus children in the County who are serviced for mental health annually are foster children, estimated at over 1,700, or those who are in danger of becoming foster children. Only 300 of these children currently belong to the “*Katie A.* subclass.” The County’s compliance in the *Katie A.* requirements is a work in progress. Satisfactory

compliance depends upon skilled coordination between the social workers in Children and Family Services (CFS) and the clinicians at BHS.

Children who may need mental health services are generally assessed and evaluated within 7-10 days. However, children wait much longer, weeks or months, to receive treatment.

After assessment and evaluation, the social workers at CFS arrange for treatment for the child client through the BHS liaisons. The liaisons provide the social workers and child guardians with three referrals of available psychiatrists or therapists from their database. The social workers or guardians call these mental health professionals to schedule treatment. Oftentimes, the social workers or guardians find that the three referrals they have been given by the BHS liaisons are not available. Then they must go back to the liaisons to arrange for another set of three referrals. This is the cause of many delays. The CFS social workers state that the child has an average waiting time for treatment of three months and the BHS liaisons state that the average is only 4 to 6 weeks. These two sets of County workers are working from different perspectives and from different calendar counts. The BHS liaisons also state that they do not have an updated list of unavailable psychiatrists or therapists.

After the screening and evaluation phase, each of the 7,000-plus children are classified into two groups:

1. Medium to severe
2. Mild to medium

The mild to medium cases are scheduled for appointments with psychiatrists and therapists in non-profit community-based organizations (CBOs) and private therapists contracted by BHS. The medium to severe cases are scheduled for appointments with the psychiatrists and therapists in the County's three regional mental health clinics.

There are several factors that prevent children from accessing mental health services in a timely manner. These factors differ depending on whether the child is classified as medium to severe, or mild to medium.

Medium to Severe Cases

The three mental health clinics are understaffed in terms of psychiatrists, the doctors who diagnose the children and prescribe medication for them when appropriate. Children's Mental Health Services estimates it needs to hire six more psychiatrists to handle the workload and resolve the inequitable distribution among the regional clinics. The County pays \$30-50,000 less than what psychiatrists can earn in private practice.

Table 1 shows the distribution of the medium to severe cases assigned to the three clinics and the corresponding distribution of psychiatrists in those three clinics.

TABLE 1

	Antioch	Concord	West County	TOTAL
Children	630	740	800	2170
Psychiatrists*	2.2	3.5	1.3	7
Ratio	286.4	211.4	615.4	310

Note: * Full time equivalent

As shown on Table 2, the distribution of 85 County therapists across the three clinics is inequitable relative to the distribution of medium to severe mental cases.

TABLE 2

	Antioch	Concord	West County	TOTAL
Children	630	740	800	2170
Therapists	22	47	16	85
Ratio	28.6	15.7	50	25.5

The normal management response to such uneven distribution is to reallocate some therapists from Concord, to Antioch and to West County. The Grand Jury found no evidence that any such plan is being considered.

Mild to Medium Cases

BHS contracts with 34 non-profit Community Based Organizations (CBOs) to treat the estimated 5,000 children considered mild to medium cases. Twenty percent of these 34 CBOs were at capacity as of February 2017, meaning that seven of the CBOs had no appointment availability. The BHS liaisons, who provide the appointment referrals for the guardians/patients, do not have current data on the clinicians' availability. Thus, social workers or guardians call to CBOs that have no availability, causing delays in the children's treatment.

In addition to providing mental health treatment through CBOs, BHS can assign the 5,000 children who are diagnosed as mild to medium cases to the over 200 individual private therapists that it contracts with. Like CBOs, these private therapists have limited availability. Table 3 shows the availability of those private therapists in February 2017 and their distribution in the three regions.

TABLE 3

	East County	Central	West County	TOTAL
Private Therapist	60	100	47	207
Available	13	33	21	67
Not available	47 (78%)	67 (67%)	26 (55%)	140 (68%)

Overall, 68% of the private therapists were not available for appointments. Thus, children must wait longer for mental health services.

While no-shows for appointments also contribute to longer wait times, this factor is not under the control of BHS. The tables show what is within the control of BHS and its subdivision that manages treatment delays for at-risk children.

FINDINGS

- F1. The County provides timely and consistent mental health services to detained youth in Juvenile Hall, CSEC victims, and children in domestic violence and sexual abuse situations.
- F2. Under the terms of the *Katie A.* requirements, upper and middle management levels of CFS and BHS have started to coordinate their efforts.
- F3. Many at-risk children are not receiving mental health treatment for several weeks to several months after the County assesses their mental-health needs.
- F4. Children's Mental Health Services estimates that the County needs an additional six psychiatrists for its three clinics.
- F5. County salaries for psychiatrists are not competitive with private practice.
- F6. The shortage of psychiatrists causes delays in the diagnosis and treatment of medium to severe mentally ill children.
- F7. West County clinic, which has the most medium to severe patients, also has the highest patient to therapist ratio.
- F8. The 85 County therapists, who treat medium to severely mentally ill children, are not equitably distributed among the three clinics based on workload.
- F9. Twenty percent of the CBOs and 68% of the individual private therapists are not available for appointments.
- F10. BHS liaisons are not provided with current information about the availability of CBOs and private therapists for appointments.

RECOMMENDATIONS

- R1. The Board of Supervisors should consider identifying funds to add six psychiatrists at the three regional mental health clinics.
- R2. The Board of Supervisors should consider directing Human Resources to review the compensation packages for County psychiatrists to ensure their compensation packages are competitive compared with the private market.

- R3. The Board of Supervisors should consider directing BHS to redeploy therapists with a view to a more equitable ratio of children per therapist among the County's three mental health clinics.
- R4. The Board of Supervisors should consider identifying funds to enable BHS to review and improve systems related to the real time availability of CBOs and individual private therapists for mental health service appointments.
- R5. The Board of Supervisors should consider directing BHS to monitor and report on the wait times for mental health treatment for at-risk children.

REQUIRED RESPONSES

	Findings	Recommendations
Contra Costa County Board of Supervisors	F1 to F10	R1 to R5

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to ctadmin@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson
 725 Court Street
 P.O. Box 431
 Martinez, CA 94553-0091



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

8.

Meeting Date: 09/24/2018

Subject: Continuum of Care Plan for the Homeless/Health Care for the Homeless

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: FHS #5

Referral Name: Continuum of Care Plan for the Homeless/Healthcare for the Homeless

Presenter: Jaime Jenett, Continuum of Care Planning and Policy Manager; Joseph Mega, MPH, MD, Medical Director-Health Care for the Homeless

Contact: Lavonna Martin (925) 608-6700; Rachael Birch (925) 608-5123

Referral History:

Since 1990, the Health Care for the Homeless (HCH) Program has provided health care services to the homeless population in Contra Costa County through mobile clinics, stationary health centers, the Concord Medical Respite facility, street medical outreach clinics and the medication-assisted treatment program. Health care services provided by the HCH team include routine physical assessments, basic treatment of primary health problems such as minor wounds and skin conditions, respiratory problems, TB screening, acute communicable disease screening, coordination and referrals for follow up treatment of identified health care needs, dental services, health education, behavioral health services, medication assisted treatment for opioid addiction, and outreach and enrollment services. A significant portion of the homeless patients seen by the HCH team have chronic diseases, including asthma, hypertension, diabetes, and mental health/substance abuse issues. They also have disproportionately more dental, substance abuse and mental health needs than the general population.

In November 2014, the Board approved “Forging Ahead Towards Preventing and Ending Homelessness: An Update to Contra Costa’s 2004 Strategic Plan”, that renewed our 2004 plan with the latest data, best practices, and community feedback and reaffirmed our commitment to the Housing First approach. As such, “Forging Ahead” establishes this guiding principle: *“Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through shared responsibility, accountability, and transparency of the community.”* The Strategic Plan Update identifies two goals: 1) Decrease the length of time people experience homelessness by focusing on providing **Permanent Housing and Services** and; 2) Decrease the percentage of people who become homeless by providing **Prevention** activities. To achieve these goals, three strategies emerged:

1. Implement a coordinated entry/assessment system to streamline access to housing and

services while addressing barriers, getting the right resources to the right people at the right time;

2. Use best, promising , and most effective practices to give the consumer the best possible experience through the strategic use of resources; and
3. Develop the most effective platforms to provide access, support advocacy, and connect to the community about homelessness and available resources.

Referral Update:

Health Care for the Homeless

The HCH Program's **Medication Assisted Treatment (MAT)** team, which provides Nurse and Behaviorist Care Management services to patients seeking recovery from opiate addiction, has expanded to five CCHS Health Centers with between 500-600 patients served annually. This program works in collaboration with the CCHS primary care and the CCHS Behavioral Health divisions. MAT patients are prescribed Buprenorphine, a drug used to treat opioid addiction, enrolled in regular group classes to support their recovery, and assigned a nurse care manager to support this process and ensure medication and appointment compliance. The MAT program has seen significant growth in the last year through referrals for patients needing these services.

The HCH Program recently added a **mobile dental clinic** to our fleet and is now providing dental services to homeless patients at the Bay Area Rescue Mission, Brookside Shelter and Calli House Youth Shelter. Expanded dental services are planned in East County in the near future.

CCHS and the HCH team received a **Health Center Quality Leader** award in August 2018. This award recognizes the highest performing health centers nationwide. As a Health Center Quality Leader, CCHS achieved the best overall clinical performance among health centers, placing in the top 30% of the adjusted quartile rankings for clinical quality measures. This award was based on the quality of care that CCHS provides to our homeless patients.

The attached report highlights the increasing needs of the rapidly growing senior homeless population, as well as the disproportionate burden of medical and behavioral issues faced by those living without homes in Contra Cost County. Along with an aging population comes patients with more complex chronic health conditions and mental illness. With little housing choices, the HCH team struggles to address patients' illnesses on the street and in encampments, or as they shuffle between shelters. We cannot care for this population in a safe and humane manner without additional resources addressing the central issue of lack of stable housing. This population faces a crisis that needs to be addressed by the county with additional supportive long-term care facilities that are accessible for our patients.

Continuum of Care Plan for the Homeless

The Homeless Program of the Health, Housing and Homeless Services Division partners with the

Homeless Advisory Board and Continuum of Care to develop and carry out an annual action plan that identifies the objectives and benchmarks related to each of the goals and strategies of Forging Ahead. Further, the Homeless Program incorporates the strategic plan goals into its own delivery system of comprehensive services, interim housing and permanent supportive housing as well as contracting with community agencies to provide additional homeless services and housing with the goal of ending homelessness in our community.

Attached is a summary infographic of the 2018 Point in Time Count.

Recommendation(s)/Next Step(s):

1. Accept this report from the Health Services Department; and
2. Forward this report to the Board of Supervisors for acceptance; and,
3. Direct Staff to continue to report on an annual basis to the FHS Committee regarding progress of the effort to end homelessness and the activities of Contra Costa Council on Homelessness; and the health status of the homeless population in Contra Costa County by the Health Care for the Homeless Program.

Agenda Attachments

Annual Update on Homeless Continuum of Care

Health Care for the Homeless

Minutes Attachments

Handout: 2018 Point in Time Count

Annual Update on the Homeless Continuum of Care

1

HOME TOPICS SERVICES HEALTH COVERAGE

Help Getting Housing

Losing Your Housing? Homeless?

Losing your housing? Call 211 to be matched to available resources. Homeless? Call 211 or walk into one of our C.A.R.E. Centers.

[Learn more.](#)

Welcome to Health, Housing & Homeless Services

Presented to the Family and Human Service Committee
Contra Costa County Board of Supervisors
September 24, 2018

Contra Costa Housing Crisis

Contra Costa County's lowest income renters spend 58% of income on rent.

Renters in Contra Costa County need to earn \$43.27/hr - nearly 4 times the state minimum wage - to afford the median monthly asking rent of \$2,250.

Contra Costa County needs 31,193 more affordable rental homes to meet current demand.



On any given night, there are **2,234** people experiencing homelessness in Contra Costa County.



Shelter capacity **met only 30% of the need** for those in housing crisis in 2018.



88% increase in seniors (age 62+) experiencing homelessness from 2017 to 2018.

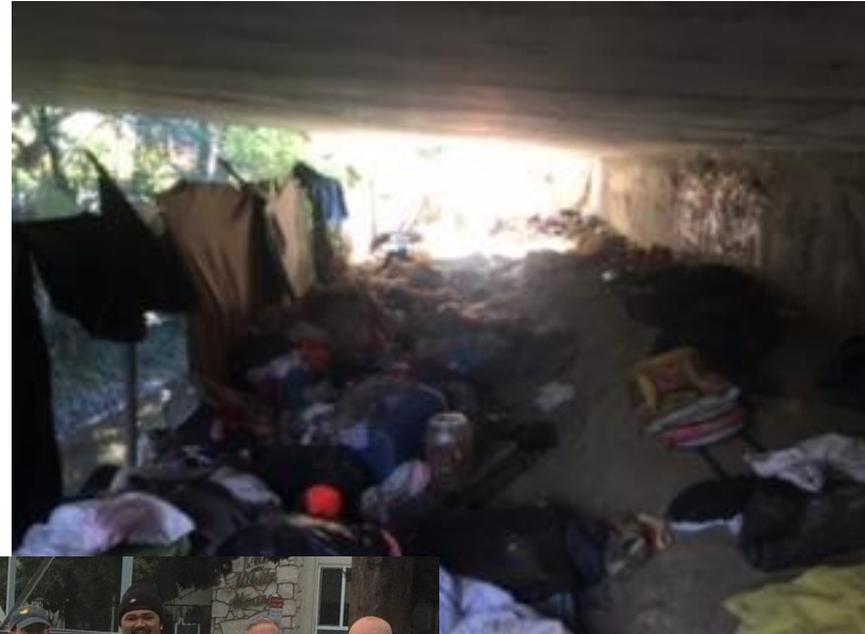
CoC Activities

3

- Point in Time Count and Youth and Family Count
- Built for Zero Campaign
- Coordinated Entry Evaluation – Phase 1
- Coordinated Entry- Phase 2
- Council on Homelessness
- One-time funding to enhance crisis response system

Point In Time Count

4



YOUTH & FAMILY HOMELESS COUNT



BE HEARD!

