

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

**JOHN GIOIA**, CHAIR, 1ST DISTRICT  
**CANDACE ANDERSEN**, VICE CHAIR, 2ND DISTRICT  
**DIANE BURGIS**, 3RD DISTRICT  
**KAREN MITCHOFF**, 4TH DISTRICT  
**FEDERAL D. GLOVER**, 5TH DISTRICT

**DAVID J. TWA**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA,  
MAY BE LIMITED TO TWO (2) MINUTES.  
A LUNCH BREAK MAY BE CALLED AT THE DISCRETION OF THE BOARD CHAIR.

The Board of Supervisors respects your time, and every attempt is made to accurately estimate when an item may be heard by the Board. All times specified for items on the Board of Supervisors agenda are approximate. Items may be heard later than indicated depending on the business of the day. Your patience is appreciated.

**ANNOTATED AGENDA and MINUTES**  
**May 14, 2019**

**9:00 A.M. Convene and announce adjournment to closed session in Room 101.**  
**Closed Session**

**A. CONFERENCE WITH LABOR NEGOTIATORS** (Gov. Code § 54957.6)

1. Agency Negotiators: David Twa and Richard Bolanos.

Employee Organizations: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; and Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

**B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION** (Gov. Code § 54956.9(d)(1))

1. *Suneel Kumar v. County of Contra Costa, et al.*, United States District Court, Northern District of California  
Case No. C19-00029 DMR
2. *United States of America v. State of California, et al.*, United States Court of Appeals, 9<sup>th</sup> Cir.,  
Case No. 18-16496

**C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): one potential case.

**9:30 A.M. Call to order and opening ceremonies.**

Inspirational Thought- *"Your time is limited, so don't waste it living someone else's life. Don't be trapped by*



*dogma - which is living with the results of other people's thinking."*~Steve Jobs

Present: John Gioia, District I Supervisor; Candace Andersen, District II Supervisor; Diane Burgis, District III Supervisor; Karen Mitchoff, District IV Supervisor

Absent: Federal D. Glover, District V Supervisor

Staff Present: David Twa, County Administrator

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.62 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**Item C.58 removed for public comment.**

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **PRESENTATIONS (5 Minutes Each)**

PRESENTATION recognizing May 2019 as Foster Parent Recognition Month. (Kathy Marsh, Children and Family Services Director)

### **DISCUSSION ITEMS**

**D. 1 CONSIDER** Consent Items previously removed.

**Public Speaker: Dan Safran on item C.58.**

**Following public comment, item C.58 was adopted as presented.**

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**D. 2 PUBLIC COMMENT** (2 Minutes/Speaker)

**Public Speaker: Mitchel Smith**

**D.3** CONSIDER accepting an update on Contra Costa County's implementation of the Stepping Up Initiative to reduce the number people with mental illnesses in jails and take related actions. (Timothy Ewell, Chief Assistant County Administrator)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**D. 4 CONSIDER** reports of Board members.

**Closed Session**

ADJOURN in memory of  
***Paul Cooper***  
former Pleasant Hill Mayor and City Councilmember

**Meeting adjourned at 11:12 a.m.**



## **CONSENT ITEMS**

### **Road and Transportation**

**C.1** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Alta Planning + Design, Inc., in an amount not to exceed \$250,000 to provide on-call civil engineering services for the period May 14, 2019 through May 7, 2022, Countywide. (100% Developer Fees and Local Road, Flood Control, and Airport Enterprise Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.2** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Quincy Engineering, Incorporated, in an amount not to exceed \$250,000 to provide on-call civil engineering services for the period May 14, 2019 through May 7, 2022, Countywide. (100% Developer Fees and Local Road, Flood Control, and Airport Enterprise Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.3** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Drake, Haglan & Associates, Inc., in an amount not to exceed \$250,000 to provide on-call structural engineering services for the period May 14, 2019 through May 7, 2022, Countywide. (100% Developer Fees and Local Road, Flood Control, and Airport Enterprise Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.4** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Quincy Engineering, Incorporated, in an amount not to exceed \$375,000 for civil design services for the Danville Boulevard-Orchard Court Complete Streets Improvements Project, for the period May 14, 2019 through March 31, 2021, Alamo area. (66% Highway Safety Improvement Program Grant, 33% Measure J Regional Funds, and 1% Local Road Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.5** REJECT all bids received on April 30, 2019 for the Contra Costa County Local Streets and Roads Preservation Project, and AUTHORIZE the Public Works Director, or designee, to re-advertise the project, Richmond and Brentwood areas. (75% One Bay Area Grant-Local Streets and Road Program Federal Grant and 25% Local Road Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Special Districts & County Airports**



**C.6** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to execute a contract with Balance Hydrologics, Inc., in an amount not to exceed \$200,000 to provide on-call professional engineering services relating to hydrology and hydraulics studies and modeling, for the period May 14, 2019 through May 14, 2022, Countywide. (100% Flood Control District Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.7** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to execute a contract with Watershed Resources Consulting, a Professional Corporation, in an amount not to exceed \$350,000 to provide on-call program support and coordination services, for the period May 14, 2019 through May 14, 2022, Countywide. (100% Flood Control District Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.8** APPROVE the Pullman-Suisun Avenues Street Light Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project, as recommended by the Public Works Director, Bay Point area. (100% Service Area L-100 Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.9** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Reno Aero Works, LLC, for a Shade hangar at Buchanan Field Airport effective May 8, 2019 in the monthly amount of \$165. (100% Airport Enterprise Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Claims, Collections & Litigation**

**C.10** DENY claims filed by Christopher Brown, Joel A. Sales, Joseph and Jasmine Vo. DENY amended claim filed by Madeline L. Henderson.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Honors & Proclamations**

**C.11** ADOPT Resolution No. 2019/141 recognizing May 2019 as CalFresh Awareness Month, as recommended by the Employment and Human Services Director.



AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.12** ADOPT Resolution No. 2019/140 recognizing May 2019 as Foster Parent Recognition Month, as recommended by the Employment and Human Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Ordinances**

**C.13** INTRODUCE Ordinance No. 2019-01 amending the County Ordinance Code to retitle the Risk Manager-Exempt classification to Director of Risk Management-Exempt in the list of classifications excluded from the Merit System, WAIVE READING and FIX May 21, 2019, for adoption.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Appointments & Resignations**

**C.14** ACCEPT the resignation of Jarrell Aaron Morgan from a resident seat on the North Richmond Municipal Advisory Council, as recommended by Supervisor Gioia.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.15** REAPPOINT Marilynn Schuyler and George Carter to the Advisory Council for Equal Employment Opportunity's Business and Veterans seats, respectively, as recommended by the Hiring Outreach and Oversight Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.16** APPOINT Tracey Walker to the Advisory Council on Equal Employment Opportunity's Union #1 seat, as recommended by the Hiring Outreach Oversight Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.17** APPOINT Stephanie Williams-Rogers to the District 3 seat on the Family and Children's Trust Committee, as recommended by Supervisor Burgis.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)



## **Appropriation Adjustments**

### **C. 18** Traffic Safety Fund (0368)/County Service Area (CSA) P-2 Zone A (7653): APPROVE

Appropriations and Revenue Adjustment No. 5076 authorizing the transfer of appropriations in the amount of \$17,000 from the Traffic Safety Fund to CSA P-2 Zone A and authorizing additional revenue in the amount of \$25,237 from accumulated depreciation and appropriating it for the purchase of one ISF police patrol vehicle for use in the Blackhawk area. (40% Traffic Safety Fund/60% CSA P-2 Zone A Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

## **Personnel Actions**

### **C. 19** ADOPT Position Adjustment Resolution No. 22457 to add two Senior Health Education Specialists-Project positions (represented) in the Health Services Department. (100% California Department of Justice Division of Law Enforcement Tobacco Grant Unit)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **C. 20** ADOPT Position Adjustment Resolution No. 22459 to add two Public Health Nurse positions (represented) in the Health Services Department. (100% CalWORKS Home Visiting Initiative funding)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **C. 21** ADOPT Position Adjustment Resolution No. 22460 to increase the hours of one Licensed Vocational Nurse position (represented) from part time (24/40) to part time (32/40) in the Health Services Department. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **C. 22** ADOPT Position Adjustment Resolution No. 22461 to add one Mental Health Program Chief position (represented) in the Health Services Department. (100% Mental Health Services Act)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **C. 23** ADOPT Position Adjustment Resolution No. 22462 to add one Mental Health Clinical Specialist position (represented) to the Health Services Department. (100% Mental Health Services Act)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)



C.24 ADOPT Position Adjustment Resolution No. 22463 to add one Lead Substance Abuse Counselor position (represented) and cancel one Substance Abuse Counselor position in the Health Services Department. (50% Mental Health Realignment, 50% Substance Abuse Block Grant)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.25 ADOPT Position Adjustment Resolution No. 22464 to reassign one Clerk-Experienced level position (represented) from Department 0450 (Public Health) to Department 0460 (CA Child Services) in the Health Services Department. (Cost neutral)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.26 ADOPT Position Adjustment Resolution No. 22465 to increase the hours of one Physical Therapist II position (represented) from part time (1/40) to full time in the Health Services Department. (50% County, 50% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.27 ADOPT Position Adjustment Resolution No. 22450 to establish the class of Director of Risk Management-Exempt (unrepresented), allocate it to the Salary Schedule and add one position; and abolish the class of Risk Manager and associated position in the County Administrator's Office, Risk Management Division. (100% Self Insurance Internal Service Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.28 ADOPT Position Adjustment Resolution No. 22456 to establish the class of Census Outreach Coordinator-Project, allocate it to the Salary Schedule, and add one position in the County Administrator's Office. (100% State funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.29 ADOPT Position Adjustment Resolution No. 22435 to reclassify one (1) full-time Clerk Senior Level (represented) and incumbent to a Civil Litigation Secretary (represented) effective March 1, 2019 in the Office of the County Counsel. (100% billable hours)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

## Leases



**C.30** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Wang Brothers Investment, LLC, for a term of ten years for approximately 7,779 square feet of office space located at 3095 Richmond Parkway, Richmond, for use by the Probation Department at the initial monthly rate of \$12,446 for the first year with annual increases thereafter. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.31** APPROVE clarification of Board action on April 16, 2019 (C.30), which authorized six lease amendments with Jupiter Investment, LLC, for the West County Health Center at 2523 El Portal Drive, San Pablo, to reflect a correction that all six lease amendments stipulate a three percent (3%) annual rent increase through March 31, 2020, rather than no change to the monthly rental rate, as recommended by the Public Works Director. (100% Mental Health Realignment Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Grants & Contracts**

**APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:**

**C.32** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with the California Commission on Peace Officer Standards and Training, including full indemnification of the State of California, to pay the County an initial amount of \$165,000 to provide Emergency Vehicle Operations Course instruction for the period July 1, 2019 through June 30, 2020. (100% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.33** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept grant funding from Humboldt State University Sponsored Programs Foundation in an amount not to exceed \$210,000 to provide consulting, training, and business development information to small business owners and potential owners throughout the County for the period January 1 through December 31, 2019. (97% cash match from Small Business Foundation funds, 3% In-kind match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.34** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and execute a contract to accept funding from the California Department of Community Services and Development in an amount not to exceed \$30,000 for Community Services Block Grant program services for the period June 1, 2019 through May 31, 2020. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)



**C.35** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with Sutter Bay Hospitals, to pay the County an amount not to exceed \$75,000 for the County's Coordinated Outreach, Referrals and Engagement program for homeless residents for the period May 1, 2019 through April 30, 2020. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.36** APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a contract containing modified indemnification language with State of California - Natural Resources Agency - Department of Parks and Recreation to pay the County an amount not to exceed \$9,000 to provide noxious weed eradication services for the period May 14 through August 30, 2019. (100% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.37** ACCEPT the State of the Trauma Center at John Muir Health 2019 Report; FIND the recommendation of the local Emergency Medical Services Director to re-designate John Muir Medical Center (JMMC) as the Trauma Center and continue partnering with the County on the trauma care program due to their substantial compliance as this specialty center; and ACKNOWLEDGE such finding shall continue the contract with JMMC to pay County an amount not to exceed \$350,000 annually through May 21, 2031, and annually renew thereafter upon continued performance of JMMC. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:**

**C.38** APPROVE and AUTHORIZE the Purchasing Agent to purchase, on behalf of the County Probation Officer, 24 Uber, 24 Wal-Mart, 24 Target, 24 Safeway, and 24 Food Maxx gift cards, each in an amount of \$20 for a total of \$2,400, to support the Probation Department's evidence-based incentives program. (100% SB 678)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.39** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Gemalto Cogent, Inc., in an amount not to exceed, \$123,600 for the services and maintenance enhancement of a dedicated on-site support engineer for the period July 1, 2019 through June 30, 2020. (100% CAL-ID Remote Access Network funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)



C.40 APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment effective May 14, 2019 with Hawley, Peterson & Snyder, Architects, to extend the term from April 26, 2019 through April 26, 2020 and increase the payment limit by \$100,000 to a new payment limit of \$1,000,000 to provide on-call architectural services for various facilities projects, Countywide. (100% Various Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.41 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order to Presidio Networked Solutions Group, LLC, in an amount not to exceed \$195,000 for the acquisition of Cisco Stealthwatch software and maintenance for the period May 14, 2019 through July 30, 2022. (100% Client User fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.42 APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to terminate the marine salvage contract with Marine Emporium Boat Works Inc., which was approved on January 23, 2018. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.43 APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with FCS International, Inc. (dba FirstCarbon Solutions/Michael Brandman Associates), to increase the payment limit by \$37,000 to a new payment limit of \$256,442 to complete the Environmental Impact Report for the Del Hombre Project in the unincorporated Walnut Creek area, with no change to the original term of October 1, 2018 through September 30, 2020. (100% Land Use Permit application fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.44 APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Smith & Associates, Inc., to extend the term from May 24, 2019 to May 24, 2020 with no change to the payment limit, for continued on-call appraisal services, Countywide. (100% Various Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C.45 APPROVE and AUTHORIZE the County Administrator, or designee to execute a contract amendment with Jeweld Legacy Group, LLC, to extend the term from June 30, 2019 to June 30, 2020 and increase the payment limit by \$50,000 to a new payment limit of \$125,000 to provide capacity building micro-grants for reentry service providers. (100% Realignment Local Innovation Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)



C. 46 APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a purchase order amendment with Netronix Integration, Inc., to extend the term from May 31, 2019 to May 31, 2020 with no change to the original payment limit, for Lenel brand access control hardware products, Countywide. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 47 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Probation Department, a purchase order with Sysco Food Service, Inc., in an amount not to exceed \$500,000 to provide bulk foodstuffs for the residents of the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility for the period June 1, 2019 through May 31, 2020, with the option of two one-year extensions. (70% General Fund, 30% Federal)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 48 APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Public Works Director, a purchase order amendment with W.W. Grainger, Inc., to increase the payment limit by \$100,000 to a new payment limit of \$ 450,000 with no change to the original term, for miscellaneous parts, small tools and supplies, Countywide. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 49 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order in an amount not to exceed \$141,000, and a Service and Maintenance Agreement with Bibliotheca, LLC, for software and equipment maintenance for library book and media security and inventory equipment, and customer self-service equipment, for the period July 1, 2019 through June 30, 2020. (100% Library Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 50 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with The Huntzinger Management Group, Inc., to extend the term from July 31, 2019 through July 31, 2020 and increase the payment limit by \$800,500 to a new payment limit of \$900,000, for additional consultation, implementation and technical assistance with an assessment of the Health Services Department's Information Technology Unit's organizational structure. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 51 APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Cypress Security, LLC, in an amount not to exceed \$238,000 to provide security services at the Walnut Creek, Concord and San Pablo Library's for the period January 1 through December 31, 2019. (100% Library Fund)



AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with IG Insight Global, Inc., to extend the term from May 31, 2019 through December 31, 2020 and increase the payment limit by \$100,000 to a new payment limit of \$320,000, for additional management consulting and training of leadership, teamwork and organization for the Health Services Department's Information Technology Unit. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

### **Other Actions**

**C.53** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute First Amendment to Development Loan Agreement between the County and Carena Associates, L.P., regarding the use of Community Development Block Grant and HOME Investment Partnerships Act loan funds on Elaine Null Court Apartments, an affordable housing development located at 112 Alves Lane and 300-310 Water Street in the Bay Point area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.54** ACCEPT the Contra Costa County Public Law Library Board of Trustees 2018 Annual Report, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.55** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$4,704 to Wolf Consulting Group for psychological evaluation services provided from June 12 through August 30, 2018, as recommended by the Employment and Human Services Director. (43% Federal, 52% State, 5% County)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.56** APPROVE the Remodel Suite 200 for CCTV Project and take related actions under the California Environmental Quality Act, as recommended by the Public Works Director, Martinez area. (100% Public Education & Government Fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

**C.57** APPROVE and AUTHORIZE the ongoing destruction of certain County records maintained by the Library, as recommended by the County Librarian. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff



Other: District V Supervisor Federal D. Glover (ABSENT)

C. 58 ACCEPT the *Contra Costa County Library Strategic Plan 2019, a Renewed Focus*, APPROVE the goals, objectives, strategies, and key performance indicators, and AUTHORIZE the County Librarian to execute the plan. (No fiscal impact)

C. 59 ACCEPT the 2018 Advisory Council on Equal Employment Opportunity's Annual Report as recommended by the Hiring Outreach Oversight Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 60 ADOPT Resolution No. 2019/173 authorizing appropriate County officials continued access to confidential County sales and use tax records, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 61 ADOPT Resolution No. 2019/169 authorizing the issuance and sale of "Mount Diablo Unified School District General Obligation Bonds, Election of 2018, Series A" in an amount not to exceed \$20,000,000 by the Mount Diablo Unified School District on its own behalf pursuant to Section 15140(b) of the Education Code, as recommended by the County Administrator. (No County fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

C. 62 APPROVE and AUTHORIZE the Conservation and Development and Public Works Departments to submit a joint application to the California State Coastal Conservancy for grant funding in the amount of \$130,000 to study trail gap remedies around the Carquinez Strait Scenic Loop Trail, as recommended by the Transportation, Water and Infrastructure Committee. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff

Other: District V Supervisor Federal D. Glover (ABSENT)

## **GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 72 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments



from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 651 Pine Street, Martinez, California.

Applications for personal subscriptions to the weekly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The weekly agenda may also be viewed on the County's Internet Web Page: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

## STANDING COMMITTEES

The **Airport Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Wednesday of the month at 11:00 a.m. at Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors Candace Andersen and John Gioia) meets on the fourth Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the fourth Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Candace Andersen and Federal D. Glover) meets on the first Monday of every other month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors Diane Burgis and Candace Andersen) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Public Protection Committee** (Supervisors John Gioia and Federal D. Glover) meets on the first Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Karen Mitchoff and Candace Andersen) meets on the second Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

Airports Committee	August 14, 2019	11:00 a.m.	See above
Family & Human Services Committee	May 27, Canceled Special Meeting June 10, 2019	3:00 p.m.	See above



Finance Committee	May 27, 2019 Canceled Special Meeting June 10, 2019	1:00 p.m.	Room 108
Hiring Outreach Oversight Committee	June 3, 2019 Canceled		See above
Internal Operations Committee	June 10, 2019	1:00 p.m.	See above
Legislation Committee	June 10, 2019	10:30 a.m.	See above
Public Protection Committee	June 3, 2019	10:30 a.m.	See above
Sustainability Committee	July 22, 2019	12:30 p.m.	See above
Transportation, Water & Infrastructure Committee	June 10, 2019	9:00 a.m.	See above

**PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, MAY BE LIMITED TO TWO (2) MINUTES**

**A LUNCH BREAK MAY BE CALLED AT THE DISCRETION OF THE BOARD CHAIR**

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

### **Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

**AB** Assembly Bill  
**ABAG** Association of Bay Area Governments  
**ACA** Assembly Constitutional Amendment  
**ADA** Americans with Disabilities Act of 1990  
**AFSCME** American Federation of State County and Municipal Employees  
**AICP** American Institute of Certified Planners  
**AIDS** Acquired Immunodeficiency Syndrome  
**ALUC** Airport Land Use Commission  
**AOD** Alcohol and Other Drugs  
**ARRA** American Recovery & Reinvestment Act of 2009  
**BAAQMD** Bay Area Air Quality Management District  
**BART** Bay Area Rapid Transit District  
**BayRICS** Bay Area Regional Interoperable Communications System  
**BCDC** Bay Conservation & Development Commission  
**BGO** Better Government Ordinance  
**BOS** Board of Supervisors  
**CALTRANS** California Department of Transportation  
**CalWIN** California Works Information Network  
**CalWORKS** California Work Opportunity and Responsibility to Kids  
**CAER** Community Awareness Emergency Response  
**CAO** County Administrative Officer or Office  
**CCCPCFD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CDBG** Community Development Block Grant



**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire** (CCCYPD) Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**DSRIP** Delivery System Reform Incentive Program  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**EPSDT** Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**F&HS** Family and Human Services Committee  
**First 5** First Five Children and Families Commission (Proposition 10)  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GHAD** Geologic Hazard Abatement District  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HIPAA** Health Insurance Portability and Accountability Act  
**HIV** Human Immunodeficiency Syndrome  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IHSS** In-Home Supportive Services  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**LVN** Licensed Vocational Nurse  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**M.D.** Medical Doctor  
**M.F.T.** Marriage and Family Therapist  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties



**NEPA** National Environmental Policy Act  
**OB-GYN** Obstetrics and Gynecology  
**O.D.** Doctor of Optometry  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**Psy.D.** Doctor of Psychology  
**RDA** Redevelopment Agency  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**RN** Registered Nurse  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**VA** Department of Veterans Affairs  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: UPDATE ON COUNTY PARTICIPATION IN THE STEPPING UP INITIATIVE

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**RECOMMENDATION(S):**

1. ACCEPT an update on Contra Costa County's implementation of the Stepping Up Initiative to reduce the number people with mental illnesses in jails.
2. RECEIVE the Sequential Intercept Model Mapping Report for Contra Costa County by PRA Associates.
3. AFFIRM that the County has identified three primary focus areas to help meet the objectives of the Stepping Up Initiative, which are 1) promote diversion opportunities, 2) maximize jail to community transition planning and 3) ensure data collection and analysis are part of the policymaking and program development processes.