Are you under 25 years old
and/or raising children?



CONTRA COSTA
HEALTH HOUSING & HOMELESS
A Division of Contra Costa Health Services



BE HEARD!

Is it hard for you to find a safe
and stable place to sleep?



CALL 211

August 27–September 10, 2018

Take a short survey to make sure everyone is heard.

GO TO:

bit.ly/housingsurvey2018

Youth and Family Count

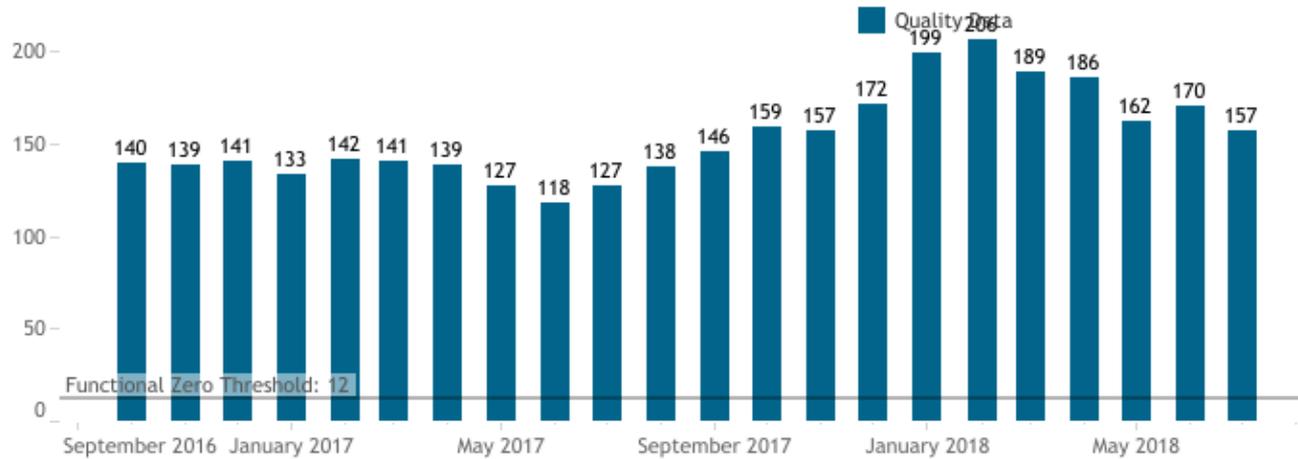
6

- ❑ First time in Contra Costa
- ❑ Online option
- ❑ Approximately 400 responses
- ❑ Strengthened partnerships with:
 - ❑ Community colleges
 - ❑ EHSD
 - ❑ Libraries
 - ❑ Probation
 - ❑ School Districts
 - ❑ Youth Action Council
 - ❑ Youth Serving Agencies

Built For Zero

Actively Homeless Population

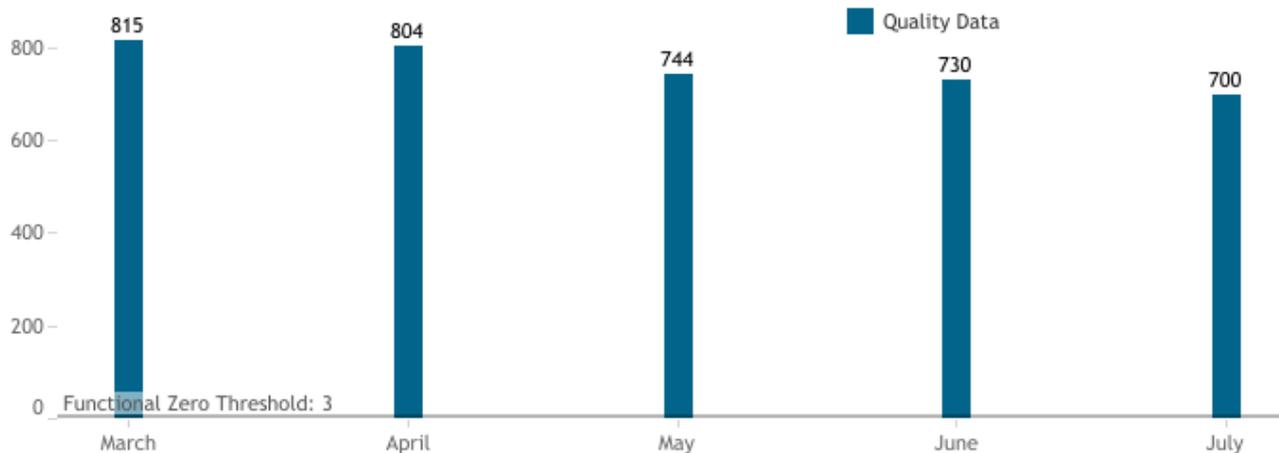
Monthly count for **Veteran** subpopulation(s)



VETERANS

Actively Homeless Population

Monthly count for **Chronic** subpopulation(s)



**CHRONICALLY
HOMELESS**

Coordinated Entry- Phase 1



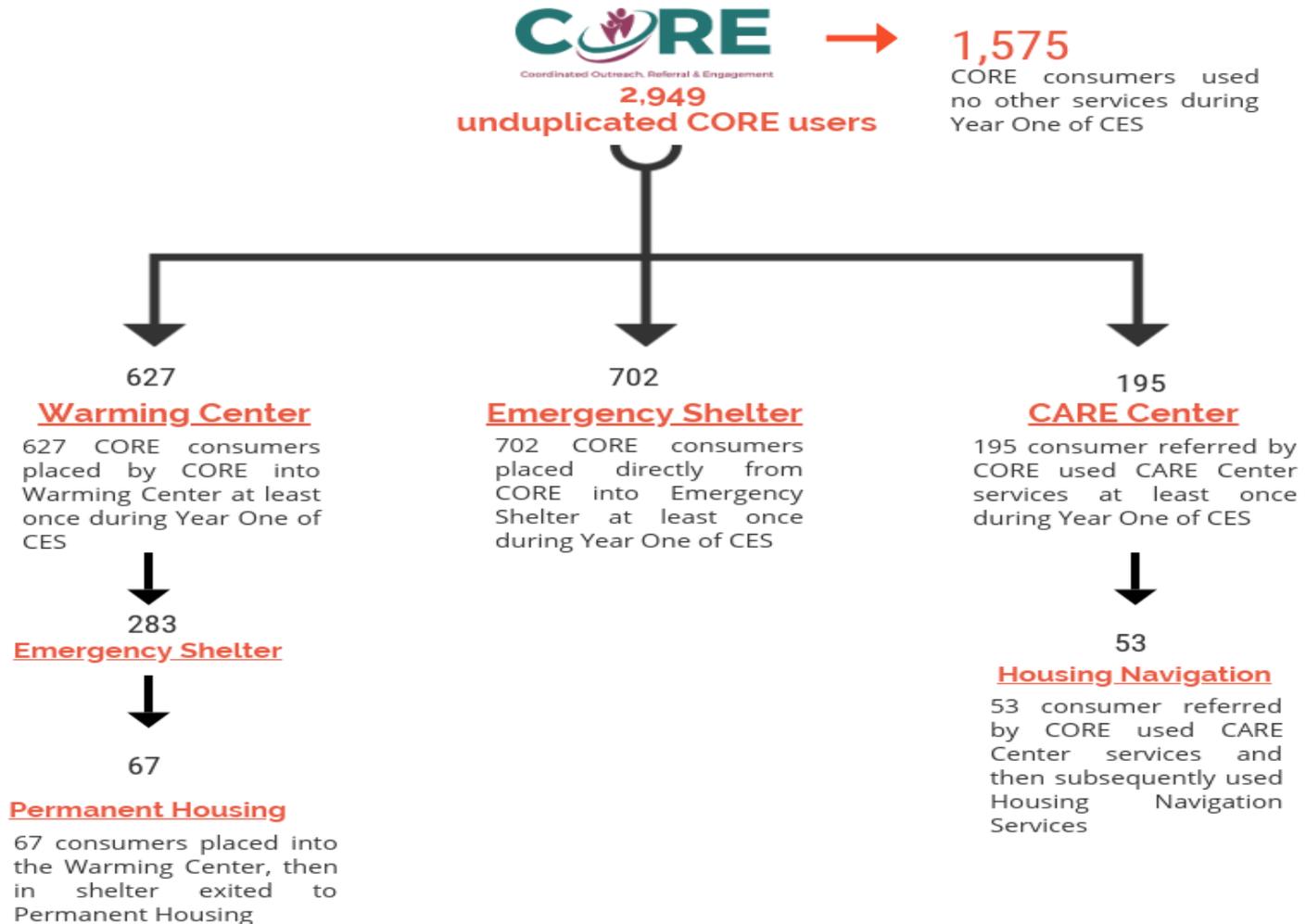
- Establishing CARE and CARE-Capable Centers
- Piloting Warming Center
- Housing Navigation
- Expanding CORE Outreach Teams

CES Evaluation

CES Flow During Year One

Coordinated Outreach, Referral and Engagement

Illustration of how users "flow" through CES. from February 1, 2017 to February 1, 2018.



Coordinated Entry – Next Phase

10

Shelter Diversion



Centralized Shelter Placement



CoC Impact 17-18

Homeless Court

- 464 clients served last year
- 1,791 cases dismissed
- 78,100 total community service hours granted

Decrease in Veterans

- In the 2018 PIT, 108 Veterans were surveyed, only 8% of the total population

Supportive Housing Retention Rate: 96%

Staff

satisfaction

“I love helping people and rewarding to know that I made a difference in people's lives.”

“I have the upmost respect for clients.”

CoC Served/Provided:

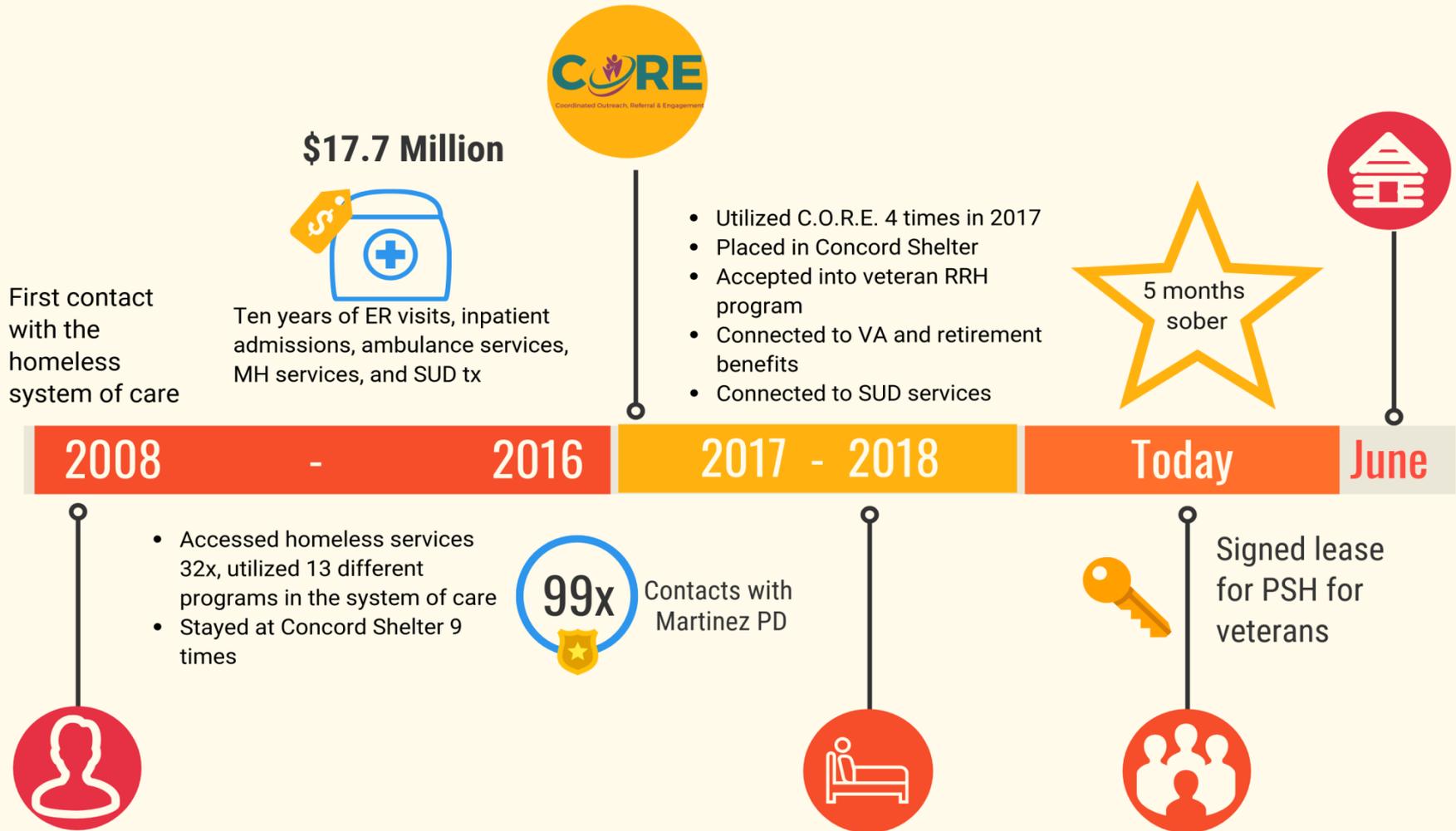
- Housing assessments completed: **1,822**
- People housed since CES kick-off: **716**
- 211 calls related to housing crisis or assistance: **5,287**
- People served at CARE Centers: **1,797**

CORE

- Served 3,662 people experiencing homelessness in 2017-2018

A Consumer's Journey

A look into one consumer's progress over time



Council on Homelessness

13

- Community conversation on Equity
- Youth Action Council
- New Committees
 - ▣ Subpopulations
 - ▣ Ad Hoc Funding

Future State Funding

14

Funding Source	Anticipated Amount for CC	Target Population
California Emergency Solutions and Housing (CESH)	\$855,496 in two phases	Homeless
Homeless Emergency Aid Program (HEAP)	\$7.1 M/one-time	Unsheltered Homeless
Homeless Mentally Ill Outreach and Treatment (HMIOT)	\$745,000/one-time	Individuals with serious mental illness and who are homeless or at risk of becoming homeless
NPLH non-competitive	\$2.14 M	SMI

Jaime Jenett, MPH

CoC Planning and Policy Manager

Health, Housing and Homeless Services

Jaime.jenett@hsd.cccounty.us

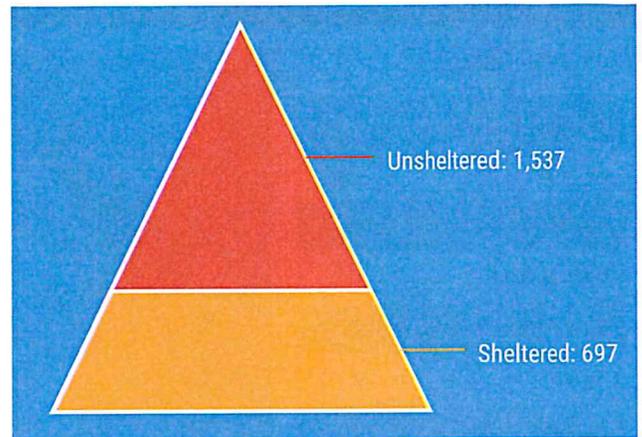
925-608-6716

2018 Point In Time Count

The Point in Time (PIT) count is a one-day census of persons experiencing homelessness and living in shelters and uninhabitable locations in Contra Costa County. The PIT Count is used by HUD and our community to define local and national issues related to homelessness.



Persons experiencing homelessness
January 23, 2018



DEMOGRAPHICS AND OTHER CHARACTERISTICS



65% reported a disability



100 Veterans (8%)



Emergency bed capacity for 30% of population



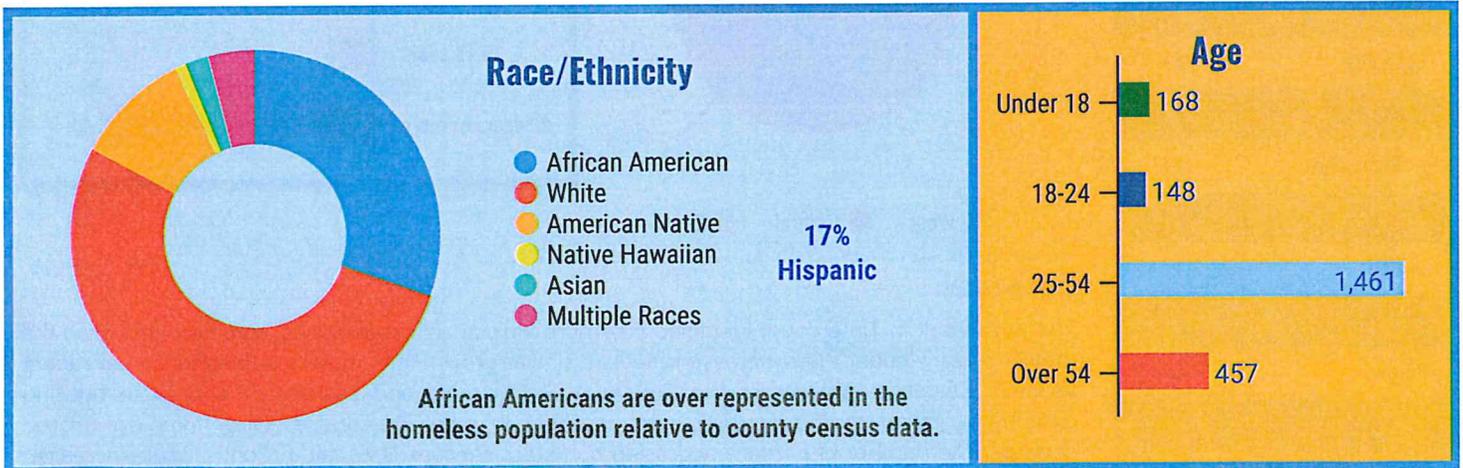
89 families with children



84 homeless adults had children sleeping in foster care or with relative



39% female
61% male
(4 transgender)



COMPARISON TO 2017 PIT



39% increase in individuals identified



2/3 of families are sheltered; similar to last year



88% increase in seniors age 62 and older



68% increase in chronically homeless



no change in # of veterans

UNSHeltered DATA

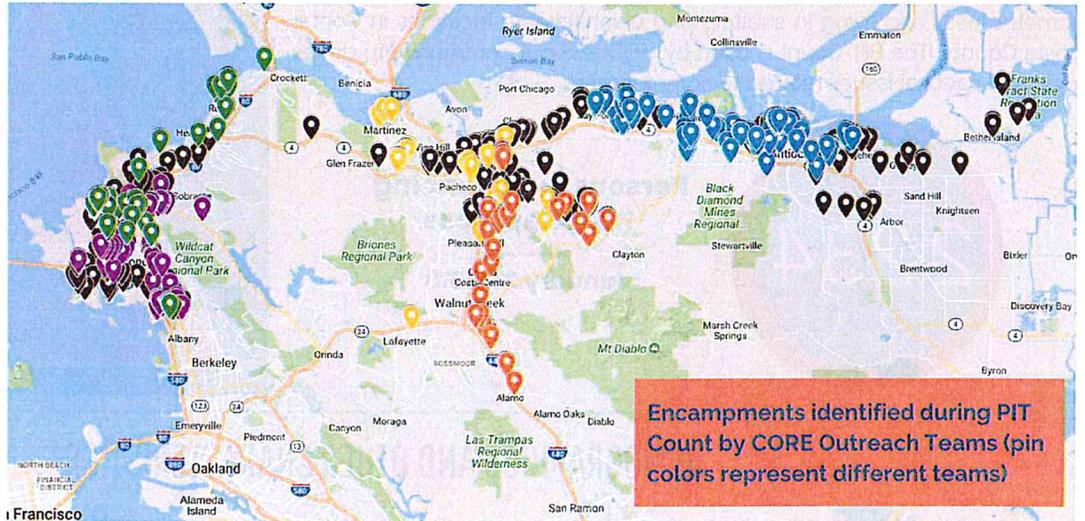
95%

Percent of people sleeping outside would accept some sort of housing if available:

- 80% --- apartment or rental
- 52% --- shared housing, separate bedroom
- 45% --- emergency shelter
- 34% --- shared housing with shared bedroom
- 27% --- sober living environment
- 14% --- long-term care or assisted living

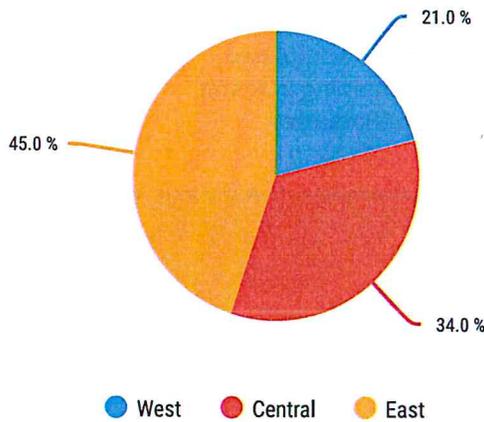
City Where Slept

Alamo	0
Antioch	350
Bay Point	61
Bethel Island	7
Brentwood	35
Byron	0
Clayton	0
Clyde	0
Concord	252
Crockett	0
Danville	0
Discovery Bay	1
El Cerrito	14
El Sobrante	10
Hercules	2
Lafayette	6
Martinez	117
N. Richmond	24
Oakley	49
Orinda	1
Pacheco	16
Pinole	0
Pittsburg	110
Pleasant Hill	85
Richmond	270
Rodeo	14
San Pablo	46
San Ramon	1
Walnut Creek	42

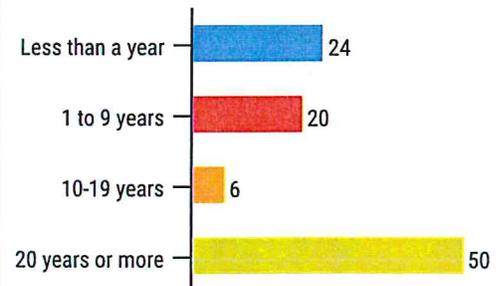


Encampments identified during PIT Count by CORE Outreach Teams (pin colors represent different teams)

Region of County Where Slept Outside



Length of Residency in Contra Costa (%)

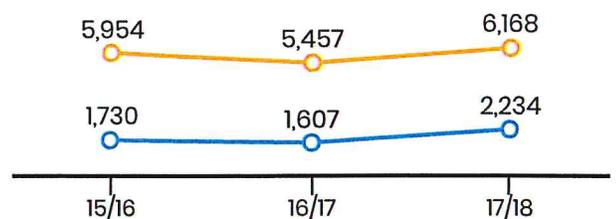


SUMMARY

The 2018 Point In Time count identified 627 more individuals experiencing homelessness than the previous year's count. This increase reflects a similar growth in homeless populations over recent years in California and across the Bay Area. Rising rents and scarcity of affordable housing contribute greatly to the housing crisis resulting in more persons seeking homeless-related services. The number of persons accessing homeless services last year in Contra Costa increased by 13%.

The rise in the number of people identified in PIT and accessing services is likely due to an extensive street outreach program implemented in 2017. Since its inception, CORE outreach has identified many individuals previously unknown to the homeless system of care and is helping them access more homeless services.

Trends in PIT and Annual Persons Served



Questions regarding this report can be directed to: homelessprogram@hsd.cccounty.us



Contra Costa Health Services Health Care for the Homeless (HCH)



**PRESENTATION TO THE
FAMILY & HUMAN SERVICES COMMITTEE
CONTRA COSTA COUNTY BOARD OF
SUPERVISORS**

**JOSEPH MEGA, MD, MPH
MEDICAL DIRECTOR
HEALTH CARE FOR THE HOMELESS**

MONDAY, SEPTEMBER 24, 2018



2017-2018 HCH PROGRAM UPDATES



1. Health Center Quality Leader
2. Medical Outreach Expansion
3. Dental Mobile Van
4. Global Health Fellowship Physician on staff
5. Weekly Yoga & Mindfulness Groups in Shelters



CHOOSING CHANGE PROGRAM



Medication Assisted Treatment (MAT) for Opioid Addiction

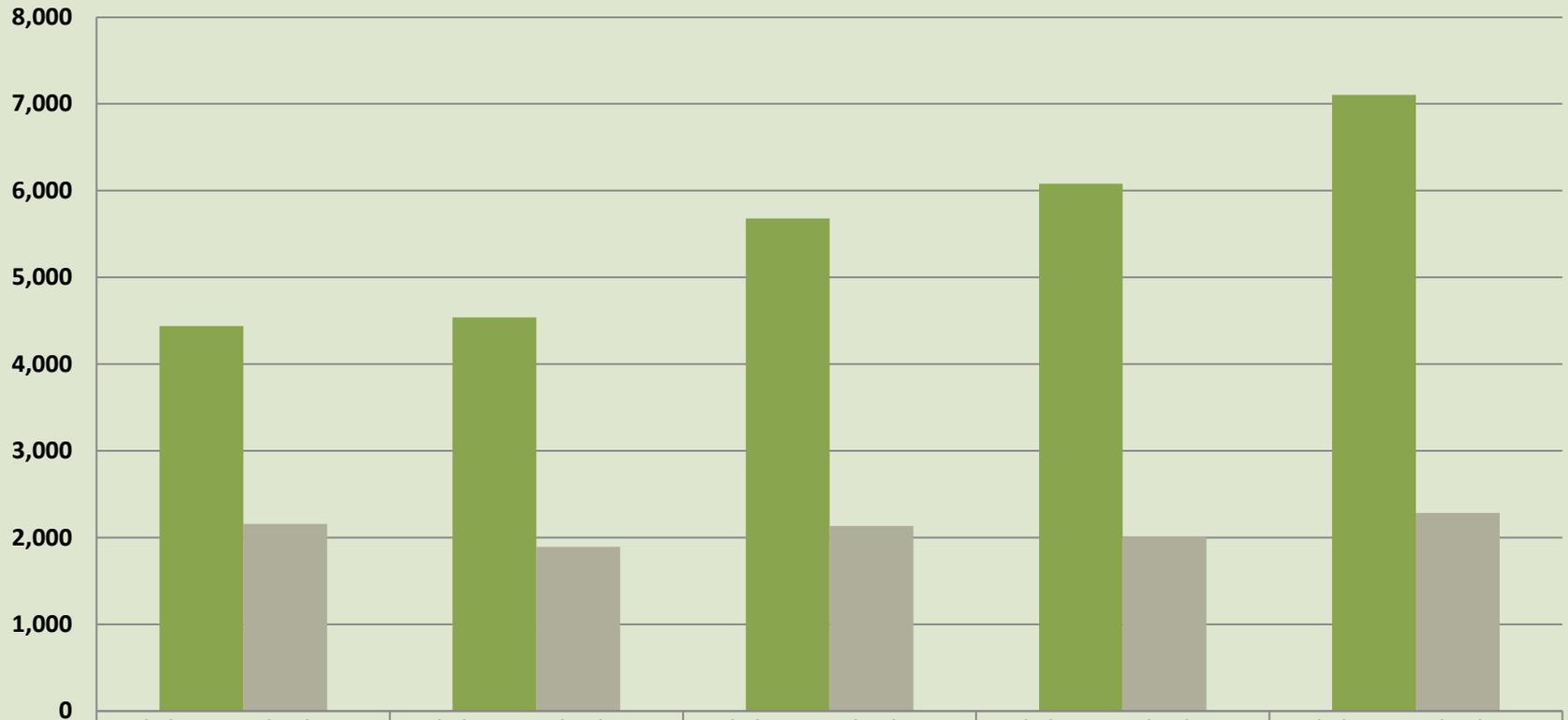
- FY 2017-2018, we had 539 patients enrolled in the program, 46% of them were homeless
- We currently have Choosing Change clinics in 5 CCHS Health Centers.
- HCH Street Outreach MAT