**FISCAL IMPACT:**

No fiscal impact.



APPROVE



OTHER



RECOMMENDATION OF CNTY ADMINISTRATOR



RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE:

John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT:

Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Jami Napier, Deputy

Contact: Timothy Ewell,  
(925)335-1036

cc:



## BACKGROUND:

### History of Stepping Up Initiative

In July 2015, the National Association of Counties (NACo) and partners at the Council of State Governments (CSG) Justice Center and American Psychiatric Association Foundation (APAF) launched Stepping Up, a national initiative to reduce the number of people with mental illnesses in jails and announced a call to action to demonstrate strong county and state leadership and a shared commitment to a multi-step planning process that can achieve concrete results for jails in counties of all sizes. As part of this call to action, county elected officials were asked to pass resolutions and work with other local leaders (e.g., the sheriff, judges, district attorney, treatment providers, and state and local policymakers), people with mental illnesses and their advocates, and other stakeholders to reduce the number of people with mental illnesses in jails.

Stepping Up participants receive an online resources toolkit to assist with efforts, including a series of webinars, exercises and related distance-learning opportunities; peer-to-peer exchanges; and key resources from initiative partners. The online toolkit includes self-assessment checklists and information to assist counties in identifying how much progress they have already made and a planning template to help county teams develop data-driven strategies that are tailored to local needs.

In support of Stepping Up, NACo, the CSG Justice Center, and the APAF hosted the National Summit on Reducing the Prevalence of Individuals with Mental Illnesses in Jails in Spring 2016 in Washington, D.C.

### County Involvement with Stepping Up Initiative

#### **Representation at State Convening**

On December 8, 2015 the Board of Supervisors affirmed the commitment of Contra Costa County to reduce the number of people with mental illnesses in our County jails consistent with the goals of the Stepping Up Initiative by adopting Resolution No. 2015/456 (Attachment A), which was sponsored by Supervisor Andersen and Sheriff Livingston.

In January 2017, a Contra Costa team was selected to attend the California Stepping up Initiative Summit held in Sacramento. Representatives from the Board of Supervisors, Probation, Public Defender, District Attorney, Sheriff's Office and Behavioral Health participated in the event.

#### **Identification of County Programs**

One aspect of analyzing the County's interaction with individuals having behavioral health needs is taking inventory of current programs and those planned for expansion. Below is a partial list of programs that the County has identified as being related to the goals of the Stepping Up Initiative:

#### *Current policies, strategies, and programs (partial list)*

**1. The County Behavioral Healthcare Partnership** with Contra Costa Regional Medical Center and Health Centers (BHP) was formed in 2009 as a multi-stakeholder team of senior hospital administrators, doctors and clinicians from the County's Psychiatric Emergency Services (PES), the Sheriff's Office (which provides security services for the health centers), mental health consumers, and family members. Chaired by a consumer or consumer ally and staffed by a Patient and Family Advisory



Council Coordinator, the goal of the BHP is to ensure that the hospital and psychiatric emergency settings provide effective and holistic services, include family and consumer voice, and reduce seclusion, blame, and shame. Meeting monthly, the BHP has developed a strategic plan and operational protocol to ensure that the Health Centers provide welcoming and accessible care for all mental health consumers and their families.

**2. Inter-Agency Electronic Health Record:** In 2012, the Health Services Department implemented an electronic health record (EHR) system, ccLink, based on software by Epic; this EHR is connected to both Detention Mental Health staff (DMH, a unit of County Health Services) and the County's Regional Medical Center, including PES. The system has been refined to include prompts related to housing status, substance use, and other psychosocial factors. With the support of this integrated data system, County Hospital administrators and DMH have developed a shared Treatment Implementation Plan (TIP) and protocol to identify and develop coordinated response and planning for people who frequently cycle among the detention facilities, psychiatric emergency, and hospitals.

**3. Homeless Encampment Action Protocol:** For the past several years, an interagency partnership (including the Health, Housing and Homeless Services Division of the Health Services Department, the Sheriff's Office, multiple police departments, and Contra Costa Public Works) has worked to develop a Homeless Encampment Action Protocol. Memorialized in a Memorandum of Understanding signed in 2013, this protocol details a coordinated and supportive response to homeless encampments. According to this protocol, upon any report of a homeless encampment, an officer notifies the Homeless Services Director, who dispatches the Homeless outreach team (CORE) to build connections, protect and store individuals' personal property, arrange immediate alternative shelter, and provide coordinated connection to ongoing services.

**4. Crisis Intervention Training (CIT):** With the County's increasing attention to helping agencies differentiate between criminal behaviors and those that result from mental illness or substance use, under new leadership the County's longstanding CIT has been enhanced over the past two years. A partnership of the Sheriff's Office, DMH, and Psychiatric Emergency Services (PES), the CIT is a four-day, 32-hour specialized mental health training, specifically intended to reduce the number of people with mental illness who are either arrested or committed on an involuntary hold, by broadening multi-agency perspectives, deepening technical understanding, and building operational partnerships. Offered twice a year to up to 40 people per session, the CIT is open not only to sworn Sheriff's Office personnel, but to all other law enforcement agencies in the County as a resource.

**5. The George & Cynthia Miller Wellness Center,** opened in 2014, is designed to improve access to integrated behavioral and physical health care, especially for people with complex challenges. Located on the campus of the County Regional Medical Center and technologically connected to its data systems, the Wellness Center offers a preventive and more ongoing alternative to County Psychiatric Emergency Services (PES). In addition to offering primary care, pediatrics, group medical visits, and same-day appointments, its behavioral health services include psychiatry, short-term individual and family therapy, outpatient care for substance abuse, support groups, and crisis management and referral into long-term treatment for children and adults. Located just a few miles from the County's main jail, the Wellness Center is well suited to provide post-release support, an effective intervention that can prevent rapid reincarceration.

**6. Laura's Law Implementation:** In February 2015, Contra Costa County adopted Laura's Law (also known as Assisted Outpatient Treatment, or AOT), the California law that allows the Court to order a small subset of people with serious mental illness to accept treatment and to order the mental health system to provide treatment. Using the Assertive Community Treatment (ACT) model of care,



and led by a licensed clinician, the County's multidisciplinary Care Team manages Laura's Law referrals. Following a standardized screening, intervention, and investigation protocol, and working with the individual, family, and appropriate professionals, the Care Team undertakes a coordinated response, develops a treatment plan, facilitates voluntary treatment whenever possible, and ensures connection with the proper level and type of care.

**7. Mental Health Evaluation Teams (MHET):** Established in mid-2015 as a partnership of County Behavioral Health Services and several local police departments, MHET teams are designed to provide targeted support to people whose mental health challenges result in repeated police calls for violent or threatening behavior, or who have been involuntarily hospitalized due to psychiatric crisis. Operating as a pilot in cities located in each region of the County, the MHET teams include both behavioral clinicians and dedicated police officers. Following an incident with either law enforcement or PES, staff can refer cases to their region's MHET for follow up. The MHET officer and partnering clinician then work with identified individuals, and their families, to identify underlying causes and facilitate connections to appropriate services and supports.

**8. At the County's Adult Detention Facilities,** the current intake process includes an initial screening for potential mental health disorders for anyone booked into the jail. Whether an individual self-discloses a mental health issue or the possibility is raised based on observed behavior or a report from a family member or others, any such report triggers an automatic referral to Detention Mental Health. Once a report is made, the person is assessed by DMH clinicians, who may then refer the person to the facility's psychiatrists, whose diagnosis and treatment protocol will in turn initiate additional decisions, whether they be related to in-custody housing assignment or any other medical treatment decisions. DMH staff chart this medical information into the HIPAA-compliant EHR, which is then accessible to appropriate staff in DMH, PES, and the County hospitals and clinics. In addition, the DMH Supervisor is assigned to shifts both at the detention facilities and at PES, which further facilitates identification of people who are cycling back and forth between the two systems.

**9. The County Mental Health Commission** has a longstanding mission: To ensure that the County's Mental Health System delivers services that are effective, efficient, culturally relevant and responsive to the needs and desires of the clients it serves; and to advocate to the Board of Supervisors, the Behavioral Health Division, and the community on behalf of all Contra Costa County residents in need of mental health services. The Commission's Justice Committee is charged with responsibility for advising County stakeholders regarding issues of criminal justice and mental illness.

**10. The Juvenile Justice Commission** and the **Juvenile Justice Coordinating Council** work with the Probation Department, Superior Court and other juvenile justice stakeholders to ensure appropriate services for youth, including those with mental health challenges who interact with the Probation Department.

### *Current plans to enhance existing policies or services for this population*

**1.** Contra Costa Health Services, in collaboration with the Sheriff's Office Custody Bureau, has embarked on a process to **redesign the health services provided in the jails**. Participants include Detention Health, including both medical and mental health components, Behavioral Health, Contra Costa Regional Medical Center and Health Centers, Reentry Health Conductors, additional community service providers as well as inmate-patients. Targeted improvement efforts include:

- \* Timely access to care
- \* Care for those with acute/emergent behavioral health issues



- \* Care for those with urgent medical and/or behavioral health issues
- \* Care for those with routine medical and/or behavioral health issues
- \* Medication assessment, prescription, and management
- \* Specialty Care
- \* Pre-release and reentry medical care and continuity

**2.** A new, state-funded, public-private initiative managed by the Behavioral Health Division of Contra Costa County Health Services, **CoCo LEAD Plus** is intended to break the cycle of criminalization and incarceration for people with mental illness or substance use disorders. CoCo LEAD Plus will implement new arrest-diversion protocols and intensive services for people with behavioral health issues who have been repeatedly arrested by the Antioch Police Department for a broad array of low-level, non-violent charges. CoCo LEAD Plus builds on Seattle's Law Enforcement Assisted Diversion (LEAD) model, which provides diversion opportunities for people arrested on low-level drug and prostitution charges. CoCo LEAD Plus includes a wider array of misdemeanors and felony "wobblers" in its list of potentially divertible charges. The project combines coordinated diversion protocols with peer-driven outreach and engagement, community-based cognitive behavioral services, community-based restorative justice programming, dedicated transitional housing, subsidized employment, and access to permanent housing for qualified candidates, via Section 8. CoCo LEAD Plus is primarily funded by a three-year, \$5,984,000 Prop. 47 grant from the California Board of State and Community Corrections (BSCC). Services began in summer of 2018.

**3.** Having substantially enhanced the scale and sophistication of the **Crisis Intervention Training (CIT)**, the Sheriff's Office is working to foster training and adoption of the CIT approaches and practices in all law enforcement agencies countywide. In addition to ensuring that 100% of the Sheriff's staff are trained to use CIT in all settings (detention, PES, and on patrol), the Sheriff's Office intends to increase the frequency of the four-day training series available to other law enforcement agencies. CIT was offered to 40 people twice a year, but to better meet the demand, these trainings were increased to three times a year in 2016 and no less than quarterly thereafter.

**4.** To increase speed of response and maximize utilization for the County's Emergency Shelters (including specialty shelters), the Health, Housing and Homeless (H3) division of County Health Services has developed an electronic **Shelter-Bed Reservation System and coordinated entry**, which tracks availability at all County shelters and other services available to vulnerable populations.

**5. Coordinated Assessment and Resource (CARE) Center.** As one of the main entry points into the coordinated entry system, CARE Centers play a critical role in helping to identify and engage individuals into services. The County has established three CARE centers in collaboration with community-based organizations GRIP and Anka Behavioral Health, who are providing support services to Contra Costa County families who are homeless, including case management, day shelter services, transportation needs, mental health assessment, and crisis intervention.

**6.** Detention Health is currently examining the process to ensure that returning residents can maintain continuity of care, including medication prescription and management. Currently, some individuals may receive a short course of medication when they are released. Other possibilities that Detention Health is exploring for **ensuring medications and continuity of care** include Detention Health providers sending prescriptions to a community pharmacy for pick up when the newly released individual returns back to their community, a linkage/referral to a Public Health Nurse case manager through a new program called *CommunityConnect*, and an appointment in the Health Services Transition Clinic



where providers are trained to provide culturally competent and respectful care.

## **2019 Pursuit of Fund Opportunities**

Since the last update to the Board in December 2018, the County has pursued or is in the process of pursuing several grants that are consistent with the principles of Stepping Up, including promoting early intervention and diversion from incarceration. Below is a listing of specific funding opportunities of note:

**AB 1810/SB 215 Mental Health Diversion:** AB 1810 authorized an expansion of pre-trial diversion programs for individuals with certain mental disorders alleged to have committed a misdemeanor or felony offense. Subsequently, SB 215 was signed into law to address a number of concerns related to the new jail diversion program for people experiencing mental illness created by AB 1810 (Chapter 34, Statutes of 2018). Specifically, the bill excludes certain violent offenses from the diversion program (including murder and sex offenses) and preserves victim restitution.

The Legislature included \$100 million in new funding statewide for counties to implement AB 1810 locally. This funding is split into two phases: \$91.5 million in phase 1 funding targeting 15 “high utilizer” counties, which is defined as the counties that refer the most inmates declared Incompetent to Stand Trial (IST) to the California Department of State Hospitals for services and \$8.5 million in phase 2 funding for all remaining counties. Contra Costa is a Phase 1 county.

Phase 1 counties are eligible for a direct allocation of funding from the state, which requires the county to enter into a contract with the Department of State Hospitals. The contract would require reporting of certain data to be made on a regular basis and funding is targeting the felony IST population. The funding requires a 20% match from large counties, including Contra Costa.

The County Administrator’s Office has been facilitating discussions with the Superior Court, District Attorney and Public Defender Offices and the Health Services Department-Behavioral Health division to develop a program to serve this population using the new state funding. Staff anticipates a final plan will be forwarded to the Board for consideration in June 2019. The state has determined the Contra Costa share of funding is approximately \$3,114,100 over 3 years. This will result in the County only being able to serve a small amount of individuals; however, it creates an opportunity to establish an important mental health diversion program that is consistent with the principles of Stepping Up and the ability to tether future funding sources together to scale the program. **Total Grant Request: \$3,114,100. 3 Years. 80% State, 20% County Match.**

**Proposition 47:** On March 12, 2019, the Board authorized submission of a Proposition 47 grant to the California Board of State and Community Corrections. The County has designed an innovative, trauma-informed, culturally competent, diversion program for people arrested in Contra Costa County who have schizophrenia, schizoaffective disorder, or bipolar disorder alone or with a co-occurring substance use issue whose behavioral health condition played a significant role in the commission of a crime and are at risk for being declared incompetent to stand trial. "CoCo FACT" proposes to divert 75 clients for the 3-year grant period. The proposed program was developed with assistance of a Local Advisory Committee (LAC) of residents, stakeholders and community based organizations that met regularly to develop the program.

CoCo FACT includes an evidence-based intervention that is centered on Forensic Assertive Community Treatment (FACT) paired with housing, vocational supports, trauma reduction, and restorative justice components to help address individual and structural barriers that contribute to recidivism among those with involvement in the criminal justice system to decrease recidivism; promote recovery; and ensure



community safety, stability, and healing. This project will be transformative for the County and its citizens, resulting in reduced recidivism and healing for both victims and offenders, replacing ineffective and costly practices that fail to address the actual factors contributing to the perpetration of the crime.

This grant would complement the previously described allocation of AB 1810 dollars, which, similarly, targets individuals within the local justice system with mental health needs that would benefit from diversion. Braiding both funding sources ensures that the County's focus is scaling up services to this population in a coordinated manner with the same goals and objectives. **Total Grant Request: Up to \$6,000,000. 3.75 Years. 100% State**

*JAG Grant – Holistic Intervention Partnership (HIP)*: The HIP program is sponsored by the Public Defender's Office and will establish an innovative holistic defense system that focuses on early intervention at the time of police contact in misdemeanor cases. A public-private partnership between the Public Defender's Office, multiple County agencies and community-based partners, HIP will provide multi-disciplinary case management and navigation services to indigent individuals to ensure timely and coordinated access to a client-centered array of housing, behavioral health, transportation and legal services at the critical time of initial law enforcement contact. Over the proposed three year program, HIP will reduce system burden and improve criminal justice outcomes in misdemeanor cases in all three regions of the County. **Total Grant Request: \$3,136,875. 3 Years. 100% Federal (via State)**

*BSCC Youth Reinvestment Grant*: The Youth Reinvestment Grant is sponsored by the District Attorney's Office. Over a four year term, this program proposes to divert an estimated 150 serious pre-charge juvenile cases from the juvenile justice system into a community-based restorative justice diversion program. By the end of the program, youth participating in the program will understand the impact of the harm and will have taken accountability for their actions. After successful completion of the program, the District Attorney's Office will close the case without charges filed. **Total Grant Request: \$1,100,000. 4 Years. 90% State, 10% In-Kind Match.**

### **Sequential Intercept Mapping (SIM) Process**

Following participation in national and state convenings along with identifying county programs critical to this population over the past three years, the County engaged Policy Research Associates (PRA) to assist with a project to map the path of individuals in our community with behavioral health needs through the local criminal justice system. Sequential Intercept Mapping (SIM) is a model developed to assist in identifying resources in certain points within a service delivery system. The model also highlights gaps in a system, which helps to focus stakeholders attention on issues.

On September 19-20, 2018, PRA facilitated a SIM development workshop, which was attended by 55 representatives, including County employees, stakeholders involved in the county behavioral health delivery system, the local criminal justice system and members of the public. A comprehensive report, including detailed information about each intercept point, was assembled by PRA for review by the County in January 2019. The Office of Reentry and Justice requested comments from stakeholders and included comments, edits and factual corrections to the document. The draft final report was sent to public safety and health and human services Department Heads that compose the Stepping Up Steering Committee on March 8<sup>th</sup> and the Committee met to review and discuss the report on March 14<sup>th</sup>.

The Steering Committee reviewed the draft final report and acknowledged its strengths and weaknesses. The report includes information provided as part of the September 2018 convenings with the observations of the specific stakeholders in attendance. This was a critical part of developing the SIM



map - an illustration of the County's criminal justice system and the different intercepts within the system. The report does not include a comprehensive review of the County's criminal justice system, but it is important to note that such a review was not within the scope of this project. The Report is included in this report as Attachment B and the SIM Map is included as Attachment C.

## **SIM Report Recommendations:**

The SIM Report includes several recommendations for review by the County. The Stepping Up Steering Committee reviewed the recommendations and made several important observations: 1) the recommendations ranged from very general to very nuanced; 2) several of the recommendations are already being implemented by the County in varying degrees; and 3) the recommendations can be rolled into three core focus areas: Diversion, Transition Planning, and Data Collection/Analysis.

Below is a listing of each recommendation and information regarding current County initiatives related to each:

### **1. Establish an “Uber” Committee and process that allows for shared leadership, responsibility, coordination and oversight of justice system and behavioral health innovation and reform.**

The County has developed a comprehensive system to review health and justice policies and initiatives throughout the County. This includes convening the Community Corrections Partnership, Racial Justice Oversight Body and Mental Health Commission. It is important to note that the Mental Health Commission has a Justice Systems sub-committee that concentrates specifically on issues related to the justice system and the Community Corrections Partnership has created the Community Advisory Board composed of community stakeholders that provide critical advice to the CCP on issues within its purview.

The Committees identified above are advisory to the Board of Supervisors and report periodically to the full Board, the Public Protection and/or the Family and Human Services committees. This allows for an important flow of information to Board to advise on policy and service delivery issues.