HCH PRODUCTIVITY



Total HCH Encounters and Clients



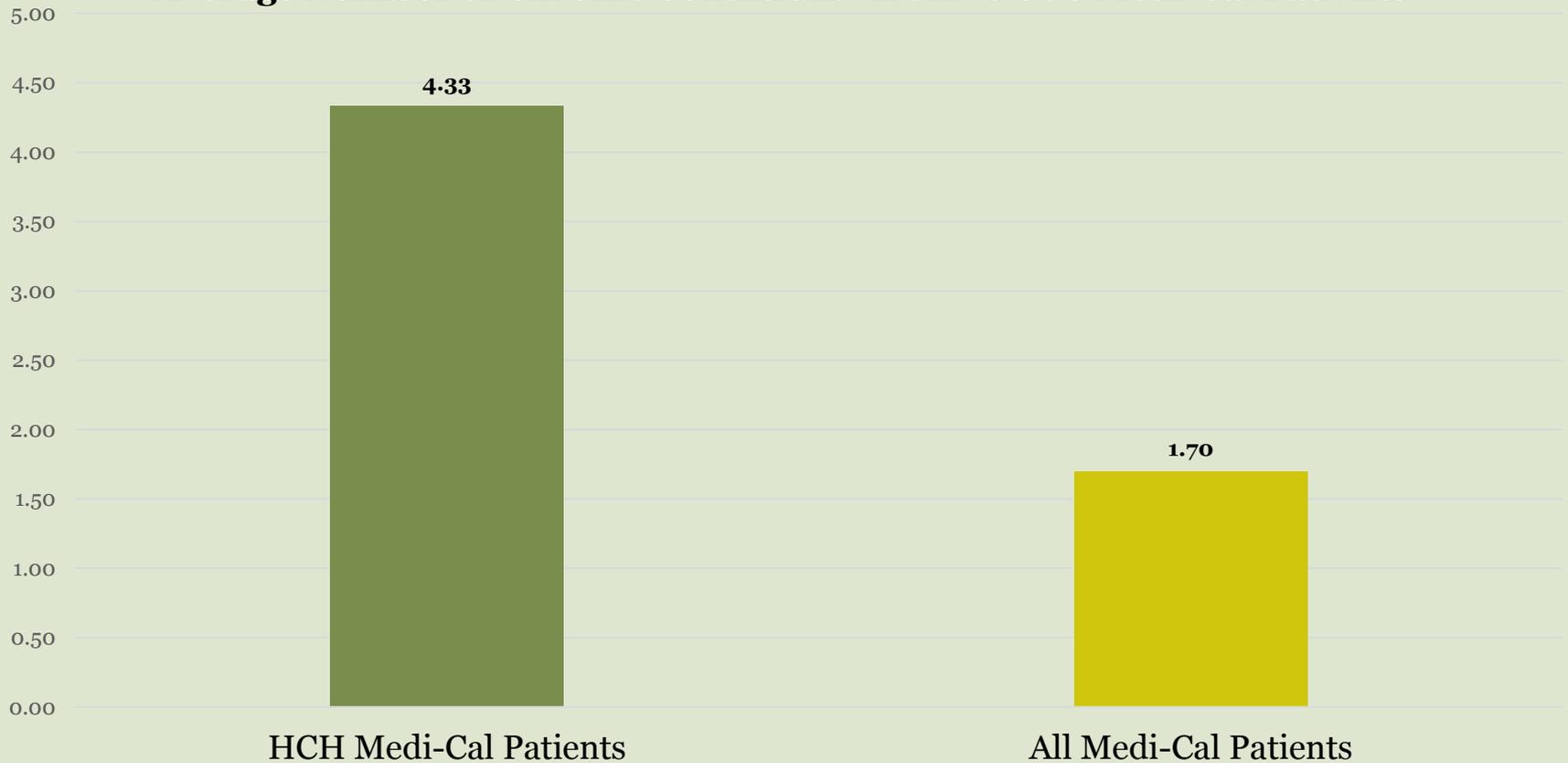
	7/1/2013 - 6/30/2014	7/1/2014 - 6/30/2015	7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018
■ Encounters	4,437	4,538	5,678	6,081	7,103
■ Clients	2,157	1,892	2,134	2,010	2,285

CHRONIC CONDITIONS



FY 2017/2018

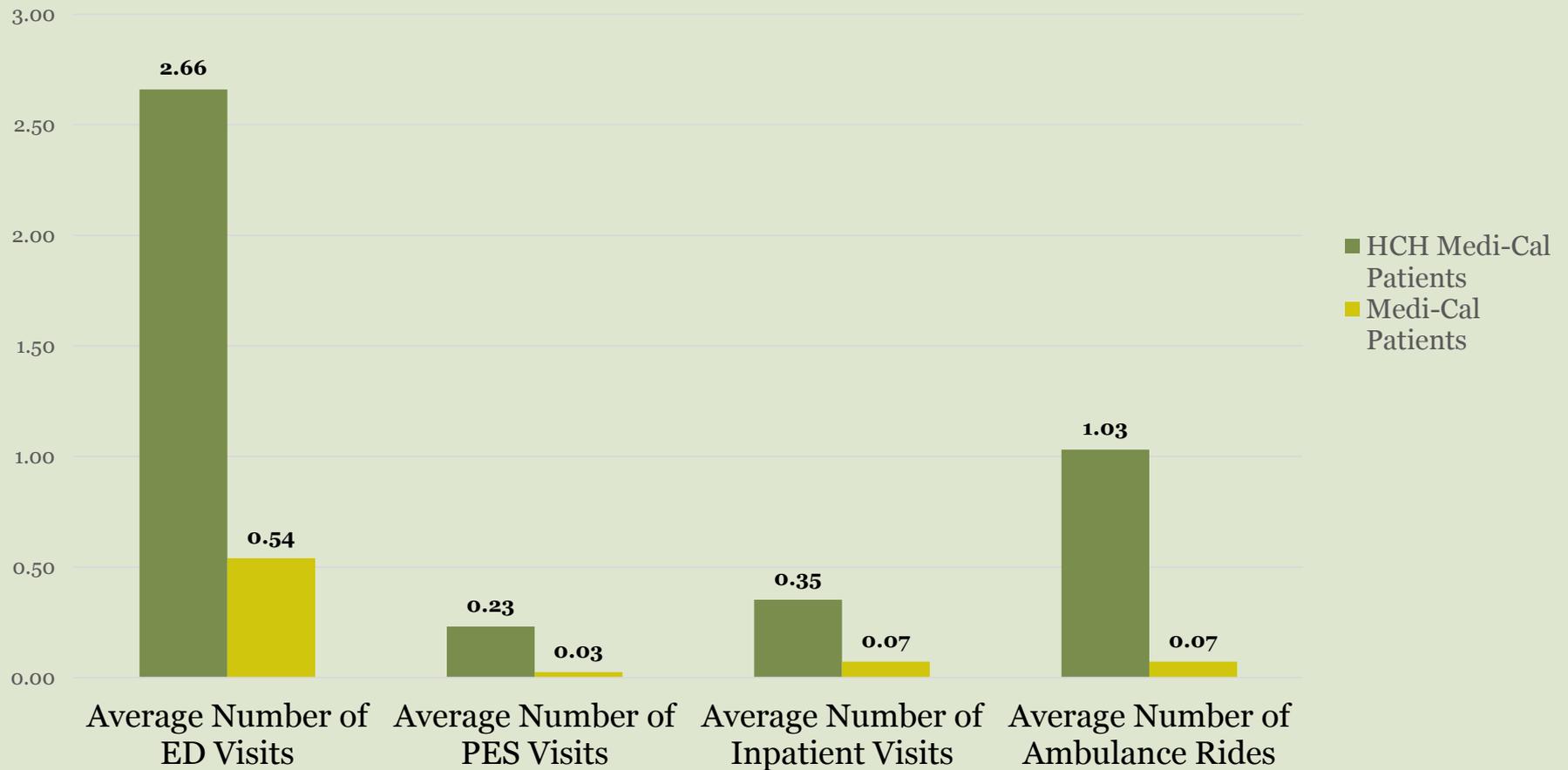
Average Number of Chronic Conditions- HCH vs CCC Medi-Cal Patients



AVERAGE NUMBER OF VISITS



FY 2017/2018
Average Number of Visits - HCH vs CCC Medi-Cal Patients



CRIMINAL JUSTICE INVOLVEMENT



Disproportionate involvement with
Criminal Justice system

36.11% of HCH Medi-Cal patients

5.8% of Medi-Cal patients

Case Study



OLDER, SICKER HOMELESS PATIENTS



HCH STAFF TESTIMONIALS



“In my 40 years of nursing, I have worked in many high intensity settings, such as intensive care, trauma, and oncology. Though the patients I served in these settings had a magnitude of needs, none compare to those of our homeless patients we serve at the respite center and shelters.

Their medical histories are complex; they present often with end stage disease, and are all dealing with issues such as trauma, loss, addiction, and mental illness. Their care demands intense dedication, support, and advocacy. My past experiences prepared me for high acuity care, but the challenges of this population are ever expanding and continue to encourage us to do more and think differently about what care means.”

- **Sue Dickerson, RN**

HCH Respite Nurse

Three-time honorable mention for Ruth Pease Award

CALL TO ACTION



1. County-run Board and Care
2. County-run Skilled Nursing Facilities



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

9.

Meeting Date: 09/24/2018

Subject: Workforce Innovation and Opportunity Act (Follow Up Report)

Submitted For: Kathy Gallagher, Employment & Human Services Director

Department: Employment & Human Services

Referral No.: FHS #109

Referral Name: Workforce Innovation and Opportunity Act (Follow Up Report)

Presenter: Donna Van Wert, Workforce Development Board- Executive Director **Contact:** Tish Gallegos (925) 608-4808

Referral History:

On January 6, 2015 the Board of Supervisors referred oversight and receipt of updates on the Workforce Innovation and Opportunity Act (WIOA) to the Family and Human Services Committee (FHS).

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system. WIOA was expected to significantly impact the Employment and Human Services Department (EHSD) and the way the Workforce Development Board does its work. Therefore, updates on the impacts and changes was referred to FHS.

Referral Update:

Please see the attached report for an update on the Workforce Development Board and Workforce Innovation and Opportunity Act. The last report on this topic to FHS was on April 23, 2018.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on the Workforce Development Board and Workforce Innovation and Opportunity Act updates and DIRECT staff to forward it to the Board of Supervisors for their information.

Fiscal Impact (if any):

None. This is an informational report.

Attachments

Workforce Development Board Status Report on Implementation of Local and Regional Plans

Minutes Attachments

No file(s) attached.

The WDB is now located at 4071 Port Chicago Hwy. Suite 250, Concord CA 94520

Workforce Innovation & Opportunity Act (WIOA) Implementation Update

The WDB has successfully completed most of the WIOA implementation criteria inclusive of new local and regional plans, MOU Phase I & Phase II, One-Stop Operator requirement and the AJCC Certification process. The one area that remains constant and fluid is the regional work under the new State designated Regional Planning Units (RPU) of which Contra Costa is the lead for the East Bay RPU (updates below).

Adult & Dislocated Worker Career Services/AJCC Transition

Transition

Due to significant reductions in the WDB budget, the WDB, along with the Board of Supervisors, approved the procurement for WIOA Adult & Dislocated Worker Career Services in October of 2017. An RFP was released in November of 2017, and a recommendation and subsequent award was made in March of 2018 to Rubicon Programs on behalf of the Contra Costa Workforce Collaborative.

As of May 24th, 2018, 3 of the 4 EASTBAY Works America's Job Centers of California (AJCC) were closed: Liberty, Antioch, and San Pablo. Eighteen staff were affected by these closures: 15 were successfully transitioned to equitable positions within the County; 2 retired; 1 accepted a position in San Francisco; and 1 is still eligible for the TET program and seeking employment.