### **2. Establish standardized metrics and data sharing across county agencies to improve data-informed decision-making.**

Office of Reentry and Justice (ORJ): The ORJ has worked to establish standardized metrics and data sharing in multiple ways: the development of an AB 109 Annual Report and quarterly reporting requirements; the development and administration of a Salesforce-based Reentry Services database (“SAFE”); the commission of reports on the status of our data systems and recommendations for a cloud-hosted relational data warehouse (“Reentry Data Management in Contra Costa: Analysis and Recommendations,” from Tetra Tech and “Data Capacity Assessment and Infrastructure Recommendations” from Resource Development Associates dated April 2014); staff support of a Data and Evaluation Committee (DEC), a Quality Assurance Committee (QAC), and the Community Advisory Board’s Data subcommittee; the hiring of a Research and Evaluation Manager (REM) in August 2018; and the development of an Intern position to support the REM.

Public Defender’s Office: The Public Defender Mental Health Unit is working to establish an improved client tracking system in order to identify and highlight gaps in the system of care. The Office has found that many Public Defender clients experiencing Mental Health challenges are referred to the Mental Health unit repeatedly through different avenues.



Individuals may be referred to the Mental Health Unit, over a period of time, through each of the following avenues: 1) conservatorship proceedings, Assisted Outpatient Treatment (AOT), and competency proceedings in a criminal case, such as Incompetent to Stand Trial (IST).

The ability to track and monitor the various mental health services that Public Defender clients are receiving is essential to advocating for improved and coordinated service provision for these individuals.

*Health Services Department:* The Health Services Department and Sheriff's Office have established a real time data sharing interface for basic demographics as two-thirds of the arrestees have been previously seen by Health Services. This allows Health Services to automatically locate an inmate's patient chart in its Electronic Health Record rather than creating a new patient record.

The Health Services and Employment and Human Services (EHSD) departments have signed a Data Sharing MOU to exchange information about shared clients including basic demographic, benefits, etc. data so that Health Services Case Managers can assist their clients in signing up for programs that they may be eligible for or ensure they continue to be enrolled in existing programs. For example, EHSD provides dates for clients that are coming up for Medi-Cal redetermination in next 60 days. This allows Health Services to follow up and assist these shared clients to complete the redetermination process and allowing for the continuation of Medi-Cal benefits, if still eligible.

### **3. Increase countywide deflection and diversion strategies. Explore the need for a 24-hour crisis stabilization and triage center and a mental health – first responder co-responder strategy.**

*Public Defender's Office:* The Public Defender's Office continues to expand mental health diversion services to include more robust community-based treatment options for mentally ill individuals who may qualify for diversion. This includes planned staffing related AB 1810 programming and, if successful, the Holistic Intervention Partnership discussed previously.

The Office continues to be a partner in streamlining the Mental Health Diversion process in order to ensure increased collaboration and additional participation from both county agency and community-based service providers, including expansion Law Enforcement Assisted Diversion (LEAD) efforts. This builds on the collaborative work of CoCo LEAD Plus, which allows for law enforcement agencies to divert individuals directly from the time of law enforcement contact or arrest by connecting them with behavioral health treatment and other essential social services.

*Health Services Department:* The Health Services Department-Behavioral Health division launched an Adult Mobile Crisis Response Team (MCRT) in July 2018 which is staffed Monday - Friday 7:00am -11:30pm and Saturday and Sunday 8:30am -5:00pm for in field responses to calls for mental health crisis. The goal is to de-escalate situations, prevent the need to place individuals on a "5150" hold and provide up to 30 days of services for stabilization and/or linkage to services. The MCRT is also trained in Psychological First Aid and provides support to communities impacted by traumatic events.

Similarly, the Behavioral Health division has funded Seneca, a community based organization, to provide a Children's Mobile Response Team (MRT) in January 2018 which is staffed Monday - Friday 7:00 am - 11:00 pm and Saturday and Sunday 11:00 am - 9:00 pm. This allows MRT to be more responsive at peak crisis times, including before and during school hours and late into the evening on weeknights. The MRT program is deploying teams in strategically located sites throughout the county to minimize the response time for in-person support. During off hours, the MRT has a telephone line that is



accessible to the community to provide support and consultation around the clock.

The Contra Costa Health Services Behavioral Health Mental Health Evaluation Team (MHET) is a co-responding team paired with local police departments. Each region of the county has a host police department with an assigned MHET police officer while the surrounding police departments each have a MHET Liaison officer. Referrals come from the MHET officers for individuals who have had multiple police contacts due to mental health reasons and multiple Psychiatric Emergency Services (PES) visits. Clinicians initially respond with an officer to assess the situation. Once it is determined to be safe, the clinician will provide services for up to 60 days to stabilize the situation and link individuals to services to prevent further police contacts and/or PES visits.

Contra Costa Behavioral Health also partners on CoCoLEAD Plus - a Law Enforcement Assisted Diversion program in coordination with the Antioch Police Department (APD). Individuals contacted by APD for misdemeanor eligible offenses are offered diversion. A community based organization, HealthRIGHT360, is contracted to offer extensive community services while Behavioral Health addresses mental health and/or substance abuse issues. In addition, Behavioral Health sponsored the County's application for funding from the Proposition 47 grant to establish a Forensic Assertive Community Treatment (FACT) program. As described previously, FACT is designed for individuals who are granted diversion by the court and require a more intense level of services. The FACT program will offer housing as part of the ACT model treatment. In addition, a less intense level of treatment in the community for individuals who will benefit from this level is included as part of the program as well.

#### **4. Further incorporate the use of peers and peer support and recovery across intercepts.**

The County provides and will continue to provide for positive peer interactions as a key to treatment and maintaining a sober living environment. A sober living environment means safe, clean, residential environments that promote individual recovery through positive peer group interactions among house residents and staff. Sober living housing is alcohol and drug-free and allows residents to continue to develop their individual recovery plans and to become self-supporting. The residential environment must co-exist in a respectful, lawful, and non-threatening manner with residential communities in the County.

The County funds a variety of positive peer support opportunities through AB 109, Behavioral Health and Alcohol and Other Drug services funding. In addition, individuals that have been previously incarcerated participate in programs within the adult detention facilities, including the Jail to Community transition planning program funded by AB 109.

#### **5. Identify “familiar face” high utilizer populations to help manage costs, reduce unnecessary utilization of services while increasing individual stabilization. Develop “high-utilizer” strategies.**

Public Defender's Office: The Public Defender's Office is working to improve communication with Detention Mental Health division of the Health Services Department to assist with early discharge planning and to improve the continuum of care for mentally ill individuals who are released from custody. This includes evaluating whether individuals who are released have a follow up appointment in place at an outpatient mental health treatment facility prior to release and are provided with prescribed mental health medication upon release.

The Public Defender is also working to increase staff presence at Mental Health Evaluation Team (MHET) meetings to increase collaboration across the county through participation in case conferencing,



expanded opportunities for diversion and increased identification of high utilizers.

*Health Services Department:* The Health Services Department's CommunityConnect program developed and implemented a predictive risk model to identify high utilizing Medi-Cal residents within the County. The model uses historical data from the department's Data Warehouse to predict future inappropriate hospital, medical emergency or psychiatric emergency department utilization. Historical data includes demographic, social factors (homelessness, detention history, etc.), behavioral health and medical diagnoses and utilization (Emergency Room/Psychiatric Emergency Services visits, Ambulance, etc.). The CommunityConnect program uses this data to enroll the highest utilizers in social case management services, including assignment of a case manager that is matched based on historical need and providing supportive wrap-around services that will increase stabilization, reduce utilization of unnecessary services and reduce costs.

*Alcohol and Other Drugs Services (AODS):* AODS receives funding from AB109 to conduct face-to-face screenings in jail and provide placement in treatment upon release. Combined with case management services, AODS targets AB 109 referred clients with a long Substance Use Disorder (SUD) history, acute intoxication and/or withdrawal potential, recidivism, and Opioid Use Disorder (OUD). Case management is provided with the goal of extending periods of sobriety, creating readiness for treatment, and developing positive social and family networks to assist with recovery. AODS is cognizant that timely access to SUD treatment is paramount in reducing unnecessary utilization of other costly health and social services, preventing incarceration and increasing stabilization of individuals.

## **6. Implement a comprehensive substance use disorder strategy: Population identification and treatment resources in the jail and community.**

*Alcohol and Other Drug Services (AODS):* On July 1, 2017, Contra Costa became the 5<sup>th</sup> county in the State that opted into the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver. The DMC-ODS is a pilot project authorized originally under California's Section 1115 Bridge to Reform Demonstration Waiver and continued in the Medi-Cal 2020 Waiver. This pilot program allows counties to expand the type and capacity of services for Medi-Cal eligible Contra Costa residents with a Substance Use Disorder (SUD). Articulated in the County Implementation Plan, county residents with SUD can access a full continuum of treatment options available, which includes: Withdrawal Management, Outpatient, Intensive Outpatient, Residential, Case Management, Recovery Support Services, Medication Assisted Treatment and Recovery Residences. As a result of the implementation of the Waiver, the County provides a comprehensive array of services, which is modeled after the American Society of Addiction Medicine (ASAM) criteria.

In addition to counseling services, some patients may need to take medication to support their recovery process through Medication Assisted Treatment (MAT). Methadone as well as Buprenorphine helps individuals with Opioid Use Disorders (OUD), which includes Heroin and prescription drug abuse. Additionally, MAT makes available other medications to help reduce cravings for alcohol such as Acamprosate and Disulfiram.

Residents seeking access to treatment contact the Behavioral Health Access Line for a screening to determine placement in the most appropriate level of care and appointments to the treatment of their choice. In collaboration with the Sheriff's Office, a speed dial number was established in 2017, to allow inmates in adult detention facilities to call the Access Line. To support the volume of calls from jail, a Substance Abuse Counselor has been designated exclusively to serve this population in preparation for their release date. Likewise, a Substance Abuse Counselor is available to the Superior Court to conduct face-to-face screenings and provide results/placement in real time to the courts. To ensure coordination,



the number of calls, screenings and referrals is reported to the Superior Court and the Sheriff's Office on quarterly basis.

While comprehensive SUD treatment services are not currently available in the jail and DMC-ODS funding is not an option for that service, Contra Costa is actively involved in a Medication Assisted Treatment (MAT) Collaborative through the California Department of Health Care Services (DHCS) as an addition to the collective response of Health Services Department to the Opioid Epidemic in the county.

Through the MAT Collaborative, the Detention Health division of the Health Services Department along with Behavioral Health-Alcohol and Other Drugs Services (AODS) have partnered to provide a more organized way to deliver certain medication to inmates while in custody and upon release. The MAT Collaborative has brought much needed training resources to staff in the jail to guide efforts intended to eliminate service gaps. Likewise, through the MAT Collaborative, the County has been able to seek funding for two additional Substance Abuse Counselor positions who will soon join the medical team in the detention facilities. The responsibilities of the each counselor will include supporting treatment in jail and ensuring seamless transition planning from jail to the community.

## **7. Examine the need for pretrial interventions to reduce failure to appear of individuals who are booked and released.**

Public Defender's Office. The Public Defender's Office is working to expand the existing Pretrial Services Program (PTS) to include screening for additional types of charges. The PTS program currently screens those who are eligible, based on certain qualifying charges, for release on supervised release pretrial. Screening criteria should be expanded so that additional individuals may be screened for potential supervised release pretrial.

In addition, expansion of the Misdemeanor Early Representation Program (EarlyRep) to all law enforcement agencies countywide would failures to appear in misdemeanor cases and expand early connection with community-based services.

Currently, the EarlyRep pilot program is a partnership between the Public Defender's Office and some, but not all, of the Law Enforcement Agencies (LEA) within the county. The Public Defender EarlyRep team is currently working with individuals cited by Antioch, Richmond and Martinez police departments as well as the California Highway Patrol. The Office is working to further expand EarlyRep to provide early legal services to individuals who are cited by any of the LEAs countywide.

Finally, the Office is working to expand the use of the UpTrust text message court date reminder system, currently used as a tool in the EarlyRep and PTS programs only, to all individuals with pending court dates countywide in order to reduce failure to appear at scheduled court dates.

## **8. Improve Pre and Post-arrest diversion opportunities for incompetent to stand trial populations.**

As described in further detail above, the county has pursued a number of funding opportunities to build out diversion programs for juvenile and adult populations, including AB 1810 and Proposition 47 funds specifically to enhance mental health diversion within the County.

## **9. Review and address problem-solving court criteria to align with national best practice standards.**



The County works cooperatively with the Superior Court on problem-solving court issues, including the Veteran's Treatment Court. In California, the Superior Court is a function of the state and although the County can provide comments and input, ultimately, the Court decides how to organize and implement judicial calendars.

## **10. Increase equity and access to services regardless of AB 109 funding.**

In 2015, by direction of the Public Protection Committee, a workgroup of County staff and representatives of AB 109-funded community-based organizations met on 6 occasions to develop recommendations for reentry service expansion beyond the AB 109 population. A prioritization policy was developed to ensure that the AB 109 population would have access to services. The reentry service providers' "available capacity" could be provided to returning residents whose qualifying event was being charged with or convicted of a felony offense in the following order:

### **Priority Status Groups**

1. AB 109 Sentence
2. Formal Felony Probation
3. Released from a Correctional Facility in the Past Three Years
4. Pretrial population
5. Informal Felony Probation
6. Specialty Courts
7. Parole

Access to services for all returning residents is provided through the Reentry Success Center, based in Richmond, and the Central-East Reentry Network, provided by HealthRight 360. Due to the limitations of resources, the housing services have the least amount of "available capacity" to non- AB 109 populations; however, they are not formally excluded from service provision. Reentry services for those whose charge or conviction was a misdemeanor offense are provided through Clean Slate functions of the Public Defender's Office and may be expanding through grant funding.

## **11. Improve jail-based services and transition planning to reduce recidivism and improve health and other outcomes for detained or jailed individuals.**

*Sheriff's Office:* The Sheriff's Office has a Jail-to-Community program funded by AB109 with Men & Women of Purpose and Reach Fellowship serving male and female inmates within adult detention facilities. Both organizations provide weekly group meetings, mentoring, and additional service referrals for people throughout the three detention facilities.

In addition, the Sheriff's Office has a significant partnership with the Contra Costa County Office of Education to provide services to inmates, including:

- A fully accredited adult school serves approximately 2,200 students each year throughout the three detention facilities.
- The Pre-Release Planning Pilot has served approximately 175 participants since launching in 2017. Approximately 80% of those enrolled in the program complete the process and exit custody with a transition plan in hand.
- Coordination among CBO's coming into the detention facilities to see participants has greatly improved, thus increasing the likelihood for continued engagement



post-release and reduced recidivism.

- Health, Housing, & Homeless (H3) meets with potential clients pre-release in preparation for post-release shelter placement.
- Partnering with the Reentry Success Center as the first point of contact for recently released individuals has increased post-release service connection.
- A second Transition Specialist was hired in 2018 to serve a greater number of people in preparation of successful reentry into the community.
- Enhancements to SAFE have vastly improved jail-based services coordination between providers.

The Sheriff's Office also partners with the local Workforce Development Board and the Office of Education to host bi-annual resource and job fairs for incarcerated individuals. Employers and service providers from around the Bay Area attend and meet with the individuals to share opportunities available upon release. Due to these activities, previously incarcerated individuals are attending college, employed, or taking advantage of programs that were initiated during a job or resource fair.

Finally, the Sheriff's Office facilitates opportunities for a Veterans Affairs/Veterans Justice Outreach Representative to meet with incarcerated veterans to assist them in getting into specialized programs, housing, medical and mental health services.

## **12. Continue to build probation best practices, training and coordination to reduce technical violations and probation revocations.**

*Probation Department:* The Probation Department completed an Evidence Based Practices (EBP) Strategic Plan specifically for the Field Services Division in February 2019. Prior to that, in Fall of 2017, the University of Cincinnati Corrections Institute (UCCI) evaluated the Field Services Division regarding adherence to Evidence Based Practices and provided the department with recommendations to improve the Department's application of EBP, which included the following:

- Train staff of intervention and sanction grids, which should be aligned with long term offender change.
- Train staff how to structure appointments to target criminogenic need areas.
- Provide offenders with programming that targets their antisocial cognition and skills.

The strategic planning process has been built on best practices and the department continues to receive training and coaching through UCCI. The department is optimistic that this process will reduce technical probation violations as well new criminal behavior from probationers. The Probation Department has invested heavily in this process, beginning in juvenile institutions and most recently in Field Services. Although the Strategic Plan was recently completed, the department has been working on early implementation of several goals within the plan and have already accomplished many of those goals.

## **13. Work with Centers for Medicare and Medicaid Services (CMS) and the State of California to establish an agreement that allows parolees to access Medi-Cal and receive County services.**

The State of California already authorizes probationers and parolees to access Medi-Cal coverage. The



Affordable Care Act broadened the coverage eligibility and does not take into account probation and parolee status of returning citizens.

## **Conclusion and Nexts Steps**

Today's report is designed provide the Board with an update on County efforts to address mental health issues within all aspects of the local justice system with the ultimate goal of reducing the number of individuals with mental illness in county detention facilities. This includes an update on the pursuit of funding to assist with that goal and delivery of the final Sequential Intercept Model Mapping Report by PRA Associates. In addition, staff is requesting that the Board affirm that the County has identified three primary focus areas to help meet the objectives of the Stepping Up Initiative, which are 1) promote diversion opportunities, 2) maximize jail to community transition planning and 3) ensure data collection and analysis are part of the policymaking and program development process.

Next steps include continued internal collaboration between County departments with concentration on each focus area outlined above when evaluating funding opportunities. Most recently, the U.S. Department of Justice released six request for proposals for grant funding, many of which focus on services to the mental health and reentry populations. Review of these grants will be our immediate goal and staff plans to return to the Board if any of these grant programs are determined to be viable.

### **CONSEQUENCE OF NEGATIVE ACTION:**

The Board will not have accepted the update on the Stepping Up Initiative, received the SIM report or affirmed the three focus areas outlined in the Recommendation section.

### **ATTACHMENTS**

Attachment A - Resolution No. 2015/456

Attachment B - Sequential Intercept Model Mapping Report for Contra Costa County, PRA Associates. January 2019 (Finalized April 2019)

Attachment C - Sequential Intercept Map (April 2019)



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 12/08/2015 by the following vote:

**AYE:** ☐

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2015/456**

**In the matter of "Stepping Up" to Reduce the Number of People with Mental Illnesses in Jails**

WHEREAS, counties routinely provide treatment services to the estimated two million people with serious mental illnesses booked into jail each year;

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general public;

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails also have substance use disorders;

WHEREAS, adults with mental illnesses tend to stay longer in jail and, upon release, are at a higher risk of recidivism than people without these disorders;

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs;

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

WHEREAS, Contra Costa County and all counties take pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

WHEREAS, Contra Costa County provides enhanced mental health services and care to inmates housed at both the West County Detention and Marsh Creek Detention Facilities and, additionally, assists internal and external agencies in coordinating discharge planning and medical/mental health/medication information for inmates prior to their release to the community.

WHEREAS, through Stepping Up, the National Association of Counties, The Council of State Governments Justice Center, and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors does hereby subscribe to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in our state and across the country to support a national initiative and encourage all county officials, employees, and residents to participate in Stepping Up. We resolve to utilize the comprehensive resources available through Stepping Up to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails;
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels;
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community;
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers;
- Implement research-based approaches that advance the plan; and
- Create a process to track progress using data and information systems, and to report on successes.



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

**Contact: Jill Ray, (925) 957-8860**

**ATTESTED: December 8, 2015**

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:**



# Sequential Intercept Model Mapping Report for Contra Costa County

Prepared by: Policy Research Associates, Inc.

Brian Case, M.A., Senior Project Associate

Regina Huerter, M.A., Senior Project Associate

January 2019

Delmar, NY





# Sequential Intercept Model Mapping Report for Contra Costa

Final Report  
January 2019

Brian Case, M.A., Senior Project Associate  
Regina Huerter, M.A., Senior Project Associate





## ACKNOWLEDGEMENTS

This report was prepared by Brian Case and Regina Huerter of Policy Research Associates, Inc. Policy Research Associates wishes to thank the Contra Costa County Administrator's Office and the Contra Costa County Deputy Sheriff's Association for organizing and hosting the event. We wish to thank Anna Roth, Director of Contra Costa Health Services and Supervisor Candace Andersen for providing opening remarks.

In particular, thank you to Lara DeLaney for her stewardship and to the planning and review committee: Rebecca Brown, Erika Jenssen, Ellen McDonnell, Stephanie Regular, Teresa Pasquini, Jill Ray, Jenny Robbins, Mariana Noy, Anna Roth, Matthew White, Nancy Kenoyer, Fatima Matal-Sol, and David Seidner.

## RECOMMENDED CITATION

Policy Research Associates. (2019). *Sequential intercept model mapping report for Contra Costa County, California*. Delmar, NY: Policy Research Associates, Inc.