The comprehensive AJCC located in Concord remained open with limited staff, and with the assistance of partner organizations continued to offer services throughout the county until the contract with Rubicon was in place.

Rubicon/Contra Costa Workforce Collaborative

The contract with Rubicon Programs to operate the Comprehensive America's Job Center of California and the delivery of Adult & Dislocated Worker Career Services throughout Contra Costa County was approved at the August 14th Board of Supervisors meeting with an August 1st start date. Rubicon staff have started working at the Concord AJCC as of August 1st and we continue to work with them and the Contra Costa Workforce Collaborative to fully implement Adult & Dislocated Worker Career Services throughout Contra Costa County.

The Collaborative is an innovative public-nonprofit partnership of Contra Costa County workforce development organizations that currently operate within the County and was created specifically in response to this RFP. The Collaborative consists of our Community Colleges, our Adult Education partners, Opportunity Junction, Lao Family Community Development, New Horizons, San Pablo EDC, and Rubicon as the lead.

WIOA Youth Programs

Program year 2018-19 youth contractors include: Contra Costa County Office of Education and Mt. Diablo Unified School District. Bay Area Community Resources will no longer be a provider; Contra Costa County Office of Education will pick up the service delivery in East Contra Costa County. Contracts are in place and the funding for these contracts will remain level.

CCWORKS

Under the direction of the WDBCCC the CCWORKS subsidized employment program continues to have a high success rate of finding work experience opportunities for CalWORKS recipients. The WDBCCC continues to work on deepening its collaboration with the CalWORKS program and is currently strategizing a process for co-enrollment.

CCWORKS is experiencing a lower than usual placement rate due to the new County onboarding process that requires all CCWORKS participants being placed in a county work assignment to be finger printed via live scan. This process is delaying placement of participants up to 6 weeks and many are timing or dropping out due to this long delay.

Highlights:

- CCWORKS placements for 2018-2019 July 1st through August 31st: 12
- CCWORKS placements for 2017-2018: 110

Business Services

The WDB business services team continues to work closely with our local chambers, our city offices and economic development entities throughout the county, our identified regional sector partnerships and other programs and partnerships.

Highlights include:

- The WDB hosted 2 Fair Chance Employer Summits in program year 2017-18: 1 on October 18th at the El Cerrito Community Center and 1 on May 16th at the Antioch Community Center. Both events were extremely successful with over 250 attendees and 35 Fair Chance Business Pledges secured for both events combined.
- The WDB business services recently entered into a partnership with the Contra Costa County Employer Advisory Council and will be hosting employer forums jointly. Along with the City of Concord we will host a forum on “Finding the Untapped Workforce Market” on November 7th.
- The WDB business team is establishing a county wide business task force that will include EDD and other public and community based organizations to streamline services for all Contra Costa businesses: Integrated Business and Employment Service Team = IBest
- Through the Disability Accelerator Employment Grant, WDB business services will be hosting an employer educational forum on hiring people with disabilities in February of 2019.

Rapid Response & Layoff Aversion Summary

- We received 4 WARN Notices: (Archer Norris Law Firm-97 Impacted Workers), (AT&T-59 Impacted Workers), (Orchard Supply Hardware (OSH)-50 Impacted Workers), and (Kmart-68 Impacted Workers)
- In-Person Outreach to five OSH Stores in the county (San Ramon, Moraga, Pinole, Pleasant Hill, and Concord)
- 8/29 - Completed a RR Orientation with Archer Norris Law Firm in Walnut Creek. There were 19 employees in attendance.

Small Business Development Center

Partially funded by the Small Business Administration (SBA), this program, hosted by the WDBCCC, delivers individualized advising and group training to current and aspiring business owners in English and Spanish throughout the County. The SBDC actively partners with myriad public, nonprofit, and private sector organizations to attract “high-impact” employers as well as community-based agencies to reach and serve low-to-moderate income (LMI) residents.

The SBDC braids and leverages federal Small Business Administration (SBA) funding with state and local support from the Governor’s Office of Business and Economic Development (GO-Biz), Community Development Block Grant (CDBG) and Keller Canyon Mitigation funds. Approximately 75% of our clients self-identify as 80% below the area median income.

FY 17-18 Performance:

- 996 individuals (535 in business) advised, 730 trained
- 197 jobs created, 48 jobs retained
- 33 new business starts
- \$7,385,419.00 in debt/equity invested in small businesses
- \$ 13,168,696.03 in annualized sales increases

Noteworthy developments

- Was approved as an affiliate partner of the SparkPoint collaborative

Successes

- Was awarded \$62,500 in GO-Biz support for the Capital Infusion Program (CIP) an ongoing project
- Was awarded \$20,000 by the Keller Canyon Mitigation Fund (an ongoing partnership)
- Was awarded \$12,500 by the City of Brentwood (an increase of ongoing support)

Regional Initiatives, Organizing and Training

East Bay Regional Planning Unit (RPU)

There is a lot going on in workforce around regionalism. Contra Costa County is still the lead for the approximately 1 million dollars in regional funds that the East Bay RPU has been awarded toward this effort.

Regional trainings we are in the process of scheduling:

- Understanding Context of Criminal Justice Supervision
- Creating Talent for Change
- Facilitating Career Development

East Bay Slingshot

While initial funding for this initiative has expired, Contra Costa and the East Bay Region continues to be recognized for our SlingShot model and successes. The East Bay RPU funds will support all 5 of the sector partnerships to build capacity and sustain these efforts regionally. Some of the regional funds will be used to support a regional administrative support staff person to organize these efforts. Some of this funding has been allocated for specific regional industries (Advanced Manufacturing and Healthcare) to

support sustainability models they are working on and some of these funds have been allocated to training cohorts with earn & learn components in the healthcare industry; specifically a dental assisting training targeted to start late 2018 or early 2019.

Earn & Learn East Bay (ELEB)

Earn & Learn East Bay is an employer engagement campaign that supports employers in providing quality work-based learning experiences for youth and provides them with a local talent pipeline. To support this work, Earn & Learn works with school districts, community colleges, workforce development boards, youth development providers and business associations in Alameda and Contra Costa counties in creating a coordinated system that increases and enhances transformative experiences for youth. ELEB is currently hosted and coordinated by the WDBCCC and the Contra Costa Economic Partnership (CCEP).

The Problem: Business as usual wasn't working for business anymore, employers were being inundated with work based learning requests, and were ready for a change.

The Solution: Earn & Learn East Bay organizes work-based learning experiences that are transformational for youth and easy and meaningful for employers. We are a single point of contact for employers to work with the region's schools, colleges and community organizations

Our Impact: 11,329 Total Youth Served with WBL Activities; 30 Connectors

Our Reach: Over 1,500 Organizations; Over 2,500 Employees located in Contra Costa and Alameda Counties

Our Community:

Contra Costa County Office of Education
Alameda County Office of Education
Contra Costa County Workforce Development Board
Alameda County Workforce Development Board
Oakland Unified School District
Mt. Diablo Unified School District
UC Berkeley Boost
Contra Costa County Community College District; Los Medanos College & Diablo Valley College
Antioch Unified School District
San Ramon Unified School District
Pittsburg Unified School District
West Contra Costa Unified School District
Martinez Unified School District
John Swett Unified School District
Oakland Workforce Development Board

Earn & Learn Highlights

- Co-Coordinating Manufacturing Day 10/5 including marketing, employer outreach. Manufacturing companies participating include: Benchmark, Bishop-Wisecarver, DOW, Fresenius, Granberg, Lennar, Quick Mount PV. Participating schools include: LMC, DVC, Mt. Diablo, Pittsburg, San Ramon, John Swett, and Antioch.

- E&L selected to present at the Dreamforce Salesforce Conference in September
- E&L will pitch for round #3 Strong Workforce funding at CCCAOE in October

Prison 2 Employment Initiative (P2E)

As part of Governor Brown's efforts to improve California's criminal and juvenile justice systems and reduce recidivism through increased rehabilitation, the California Workforce Development Board (State Board), California Department of Corrections and Rehabilitation (CDCR), California Prison Industry Authority, and California Workforce Association have finalized a partnership agreement that is included in amendments to the California WIOA Unified Strategic Workforce Development Plan 2016-2020.

The partnership agreement is intended to strengthen linkages between the workforce and corrections systems in order to improve the process by which formerly incarcerated and justice-involved¹ individuals reenter society and the labor force. The partnership agreement will inform policies specific to Local Workforce Development Boards (Local Board) and how they serve the state's formerly incarcerated and justice-involved population

This initiative proposes \$37 million over three budget years to fund the states 14 regional planning units. The money will be released in 3 phases: Planning, Implementation, and Evaluation.

We are in the planning phase now and have convened the mandatory partners with the specific intention of creating and submitting a request for \$100,000 for our proposed plan. This proposal was submitted Monday, August 27th. The planning funds should be available by October and all regions will be required to submit their plan and request for implementation funds as part of our revised RPU plans due March 15, 2019.

Regional and Local Plan Update

Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for "changes in labor market and economic conditions or in other factors affecting the implementation of the local plan" (29 U.S. Code § 3123). The California Workforce Development Board (State Board) has also made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan. Pursuant to the State Plan modifications submitted to the U.S. Department of Labor in the spring of 2018 and approved on June 11, 2018, the State Board is providing guidance to Local Boards on the requirements associated with local and regional planning modifications. This Directive provides specific guidance and instructions on both required and elective modifications to local and regional plans. Revised plans are due March 15, 2019.

New elements that must be included in the revised plans:

- Workforce-Corrections Partnerships: A New Element of Regional Plans
- New Partnership Agreement with CalFresh and Strengthened Partnerships with Human Service Agencies
- Required Plan Content Pertaining to the DCSS and Workforce System Partnership
- Revised Partnership Agreement Pertaining to Competitive Integrated Employment
- Provision of Services to English Language Learners, the Foreign Born, and Refugees
- Required compliance with State Plan guidance and State Law regarding Multi-Craft Core Curriculum pre-apprenticeship partnerships

Economic Development, EC2 and the Northern Waterfront Initiative

The WDB remains actively involved with local economic development efforts including EC2 and the Northern Waterfront Initiative. The WDB participates in monthly meetings as well as attends the 5th Tuesday EC2 partner update meeting most recently on July 31st at the Pittsburg City Hall. WDB Staff recently attended a presentation on the planning that has been done around developing human capital for the Northern Waterfront and is working with another contractor providing input for the new Northern Waterfront strategic plan.

The WDB is working closely with the new Economic Manager, Amalia Cunningham, and has been jointly organizing get-togethers with all city economic managers and chambers.

Budget/Grants/Funding Opportunities

The WDB budget is stable for the current FY 2018-2019 however are still experiencing difficulty getting expenditure reports and up-to-date budget information to validate this.

The WDB has prioritized pursuing additional funding opportunities to support the important work we are tasked with. The WDB has or is considering pursuing the following opportunities:

- **AB 109**: The WDBCCC will continue to receive \$208,000 annually from AB 109 funding for PY 2018-2019. These funds have primarily been used for two purposes: 1) to deepen connections between the re-entry community and businesses/employers; 2) to strengthen partnerships between the WDBCCC and other public agencies, as well as the contracted nonprofit service providers that are helping AB 109 participants reenter the community.
- **EDD Disability Employment Accelerator**: The WDB was awarded \$250,000 on behalf of the East Bay Region to support training, work experience and employment for people with disabilities. The East Bay RPU will be working with Futures Explored, East Bay Innovations, EDD and our Adult Education partners on this project.
- The WDB is collaborating with the Contra Costa Transportation Authority (CCTA) on an Electric Vehicle Ready Communities grant the CCTA was awarded from the Clean Energy Commission.
- The WDB is pursuing a YouthBuild grant that is due September 18th.
- The WDB is actively research the possibility of creating a 501c3

WDB Board

With 25 seats, The WDB is almost fully seated and with several applications coming in we anticipate being fully seated very soon.

The current Chair, Bhupen Amin, was asked to participate on a board panel at the upcoming California Workforce Association (CWA) conference Meeting of the Minds in Monterey, CA September 4th through the 6th.

The ED and Chair Amin will be meeting with all the Board of Supervisors individually during the months of September and October.



WORKFORCE
Development Board
Contra Costa County

Year in review and a snapshot looking forward

Presentation to Family & Human Services Committee

September 24, 2018



People Served	PY15	PY16	PY17
Wagner Peyser	24,455	18,698	13,358
Adults and Dislocated Workers	967	844	621
Antioch	191	186	137
Brentwood	205	179	144
Concord	258	195	135
San Pablo	237	231	146
Other (FutureBUILD, misc.)	76	53	59
Youth	480	399	256

Adult & Dislocated Worker Career Services/AJCC Transition

- November of 2017 WDB released an RFP for A/DW Career Services/AJCC
- March of 2018 award was made to Rubicon Programs on behalf of the Contra Costa Workforce Collaborative (CCWC)
- May 2018 - 3 of the existing brick & mortar AJCCs closed with the Comprehensive site in Concord remaining open
- August 2018 Rubicon began delivering services at the Concord AJCC and working with the CCWC for all access points to become operational

CCWC Partners:

Rubicon, Mt Diablo Adult Education, Martinez Adult Education, Pittsburg Adult Education, Liberty Adult Education, New Horizons, Opportunity Junction, Lao Family Community Development, San Pablo EDC, and the Contra Costa Community College District.



Earn & Learn East Bay (ELEB)

- ELEB is an employer engagement campaign that supports employers in providing quality work-based learning (WBL) experiences for youth and provides them with a local talent pipeline
- ELEB works with school districts, community colleges, workforce boards, youth providers and businesses in Contra Costa and Alameda Counties
- ELEB has impacted 11,329 youth to date through WBL activities
- ELEB has 30 connectors, 1,500 organizations, and over 2,500 employers using the platform: Earn & Learn Employer Network Activated (ELENA)



CCWORKS

- 110 Placements
- Coordinated EASTBAY WORKS Tech Fair in Concord distributing computers to over 100 low income families
- Coordinated Volunteer Income Tax Assistance (VITA) program training CalWORKs participants in preparing tax returns



Northern CA Regional Network

Small Business
Development Centers
Contra Costa

- GO-Biz Technical Assistance Expansion Program increased support for no-cost advising, workshops, outreach to disadvantaged areas and populations
- Approved as a SparkPoint Affiliate Partner in Richmond and Bay Point
- FY 17-18 Performance:
 - 996 individuals (535 in business) advised; 730 trained
 - 197 jobs created; 48 retained
 - 33 new business starts
 - \$7,385,419.00 in debt/equity invested in small businesses
 - \$13,168,696.01 in annualized sales increases



Business Services

- Economic Development: In contact with MCE< Supporting Northern Water Front Initiative, Supported Tri-Valley Mayors Summit, Support East Bay EDA Innovations Award and WCC Economic Development Summit
- Business Forums: Fair Chance Employer Summits, Untapped Talent Forums, Disability Awareness Forum
- Collaborations: Leveraging resources by coordinating Integrated Business and Employment Services Team (iBEST) to support businesses and job seekers in Contra Costa. Partners include EDD, Rubicon & CCCEAC
- Rapid Response: Outreach to 5 OSH locations in Contra Costa affected by the closure per WARN notice



What's New?

- Regional Planning Units: State of California has designated 14 planning units of which Contra Costa is the lead for the East Bay Region consisting of Alameda, Oakland, Richmond and Contra Costa
- WDBCCC has received over 1 million dollars from the State to support the regional work
- Prison to Employment Initiative
- Regional and Local plan revisions are due March of 2019
- WDBCCC is the lead on a regional Disability Employment Accelerator grant in the amount of \$250,000

Thank You and Questions?



Small Business
Development Centers
Contra Costa





Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

10.

Meeting Date: 09/24/2018

Subject: SNAP/CalFresh (Food Stamp) Program

Submitted For: Kathy Gallagher, Employment & Human Services Director

Department: Employment & Human Services

Referral No.: FHS #103

Referral Name: SNAP/CalFresh (Food Stamp) Program

Presenter: Wendy Therrian, Workforce Services
Director

Contact: Tish Gallegos (925)
608-4808

Referral History:

The SNAP Program was originally referred to the Family and Human Services Committee by the Board of Supervisors on February 15, 2011.

This program was formerly known as Food Stamps and is currently known as the Federal Supplemental Nutrition Assistance Program (SNAP). In California, the name of the program is CalFresh.

Referral Update:

Please see attached CalFresh Program Update report.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on the CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutritional Assistance Program (SNAP), and DIRECT staff to forward the report to the Board of Supervisors for their information.

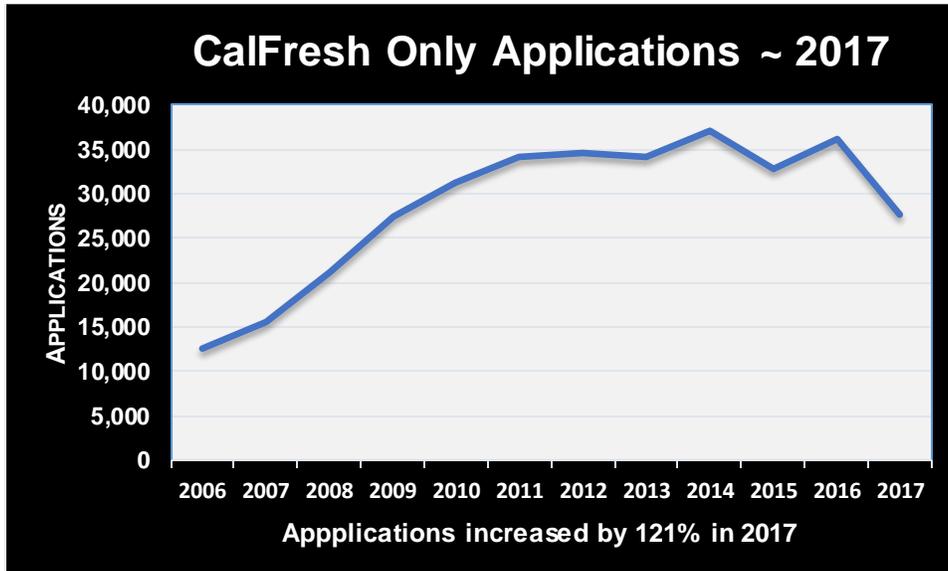
Attachments

CalFresh Program Update

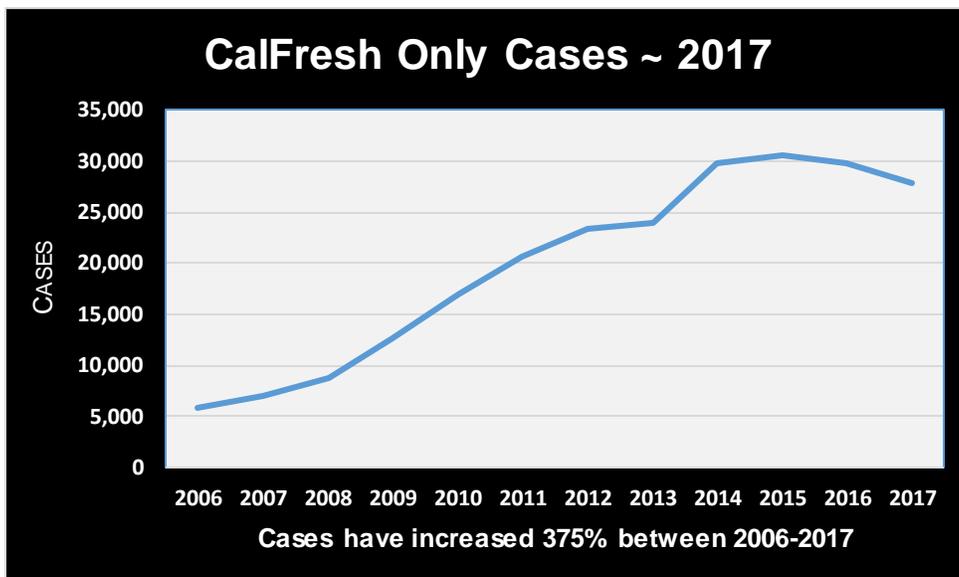
CalFresh Presentation

Minutes Attachments

No file(s) attached.



Source: CDSS Report DFA 296



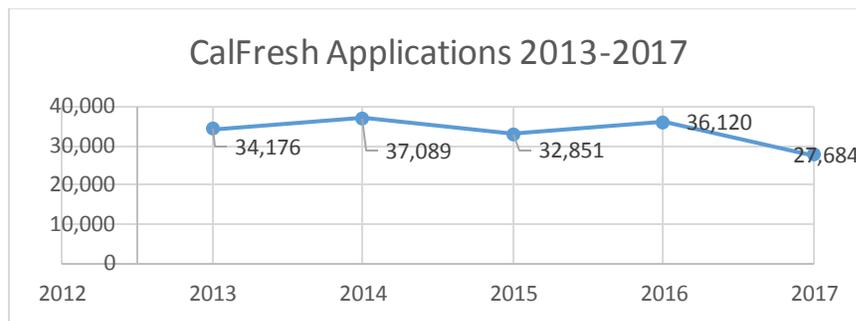
Source: CDSS Report DFA 296

Over the last 12 years, the CalFresh only cases have increased a total of 375% going from roughly 5,846 average cases a month in 2006 to 27,743 average monthly cases in 2017.

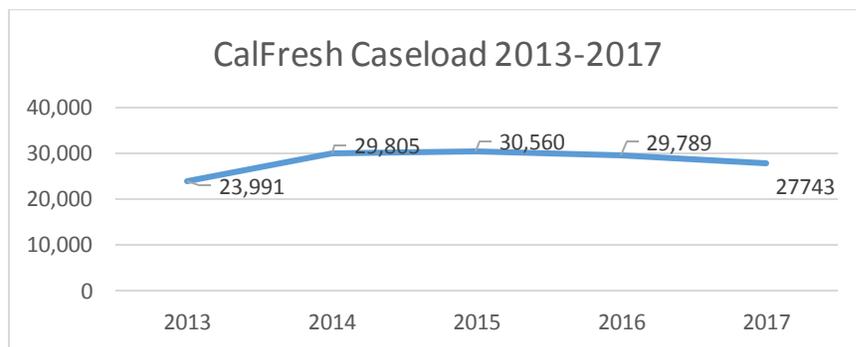
Beyond the CalFresh only average caseload of 27,743 in 2017, we also had an additional average of 4,250 Public Assistance cases, which represents those households that receive both cash aid (CalWORKs) and CalFresh. This represents a total average of 31,521 CalFresh cases in 2017.

In Contra Costa County, CalFresh puts almost \$8.8 million into the local economy each month. As indicated by the USDA, research shows that every \$1 provided in CalFresh benefits generates \$1.79 in economic activity. Using the multiplier effect, CalFresh pumped more than \$17.9 million into the local economy in the past year. This economic stimulus is almost exclusively Federal and State funded and provides an important local boost to our economy. CalFresh benefits help families stretch their food dollars to buy healthier foods for the whole family.

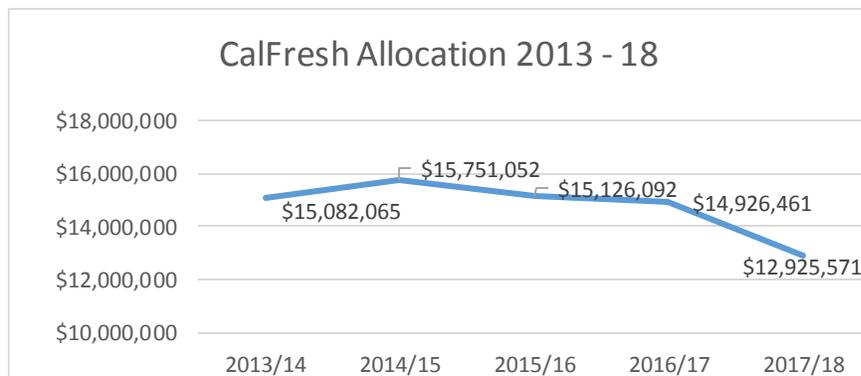
The average, total monthly CalFresh benefits issued in 2006 was \$3,285,940 compared to the 2017 issuance of \$8,816,127. This accounts for an increase of 268% for our households and the local economy.



Source: CDSS Report DFA 296



Source: CDSS Report DFA 296



Source: EHSD Fiscal

1. Although the allocation has declined approximately 14% and the caseload and applications have declined approximately 9% in the last two years, our operational CalFresh specific staffing has reduced by approximately 26% in the same time frame. This severe reduction has critically impacted our ability to deliver services timely.
2. We are interested in developing more partnerships and innovative services to better serve the CalFresh applicants and recipients in our county. Our low staffing levels impact our ability to explore these areas.
3. In addition, many counties have more than one Program Analyst dedicated to CalFresh making it possible to expand beyond core services.

Alameda ~ 2.5 CF Program Analysts with one designated for outreach

Fresno ~ 2 CF Program Analysts

Ventura ~ 2 CF Program Analysts until 7/3/17. As of July 3, 2017, there are four (4) CF Program Analysts. Two (2) are dedicated to writing policy and two (2) operational analysts who visit district offices to ensure regulations are being followed and provide Q and A.

There is an additional analyst dedicated to outreach for all programs.

II. Eligibility for CalFresh

Households that include single individuals, couples, or families are eligible for CalFresh benefits if they meet certain income criteria and legally reside in California. For some CalFresh beneficiaries (under the 200% FPL) eligibility is not asset-based or resource-based which means their property is not counted such as vehicles, cash on hand or money contained in bank accounts.

The amount of benefits a person receives depends on the number of people in the household who purchase and prepare food together and how much monthly income is left after certain expenses are deducted. Income consists of earned and unearned income. Expenses like rent, utilities, dependent care and certain medical expenses are allowable deductions. For example, a household of one (1) with no income would be eligible to receive \$192.00 a month in CalFresh benefits and a household of 10 with no income would receive \$1,441.00 a month.

III. Program Accessibility

To make CalFresh benefits more readily accessible to County residents and families, over the last several years the Department has increased its efforts in working with the Food Bank of Contra Costa and Solano as well as other community agencies dedicated to the CalFresh-eligible population.

As listed below, these efforts have contributed to the success of our expanding benefits to those in need of food security.