## PARTICIPANTS

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Daniel Peddycord	Public Health Director, HSD
Shanta Ramdeholl	Health Services Department
Jill Ray	Board of Supervisors, District II representative
Paul Reyes	County Administrator's Office
Stephanie Regular	Public Defender's Office
Sergeant Jose Rivera	Sheriff's Office
Chrystine Robbins	Sheriff's Office, ASA III
Jenny Robbins	Health, Housing, Homeless Services Division, HSD
Anna Roth	Director of Health Services Department
Chief Manjit Sappal	Martinez Police Department
Marie Scannell	Behavioral Health Services Forensic Mental Health
Matthew Schuler	Sheriff's Office, Assistant Sheriff
Schwarz, Jason	Community Advisory Board, CCP
Seidner, David	Mental Health Program Chief, Detention Health
Contessa Tate	GRIP
Patricia Tanquary	CEO, Contra Costa Health Plan
Mahnoor Tariq	Supervising Case Manager, Geo Services
Officer Chase Thomas	Pittsburg Police Department, MHET
Ron Thomas	Rubicon Programs, Project Director—FACT program
Dr. Matthew White	Behavioral Health Services, Interim Director
Denise Zabkiewicz	Research and Evaluation Manager, ORJ



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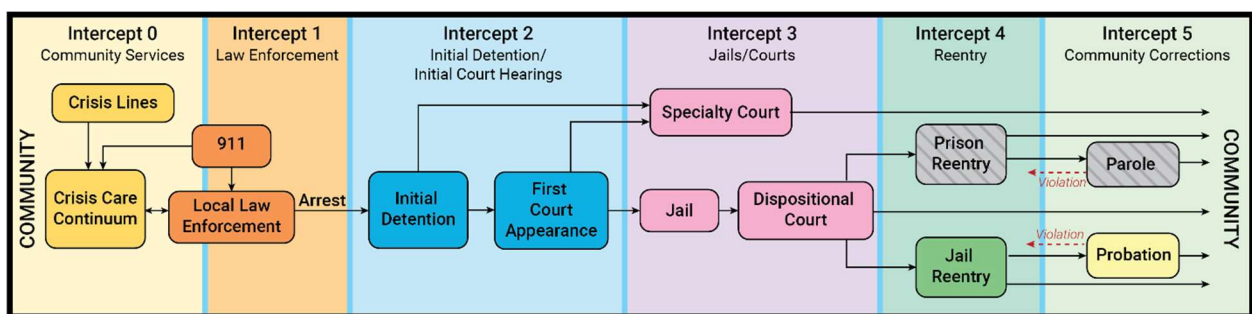
# BACKGROUND

The Sequential Intercept Model, developed by Mark R. Munetz, M.D. and Patricia A. Griffin, Ph.D.,<sup>1</sup> has been used as a focal point for states and communities to assess available resources, determine gaps in services, and plan for community change. These activities are best accomplished by a team of stakeholders that cross over multiple systems, including mental health, substance abuse, law enforcement, pretrial services, courts, jails, community corrections, housing, health, social services, peers, family members, and many others.

A Sequential Intercept Model mapping is a workshop to develop a map that illustrates how people with behavioral health needs come in contact with and flow through the criminal justice system. Through the workshop, facilitators and participants identify opportunities for linkage to services and for prevention of further penetration into the criminal justice system.

The Sequential Intercept Mapping workshop has three primary objectives:

1. Development of a comprehensive picture of how people with mental illness and co-occurring disorders flow through the criminal justice system along six distinct intercept points: (0) Mobile Crisis Outreach Teams/Co-Response, (1) Law Enforcement and Emergency Services, (2) Initial Detention and Initial Court Hearings, (3) Jails and Courts, (4) Reentry, and (5) Community Corrections/Community Support.
2. Identification of gaps, resources, and opportunities at each intercept for individuals in the target population.
3. Development of priorities for activities designed to improve system and service level responses for individuals in the target population



<sup>1</sup> Munetz, M., & Griffin, P. (2006). A systemic approach to the de-criminalization of people with serious mental illness: The Sequential Intercept Model. *Psychiatric Services*, 57, 544-549.



# REPORT SUMMARY

On September 19-20, 2018, Brian Case and Regina Huerter of Policy Research Associates facilitated a Sequential Intercept Model Mapping Workshop in Martinez, California, for the Contra Costa County Government. The workshop was organized by the Contra Costa County Administrator's Office and was hosted at the Deputy Sheriff's Association building. Approximately 55 representatives from Contra Costa County participated in the event.

Opening remarks for the event were provided by District II Supervisor Candace Andersen and Contra Costa Health Services Department Director Anna Roth. Supervisor Andersen highlighted the commitment of the Board of Supervisors of Contra Costa to the Stepping Up Initiative to reduce the number of people with mental illnesses in jails by adopting Resolution No. 2015/456 on December 8, 2015. Four hundred and sixty counties in the United States have adopted Stepping Up resolutions over the last three years, including 34 counties in California. Supported by the Council of State Governments Justice Center, the National Association of Counties, and the American Psychiatric Foundation, the Stepping Up Initiative supports counties in implementing strategies to reduce jail incarceration of individuals with mental disorders. In addition, Supervisor Andersen discussed the underutilization of Laura's Law (AB 1421), which provides for assisted outpatient treatment of individuals with mental disorders who meet criteria set forth in statute and is overseen through a civil court process.

Contra Costa Health Services Department Director Anna Roth discussed the need to address high rates of mental illness among individuals incarcerated in Contra Costa County. On any given day 15 percent of individuals incarcerated in Contra Costa County have a serious mental health need (based on 2016 data), which is comparable with national estimates of 17 percent.<sup>2</sup> Director Roth encouraged the workshop participants to identify strategies which could "change the narrative" for justice-involved individuals with mental disorders and to build on the County's success with improving procedures and outcomes through application of the Lean management process including recent application of Value Stream Mapping and Rapid Improvement Events within the Behavioral Health and Detention Health divisions. Director Roth encouraged participants to think from the perspectives of family members and individuals with mental and substance use disorders over the course of the Sequential Intercept Model Mapping Workshop.

The Sequential Intercept Model was developed in the early 2000s as a strategic planning model through parallel processes in Summit County, OH, and southeastern Pennsylvania.<sup>3</sup> Through the mapping workshop, the facilitators identify how individuals move through the criminal justice system in Contra Costa, identifying resources and gaps within the system. The workshop

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<sup>2</sup> Steadman, H.J., Osher, F.C., Robbins, P.C., Case, B. & Samuels, S. (2009). Prevalence of serious mental illness among jail inmates. *Psychiatric Services*, 60, 761-765. DOI: 10.1176/ps.2009.60.6.761

<sup>3</sup> Munetz, M., & Griffin, P. (2006). A systemic approach to the de-criminalization of people with serious mental illness: The Sequential Intercept Model. *Psychiatric Services*, 57, 544-549.



culminates in priority setting by the participants who then establish action plans for addressing gaps specific to Contra Costa County.

**Intercept 0 – Community Services.** Intercept 0 represents the community-based and behavioral health crisis services which address individuals experiencing mental health and substance use crises as alternatives to law enforcement-based responses. Contra Costa County has an array of resources at this intercept, including Psychiatric Emergency Services, Mobile Crisis Response Teams, a crisis line with 211 integration operated by the Contra Costa Crisis Center, the Miller Wellness Center and CARE Centers. The workshop participants identified gaps in Intercept 0 including the need for intervention with frequent users of the Psychiatric Emergency Services, the mental health training for call-takers and dispatchers, and the limited availability of withdrawal management services in Contra Costa County.

**Intercept 1 – Law Enforcement.** Intercept 1 represents the response of law enforcement and early diversion initiatives (e.g., law enforcement –mental health co-response strategies, deflection strategies) to individuals experiencing behavioral health crises. The strengths of Contra Costa County in this intercept include the law enforcement **Mental Health Evaluation Teams**, with some agencies such as the Martinez Police Department having 80 percent of officers trained in crisis intervention across shifts, and the CoCo LEAD Plus program in Antioch which expands on the Law Enforcement Assisted Diversion model developed in Seattle, WA. The participants identified gaps including the need for officer training on documentation in support of the gravely disabled standard for individuals who may be placed on a mental health hold; lack of standardization across law enforcement agencies for the state-mandated, eight-hour mental health training, and the underlying housing instability and homelessness of many individuals with behavioral health conditions who come into contact with law enforcement.

**Intercept 2 – Initial Detention/Initial Court Hearings.** At Intercept 2, an individual has been arrested or cited. During this intercept, an individual experiences their first court hearing and may be detained or released on a citation. Contra Costa County's strengths in this area include the pre-trial services for individuals charged with low-level felonies, the use of cite and release policies to reduce overall jail bookings, and the Contra Costa Regional Medical Center as the provider of physical and behavioral health services within the detention facilities. The participants identified gaps at Intercept 2 such as need for expansion of the Failure to Appear Program, limited programming space within the Martinez Detention Facility, and need to continue examining patterns of racial and ethnic disparities among the cited and pre-trial populations.

**Intercept 3 – Jails/Courts.** Intercept 3 represents the dispositional courts, treatment courts, and services within the detention facilities for individuals who are detained prior to case disposition and sentencing. Resources in Contra Costa County at Intercept 3 include the Behavioral Health Court, Homeless Court, and Veterans Treatment Court as well as an outpatient competency restoration caseload for individuals charged with a misdemeanor. The participants identified gaps at Intercept 3 including treatment court eligibility criteria which may limit the reach of the



programs, and the waiting list and overall process for defendants who need to be transferred to a State Hospital for competency restoration. An opportunity for new mental health diversion programming is available through AB 1810.

**Intercept 4 – Reentry.** Intercept 4 provides an opportunity to examine the transition of individuals back to the community from local and state incarceration. Contra Costa County’s strengths in this area include the availability of pre-release reentry planning for individuals incarcerated in the Martinez Detention Facility and the West County Detention Facility, tracking of release dates (if known) within the electronic health record, availability of a 14-day supply of medication (if enough advance notice) or a prescription to bridge the gap between release from jail and an appointment with a prescriber, Medi-Cal enrollment or reinstatement prior to release from jail, and provide jail-to-community services through two contracted service providers, Men and Woman of Purpose and Reach Fellowship. The participants identified gaps at Intercept 4 with the opt-in requirement for individuals to receive jail-based programming and reentry supports, and limited availability of gender-specific programming in the jail.

**Intercept 5 – Community Supervision.** Intercept 5 is the final intercept in the model. At this point, individuals may be free without supervision or on some form of community supervision such as probation or parole. Intercept 5 resources in Contra Costa County include the robust supervision and services within Contra Costa County Adult Probation for AB 109-qualified individuals, an array of specialized probation caseloads for specific needs, and the availability of Thinking for a Change cognitive-behavioral intervention for individuals on probation. Participants identified gaps at Intercept 5 including a high rate of technical violation among individuals on court probation which impacts the jail census, lack of probation integration into the jail release process, and the disparity in access to services and supervision for individuals depending on their eligibility under AB 109.

**Priorities.** The first day of the workshop culminates in a priority-setting activity where participants identify gaps and through a voting process to establish which priorities will be the focus of strategic planning. The participants identified 16 priorities, with the top-voted priorities being an (1) after-hours service and transportation support services; (2) a 24-hour crisis triage center; (3) standardized metrics for the criminal justice system to address data-sharing, racial and ethnic disparities, and interoperability; and (4) increased mental health diversion both pre-complaint and post-complaint. In addition to establishing strategic plans for these priorities, the participants examined next steps for formalizing leadership and oversight of the Stepping Up Initiative within Contra Costa County and planning for the implementation of mental health diversion under AB 1810.

In addition to the priorities established by the workshop participants, the facilitators offer recommendations to Contra Costa County. These recommendations address broader issues related to the justice involvement of individuals with mental and substance use disorders in Contra Costa County and specific issues for interrupting the trajectories of individuals with behavioral health conditions involved at each intercept of the Sequential Intercept Model. The



overarching recommendations from the facilitators consist of the need to establish an oversight committee to coordinate efforts related to behavioral health and criminal justice innovation and reform, the need to establish standardized metrics and data-sharing across county agencies to improve data-informed decision-making about the population, bolstering crisis mental health alternatives to the Psychiatric Emergency Services, and improved treatment and service integration across agencies and providers for the justice-involved population with mental and substance use disorders.



# AGENDA



## *Sequential Intercept Mapping Workshop*

### AGENDA

Contra Costa County, CA

September 19, 2018

**8:00 Registration**

**8:30 Opening**

- Welcome and Introductions
- Overview of the Workshop
- Workshop Focus, Goals, and Tasks
- Collaboration: What's Happening Locally

#### **What Works!**

- Keys to Success

#### **The Sequential Intercept Model**

- The Basis of Cross-Systems Mapping
- Six Key Points for Interception

#### **Cross-Systems Mapping**

- Creating a Local Map
- Examining the Gaps and Opportunities

#### **Establishing Priorities**

- Identify Potential, Promising Areas for Modification Within the Existing System
- Top Five List
- Collaborating for Progress

#### **Wrap Up**

- Review

**4:30 Adjourn**

*There will be a 15 minute break mid-morning and mid-afternoon.*

*There will be break for lunch at approximately noon.*





## *Sequential Intercept Mapping Workshop*

### **AGENDA**

Contra Costa County, CA

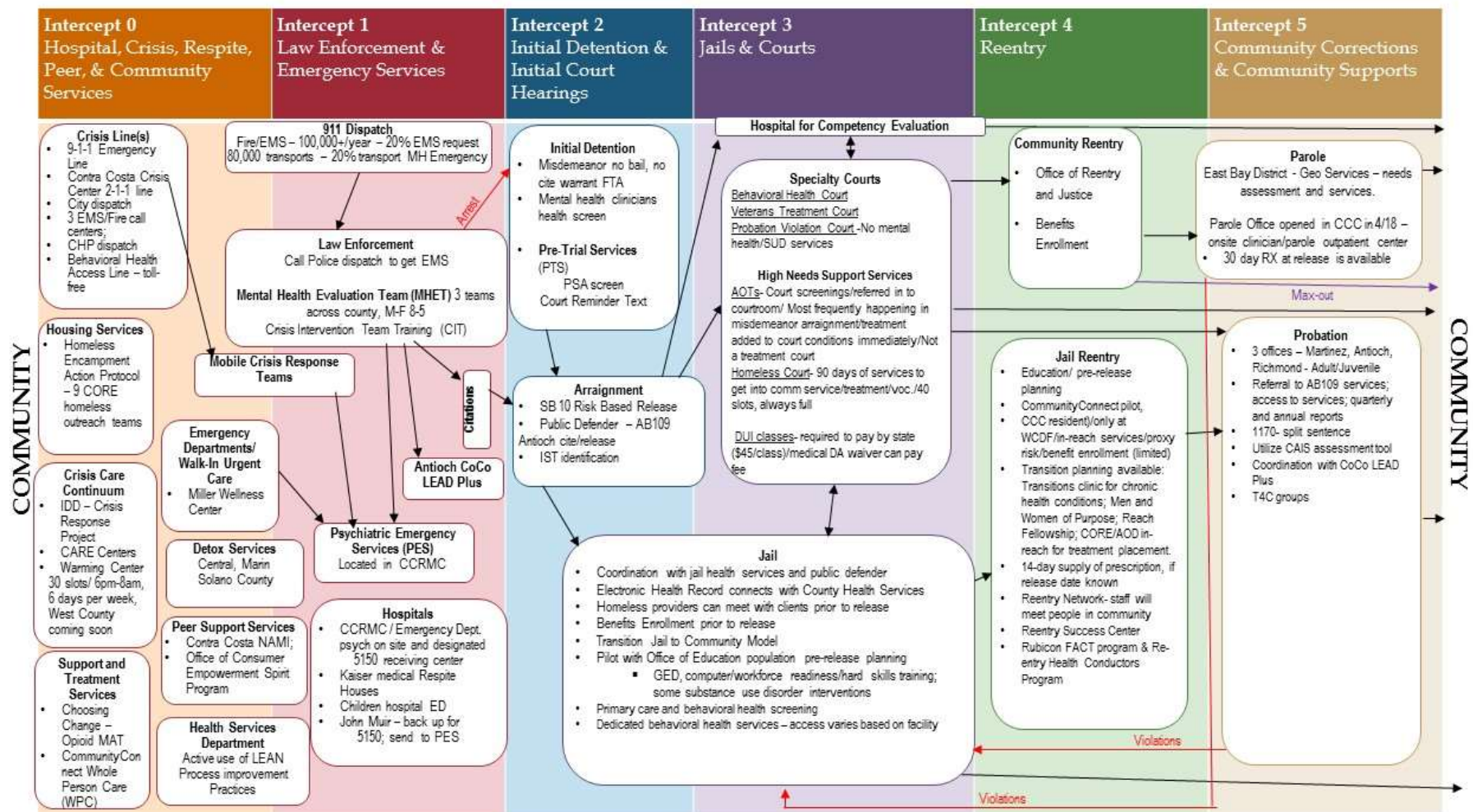
September 20, 2018

- |              |   |
|--------------|---|
| <b>8:00</b>  | <b>Registration and Networking</b>  |
| <b>8:30</b>  | <b>Opening</b> <ul style="list-style-type: none"><li>■ Remarks</li><li>■ Preview of the Day</li></ul> <b>Review</b> <ul style="list-style-type: none"><li>■ Day 1 Accomplishments</li><li>■ Local County Priorities</li><li>■ Keys to Success in Community</li></ul> <b>Action Planning</b><br><b>Finalizing the Action Plan</b><br><b>Next Steps</b><br><b>Summary and Closing</b> |
| <b>12:30</b> | <b>Adjourn</b>  |

*There will be a 15 minute break mid-morning.*



# SEQUENTIAL INTERCEPT MODEL MAP FOR CONTRA COSTA, CALIFORNIA



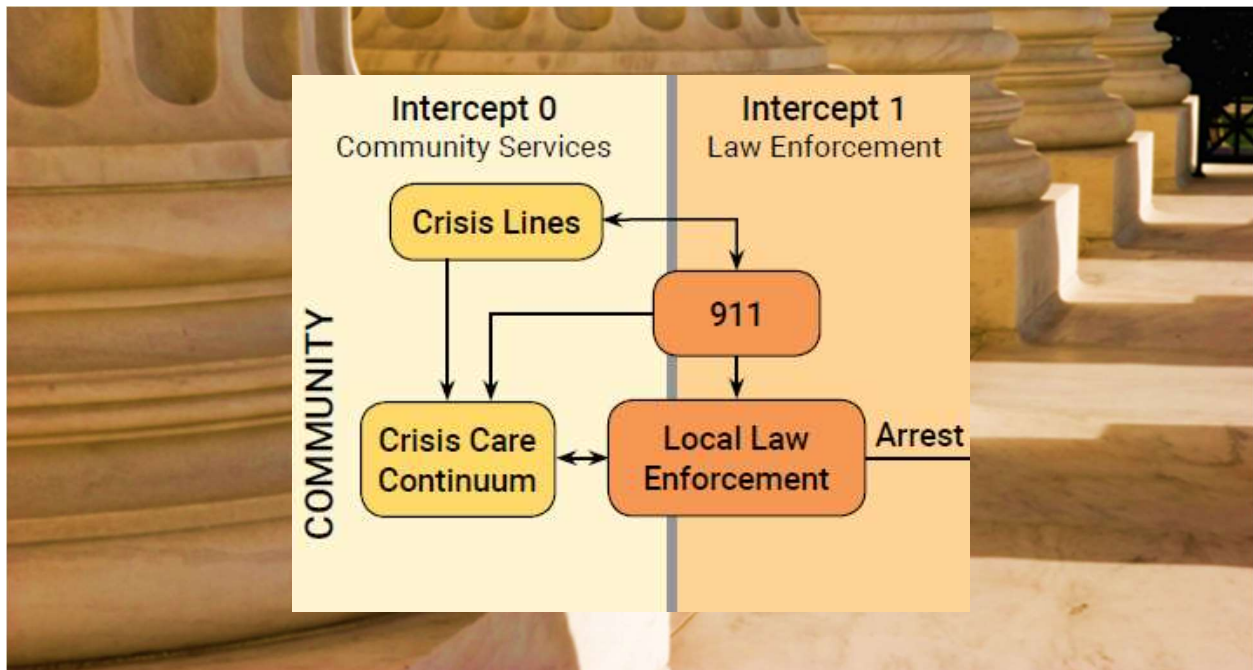




## RESOURCES AND GAPS AT EACH INTERCEPT

The centerpiece of the workshop is the development of a Sequential Intercept Model map (p. 12). As part of the mapping activity, the facilitators work with the workshop participants to identify resources and gaps at each intercept. This process is important since the criminal justice system and behavioral health services are ever changing, and the resources and gaps provide contextual information for understanding the local map. Moreover, this catalog can be used by planners to establish greater opportunities for improving public safety and public health outcomes for people with mental and substance use disorders by addressing the gaps and building on existing resources.





## INTERCEPT 0 AND INTERCEPT 1

### INTERCEPT 0 RESOURCES

- The Contra Costa Crisis Center operates the local mental health crisis hotline and 211 service to direct people to local resources. The Center provides resource guides for each area of the county in English and Spanish.
- National Alliance on Mental Illness (NAMI) Contra Costa also operates a crisis line, a “warm line” at (925) 942-0767.
- The Behavioral Health Access Line is a toll-free number available to clients to screen for eligibility and to help them access the most appropriate Mental Health and Substance Abuse services based on their acuity.
- Behavioral Health emergencies are one of the top three reasons for requests for 911 services in Contra Costa County. The three Emergency Medical Services (EMS)/Fire Centers routinely process over 100,000 (as of 2018 that number was 105,434) calls per year for medical assistance. Of those calls, 77.4% result in a patient transport to a hospital emergency department and 22.6% result in ambulance cancellations typically due to patient refusal, no patient found or patient condition did not warrant an ambulance transport. The County requires all dispatch agencies to process medical calls consistent with national emergency dispatch (EMD) standards. At this time, San Ramon Fire Dispatch is the only accredited EMD center and Contra Costa Fire Dispatch is working towards this effort. Compliance with EMD standards allows dispatch agencies to more precisely match EMS resources to patient need and position EMS to support future integration with other county services.



- Many cities maintain their own law enforcement dispatcher service along with the California Highway Patrol and the Contra Costa County Sheriff's Office, which handles mobile 911 calls.
- The *Mobile Crisis Response Team* started in 2018 to respond to individuals experiencing mental health crises. The service can be reached through an 800-number which can be accessed by the public as well as by law enforcement. The mobile crisis response team is linked to 211 and to local dispatch centers.
- The *Psychiatric Emergency Services* (PES) receives the majority of psychiatric transports in Contra Costa County. Estimated that nearly half of visits are a result of EMS transports. Voluntary and involuntary (i.e., 5150) transports go to the PES. EMS transports individuals to the PES on behalf of law enforcement. A pilot program within the PES embeds a substance use counselor to assist with identification and linkage to substance use treatment. The PES is located at the Contra Costa Regional Medical Center (CCRMC) and is the designated 5150 receiving center. John Muir Hospital in Concord has an inpatient psychiatric unit and serves as the secondary receiving center.
- The Warming Center serves 30 people each night, six days a week, offering triage for most vulnerable individuals around food and clothing. A shelter is co-located with the Warming Center. The CORE Outreach Team serves as an entry point.
- Family members are a major resource providing shelter and support. In addition, National Alliance on Mental Illness (NAMI) Contra Costa offers the Family-to-Family workshop as well as a Mental Health crash course in a one-day session.
- Contra Costa has invested in peer support and the leadership of individuals with lived experience. *Wellness Recovery Action Plans* (WRAP) are used throughout the service array including in Detention at MDF. The county has established an Office of Consumer Empowerment. Peer support is integrated into the PES and the Miller Wellness Center, among other places.
- Contra Costa County is participating in a 1115 Medicaid Waiver which permits expanded county services to address substance use treatment along with co-occurring disorders among Medi-Cal eligible residents.
- "Choosing Change" Opioid Medication Assisted Treatment (MAT) program, is provided by Contra Costa Health Services. The program began in 2015 and has already served 767 enrolled patients through 13 Choosing Change clinics located in 5 CCHS Health Centers; in addition, Street Outreach MAT provides services for the Homeless. Referrals are accepted through a combination of phone referrals and electronic referrals from the Access Line, Detention, CCRMC ED and inpatient and outpatient services. Choosing Change provides a daily physician on call to help write transitional prescriptions and troubleshoot issues during the intake period before patients are established with services



- *Whole Person Care* pilot program, is a statewide waiver pilot program. Contra Costa County is one of 19 counties participating in the program. It uses a risk-based algorithm to identify Medi-Cal clients who are eligible for case management services to improve their health and prevent Emergency Department visits. Case Management Teams are composed of nurses, community health workers, housing navigators, mental health clinicians and substance abuse counselors. Case managers are alerted when clients visit Emergency Rooms, are hospitalized or are released from Detention. Patients eligible for enrollment are approached for voluntary participation in the program and enrolled in one of two tiers:
  - Tier 1 – Medical Case Management, managed by a Public Health Nurse
  - Tier 2 – Social Case Management, managed by a Social Worker or Community Health Worker
- The County *Behavioral Healthcare Partnership* with Contra Costa Regional Medical Center and Health Centers (BHP) was formed in 2009 as a multi-stakeholder team of senior hospital administrators, doctors and clinicians from the County’s Psychiatric Emergency Services (PES), the Sheriff’s Office (which provides security services for the health centers), mental health consumers, and family members. Chaired by a consumer or consumer ally and staffed by a Patient and Family Advisory Council Coordinator, the goal of the BHP is to ensure that the hospital and psychiatric emergency settings provide effective and holistic services, include family and consumer voice, and reduce seclusion, blame, and shame. Meeting monthly, the BHP has finalized a strategic plan and operational protocol to ensure that the Health Centers provide welcoming and accessible care for all mental health consumers and their families.
- Inter-Agency Electronic Health Record: In 2012, County Health Services implemented an electronic health record (EHR) system, cc Link, based on software by Epic; this EHR is used across Contra Costa Health Services and enables information to be shared among Detention Health staff (both physical and mental health), the County’s Regional Medical Center, including PES, County Health Centers (outpatient clinics), County Behavioral Health and CommunityConnect Whole Person Care case managers. In some areas, the system has been refined to include prompts related to housing status, substance use, and other psychosocial factors.
- *Homeless Encampment Action Protocol*: For the past several years, an interagency partnership (including the Health, Housing and Homeless Division (H3) of the Health Services Department, the Sheriff’s Office, two police departments, and Contra Costa Public Works) has worked to develop a Homeless Encampment Action Protocol. Memorialized in a Memorandum of Understanding signed in 2013, this protocol details a coordinated and supportive response to homeless encampments. According to this protocol, upon any report of a homeless encampment, an officer notifies the H3 Director, who dispatches the Homeless outreach team (CORE) to build connections, protect and store individuals’ personal property, arrange immediate alternative shelter, and provide coordinated connection to ongoing services.
  - The CORE Teams and CARE centers are working to stabilize individuals, many of which might otherwise end up in our criminal justice system. (Coordinated Outreach and Engagement/Coordinated Assessment Referral and Engagement)  
<https://cchealth.org/h3/>



- The *George & Cynthia Miller Wellness Center*, opened in 2014, is designed to improve access to integrated behavioral and physical health care, especially for people with complex challenges. Located on the campus of the Contra Costa County Regional Medical Center and technologically connected to its data systems, the Wellness Center offers a preventive and more ongoing alternative to County Psychiatric Emergency Services (PES). In addition to offering primary care, pediatrics, group medical visits, and same-day appointments, its behavioral health services include psychiatry, short-term individual and family therapy, outpatient care for substance abuse, support groups, and crisis management and referral into long-term treatment for children and adults. Located just one mile from the County's main jail, the Wellness Center is well suited to provide post-release support, an effective intervention that can prevent rapid re-incarceration. Behavioral health urgent care is available on a walk-in basis from the Miller Wellness Center. The Miller Wellness Center has limited hours and is not a bed-based service. Two peer support specialists are on staff with the Center.
- The Health Services Department use of Lean management practices including Value Stream Mapping and the Rapid Improvement Events are examples of how the system is currently working to better address the needs of its Criminal Justice and Mental Health Population.

## INTERCEPT 0 GAPS

- Emergency Medical Services/Fire Dispatch Centers should be encouraged to fully utilize and participate in Medical Priority Dispatch Systems to better identify behavioral health emergencies. Identifying behavioral health emergencies will assist EMS/Fire Dispatch Centers with call triage, increased interoperability with other services, including 211 and the Mobile Crisis Team deployment.
- Psychiatric Emergency Services (PES)
  - If a patient is eligible for CommunityConnect Whole Person Care (WPC), they can voluntarily receive case management services, however, not all frequent users of the Psychiatric Emergency Services are eligible or accept CommunityConnect WPC services.
  - Law enforcement officers need options beyond the PES for individuals who don't meet 5150 criteria and refuse a voluntary admission.
- Currently there is only one Warming Center open in Central County, and no Warming Center in East or West County as yet. Although the West County Warming Center is anticipated to open in spring 2019.
- There is no CARE Center in East County.
- Withdrawal management services for alcohol are limited within Contra Costa County. The present capacity is nine beds in Central County. Additional limited number of beds are contracted through out-of-county providers. Some medically-assisted withdrawal management can be handled by local hospitals. An additional capacity of 8-9 beds and social detox services is being considered in Richmond.



## INTERCEPT 1 RESOURCES

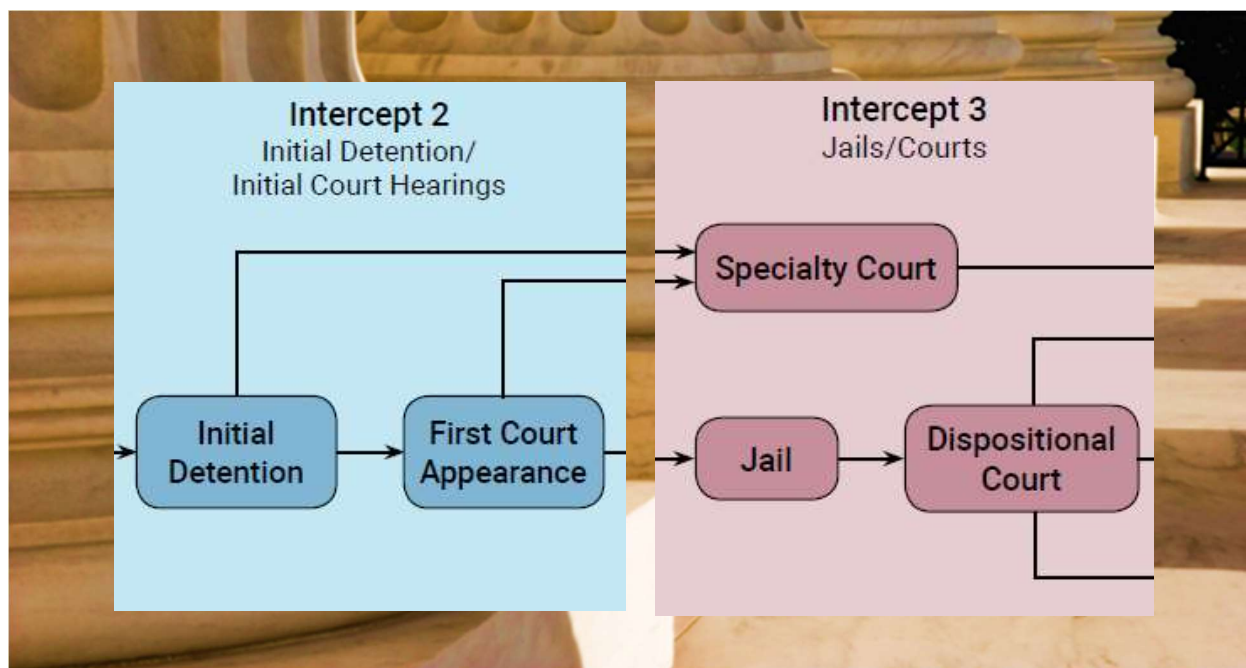
- The *CoCo LEAD Plus* program in Antioch is based on the Seattle (WA) model of Law Enforcement Assisted Diversion along with an expanded list of charges that are eligible for participation in the program. Law Enforcement Assisted Diversion (LEAD) targets individuals with substance use disorders and co-occurring substance use and mental disorders who agree to services as a form of pre-booking diversion. Currently, funding for the CoCo LEAD Plus program is provided through Prop 47 and aims to serve 200 unduplicated individuals over the course of the grant.
- *Crisis Intervention Training (CIT)*: With the County's increasing attention to helping agencies differentiate between criminal behaviors and those that result from mental illness or substance use, under new leadership, the County's longstanding CIT has been enhanced over the past two years. A partnership of the Sheriff's Office, DMH, and Psychiatric Emergency Services (PES), the CIT is a four-day, 32-hour specialized mental health training, specifically intended to reduce the number of people with mental illness who are either arrested or committed on an involuntary hold, by broadening multi-agency perspectives, deepening technical understanding, and building operational partnerships. Offered by the County Sheriff's Office Training Academy twice a year to 40 people per session, the CIT is open not only to Sheriff's Deputies but to all other law enforcement agencies in the County. The Sheriff's Office is committed to ensure all of their offices are CIT certified. Martinez Police Department has achieved 80 percent of officers trained across all shifts.
- The *Mental Health Evaluation Team (MHET)* program is a partnership between Contra Costa County Behavioral Health Division and local law enforcement agencies to follow up with community members who have recently experienced psychiatric crisis. Many law enforcement agencies have a CIT officer who can consult with MHET providers. The MHET has three funded teams across the county with each team consisting of an officer and a clinician. In addition, Danville/San Ramon created their own team in partnership with the Health Services Department. The teams operate on weekdays during business hours to provide follow-up and engagement outreach for individuals and their families after the individuals have experienced a mental health crisis.
- The MHET program and newly formed Adult Mobile Crisis Response Team and newly expanded Children's Mobile Crisis Response Team have the goal of connecting individuals in crisis with supports and services to avert a 5150 if possible.  
<https://cchealth.org/mentalhealth/crisis-adults.php>
- The reorganization of our Alcohol and Other Drugs System of care through the Medi-Cal Waiver is allowing greater funding for services and programs that truly meet the needs of this population.
- Law enforcement agencies can choose to cite and release persons in the field.



## INTERCEPT 1 GAPS

- California law supports consideration of “gravely disabled” as information to be considered as grounds for a mental health hold, known as 5150. NAMI Contra Costa has developed a Survival Guide, Survival Guide Form and a Contra Costa Jail Guide. The Survival Guide Form, if completed, provides the history of the individual’s mental illness and can be used as a basis for gravely disabled. Law enforcement officers are not aware of the form. Training from NAMI Contra Costa could help officers know to ask for, and how to use the form to demonstrate that an individual meets the gravely disabled standard.
- Law enforcement officers and probation officers would benefit from access to resource guides for the services available in Contra Costa. Officers are not always aware of the services that are available and when programs have ceased operations.
- The eight-hour mandated mental health training for law enforcement officers is not standardized across departments. Officers would benefit from a uniform training across agencies in Contra Costa County. The development of a state uniform curriculum is coming through legislation, but agencies would have to opt in for the training.
- An underlying need across many individuals with mental and substance use disorders who come into contact with law enforcement is housing instability and homelessness, both in terms of transition programs/beds as well as permanent supportive housing.





## INTERCEPT 2 AND INTERCEPT 3

### INTERCEPT 2 RESOURCES

#### Pre-Trial Services (PTS)

Pre-Trial Services program was implemented in Contra Costa County in 2014 through state resources provided by AB 109. The Virginia Pretrial Risk Assessment Instrument (VPRAI) is the current screening tool; eligibility is limited to low-level felony arrestees. Not all individuals arrested are screened for PTS. PTS consists of four Deputy Probation Officers, three Public Defender Legal Assistants, and support staff. Potential participants are identified based on current charges. The Public Defender Legal Assistants interview the defendants and then Adult Probation authors a report recommending either release under various conditions or pretrial detention based on their assessed risk to fail to appear for court (FTA) and/or commit a new crime. Efforts have been underway to expand the use of the VPRAI tool across all populations in Contra Costa, however, there are not resources to do so at this time.

SB 10, passed in 2018, proposes to end cash bail entirely and directs the courts to implement risk-based assessment programs to evaluate the need for individuals to remain in custody. Currently, high risk individuals could bail out while low and medium risk individuals may stay in detention due to not being screened for PTS, and/or their own indigence or inability to pay bond. A referendum to overturn SB10 has qualified for the 2020 ballot.

Contra Costa County has implemented strategies to reduce the likelihood an individual on pretrial release will fail to appear for a court appearance or commit a new crime. Strategies include text message court reminders and phone calls, various levels of Probation monitoring,



electronic home detention (EHD) and/or SCRAM devices for detecting alcohol use. Policies are under development for individuals who cannot afford the fines and fees associated with supervision, however, a person's financial situation does not, and has not precluded them from services.

- At the beginning of each day, the CCSO provides a list of those who are currently in custody and scheduled for court to the Public Defender's Office so they can determine who is eligible to be screened that day so that a pretrial services report can be provided to the court.
- The District Attorney, Public Defender and Judge are all present at arraignment and review any PTS report with recommendations from Probation regarding release or detention.

### **Office of the Public Defender (PD)**

Many of the cite-and-release arrests for individuals charged with misdemeanors result in a failure to appear. The initial appearance in court for individuals who receive a citation is set six weeks from the arrest date and, in almost all cases, data collection has shown that charges have not been filed by that date. In cases where charges are later filed, individuals may not realize that they have a later court date and end up failing to appear in court. When this happens, a bench warrant often issues for that person's arrest. Individuals who miss this initial court appearance can later be placed in pretrial detention.

The Office of the Public Defender has partnerships with Antioch, Richmond, and Martinez Police Departments and the California Highway Patrol (CHP) to improve the use of cite and release, and to provide early legal representation as a way to both increase court appearance and to provide individuals with early intervention by connecting them with community resources. This program, called the *EarlyRep Program*, is AB 109-funded and now operates in all three regions of the county. This program has successfully increased court appearance rates in arraignment court throughout the county and lowered the failure to appear rate. Strategies to remind individuals of court and/or expediting the court hearing have been considered and are being utilized through the Early Representation Program.

### **Contra Costa County Detention Facilities**

*Contra Costa County Office of the Sheriff operates three facilities:*

- West County Detention Facility (WCDF), rated capacity 1,096, is located in Richmond, is a direct supervision facility designed to operate as a co-educational, program-oriented facility, with three and a half dedicated housing units for males, and one and a half dedicated units for females. Generally, the facility operates with a population under its rated capacity.
  - Plans are in place for an additional housing unit specific for persons with high mental health and substance use needs. Construction completion is targeted for 2022.
- Martinez Detention Facility (MDF), rated capacity of 695, is a maximum security facility and the primary point of intake for all arrestees booked in Contra Costa County. It serves as both a detention facility for pre-sentenced, high risk populations, and as a post-sentenced facility for individuals who do not qualify for less restrictive settings.



- The facility has a Mental Health housing module. In July 2017, the Sheriff's Office added a second deputy to the housing module. Health Services increased the number of structured group activities. As a result, there has been a dramatic increase in participation within the housing module.
- Marsh Creek Detention Facility (MCDF), rated capacity 188, is located in Clayton, is a minimum security facility for sentenced male offenders. Generally, the facility operates with a population far under its rated capacity.

In addition, the Sheriff's Custody Alternative Facility (CAF) provides alternatives to traditional incarceration in the form of electronic home detention (EHD), alcohol monitoring, work release program, and County parole. The number of individuals enrolled at CAF is not restricted.

*Jail Snapshot:* The average length of stay is 22 days. For September, 2018, the total average daily population was 1279, 35% under capacity. Approximately 15% were eligible for release and had bail amount under \$50,000; 24% were not eligible for bail or had a hold; 146 had charges that included murder and serious offenses.

#### *Book and Release*

- The Sheriff's Office "book and releases" the majority of people who come into custody, including people arrested for low level felonies. Generally, 65-70 individuals are booked into the MDF each day.

#### **Detention Health**

- *Contra Costa Health Services* is the health provider for all three adult facilities. Health Services staff refers to "patients" under their care to describe those in custody.
- All persons booked into the detention facility receive a health and mental health screening where there are co-located physical and mental health staff. Patient information is entered into the county health system Electronic Health Record (EHR).  
Initial Screening:
  - Persons see RN at intake when entering the facility. The nurse medically clears the patient and reviews their medications and screens for other health conditions. The nurse also does a mental health screen.
  - Law enforcement completes a questionnaire as part of the booking process. The pre-booking form includes information about the interaction with the arrestee at the time of arrest.
  - If the initial mental health screening indicates a referral to mental health, then the mental health clinicians will conduct a more comprehensive mental health assessment.
  - Based on medical or mental health needs, patients may be placed in special housing modules.
- 2016 data showed a quarter of the patient inmates received a second mental health screen; 15% living with serious mental health needs and 35% screened at a moderate



level of need. About a quarter of all medications provided were psychiatric medications and a third of the appointments were mental health based.