- The application process has been made easier by eliminating the requirement to apply through a face-to-face interview process. A telephone interview is now acceptable at both intake and recertification. A customer may still request a face-to-face interview if they are more comfortable meeting directly with an Eligibility Worker.
- Use of telephonic signature has begun at Department locations that have Automated Call Distribution capability such as the Medi-Cal CalFresh Service Center (MCSC) and the Health Care Access Center (HCAC). As we obtain and expand the necessary technology, the use of telephonic signature will be used department-wide.
- Applicants can now apply for CalFresh benefits on-line through My Benefits CalWIN.org portal. Many of our community-based partners have received orientations/trainings on assisting individuals through this on-line application process. In addition, Community Based Organizations (CBOs) can register their organizations as vendors in CalWIN. This will allow the CBOs to track the number of applications they register and the number processed each month by the Department.
- A customer can also access benefits through the use of a multi-program single paper application. For example, a customer who applies for and is found ineligible for CalWORKs benefits can use this same application (the SAWS 2 Plus) to automatically apply for CalFresh benefits without completing another application.
- In February 2014, the Department of Health Care Services (DHCS) initiated the Express Lane Eligibility waiver program in which certain CalFresh beneficiaries were given Medi-Cal benefits without having to complete and file an application. The waiver ended June 30, 2017.
- The statewide Work Incentive Nutritional Supplement (WINS) Program was implemented in Contra Costa County on July 1, 2014. Under the WINS program, CalFresh households who are not in receipt of CalWORKs, but who meet the work participation hours of the Temporary Assistance for Needy Families (TANF) program and have a child in the household under 18 receive an additional \$10.00 food benefit each month. From April 2017 through March 2018 there is a monthly average of 2,660 households in receipt of this additional benefit.
- Horizontal Integration allows applicants who are applying for health coverage through the California Healthcare Eligibility Enrollment and Retention System, (CalHEERS) portal to complete their application for CalFresh and/or CalWORKs benefits at the same time without having to respond to questions already asked through the Covered California process.

It was expected that through Horizontal Integration there would be an increase in program participation rates by expediting program enrollment and minimizing client efforts. In 2017 there were an average of 30 CalFresh and 6 CalWORKS applications submitted each month.

- Conversations are also taking place with the Health Services Department to expand the existing clinic consortium Medi-Cal Express application processing to include CalFresh.
- Other efforts to increase CalFresh enrollments are outlined in the Outreach section of this report.

IV. Current CalFresh Service Levels and Program Performance

A. Service Levels:

During Program Year 2016- 2017 the monthly average of individuals (families and single) who were in receipt of CalFresh benefits was 64,666. This is a 9% decrease from the previous program year which is the result of an improving economy. Forty-eight percent (48%) of these individuals are children under the age of 18.

B. Program Performance:

1. Timeliness Processing Standards

FNS requires states and counties to maintain certain performance measures for the timely processing of CalFresh applications. These measures require that 90% of all applications received be processed within 30 days and requires a three (3) day processing period for those CalFresh applicants determined to require Expedited Services (ES).

We continue to meet the 30-day CalFresh application processing standard of 90% for PY 2016-2017 with 97.5% of applications being processed within the 30-day processing requirement. During this same period we achieved a 96.61% processing of ES applications within three (3) days. With our existing efforts and commitment to the ES process, we have met or exceeded the ES 90% standard for a fourth consecutive year.

With the significant loss of staff, a two year hard hiring freeze in the Workforce Services (WFS) Bureau and now more than 78 positions vacant; our staffing levels have fallen below those needed to process the work. The wait times at the Medi-Cal CalFresh Service Center (MCSC) are frequently exceeding two hours and we are at risk of being out of compliance for the timely processing of CalFresh applications.

Through Program Year 2016-17 and 2017-18, the WFS Bureau lost over 300 positions/staff equating to a 28% reduction our workforce in the Bureau. In the CalFresh program, a reduction of 55 staff was sustained.

The Department is looking into the details and reasons of denied applications. This review will assist in identifying training needs, increase participation and approval rating, and improve the Case and Procedural Error Rates. The top denial reasons are failure to keep a scheduled intake interview, failure to provide verifications, over

income limits, not a separate household, SSI/SSP recipient, ineligible student, and application withdrawn.

Management Evaluation (ME)

As mandated by the FNS, the California State Department of Social Services (CDSS) is required to conduct a Management Evaluation (ME) review of Contra Costa County's administration of the CalFresh Program. The federal priority areas of the ME for FFY 2017 were Program Access, Customer Service, Timeliness of Application Processing, Payment Accuracy, Quality Control and Training. The ME review was conducted the week of October 9, 2017.

CDSS observed and interviewed staff and clients at the Medi-Cal CalFresh Service Center (MCSC), Benefits CalWIN, Central Mailing Unit, and district offices in Antioch and Hercules. CDSS indicated that they were very impressed with the excellent customer service demonstrated by our staff. They noted that with this being the first ME for FFY 2018 that CCC has set a high standard for other counties to achieve. CDSS was also impressed that our department had conducted Case And Procedural Error Rate training and stated staff had commented to them on the value of this training.

During the exit interview CDSS noted a total of five findings in several easily correctable administrative and procedural areas. In addition, they recommended that supervisory staff periodically sit in on client interviews to provide feedback and ensure appropriate forms are discussed.

The next ME review will take place the week of October 15, 2018.

2. CalFresh Error Rate

Every month in every county, FNS selects a random sampling of CalFresh cases that are to be reviewed for case errors involving miscalculations of income or household composition which result in benefit issuance errors. Our Quality Control (QC) Unit reviews those cases that are selected and determines our CalFresh error rate. Based on the number of cases reviewed and the number of errors cited an error rate percentage is then derived.

FNS is currently evaluating all States QC procedures to ensure that there is no bias applied to the final outcome of the error rate. As a result there will be no fiscal penalties tied to the error rate for FFY 2015 and FFY 2016. Therefore there will be no final error rate for FFY 2016. It resets with FFY 2017 with new QC rules and procedures for case reviews.

The error rate for FFY 2017 (October 2016 through September 2017) is at 6.07% compared to the State error rate of 7.93%. California's error rate falls within the tolerance level for QC related liability assessments for FFY 2017. CDSS does anticipate a request from FNS for a corrective action plan, which they will do in partnership with counties.

The cumulative error rate for FFY 2018 (October 2017 through March 2018) is at 3.26% compared to the state error rate of 5.03%.

In recent prior years, our County has been one of the counties with a consistently low error rate, which has contributed to the State error rate being below the federal threshold.

3. Outside Consultant

In our attempt to improve customer service and performance levels, we hired an outside consultant to assess our current business practices. While we have incorporated several improvement recommendations there are still other recommendations we will be instituting that will improve program access and customer service. Due to allocation reductions, the contracted consultant will not continue in Program Year 2018-19.

- The QC consultant has worked with our IT staff in developing a Case Review Management System tool. This tool allows the reviewer to go on-line to complete the case review as well as produce real time data reports. This has been instrumental in allowing our Unit Supervisors and the Program Integrity Unit to quickly identify error trends so that corrective action can be taken. In addition, the consultant has assisted our ability to fine tune the QC and Quality Assurance (QA) process with focus placed on the root cause of errors. This has allowed us to identify error trends and develop corrective action strategies.
- The Business Process consultant has evaluated our current CalFresh business processes and analyzed data to identify areas for improvement. It was determined that missed appointments are a large barrier for many applicants. EHSD has incorporated and is evaluating options to reduce missed appointments, including providing same day appointments, text appointment reminders, and expanding alternatives to face-to-face interviews such as phone and video conferencing.
- EHSD is also working to identify and reduce “churn,” which is when clients cycle on and off the program in a short amount of time; specifically, applicants who reapply within three months of their semi-annual report or recertification being due. If those clients were able to maintain continuous enrollment, it would greatly reduce the workload of EHSD staff without an interruption in service for clients. EHSD has begun work in this area, with a first step being the implementation of text reminders to clients when their reports are due. In addition, a “packet wrapper” was created for individuals walking into the district office. This four step guide provides an overview of the enrollment process including the interview, verification request, and EBT card issuance. Another tool was developed for on-line applicants that places emphasis on how to download and upload documents digitally, and how to create a MyBenefitsCaIWIN account so the applicant can track the application status.

4. Staffing

As previously mentioned, 28% of the WFS Bureau's staff/positions have been reduced in the last two program years with 55 positions lost in CalFresh. Our inability to hire case carrying or support staff is making it difficult to stay in compliance.

The loss of intake workers, eligibility workers, ongoing caseload workers, supervisory and clerical positions in the Workforce Services Bureau will compromise the improvements that have been achieved in the CalFresh program, specifically the reduced error rate and Expedited Services delivery.

V. Outreach and Community

EHSD is proud of our efforts to increase CalFresh participation thereby ensuring that more children, families and individuals are able to put nutritious food on their tables each day. The Department has convened a CalFresh Partner Group with the goal of increasing enrollment in the County. The partners include the Food Bank of Contra Costa and Solano, the Multi-Faith ACTION Coalition, Ensuring Opportunity, and First 5. This group's strategies are to increase CalFresh enrollment and reach populations with historically lower enrollment. What is already clearly a success is forging a path to partner with community organizations on a shared goal; the ability to evaluate and modify processes and procedures; and a mindset that working together is always better.

The partner group is developing strategies for 2018 & 2019 that focus on outreach for children, seniors, Latinos, reducing churn, and looking at dual enrollment by evaluating existing Medi-Cal customers who could be potentially eligible to CalFresh. In addition, work is being done to identify the potential population as it relates to 2019 regulation changes that impact Able Bodied Adults Without Dependents (ABAWD) and SSI/SSP population. These changes are discussed in the Policy Items of Interest section.

Successful efforts and key achievements of the group are illustrated as follows:

- CalFresh Enrollment Process Improvements: We are developing new and strengthening existing business processes for helping people enroll in CalFresh. EHSD currently works with the Food Bank of Contra Costa and Solano to train nonprofit staff in CalFresh so they have a better understanding of the program and enrollment process. This enhanced training and knowledge as well as a more specifically identified EHSD liaison for the Food Bank of Contra Costa and Solano will not only enhance the quality of training and knowledge in the community, but will strengthen our community partnerships.
- Our partnering agencies have expressed a desire for the County to participate more robustly in outreach efforts. Community activities, grants and funding opportunities often request community based organizations to partner with the County or the County needs to participate as a stakeholder. With the staffing issues that are currently being faced, it is challenging for our staff to participate in expanded outreach efforts.

We are currently exploring the possibility of providing additional funding support to our partners to expand their outreach efforts. We will then measure the impact for the timely processing of applications.

- Walmart awarded a grant to the Food Bank for CalFresh Outreach. Partnering with EHSD, the Food Bank mailed postcards to households currently receiving Medi-Cal but not CalFresh. The Food Bank also partnered with local school districts to mail to families with children on free/reduced lunch. Funds were also used to print posters advertising the CalFresh program that are posted in health clinics, food pantries, and other locations where low-income families are likely to visit.
- When staffing levels increase, we will resume community based CalFresh events that provide an opportunity to process applications and issue same day benefits while in the community.
- Technology partnership
 - EHSD is working with the Food Bank and Code for America to utilize a mobile application equipped with electronic signature. This allows the streamlining of preliminary applications through an electronic portal via assistors in our partnering agencies. The Food Bank and EHSD piloted a new application GetCalFresh (formerly known as CLEAN), which is a simplified version of the on-line CalFresh application that can be used on a tablet, smartphone or laptop. It was designed by Code for America for use by community-based organizations. The application takes only about 5-10 minutes to complete and is much simpler for outreach workers in the field. Clients' documents can also be uploaded for submission with the application. The Food Bank continues to use GetCalFresh and is looking to this platform as their sole application portal. It has greatly streamlined the application process and makes filling out an online application while in line at a food distribution event more feasible. This has increased the number of CalFresh applications.

- Read Only Access

To further support the Food Bank's efforts to assist clients more directly, EHSD has provided CalWIN read only access to the Food Bank. This will allow designated Food Bank staff to look up clients' case status in real time, remind clients of their appointments, let them know what paperwork they are missing, etc. This should improve timely processing while also saving EHSD staff time. Before, the Food Bank had to contact EHSD staff to get case updates, so this has significantly streamlined access to data.

- Marketing

- Volunteers from the Leadership Contra Costa alumni group have expressed interest in helping advertise and market CalFresh to communities with many eligible people. Developing a marketing plan for CalFresh will require studying the issue and

applying smart advertising techniques to the challenge of CalFresh enrollment. Leadership Contra Costa has marketing professionals who can help with this work.

- The month of May has been designated “CalFresh Awareness Month” by several other California counties. Working with our community partners, the County Board of Supervisors provided an official resolution and declared May as CalFresh Awareness month in Contra Costa County.
 - Community Produce Program is another successful example of the collaboration between EHSD and the Food Bank. The Food Bank brings a food truck to the EHSD Antioch District office parking lot at 4545 Delta Fair, every first and third Friday of the month from 11:00 a.m. to 12:30 p.m. In 2017, the Food Bank served an average of 106 households each month. In 2018, the average served is 120 households each month thus far. The Food Bank and EHSD have been working together to find other locations allowing the population to receive fresh produce.
 - In addition, the Food Bank is working with EHSD in designing a note card to send to existing CF households to remove confusion surrounding the ABAWD work rules. These rules go into effect in three bay area counties September 1, 2018, but not implementing in CCC.
- Community Training on CalFresh:

- The EHSD CalFresh Program Analyst conducts “Just the Basics” training with the Food Bank which takes place three to four times per year with 25 to 30 participants from community organizations in each session. Provided in the training is a CalFresh overview, hands-on outreach application exercise as well as an introduction to the on-line application MyBenefitsCalWIN.

This training has been a foundation in developing new partners since 2006. Aides of the Board of Supervisors, staff from Food and Nutrition Services (FNS) and regular attendees have attended this training from WIC, the Monument Crisis Center, La Clinica, Rubicon, Public Health, Head Start, One Stop Centers and the Family Justice Centers.