- Nursing is available 24/7 at MDF and WCDF. Mental Health clinicians are available at MDF 24 hours/day from Wednesday to Saturday and from 6 am to midnight Tuesday to Sunday. At WCDF, Mental Health clinicians are available from 8 am to 9 pm.
- A standard ASAM screening for substance use treatment can be obtained by clients calling the Behavioral Health Access Line – Alcohol and Other Drugs.
- *Access to Medications while in Jail*
  - Psychiatrists are scheduled at MDF daily 7am -11 pm and at WCDF Monday-Thursday 8am – 6 pm;
    - Patients' medications are verified 24/7. An alcohol and opioid withdrawal protocol is in place, and medication assisted treatment is offered to patients if appropriate. Methadone is available for maintenance for pregnant patients only. Withdrawal management is handled by medical staff.
    - Education about opioid overdose and treatment are offered, including the option to be released with naloxone.
- Currently, upon release with enough advance notice, some individuals may receive a short course of medication or the Detention Health provider can send a prescription to a community pharmacy for pick up when the newly released individual returns back to their community. CommunityConnect (Whole Person Care) case manager is also alerted when someone is released from jail. Detention Health providers also refer to the Health Services Transition Clinic where providers are trained to provide culturally competent and respectful care.
  - Pre-Release Planning Pilot project is a way to ensure the continuity of transition planning with Detention Health Services.
  - Pre-Trial Services Program, which may be changing due to SB10, has been part of the County's efforts to ensure that folks are not incarcerated simply due to an inability to make bail.
  - Contra Costa County's jail enrollment process in Medi-Cal is a collaboration between the Office of the Sheriff, Detention Health Services, and the Employment and Human Services Department (EHSD). The Office of the Sheriff provides EHSD with a weekly list of detained individuals, and EHSD compares the lists to CALWIN and MEDS in order to determine current eligibility. If an individual is already enrolled in Medi-Cal, EHSD will suspend the individual's Medi-Cal status in order to preserve eligibility.
    - Additionally, Contra Costa County is establishing drop-boxes for paper health coverage applications at the Martinez, Marsh Creek, and West County detention facilities. A Behavioral Health Liaison retrieves the applications and enters the data into CALWIN. EHSD has established a specialized unit of Eligibility Workers dedicated to expedite applications.



# INTERCEPT 2 GAPS

## Pre-trial Services and Cite and Release

- There are no mental health services provided through the Pre-Trial Services Program; however, Probation can provide referrals, upon request of the Defendant.
- More data is needed regarding race and ethnicity disparity at pre-trial and it needs to be examined by looking at the assessment scores across demographics and decisions made based on the assessment.
- The assessment tool is not used across all populations.
- The *EarlyRep* pilot program is a partnership between Contra Costa Public Defender's Office and some, but not all, of the LEAs in the county. The *EarlyRep* team is currently working with Antioch PD, Richmond PD, California Highway Patrol, and Martinez PD. The ultimate goal would be to expand to provide *EarlyRep* services to individuals who are cited by any of the LEAs countywide, but currently the Public Defender's Office is only receiving information from the LEAs listed above and, in general, the PD is only working with individuals who have been arrested or cited by those LEAs.
- More data needs to be reviewed and analyzed for cite-and release failure to appear.

## Detention Facility Programming

- All three County detention facilities were intended for short term stays and for people with sentences less than one year. Extended trial periods and jail commitments of more than one year have created an environment where people are in custody much longer than facilities were intended to accommodate. The jail system lacks sufficient high-security housing capacity.
  - MDF has various housing module sizes, layouts, and staffing based on the housed population. Modules can house 36-90 people. There is a lack of programming space within the facility and each housing module, resulting in essentially no education, program or therapeutic group spaces. With the exception of very few services, education and programs at MDF require independent study. The MDF serves as the County's behavioral health facility, inconsistent with its original intent.

## Detention Health

- None of the facilities have an infirmary. However, CCRMC is available for hospitalization of patients.

## General

- Public Defender currently has one social worker for 86 attorneys, but is hoping to receive additional funding to hire more social workers in the next fiscal year.
- Issues of Race and Ethnic Disparities (RED) should be reviewed for the pre-trial and cite and release process.
- Analysis of this information could benefit from data integration because information across this intercept is in multiple systems.



## INTERCEPT 3 RESOURCES

### Treatment Courts

- Behavioral Health Court began in 2007. The program entails 2 years of intensely supervised probation with very frequent court appearances; upon graduation, those who are successful can have their cases expunged. Participants are required to attend programming 3 days per week. Some begin with inpatient treatment and transition to outpatient and others remain outpatient treatment throughout the course of the program. Participants with SUD issues almost always start inpatient.
- Veteran's Treatment Court began in 2017 as part of a court grant. VTC is an 18-month program and focuses on the treatment of mental health and substance use disorder issues that are linked to military service. The program accepts veterans whose alleged felony or misdemeanor conduct has a nexus with their military service and who have pending cases in criminal court. VTC works with VJO and the VA to provide housing, mental health, and substance abuse resources to participants in the VTC includes a robust mentor program for its participants. VTC currently has approximately 30 participants.

### Mental Health Diversion

A Mental Health Diversion Program as a result of AB 1810, is being developed by Health Services, the Court, the Public Defender, and the District Attorney. Mental Health Diversion, Penal Code section 1001.36, became law in 2019. The statute allows a court to grant pre-trial diversion to a defendant suffering from a qualifying mental illness, where the mental illness was a significant factor in their charged crime, and the symptoms of the mental disorder would respond to treatment. The defendant must present a mental health treatment plan that the court determines will meet his or her specialized needs. During the diversion period, criminal proceedings are suspended. A defendant may be diverted for up to two years. After successful completion of Mental Health Diversion, the criminal charges are dismissed. There are currently 5 people on Mental Health Diversion.

### Detention Facility Programming

- The Office of Education provides Drug Education Understanding Counseling Evaluating (DEUCE) to individuals in custody. DEUCE is a program that provides classes regarding substance use, anger and stress management, and job development. Psycho-education groups involve three phases: drug education, creating a plan, and understanding triggers.
- Over the past 8 months, substance use support and therapeutic groups have been offered on Monday mornings and afternoons. General populations can take advantage of AA meetings at MDF, WCDF, and MCDF.

### Other Specialized Court Processes and Resources

- Laura's Law Assisted Outpatient Treatment for individuals with serious mental illnesses who meet criteria for involuntary outpatient commitment. Individuals enter AOT through a court settlement or a voluntary services agreement. The county has a capacity to serve 75



individuals through delivery of Assertive Community Treatment. Among the 70 consumers who enrolled in the AOT since program implementation, 16 enrolled with court involvement, and 54 enrolled voluntarily. The AOT program allows for pre-engagement services. Approximately 90 individuals are currently under active investigation for eligibility.

- The Probation Violation Calendar began in approximately 2000. Previously, violations were sent to each sentencing court. This is not a treatment court; but provides sanctions for technical and law violations committed by the Defendant while on Probation. Often sanctions will include jail time, residential or outpatient drug or alcohol treatment, orders to complete community service, Electronic Home Detention (EHD), Sheriff's Work Alternative Program (SWAP), participate in counseling or Forensic Mental Health or possibly a prison sentence.
- Throughout the courts, a substance use counselor is often present in all courts to make referrals. This is most consistent in pre-trial courts.
- Homeless Court is held once a month with 40 slots; only traffic tickets are heard. Participants are referred to the court by a service provider who can verify that a person has completed the requirements as part of the referral. Generally, the referred persons must complete 90 days of some type of service work as precondition to get into the court.

### **Incompetent to Stand Trial Process**

- AB 1810 has created new challenges and opportunities to address the Incompetent to Stand Trial Process.
- The state competency law is codified in Penal Code section 1367 et seq. Problems with competency appear prior to a finding and post-finding with delays in getting people treatment after a finding of incompetency and premature or inaccurate findings of restoration after commitment to a state hospital.
- The State Hospital offers restoration services for persons with a felony; Forensic Services offers restoration services in the community for persons with a misdemeanor.
- The law now permits competency restoration in a health facility or detention facility.
- It has been helpful that there is now a dedicated Deputy District Attorney with regard to most IST cases.
- Forensic mental health oversees misdemeanor IST commitments. There are currently approximately 10 people enrolled in the program and receiving outpatient competency restoration services.
- Currently there are 65-70 persons in various stages of the competency process.
  - Outpatient can be seen at one of the clinics
  - Currently there are 25-28 committed to DSH.



# INTERCEPT 3 GAPS

## Treatment Courts

- Very few individuals who are involved in our criminal justice system participate in treatment courts. Moreover, referrals and access to treatment is not consistent throughout the system. Participation in the treatment courts is based on criteria that may prevent individuals who would really benefit from such a court. There may not be consensus on “why” and therefore “who” should be in the courts. Evaluation and process improvement need to be established.
  - The Behavioral Health Court has resumed accepting referrals in March 2019. According to the Public Defender’s Office, when it is accepting referrals, often those that need these services the most are not accepted into the program due to being rejected during the screening process. The length of the program may be a deterrent for people wanting to be involved especially if they can just do a short jail stay for a minor offense.
  - Veterans Court is only available to those with an honorable discharge.
  - Contra Costa does not have a specialized drug treatment court and has not had this in the last several years. Individuals are connected with AODS services throughout their criminal cases through their attorneys. This sometime happens while they are in court. All of these cases are heard on one docket.
- Probation violation court does not include screening or services for mental health or substance use issues
- Homeless Court is for handling traffic cases only. It requires 90 days of receiving services or full compliance with a program before coming to court to have traffic cases dismissed.
- DUI clients who are diagnosed with a substance use disorder can get treatment paid for by Medi-Cal, however, people who are not covered by Medi-Cal are still required to pay regardless of ability to pay. According to State law, DUI fees must be paid by individuals who are charged with a DUI.

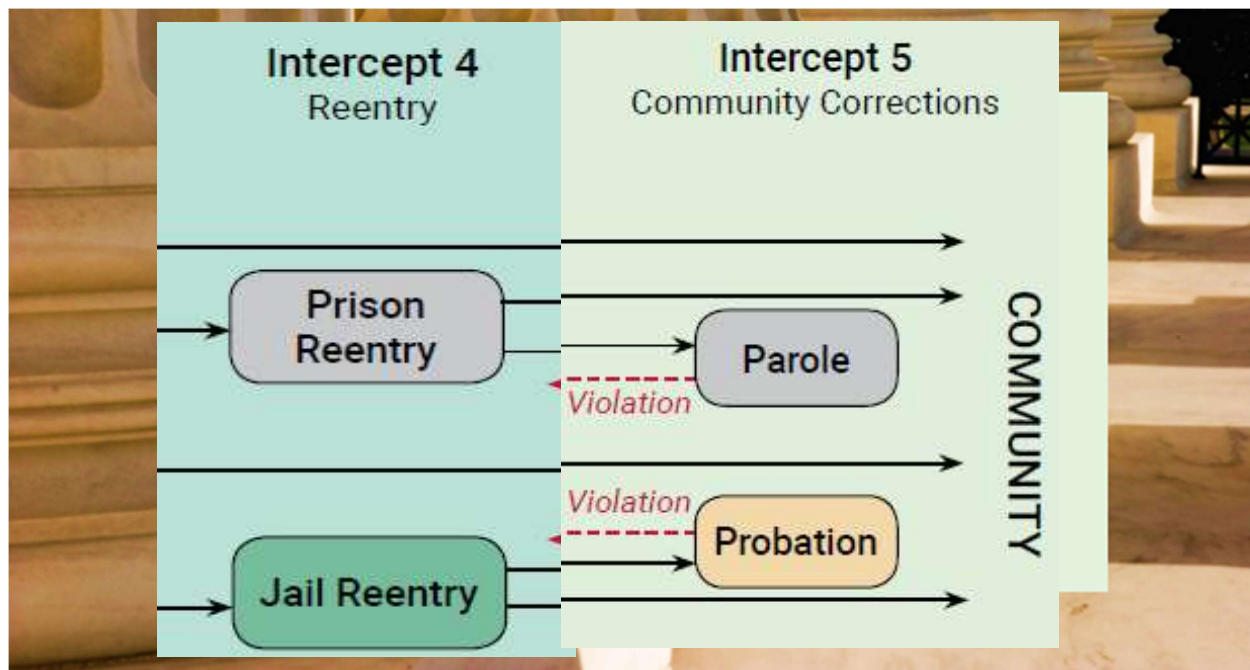
## Incompetent to Stand Trial (IST)

- Prior to mental health diversion, the DSH invested the bulk of its resources into expanding jail-based competency treatment programs (JBCT) rather than investing in community-based treatment alternatives. For this reason, detention is used all too often to treat incompetent individuals in lieu of community-based treatment.
- Despite DSH’s efforts to reduce its waitlist, individuals are still waiting in County Jail 90-100 days prior to receiving competency treatment.
- DSH is also under tremendous pressure to restore and return individuals quickly from the state hospital to the county jail thus leading to many individuals being returned to county jail as “competent” even when they have not been restored. Some returned from the state hospital are in the same condition, and others may be in worse condition.



- Special unit IST cases are not handled by the dedicated mental health Deputy District Attorney and more collaboration is needed on these cases.
- More collaboration is needed with IST cases to ensure that individuals are treated for competency after court-appointed and retained experts have opined these individuals are IST. In many of these cases, they are held up in the courts with litigation despite no mental health expert opinion to the contrary. For those whose cases are held up in courts, they can wait for periods as lengthy as 3 years for a competency trial.
- While some people are receiving outpatient competency restoration treatment through Forensic mental health, those who are homeless or lack a network support are less likely to succeed in the program. More wraparound services are needed to guarantee greater success to those undergoing this treatment and avoid a revolving door of incarceration.
- There are no available beds at Napa State Hospital: 90 -100 day wait for a bed
- State Hospital does little neuropsych testing; the Public Defender often pays for neuropsych to do the battery of testing.
- No IST restoration for felony cases in the community
- There is not a payment mechanism for a second reevaluation of a client. The Public Defender has been paying for re-evaluations.
- In many cases, it takes years to get to trial. During this time a person may again decompensate, become incompetent to stand trial, causing the process to start all over again.
- Gravely is not considered even though the law allows for it to be considered.





## INTERCEPT 4 AND INTERCEPT 5

### INTERCEPT 4 RESOURCES

#### **Contra Costa County Office of Reentry and Justice**

The creation of the *Office of Reentry and Justice* was a very critical component of ensuring there is a vehicle to run the Stepping Up Initiative through. Many of the County's reentry programs, funded through AB 109 dollars, are being spent to address the causes of recidivism with the goal of connecting individuals with programs and services upon reentry to avert future involvement in the criminal justice system.

#### **Contra Costa Detention and Jail In-custody and Reentry Services**

All detention facilities provide release planning; the public defender or social workers may also make referrals and request specific community services through their reentry partnership with non-profit agencies who can provide detention-in-reach and post-release support.

Pre-release planning begins inside the detention facility. There are several supportive services in place to help support persons transitioning to the community.

#### **Health Services: In-custody**

- Currently, with enough advance notice, some individuals may receive a short course of medication or the Detention Health provider can send a prescription to a community pharmacy for pick up when the newly released individual returns back to their community.



- CommunityConnect (Whole Person Care) case manager is also alerted when someone is released from jail.
- Detention Health providers also refer to the Health Services Transition Clinic where providers are trained to provide culturally competent and respectful care. In addition, the enrollment process for Medi-Cal can be initiated in detention.
- The Electronic Health Record (EHR) tracks the projected release date, if known.
- Homeless service providers can meet with clients inside the facility, prior to release. This was a recent change designed to help increase engagement.
- Alcohol and Other Drugs Division has 2 FTE Substance Abuse Counselors funded by AB109. Both counselors provide in-custody screenings and referrals to treatment. They work directly with the Access line to place clients into substance use outpatient or residential treatment. Once screened, clients have an actual admission date into treatment to prevent gaps. Part of the screening includes questions for opioids disorders to ensure a linkage to Choosing Change or our Medication Assisted Treatment (MAT) and Narcan to prevent an overdose. The counselors provide transition and recovery support services as well as system navigation. Case management services are available to clients with history of multiple relapses, high recidivism and who are medically vulnerable- the latter is only in the event that there is no other case manager in the life of a client such as Whole Person Care or mental health forensic.
- Referrals are made to Choosing Change for opioid treatment in the electronic medical record, and Choosing Change staff follows up with patients.

### **General Programming: In-custody**

Community-based and county-based offices are working together to provide: adult-based education, GED testing, computer classes, workforce readiness and English as a Second Language (ESL). A minimum of 14 days in-custody is required; participation is voluntary and in an opt-in basis. Still in a pilot phase, the Office of Education is providing Pre-Release Planning to a limited population through a community / private collaborative services. The goal is to keep people from returning to detention and provide connection to services utilizing a warm-handoff. Ideally, participants have a release date and are returning to Contra Costa County.

- The Contra Costa County Office of Education offers a fully accredited adult school to all individuals in the detention facilities.
- The West County Detention Facility operates an engraving/sign shop and a frame shop.
- The Marsh Creek Detention Facility offers wood shop and a horticulture program.
- OSHA training is being developed for the West County facility.

### **Post Release Community Supports and Programs**

Contra Costa's Reentry System brings together Probation, jail staff, and both jail-based and community-based services. The Reentry Network provides services in East and Central County, while the Reentry Success Center is available to provide services in West County.

Existing programs:



- Rubicon operates the Fathers Advancing Community Together (FACT) program that provides services for families, and parenting support and education. Overall a lower number have known mental health issues.
- Health Services' Health Conductors Program is a support and navigation for the formerly incarcerated. The program provides support from health conductors with a lived experience of justice involvement; Health Services' Health Conductors provide outreach, intensive support, health coverage enrollment, needs assessments and resource linkages. The Health Conductors Program also supports the Transitions clinic, specializing in correctional health care for those previously incarcerated with a chronic disease. The clinic is tailored care with medical providers experienced caring for patients with a history of incarceration.
- Probation Department's Smart Reentry grant is focused on medium to high risk 18-24 years old transition age youth (TAY) returning to East County community from county jail, providing comprehensive support with housing, mental health and substance use disorder services, education and employment development.

Some of the jail-based services continue to provide services to individuals post-release.

- The Pre-Release Planning Pilot is still accessible after release, especially to facilitate connections to local community colleges.
- Choosing Change, the opioid medication assisted treatment program, uses Buprenorphine for persons out of custody. Referrals are made to Choosing Change in the electronic medical record, and Choosing Change staff follows up with patients. This program is expanding quickly, and streamlining the referral process.
- The County is committed to getting Medi-Cal initiated or reinstated while someone is in jail through the efforts of the Employment and Human Services Department.

The Public Defender plays an important role in supporting inmate's access to reentry services. Public Defender works to coordinate resources upon release and transition individuals from jail to the appropriate community-based programs. Up to this point, communication and collaboration has worked well for getting things into place.

### **California Department of Corrections and Rehabilitation (CDCR)**

Program services differ across CDCR. Generally, previously incarcerated individuals are able to order an ID card prior to release and initiate applications, as appropriate for SSI services. At a minimum, CDCR conducts mental health screenings for persons sentenced to CDCR and provides a 30-day supply of medications upon release.



## INTERCEPT 4 GAPS

### Jail Programming and Reentry

- Data and the ability to predict release date is difficult
- The process to engage in jail programming and reentry services is optional and on an “Opt-in” basis. It is not known how many medium, medium-to high or high risk individuals are participating.
- Location of services and transportation makes it challenging for clients to get to services upon release.
- Challenges continue to be the availability of housing, family issues, employment, etc. when transition individuals from jail to the appropriate community-based programs.
- The Pre-Release Planning Pilot has served more than 100 individuals since it began in 2017, however there are still some gaps in such as obtaining documents, applying for benefits, as well as issues transitioning to medical appointment, mental health appointments, and housing. Some of the organizations associated with the Pilot don’t come and meet with potential clients before release. service Some patients may leave facilities without medication because release date may not be known in advance. In addition, some who have the prescription are turned away due to not having an active Medi-Cal account; stigma was also reported as an issue. Medi-Cal enrollment is inconsistent.
- “Choosing Change” is not serving all areas or all patients who need medication-assisted treatment services. There is not a consistent referral process to access this MAT program, resulting in confusion.
- The substance abuse counselor may not know the date of release making it difficult to set up appointments.

### Housing

- There is a gap in the number of transitional living beds/programs, as well as permanent supportive housing specific to this demographic.
- The County currently has one evening CORE team that works between the hours of 7 pm - 3 am, Monday - Saturday. If there is a need after 3 a.m. Monday through Saturday or anytime on Sunday (currently, there is no CORE, CARE or Warming Centers operational on Sunday), no assistance is available.
- The other gap is that the Concord Warming Center only has space for 30 people. If people exiting jail are referred to the Center, they are not guaranteed a place during the evening hours. If they exit during the daytime hours, they can access the CARE center. However, there might be a barrier to transportation. Since CORE is not solely a transportation service provider, if people being released only need a ride, they are usually referred to other resources for transportation only.



- There is also a gap in people being released from jail knowing what resources are available. It might be helpful for the CORE centers to provide outreach materials to the jails. The gap comes into play when someone is aware of the CORE center resources, yet the CORE centers either don't have a team that is operational (if the call comes in after 3 am Monday – Saturday or anytime on Sunday,) and/or if there is no space at the CORE/warming centers or shelter.

### Transportation

- Transportation was often identified as a barrier to accessing services. Because the County is large, individuals may have to travel across the County to receive services, or the location of services may not match the needs of the regional population.

## INTERCEPT 5 RESOURCES

### Probation

Contra Costa County Probation Department consists of 128 Deputy Probation Officers, 63 of those in the Adult Division, and is supervising over 4000 Adults under Probation supervision (formal probation). During probation, whether in or out of custody, work is being done to connect individuals to county mental health for services. The Forensic Mental Health Unit, who reports to the Behavioral Health Division of Contra Costa County Health Services, has an in-house Clinical Specialist who Deputy Probation Officers can refer Defendants to for screening. The Clinical Specialist interviews at the Probation Department or in jail and s/he and his/her team have approximately 45 felony or misdemeanor offenders in their program. Services may include individual therapy, group therapy or referrals out to other county services to suit the needs of the individual. AB 109 has additional funding for housing, AODS Treatment beds, and shelter beds.

#### *The Banked Case Load (BCL)*

- Probation has approximately 600 to 650 banked cases.
- BCL is for low risk clients who have completed all court ordered requirements.
- It requires persons under supervision to call in when they have status changes, such as a change in phone number or address, to report an arrest or if they are in need of a travel permit outside of California.
- Otherwise, no contact is required.

#### *Court Probation:*

- There are in excess of 7,000 persons on “court probation” (informal probation) generally used for misdemeanor cases and some felons. Generally, supervision is over the phone; if there are specific court ordered deliverables, 4 deputies monitor those cases on a rotational basis.



- Of the people held in custody on misdemeanors, 52% were on probation.
- Average 3 years on Court Probation. Most have to complete some form of community service, Domestic Violence classes, Anger Management classes, Theft classes, Parenting classes, DUI school, SWAP, etc.
- If they don't contact probation when required to do so to report the completion of court ordered deliverables, a warrant is issued.

#### *AB 109 Probation*

In response to prison overcrowding in California, the Public Safety Realignment Act (Assembly Bill (AB) 109) was signed into law in 2011, taking effect on October 1, 2011. AB 109 transferred the responsibility of supervising specific lower-level incarcerated individuals and parolees from the California Department of Corrections and Rehabilitation (CDCR) to counties, realigning three major areas of the criminal justice system. Specifically, AB 109:

- Transferred the location of incarceration for individuals incarcerated for lower-level offenses (specified non-violent, non-serious, non-sex offenders) from state prison to local county jail and provided for an expanded role for post-release supervision for these offenders;
- Transferred the responsibility for post-release supervision of individuals incarcerated for lower level offenses (those released from prison after having served a sentence for a non-violent, non-serious, and non-sex offense) from the state to the county level by creating a new category of supervision called Post-Release Community Supervision (PRCS);
- Shifted the responsibility for processing certain parole revocations from the state Parole Board to the local court system; and
- Shifted the responsibility for housing individuals whose parole has been revoked from CDCR to the County. There are three new populations for which the County is now responsible for housing and supervising, all classified under AB 109.

These populations include:

- Post-Release Community Supervisees: County probation departments now supervise a specified population of incarcerated individuals discharging from prison whose commitment offense was non-violent and non-serious.
- Parolees: Parolees – excluding those serving life terms – who violate the terms of their parole serve any detention sanction in the local jail rather than state prison. In addition, as of July 1, 2013 local courts are now responsible for parole revocation hearings for parolees who violate the terms of their parole, rather than the state Parole Board.
- 1170(h) Sentenced defendants: Individuals convicted of non-violent or non-serious felonies serve their sentence under the jurisdiction of the county instead of state prison. Sentences are now served either in county jail, on felony probation or on a split sentence



(where part of the term is served in jail and part under supervision by the county probation department).

In addition to transferring the responsibility of housing and supervising these populations from the state to the County, AB 109 also required that the County use AB 109 funding towards building partnerships with local health and social service agencies and community based services to provide supportive services designed to facilitate the successful reentry and reintegration of AB 109 individuals into the community and reduce the likelihood that they would recidivate.

- Active 482 (PRCS and 1170 Mandatory Supervision (MS) and 242 in warrant status (also including PRCS and MS clients). At any given time, there are clients that are pending entry who are in what is called “pre-release” status. On average, there are 75-81 clients in this category.
- There are two main subcategories: PRCS or Post Release Community Supervision and 1170(h) MS or Mandatory Supervision.
  - PRCS: 1-3 years of supervised probation: -Shall terminate after 1 year IF no custodial sanctions occurred (either technical violations of the terms and conditions of PRCS or new law violations). The maximum is 3 years of supervised probation for PRCS; -Varying Risk Levels based on the risk/need assessment (CAIS) completed (Low, Medium, High: Low risk are seen every other month, on average; Medium risk are seen monthly, and High risk are seen twice each month; -referrals for services are made at every stage of the supervision and are repeated to effectively engage the client.
  - 1170(h) MS: the length of mandatory supervision is determined by the Court, the length varies from 4 months to 52 months of supervised probation (as reported by Probation); -supervision is based on assessment completed, similarly to PRCS; -referrals for services are also very similar to PRCS
- Pre-release (both PRCS and 1170(h) MS): these clients are pending re-entry. Pre-release Deputy Probation Officer (DPO) is assigned to this caseload to meet with clients, in person when possible or via Pre-Release Video Conference with CDCR to conduct risk/need assessment and determine what services the client needs post release; -referrals are submitted at pre-release status.

#### *General Supervision and Specialized Units:*

- Probation currently uses the Correction Assessment and Intervention System (CAIS) to assess and reassess client needs, although it is in the process of adoption of a different tool.
- General supervision caseload is managed by 13 Deputy Probation Officers.
- Specialized caseloads include: DUI, Vehicle Theft, Sex Offender, Domestic Violence and Transitional Age Youth (TAY consists of Probationers ages 18-25). In addition, a probation officer attends Veteran Court.
- Probation staff teach a class called Thinking for a Change (T4C).



## Parole

- Parole has two offices: East Bay District Alameda and Contra Costa; the office in Concord was reopened in April. As of March 2019, there are a total of 690 active parolees, 17 Parole Agents and 4 Supervising Agents in the County.
  - Licensed Clinical Social Worker is located at the Concord office. Individuals are not eligible for county services when on parole.
  - A 30-day prescription is available upon release from DOC
- GEO Reentry Services provides a treatment program in West county. Services vary based on client need but can include substance abuse programming, education/employment, anger management, life skills, parenting, women's group, MRT, domestic violence etc. Participants undergo extensive assessments within the first week of the program designed to identify specific programming needs. There are four phases of supervision with each participant starting off in the most intense phase and progressively moving through lower phases of supervision. Participants moving to lower phases of the program is contingent upon the actual behavior change. Participants can expect breathalyzer each time they report to the DRC, random urinalysis testing, groups and individual cognitive behavior treatment sessions with their case worker, periodic evaluation of progress, awards and affirmation for compliance and sanctions and reprimands for noncompliance. In addition, the DRC can also assist participants with transportation, Sober Living housing and free 52-week domestic violence classes.

## INTERCEPT 5 GAPS

### Probation Gaps

- Participation in T4C is only incentivized for AB 109 clients.
- There is not a shared definition of serious mental illness.
- Probation is not well integrated into the jail release process including lack of notification of release date. In addition, some Probationers who have been ordered to probation seem to report while others fail to report. Some who are on Probation for the first time may seem confused about what is expected.
- Probation would benefit from improved connection and coordination with community agencies who can support probationers and provide continuity of support post probation.
- There is a lack of dual diagnosis beds; general substance use treatment programs will not take people on psych medication. Also, Probation cannot get a bed for a dual diagnosis probationer, only Mental Health can apply.
- There is no formal process to screen for mental health or intellectual and developmental disabilities (IDD) issues and Probation does not receive the NAMI one-page assessment. Thus, Probation must rely on a self-report of MH condition and meds.
- Communication and coordination between the PES and Probation could improve.

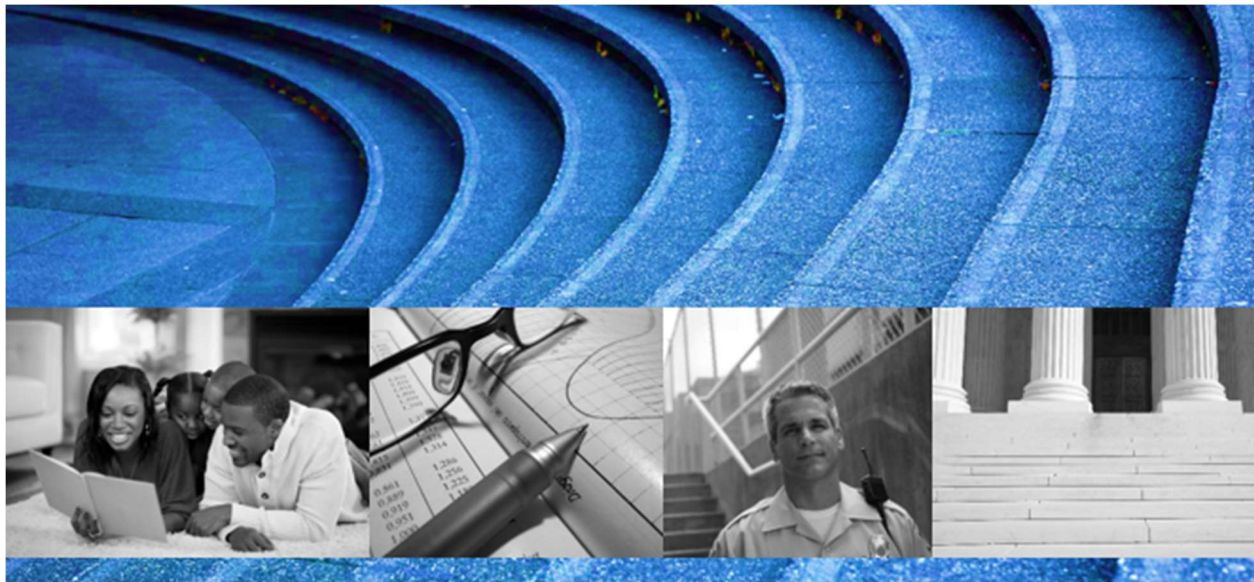


- Even though prescriptions for medications are available, clients often don't receive or fill the prescription.
- Evaluation of court probation is needed. There is little information about the needs of the population. Recidivism rates could be impacted if screening and access to treatment was available.
- Insurance and the Access Line have created more roadblocks to treatment. It was reported that since Discovery House and DVR are Medi-Cal eligible, Probationers' treatment programs are getting terminated months too early. Also, if a Probationer has Kaiser, the Access Line won't help them at all; if their Kaiser does not cover substance abuse, they are left with no options.
- Some services are prioritized for AB 109 clients.
  - There may not be capacity in some services (e.g., housing) for all of Probation's clients.
  - High needs clients such as those living with IDD, have high failure rates.
  - Transportation and location of services is challenging across probation
  - AB 109 has internal data management system that is separate from the MOCHA, the one that Probation currently utilizes.
- Proposition 47, which reduced many felonies to misdemeanors, has flooded Court Probation with persons in need of connection to substance use treatment services.

### **Parole Services**

In general, parole services are not extensive. Parolees are county residents but cannot receive county health services. Parolees are not eligible for Medi-Cal.





## PRIORITIES FOR CHANGE

The priorities for change are determined through a voting process. Workshop participants are asked to identify a set of priorities followed by a vote where each participant has three votes; 16 areas of work (priorities) were identified and voted on. After a review of the vote, the group bundled priorities number 1 and 5 and broke into three groups to develop initial action plans. The group then took on two additional priorities, ranked at number 4 and 7. Following is the list of identified priority areas by rank and votes; bolded items show the areas where action plans were developed. It was noted that one of the priority areas, “family-first approach” was important across all aspects of work.

Rank	Votes	Priority
1	22	<b>After-hours services</b> Transportation support services (rank #5 with 7 votes, was combined with after-hours services).
2	19	<b>24-hour crisis triage center</b>
3	12	<b>Standardized metrics: data sharing, RED – goal of interoperability</b>
4	8	<b>Increased mental health diversion (pre-and post-complaint)</b>
5	7	Transportation support service – also related to after- hours services.
6	5	Sustain and expand existing pilot projects
	5	More dual diagnosis SUD residential treatment services
7	4	Create a criminal justice coordinating council
	4	Work together to identify persons where there are agreements to take action; stepping up model – shared definitions, better understanding of capacity of system
	4	Family-first approach



8	3	Coordination and communication group across all points of the system
	3	Release to services point of contact (hub and spoke)
	3	Gap analysis of housing needs for justice-involved population; and expansion of housing
9	2	Explore co-responder strategy for mental health crisis
	2	In –county step down facility (not limited to state hospital); deep dive into IS; Create a stepdown residential from state hospital.
10	1	Information carries with the person (e.g. one-page summary)



# STRATEGIC ACTION PLANS

## Priority #1 - After Hours Services

Objectives	Action Steps	Who	When
1. Supportive transport <ul style="list-style-type: none"> <li>• Crisis vs. (e.g., co-responder model)</li> <li>• Non-Crisis (ex., PD model)</li> </ul>	<ul style="list-style-type: none"> <li>• Research PD model (peer based)</li> <li>• List of after care service providers</li> <li>• Connect with triage (24 crisis)</li> <li>• Approach reentry/natural partners to have safe place to land on exit/discharge</li> <li>• Follow-up co-responder</li> </ul>	<ul style="list-style-type: none"> <li>• CARE</li> <li>• Reentry Center</li> <li>• Family/advocates</li> <li>• PD</li> <li>• Faith</li> <li>• Library</li> <li>• HCH</li> <li>• Needle exchange</li> <li>• CORE</li> <li>• Detention</li> <li>• Forensic</li> </ul>	Meet Detention Health/HS/Pat/Jail Releases/Forensics next 2 weeks <ul style="list-style-type: none"> <li>• Who: David, Jenny, Marie</li> </ul>
2. Transport services	<ul style="list-style-type: none"> <li>• Uber health – research County programs using service</li> <li>• Referral mechanism (self-referral, forensics, PD, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Uber Health</li> <li>• CCHP transport networks</li> <li>• CORE</li> <li>• Health Center</li> </ul>	Tiombe, CCHP, Jenny, Sheriff, CSW transports, OCE <ul style="list-style-type: none"> <li>• By end of October</li> </ul>
3. Communication protocol for care coordination	<ul style="list-style-type: none"> <li>• Office of Education understand pre-release plan</li> <li>• Identify service at both centers</li> <li>• Gap in communication – identify feedback loop</li> <li>• Spoke and wheel model</li> <li>• AB 210 information sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Jana</li> <li>• Reentry networks</li> <li>• CORE</li> <li>• Health center</li> <li>• CARE</li> </ul>	10/31/18
4. Person centered/family centered after care needs	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Review rapid improvement results to inform next steps</li> </ul>	<ul style="list-style-type: none"> <li>• OCE</li> <li>• Reuniting Families</li> <li>• NAMI</li> <li>• Center for Human Development</li> </ul>	10/31/18



## Priority #2 – 24 Hour Crisis Stabilization and Triage Center

Objectives	Action Steps	Who	When
1. Define purpose, use of triage center (function) (model).	<ul style="list-style-type: none"> <li>Establish planning group</li> <li>Engage planning effort</li> <li>More learning, thinking about models (define functions)</li> <li>In-depth map of current resources</li> <li>Test function</li> <li>Funding exploration</li> <li>Leadership support/champion</li> <li>BUDGET development</li> </ul>	<ul style="list-style-type: none"> <li>BHD – AODS, Public Health, MHET, PDs</li> <li>Homeless Outreach, CoCo Lead, and ORJ</li> <li>BOS, HSD Director, BHD Director, PH Director</li> </ul>	<ul style="list-style-type: none"> <li>Within 3 months</li> </ul>
2. Build on what's existing. Identify components that are available (i.e., Restoration Center, Reentry Center/Network, Neighborhood House [WC], Adjacent to PES as step-down) and which need to be developed.			
3. Location/space determination			



### Priority #3 - Standardized Metrics: Data-Sharing, RED – Goal of Interoperability

Objectives	Action Steps	Who	When
1. Shared operational definitions	<ul style="list-style-type: none"> <li>Define shared understanding of serious mental illness (SMI) population               <ul style="list-style-type: none"> <li>Inclusion criteria</li> <li>Explore best practices</li> <li>Consider approach</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Study group to evaluate best practices. Define membership.</li> </ul>	
2. What are people already measuring? <ul style="list-style-type: none"> <li>Inventory</li> <li>MOUs</li> <li>Templates</li> </ul>	<ul style="list-style-type: none"> <li>What are we trying to track?</li> <li>How are we sharing that information across disciplines (pulling data -&gt; feed measures)</li> <li>Open source data vs. protected (covered entity)</li> <li>Get others' methodology on high utilizers</li> <li>Get Antioch PD report (vulnerability risk index)</li> </ul>		
3. Cross walk of familiar faces	<ul style="list-style-type: none"> <li>Ranking opportunities based on number of arrests or encounters over last five years (Jail, police, health)</li> <li>City/county MOUs</li> <li>Include Housing First interventions</li> </ul>		



## Priority #4 – Increase Mental Health Diversion (Pre- and Post-Complaint)

Objectives	Action Steps	Who	When
1. Use the MHET Forensic Review Team to hold pre-1810 cross system discussion to determine best course of action for clients: - Multi-disciplinary review - Early intervention	a) Review and adopt the “LEAD +” Antioch model protocols and criteria as a model for case reviews. b) Determine how 5150 CORE resources should/could be involved in the process. c) Need to ensure prosecutor engagement- currently part of LEAD+	MHET, LEAD + /1810 Team, Forensic Science	
2. • Determine population eligibility by intervention level • Develop 5 levels of intervention: 1) Triage and Divert – PES / (Crisis Solution Center – Future) 2) Regular case course 3) Forensic LEAD + / MHET review 4) IST 5) Conserve	a) Review and determine definitions and criteria for each level of intervention. Use historical data to understand population definitions/needs. b) Build supportive stabilization resources to meet client needs c) Determine alternative responses for those who are not eligible (especially based on exclusions) or do not comply. d) Determine what “teeth” are needed support client. What are the reporting requirements? Time lines? Availability of treatment and options if it is not available.	MHET, LEAD+ 1810 Team	
3. Governance and Structure	a) Develop an AB 1810 implementation MOU or charter. b) Determine what information needs to be		



Objectives	Action Steps	Who	When
	shared by whom, when and how and why. c) Determine who is the keeper of this process. d) Who is on the steering committee and how will it operate.		
4. Maximize, leverage and build funds and other resources.	a) Who is eligible to apply for and manage 1810 funds? b) Build a housing and inpatient strategy		





## RECOMMENDATIONS

The following recommendations have been developed in response to the SIM discussion and group's identified priorities and action plans. Action plans as developed at the SIM are included in the Action Plan section and should be considered as a recommendation to continue to move forward regardless if they are included in the recommendations below. We encourage stakeholders to review and prioritize recommendations and SIM Action Plans according to aligned interests and current county priorities. Some of the following recommendations are more general than others; none are intended to be prescriptive but, rather, suggestions of how to approach identified issues.

Most recommendations include references to websites, articles and documents, or examples of work being done across the country. Inclusion of such websites, articles, documents and work taking place across the country are only examples and not intended to be exhaustive. In addition, inclusion in this report is not endorsement from PRA or PRI, but is intended to help point those reading this document in a direction to self-explore and determine actions regarding gaps in their system. Best wishes to you in your journey to improve your system.

### OVERARCHING RECOMMENDATIONS

#### RECOMMENDATION #1

#### **ESTABLISH AN UBER COMMITTEE AND PROCESS THAT ALLOWS FOR SHARED LEADERSHIP, RESPONSIBILITY, COORDINATION, AND OVERSIGHT OF JUSTICE SYSTEM AND BEHAVIORAL HEALTH INNOVATION AND REFORM**

The basis of this strategy came from the priority areas and Action Plan #5. Currently, the County has several planning and coordinating committees tasked with improving criminal justice and behavioral health services and infrastructure. There is a need to improve coordination, reduce duplication of work and jointly develop a plan that uses the County's resources in an efficient



and effective manner. The goal is to improve coordination and streamline the work rather than stop any one group from moving forward.

- Following are some of the current groups and advisory committees: Contra Costa Behavioral Healthcare Partnership, Office of Reentry and Justice, Racial Justice Oversight Body, Contra Costa Community Corrections Partnership (CCP), and Stepping-up Steering Committee.