- Over the last six (6) years, EHSD has attended an annual Food Bank Summit which is held on a rotational basis between Contra Costa and Solano Counties. The purpose of the Summit is to educate, inform and update those in attendance on topics such as Nutrition Education, Food Safety, what the Food Bank does, and provide instruction and mandates of USDA on the CalFresh Program. This is a daylong event and is attended by various County Department representatives, agencies, and CBOs who work closely with the Food Bank.
- Beginning this month, EHSD staff are providing client navigational services and more direct access to benefits including CalFresh through our 4 Our Families Strategic Initiative. This service model provides a holistic approach to helping first-

time clients access the targeted supports and services they need, through EHSD and our Community Partners.

Currently, the services are available at the Richmond Family Justice Center, Bay Point SIT Site, EHSD Antioch District Office and the EHSD satellite office in Brentwood.

- The CalFresh Program Analyst participated in the “Connecting Homeless Clients with Mainstream Benefits” training on August 14, 2018. This training was sponsored by the CCC Health Services Department and featured several topics on eligibility requirements for various programs including CalFresh. This training allowed its participants to gain insight into the programs and or services that are available and how the homeless population can connect with mainstream benefits.
- Advocacy

As the CalFresh Partner Group worked at expanding access to increase participation; it was clear that changes at the local, State, and National level would be helpful, or even sometimes necessary, to improve CalFresh benefit access. Current CalFresh policies limit accessibility, including an application process that can be arduous for residents with young children, those who work traditional hours, those who are disabled, and the elderly. Policy changes that allow residents to apply over the phone, through the mail, or on-line are recent additions, but work is still needed to make CalFresh as accessible as possible.

The CalFresh Partner Group is looking to CalFresh advocacy to increase participation. Several partner organizations have legislative platforms that include CalFresh concerns, including addressing college student food insecurity, providing supplemental benefits in the summer to families with school-age children, and simplifying the application process by using electronic employment databases to verify income.

VI. Legislation

Under the current Administration, we continue to be concerned about potential legislative or allocation methodology changes, which may result in client eligibility and/or funding reductions to SNAP. We continue to track this issue through several mechanisms including County representative organizations and our Policy and Planning Division.

The impending cuts to CalFresh proposed in some versions of this year’s Farm Bill have the potential to be very harmful to program participants in our county, increasing hunger in our community. Likewise, the more extreme time limits and stricter work requirements proposed would likely remove many low-income individuals from the program.

Able Bodied without Dependents (ABAWD)

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) limits the receipt of CalFresh benefits to three months in a 36-month period for the Able

Bodied without Dependents (ABAWD) CalFresh population if they are not working; participating at least 80 hours per month in a qualifying education or training activity; participating in a workfare program or exempt due to age; caring for a child or incapacitated household member; or certified as medically unfit for employment.

Previously, there was a waiver to this requirement, which is scheduled to end August 31, 2018. When this occurs, ABAWDs will be required to participate in work activities in order to continue to receive benefits. The waiver has been extended through August 31, 2019 for 55 Counties including Contra Costa. Three counties; San Francisco, San Mateo and Santa Clara will begin implementing ABAWD rules September 1, 2018. CCC is expected to be implementing in the second waive which begins September 1, 2019.

With the impending end of this waiver, the State and Counties are current working on various concepts to serve this population effective September 1, 2018. This is a current emphasis of the Department at this time.

In partnership with EHSD, the Food Bank has secured significant private funding from four local foundations to tackle this issue. EHSD has engaged in the formation of a new partnership, specifically focused on mitigating the negative effects of the ABAWD roll off and ensuring adequate supports for work in the community. This project has involved contracting with the Glen Price Group consulting firm to convene necessary stakeholders and to leverage partnerships to create a community-wide response to this impending challenge.

Supplemental Security Income and/or California State Supplementary Payment (SSI/SSP) Cash Out Policy

Effective June 1, 2019 individuals receiving or authorized to receive SSI/SSP are eligible for CalFresh, providing all other eligibility criteria are met. This policy changes California's "cash-out" policy that began in 1974 when it opted to increase the monthly SSP allotment by \$10 instead of administering benefits to SSI/SSP recipients. Two state funded programs will also be created to provide benefits to continuing households that will have their monthly benefits reduced or discontinued due to adding a previously excluded SSI/SSP individual.

VII. Policy Items of Interest

The following changes will have an impact to our CalFresh participation, and/or increase the workload of our staff:

- Telephonic signature

The telephonic signature is a type of electronic signature that uses an individual's recorded spoken signature or verbal consent in place of an actual written signature. The use of the telephonic signature, as part of the application or recertification process, will eliminate the need to mail documents in order to gather a client's ink signature. In addition, utilizing this process will also reduce the amount of cases being discontinued for failure to complete the recertification process, which will assist with reducing churn.

EHSD does not yet have the technology in place to roll out telephone signature Department wide but it is used at our locations that operate under Automated Call Distribution such as the Health Care Access Center and the Medi-Cal CalFresh Service Center. We began using this process in May 2016.

- SNAP to Skills or Employment and Training

Contra Costa County is currently participating in SNAP to Skills led by Seattle Jobs Initiative (SJI). The Federal and State CalFresh agencies have contracted with SJI to help select California counties develop Employment and Training (E&T) programs. Contra Costa is one of 34 counties in the State to offer CalFresh participants training and assistance towards job readiness, job security, work norms and access to higher education. We are partnering with Opportunity Junction and Rubicon Programs, who are overseen by the Foundation for California Community Colleges' Fresh Success program.

The E&T program launched in Contra Costa on April 17, 2017. To date, there are 74 voluntarily enrolled clients in the E&T program with a total of 225 referrals.

- Supplemental Security Income (SSI) Suspense Status

Due to the outcome of the Hector Riojas vs. USDA case, individuals in California who are in SSI suspense status are no longer *ineligible* for CalFresh benefits. It was argued that SSI recipients whose benefits are in suspense status should be eligible for CalFresh. Effective August 30, 2016, individuals in California who are in SSI suspense status are not precluded from CalFresh eligibility. These individuals must apply and meet normal CalFresh eligibility requirements in order to receive benefits. While this change does increase the number of eligible household members, the benefits are reduced as the SSI income that was previously excluded is now included in the budget.

- Public Charge

Immigration discussions at the national level continue to cause concern for the CalFresh recipient and potential applicant. There have been no regulatory changes to date and we continue to communicate to the community that it is business as usual. Use of CalFresh benefits does not affect ones immigration status and will not cause immigration officials to consider these individuals as a public charge.

Public charge is a term used by the U.S. Citizenship and Immigration Services (CIS) when referring to noncitizens that have or may become dependent on public cash assistance such CalWORKs, General Assistance, or Supplemental Security Income (SSI). This determination is made by CIS when a person is adjusting their citizenship status to lawful permanent resident. CalFresh is considered a supplemental nutrition program and not a cash benefit. As a result CalFresh recipients are not a public charge.

There has, however, been a leaked notice of proposed rulemaking to change these rules and to make several public benefit programs, including CalFresh, public benefit programs.

- Elderly and / or Disabled Household Demonstration Projects

Standard Medical Deduction

Effective October 1, 2017 through September 30, 2021 a standard medical deduction of \$120 will be issued for households in which an elderly or disabled member incurs medical expenses in excess of \$35 per month. Households with an elderly or disabled member include those with at least one individual who is 60 years of age or older and/or disabled and/or receives a disability based benefit. To be eligible, the household must verify that they incur more than \$35 a month in qualifying medical expenses. Households with more than \$155 a month may opt out to document and claim actual expenses. Since the implementation of this new policy there are currently 1,876 households utilizing this deduction.

Elderly Simplified Application

Effective October 1, 2017 through September 30, 2021 a simplified application process has been approved in an attempt at improving CalFresh access among the state's low income elderly and disabled population. The project waives the recertification interview requirement, uses existing data matches to reduce verification requests, and extends the certification period to 36 months. The project applies to households where all members are either elderly (age 60 or older) and/or disabled with no earned income. The project does not apply to other CalFresh participants. Since the implementation of this new policy, the 36-month certification has been approved for a total of 1,392 households.

VIII. Disaster CalFresh

As a result of the significant increase of disasters combined with record breaking destruction, California created Assembly Bill AB 607, community Resiliency and Disaster Preparedness Act of 2017. In accordance with AB 607, the Bay Area Social Services Consortium (BASSC) is developing a social services mutual aid plan. The plan is a work in progress and includes Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Solano and Sonoma County. It is anticipated that the agreement will be officially incorporated into the Department and CDSS disaster plan for FFY 2020.

An example of mutual aid agreement can be seen in the 2017 Northern California wildfires as California was approved to operate Disaster CalFresh (D-CF) October 25 through November 1, 2017 in seven counties: Butte, Lake, Mendocino, Napa, Nevada, Sonoma and Yuba counties. D-CF provides individuals and families impacted by the wildfires and displaced outside of the disaster area with access to D-CF. These benefits provide temporary food assistance for one month to eligible disaster impacted households who do not already receive CF. It also facilitates the issuance of supplemental CF benefits for ongoing CF households up to the maximum monthly allotment for one month.

To be eligible for D-CF a household must have lived or worked in the identified disaster area at the time of the disaster, plan to purchase food during the benefit period, experienced adverse effects due to the disaster and meet D-CF income guidelines.

Due to Sonoma County systems being down, the CalWIN counties leveraged the ACA Call Center capabilities and established the D-CF Call Center. CCC, along with six (6) additional counties, was provided access to the Sonoma County CalWIN region. CCC also provided support by sending staff to Sonoma County to assist in interviewing and processing D-CF applications.

Sonoma County has issued: 1) replacement benefits to 3,147 households using an automated Mass Replacement Benefits process, 2) Issued mass supplemental D-CF to 5,111 households on 10/25/17, and 3) approved 1,207 households for D-CF and 5,227 households for Supplemental D-CF.

X. Important Next Steps

The Department remains committed to providing timely and ready access to CalFresh benefits for those with food insecurity, and in continuing to serve our CalFresh customers in a timely and accurate manner. Although our staffing challenges will prevent us from embarking on these improvements as robustly as we would like, we have a continual improvement objective in the areas of outreach, access, enrollment, and services delivery.

Part of this objective is to continue our community outreach efforts and to work even more closely with our community partners to expand access to CalFresh benefits. Expanding access includes our continued rollout of electronic and other alternative means for applying for benefits despite our staffing reductions. We will also continue our efforts to further streamline our CalFresh application and benefits renewal process, and will continue to work on increasing knowledge and awareness of the CalFresh program throughout and to targeted areas within the County.

Contra Costa County Employment & Human Services Department
Contra Costa County Family and Human Services Committee
September 24, 2018



○ **CalFresh Program – Introduction & Facts:**

- ✦ Provides food for low-income families – one of the most important anti-poverty programs in the country.
- ✦ Serves an average of 65,000 individuals a month of which 68% are children, seniors or disabled, with the majority of the remaining 32% of recipients falling into the category of working poor.
- ✦ An average of 2,815 applications are received monthly.
- ✦ Average monthly benefit is \$288.



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○ **CalFresh Program – Introduction & Facts:**

✦ **Economic Benefits:**

- The USDA has indicated that every \$1 provided in CalFresh benefits generates \$1.79 in economic activity.
- CalFresh puts almost \$9 million into the local Contra Costa County economy
- As a result of the multiplier and the CalFresh dollars being primarily Federal funded, Contra Costa County benefited from a \$16.1 million economic boost in program year 2017-18.

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○ **CalFresh Program – Introduction & Facts:**

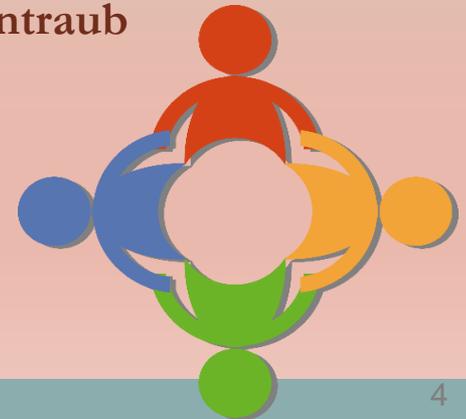
- ✦ **CalFresh Allocations have dropped approximately 14% since PY 2014-2015.**
- ✦ **The allocation reduction has contributed to a 28% reduction in staffing. The reductions have been critically impactful to CalFresh program administration in the following areas:**
 - **Extended wait times at the Medi-Cal CalFresh Service Center**
 - **Increasing error rates placing us at risk of fiscal sanction**
 - **Ability to meet mandated application processing timelines resulting in us being out of compliance**

Contra Costa County Employment & Human Services Department
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○ **CalFresh Partnership Group:**

✦ **Group includes:**

- **Food Bank of Contra Costa and Solano - Larry Sly , Caitlin Sly, Carly Finkle, Steven Courtney, and Vakil Kuner**
- **Ensuring Opportunity Campaign to End Poverty in Contra Costa - Mariana Moore**
- **Family Economic Security Partnership (FESP)/First 5 - Fran Biderman**
- **Multi-Faith ACTION Coalition - Melody Howe-Weintraub**
- **Community Services Bureau – Sophia Talbot**
- **Community Clinic Consortium of Contra Costa and Solano – Laura Sheckler**



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○ **CalFresh Partnership Group:**

- ✦ Collaborative efforts include Outreach Activities and Events as well as other efforts to expand access to eligible families.

- Medi-Cal Mailing
- Able Bodied Adults Without Dependents (ABAWD) Convening
- Glen Price Group

○ **Current CalFresh Issues and Concerns**

- ✦ ABAWD
- ✦ SSI/SSP Cash Out
- ✦ Reauthorization of SNAP under the new Farm Bill
- ✦ Outreach Impacts



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QUESTIONS?