### Inventory and Review

Develop a matrix identifying current planning groups including: membership, reason for existing, meeting dates and attendance; goals, directives and mandates; charters, resolutions, strategic plans and other documents; budgets; contracts, and metrics and data points and gaps.

- Some of the plans and documents to include: The Homeless Encampment Action Protocol MOU, BHP Strategic Plan, Racial Justice Task Force Report, Detention Health Services Pre-Release Planning Pilot Project and the AB 109 Public Safety Realignment Plan and annual reports, presentations such as the Justice Reforms in Contra Costa County Post AB 109 Public Safety Alignment.
- Include the Reentry Strategic Plan.
- An inventory by H3 of housing by types, capacity and eligibility.

### Convene and Coordinate

Consider using a “collective impact model” to align and advance the work of all the groups and results in shared vision and metrics, mutually reinforcing activities, open communication and solid backbone support to keep efforts moving forward. Use *Stepping Up Resolution 2015/456 as the bases of a “charter”*:

- 1) Determine baseline and prevalence numbers;
- 2) Identify and understand current treatment and service capacity;
- 3) Identify and review local and state plans, policy and funding barriers to minimize justice system contact and provide community treatment and support.
- 4) Develop an overarching jail reduction plan with measurable outcomes including jail bookings and length of stay, connections to treatment, stabilization and recidivism; and
- 5) Create a process to track progress and information systems.

The Stepping Up Initiative has created resources for county leaders to guide the process of addressing these issues via the [Stepping Up Toolkit](#) and the [Self-Assessment](#). In addition, the initiative has created resources, such as case studies and virtual presentations, to support implementation of strategies to reduce jail incarceration of individuals with mental disorders.



## RECOMMENDATION #2

### ESTABLISH STANDARDIZED METRICS AND DATA-SHARING ACROSS COUNTY AGENCIES TO IMPROVE DATA-INFORMED DECISION-MAKING

The basis of this strategy came from the priority areas and Action Plan #3. Cross-system data can help us improve overall system outcomes at the micro and macro level. It is essential to identify system gaps and resource utilization. It can help us understand returns on our investments and improve outcomes. Individualized data is necessary to identify and stratify potential populations for alternative processing and inform strategies to build a more responsive system. It allows you to tell your story of your success. Unfortunately, all too often criminal justice data systems are transactional or operational in nature, making them “data rich but analysis poor” with reporting functions limited to boilerplate reports. Generally, disciplinary stakeholders have their own data systems, each with unique individual identifiers making data matching very limited. Many do not capture trends, let alone allow for data integration or interface with other systems within the justice or behavioral health systems.

A review of the Contra Costa County Public Safety Realignment Annual Reports: FY 14/15 and FY 16/17 provide a strong rationale for this recommendation. Both reports, page 5, have basically the same paragraph:

*“The RDA team worked with each County Department, as well as seven\*(\*seven in FY 14/15, 11 community-based organizations (CBO’s) in FY 16/17) community-based organizations (CBOs) contracted to provide AB 109 services, in order to obtain the data necessary for the following report. Because data was collected across a variety of departments who track AB 109 client measures differently, we caution against making direct comparisons from figures across department sections. Moreover, because each department has a separate data system and track AB 109 client data disparately, some measures such as the percentage of the AB 109 population under supervision with new criminal charges and/or convictions during FY 14/15 or FY 16/17 could not be calculated without tracking individuals across departments, divisions and programs.”*

This recommendation intentionally dovetails with *Recommendation #1: Establish an Uber Committee*, *Recommendation #3: Deflection and Diversion* and *Recommendation #4: Familiar Faces* strategies. Each should be viewed as natural extensions of each other and necessary to improve overall cross system outcomes, resource utilization, and cost management.

#### Phase I

*Using the plans in Recommendation #1, identify one or two data gaps and develop strategies to share information, connect data systems and define metrics.*

Convene a cross-system/discipline technology (IT) and user working group, including those who enter data, to walk through their data systems:

- Take a current or recent data set and “walk” through the data for a small group of individuals to explore what is, and isn’t collected. Identify what data is entered, and when, what is fixed vs free form, who is it shared with, how is it shared, who has



access, how is access provided and by whom, what is the original source of data, how is it verified; how is data pulled and pushed; what is part of a boilerplate report, etc.

- Review any data sharing memorandums of agreement. Create memorandums as appropriate.
- Define terms and definitions of each data point. Review current and adjust codebooks as needed.
- Determine who already has access to enter, read, or change each data point.
- Determine if a data point is private information or public.
- Look at both charge-based and individual-based data.
- Determine costs for each step in the process.
- Create a data dictionary that includes *shared definitions* and *defined terms* to ensure there is a common definition of what populations/issues you are trying to understand; learn from each system how that data point is collected, coded, and stored. Determine common identifiers to match populations. Sometimes, the best you will have is “name and date of birth”. Some key terms to define are: serious mental illness, substance use disorder, incompetent to stand trial, pre-trial eligibility, homeless and housing status. Terms that surround tracking race and ethnicity also need to be defined.
- Add an “opt out” clause to release of information about information collection for data sharing (as appropriate) and analysis purposes.

Rather than tackle the entire system, start with integrating two or three parts of one system – such as pre-trial and detention/jail data; or emergency department, mobile crisis and triage center. After some success, look to add cross-discipline information such as jail-based mental health and substance use information and pre-trial screening and outcomes.

## Phase II

- Develop a case-process flow analysis and data including race/ethnicity, gender, age, time to process each step, level of offense and risk, bond eligibility and status, average length of stay for the general population and for someone with a mental illness or a substance use disorder.
- Use data to understand trends. To the degree possible, use both charge-based and individual-based data and look historically at issues such as repeat offenders, common offense locations, system processing and access to services. Historical data can reflect trends and target or illuminate issues.
- If possible overlay access and utilization of mental health and substance use treatment and medication. Include failure to appear and lengths of stay in jail.
- Track data for racial and ethnic disparity across all programs. Examine criteria, acceptance, successful completion rates and technical violations.
- Track technical violation data to understand the impact on the jail and improve use of sanctions and incentives.
- Create cost measures that can be added to the analysis.
- Include race, ethnicity, age, and gender in data analysis.



Increase common understanding about information sharing:

- Increase cross-system understanding of HIPAA, 42 CFR Part 2, and HMIS for mental health, substance use, and homelessness information sharing. Educate stakeholders on information and data sharing between protected entities, between protected and non-protected entities, and between non-protected entities.

<b>Current State Laws Regarding Information Sharing</b>	
<i>State Health Information Guidance: Sharing Behavioral Health Information in California</i> Source: State of California Office of Health Information Integrity <a href="https://www.chhs.ca.gov/wp-content/uploads/2018/10/State-Health-Information-Guidance-January-2018.pdf">https://www.chhs.ca.gov/wp-content/uploads/2018/10/State-Health-Information-Guidance-January-2018.pdf</a>	<a href="#"><u>PDF</u></a>
<b>Guidance on Applicable Federal Law</b>	
HIPAA.com	<a href="#"><u>Website</u></a>
Health Information Privacy Portal Source: US Department of Health and Human Services	<a href="#"><u>Website</u></a>
<i>Frequently Asked Questions: Applying the Substance Abuse Confidentiality Regulations to Health Information Exchange</i> Source: Substance Abuse and Mental Health Services Administration	<a href="#"><u>PDF</u></a>
<i>Disclosure of Substance Use Patient Records: How Do I Exchange Part 2 Data?</i> Source: Office of the National Coordinator for Health Information Technology	<a href="#"><u>PDF</u></a>
<i>Confidentiality of Substance Use Disorder Patient Records, Cornell Law School</i>	<a href="#"><u>Confidentiality of Substance Use Disorder Patient Records</u></a>
<i>Dispelling the Myths about Information Sharing between Mental Health and Criminal Justice Systems</i>	<a href="#"><u>PDF</u></a>
<b>Homeless Management Information System</b>	
HUD Exchange Homeless Management Information System Guide and Tools	<a href="#"><u>Website</u></a>
McKinney-Vento Homeless Assistance Act Source: HUD Exchange	<a href="#"><u>PDF</u></a>
<b>Information-Sharing Guidance</b>	
<i>Opportunities for Information Sharing to Enhance Public Safety Outcomes</i> Source: IJIS Institute, Urban Institute	<a href="#"><u>PDF</u></a>
<i>Prioritizing Justice-to-Health Exchanges Task Team Final Report</i> Source: Bureau of Justice Assistance	<a href="#"><u>Website</u></a>



<i>Corrections and Reentry: Protected Health Information Privacy Framework for Information Sharing</i> Source: American Probation and Parole Association	<a href="#">PDF</a>
<i>A Comparative Analysis of HL7 and NIEM: Enabling Justice-Health Data Exchange</i> Source: National Consortium for Justice Information and Statistics	<a href="#">PDF</a>
<i>Information Sharing in Criminal Justice-Mental Health Collaborations: Working with HIPAA and Other Privacy Laws</i>	<a href="#">PDF</a>
<i>Mental Health Information Systems</i> Source: World Health Organizations	<a href="#">Website</a>

#### Tracking population-specific data:

- Track *population specific* data (see also *Familiar Face* Recommendation) across a sample of cases to create a case flow process by race/ethnicity, gender and age, identify areas of redundancy such as screening and assessments, unnecessary wait times, disparity and access to services. Types of data points may include average time stamps between processes by type and level of offense, pre-trial and bond eligibility including holds (parole, other jurisdictions, and federal), time from eligibility to time of release, release volume by time of day and day of the week; sentencing outcomes, revocations by reason and outcomes, diversion utilization and outcomes, and program and jail program access, capacity and utilization.
- Identify a “familiar face” population through analysis of [court data by individual first](#), and then by charges and address, accounting for housing instability and experiences of homelessness. From there, look at pre-trial and bond eligibility as well as jail stays. If available, look at detention/jail program service use (including medical and behavioral health) and jail stays associated with court sanctions or technical violations. This should result in the identification of low-level offenders with high-needs.

#### Data-sharing technology

- Terms such as interface, integrated, and interoperability are used interchangeably, however they may have different meanings. Refer to this [quick guide](#) on the differentiation between the terms. In many cases, levels of data integration can be achieved but the ability to interface systems is a tremendous leap forward. Interoperability, especially across disciplines, is often challenging and not necessary to improve system coordination and outcomes. A motto to keep in mind is “don’t let great get in the way of good.”

Some counties, such as Johnson County (KS), have created their own county-wide data hub. In Johnson County, the data hub is built on a system called [My Resource Connection](#) (MyRC). Other counties are benefiting from the cumulative benefits of



open source technology which can reduce system reliance on closed, proprietary systems. Open source consortiums like the Open Justice Broker's Consortium (OJBC) ([PDF](#) and [Website](#)) specialize in cross-system data. OJBC began their work in Hawaii to connect human service and criminal justice data systems. They now have members in Pima County (AZ) and Adams County (CO) as well as the states of Michigan, Massachusetts, Maine, and Vermont. In each case, the new county or state is able to benefit from the other systems' work, resulting in expediting the process and reducing costs.

- Adams County (CO) offers the following lessons learned:
  1. Start with survey to develop and document a unified vision, mission, and goals.
  2. Establish a governance structure to set policy and technical priorities, from what kind of data makes sense to share to who will have access and where it will reside
  3. Set up the necessary protections, from data sharing and management control agreements to intergovernmental agreements and rules of access.
  4. Use project charters to align stakeholders, researchers, and technologists behind a unified set of goals and expectations for projects in development
  5. Use justice information sharing standards when possible as laid out by the National Information Exchange Model (NIEM) and Global Reference Architecture (GRA)
  6. Map data, build database, and develop research, sharing, and analytics tools
- Check with local universities to see if they can help map your data tracking and information system. Some universities have specific departments that partner with Counties and States. The Harvard School of Law, Government Performance Lab and [Code for America](#) can be helpful partners in developing strategies and connection to others who are doing similar work.

### Dashboards

- Dashboard indicators can be developed on the prevalence, demographics, and case characteristics of adults with mental and substance use disorders who are being arrested, passing through the courts, booked into the jail, sentenced to prison, placed on probation, etc. Tools like Microsoft [PowerBI](#) are free and fairly easy to use.
- A mental health dashboard can also be developed to monitor wait times in hospitals for people in mental health crises and transfer times from the emergency department to inpatient units or other services to determine whether procedures can be implemented to improve such responses. These dashboard indicators can be employed by a county planning and monitoring council to better identify opportunities for programming and to determine where existing initiatives require



- adjustments. Louisville (KY) and Denver (CO) are among the jurisdictions with strong jail mental health dashboards.
- The publication Data-Driven Justice Playbook: How to Develop a System of Diversion provides guidance on development of data driven strategies and use of data to develop programs and improve outcomes. See also the *Data Analysis and Matching* publications in the Resources section.

## RECOMMENDATION #3

### INCREASE COUNTY-WIDE DEFLECTION AND DIVERSION STRATEGIES. EXPLORE THE NEED FOR A 24 HR CRISIS STABILIZATION AND TRIAGE CENTER AND A MENTAL HEALTH-FIRST RESPONDER CO-RESPONDER STRATEGY.

The basis of this recommendation # 3 and recommendation #4 came from the SIM priority areas and Action Plan #4. This recommendation should be dovetailed with *Identify “familiar face” high-utilizer populations to help manage costs, reduce unnecessary utilization of services while increasing individual stabilization. Develop “high utilizer” strategies.*

It is recommended that the county builds on its existing resources and takes a comprehensive look, perhaps even a “mini-SIM” focusing on Intercept 0 and Intercept 1. Use data, determine gaps, lessons learned from CoCo Lead+ in Antioch and MHET across Contra Costa County as a starting point. This recommendation also has two specific priority areas

1. Explore the need for a 24-hour sub-acute crisis stabilization center; and,
2. Improvement of law enforcement-behavioral health co-response strategies.

#### 1. Increase Deflection and Diversion Strategies

The ability to increase client stabilization through community and alternative processes is at the heart of criminal justice deflection and diversion strategies. Law enforcement based deflection requires immediate access to services, without barriers. System and public support for law enforcement discretion is critical to supporting deflection strategies. In general, “deflection” is pre-arrest or citation and refers to law enforcement utilizing non-criminal justice supports without any official criminal justice action, while “diversion” may be pre or post-arrest or pre-or post-booking. Diversion often refers to the use of an alternative criminal justice course of action. For example: police deescalating an individual, using clinical co-responders, taking an individual to a triage center, sobering center, or emergency department is seen as deflection; the addition of a citation, or other criminal justice stakeholders’ involvement and offering an alternative to traditional case processing such as treatment court, deferred prosecution or judgement, or Law Enforcement Assisted Diversion (LEAD) are diversion strategies.

#### *Document Actions to Understand Trends, Costs and Populations*

The importance of documentation of “deflection” and “diversion” actions taken by law enforcement cannot be overstated. At the very least, documentation should note if the action



taken was: de-escalation, hospitalization, transportation and referral to services, citation, arrest and detained, etc.

- Determine how to identify or flag repeat/frequent individuals for law enforcement so they can initiate the deflection or diversion process. See the Familiar Face recommendation for more information.
- Create a baseline and track by deflection and diversion strategy.
- A simple “check-box” used by law enforcement, as within Fairfax County (VA) and Dade County (FL) can document actions taken.
  - Track the total number of dispatch calls to persons with behavioral health issues and sort by actions – de-escalation, cite, arrest/detained, deflect/divert, and “No Probable Arrest,” “Probable Misdemeanor Arrest,” or “Probable Felony Arrest.”
  - Track the percentage and type of calls specialized police units/officers are responding to and prioritize calls if necessary.
  - Establish costs of various actions to determine return on deploying various strategies.

### *Deflection*

The following strategies can improve immediate support for an individual and improve access to services, and appropriate service match.

1. Increase **coordination and access** to crisis services, especially psychiatric beds.
  - Strategies should be developed to streamline access to beds and increase capacity of hospital resources. Explore the development of, and use of a bed registry across the crisis triage and the hospital network. Such a registry could be helpful in tracking availability when services are needed.
  - Consider how to improve “release-to-supports” to improve stabilization and continuity of care including medication, housing, and emotional supports.
  - Coordinate with county and state crisis call centers and lines. Physically call crisis call lines and review websites, billboards, public information about crisis services. Ensure information is up-to date and access and messages are clear. Talk with Colorado Crisis Services about they developed their robust, statewide referral database.
- Review current recipients of deflection and diversion strategies. Compile data to understand recipient needs and evaluate the match to meet the recipient needs.
- Address the “churn” effect of persons repeatedly coming through the process without different results, and remove “constriction” issues where the system becomes clogged due to limitations in moving persons to the next step.
- Examine the process to access services and criteria to access services; match risk and need to services; formalize referral processes; and increase knowledge of what services do and don’t offer.
  - Use data and other methods to learn about current processes, and who is receiving services including their risk and needs level. Review any existing contracts or agreements to understand current expectations.
  - Develop agreements that include service match to risk and need levels. Develop outcome metrics and clarify expectations. Create strategies to streamline referral



processes. Commit to have dedicated services and “slots” for justice-involved persons with medium to high risk and needs. Address concerns of service providers in taking higher risk offenders. Routinely address issues and make adjustments.

## 2. Utilize co-response clinical strategies

Build on the current MHET model and explore implementing a full clinical co-response model. A joint, clinical mental health and law enforcement/first responder response is known as “co-responders or clinical co-response.” Generally, once law enforcement has secured the scene and determined they do not have to make an arrest, clinicians work directly with law enforcement to help determine the best clinical response for the individual. Although co-response strategies vary from community to community, the general framework entails a licensed clinician who rides along with law enforcement or can be requested to the scene of a mental health crisis. The crux of a co-response strategy is that the licensed clinician can assist law enforcement in de-escalating the crisis, establish a warm hand-off to services, and provide proactive follow-up to improve the likelihood of long-term services engagement. Some law enforcement departments have specific teams that routinely work together, others have a more general response. In some cases, regular patrol requests a co-responder while other departments have officers and co-responders working specific areas known for “high-needs” calls. Regardless of the model, to be effective, “community-based crisis response” must be adequately staffed to respond promptly to crisis calls. More communities are coordinating mobile crisis/co-response team responses with law enforcement especially during peak call hours and co-locating services or embedding clinicians in police district headquarters. Often these services are augmented by providing telephone or videoconference consultation to law enforcement. The Crisis Now report provides a comprehensive overview of crisis services and a crisis framework. Some states with advanced crisis frameworks include Colorado, Texas, New York, Virginia and California. In addition, consider the viewpoints and experiences of individuals with lived experience and family members when designing deflection and diversion programs.

- Explore the use of virtual crisis response strategies such as video conferencing and telehealth to support law enforcement officers and other first responders responding to crisis situations. The use of videoconferencing to expand access to the mental health consultation is increasingly being used to connect law enforcement with mental health professionals. Counties with varying populations, from large counties (e.g., Harris County, TX), medium counties (Lancaster County, NE), and small counties (Yuma County, AZ), have employed this technology to improve response times of mental health co-responders. For reference, see the overview of virtual crisis response from Springfield (MO) provider Behavioral Health Response.
- Additional crisis response strategies for consideration:
  - Expand CIT training and coordinate across each of the law enforcement entities and 9-1-1 call takers in the surrounding municipalities.



- Mental Health First Aid training to first responders including EMS/Fire and other justice system stakeholders is a terrific way to build common information across the system.
- Increase coordination with Probate Court regarding guardianship and outpatient commitment.
- Explore using a Social Impact Bond. Reference the [Urban Institute report](#) on Denver's experience.
- Explore a county tax to ensure funding and increase availability of services. Some of the counties with a tax include Bernalillo County (NM) and Denver (CO).

### 3. Sub-acute Triage and Stabilization Services

Sub-acute triage and stabilization models vary across the United States.

- Review current program data, including Contra Costa Crisis Center, to create an understanding of who is, and who isn't accessing these services, what services are offered and gaps in need and care. Examine treatment match to client need and gaps in level of care based on population needs. Based on service needs, examine the necessity of adding new crisis service models which can allay the need for the psychiatric emergency service admissions. Before implementing a new service, explore how the service will work with existing mental health, law enforcement, and EMS/Fire responses.
- Bexar County has created a comprehensive, person centered crisis and stabilization process. Contra Costa county is well positioned to implement many of the [Bexar County strategies](#).
- Mental health crisis services triage and stabilization units can be a tremendous asset in a community; however, any brick-and-mortar setting will be underused and without the desired outcomes unless the following conditions are met:
  - Stakeholders obtain a clear understanding of the need for a facility;
  - Stakeholders establish a formal commitment to utilize the facility;
  - Stakeholders focus efforts on integrating the existing crisis response process; and,
  - Stakeholders understand that, without pro-active follow-up, post-crisis services, and engagement strategies, the use of crisis services by an individual will continue into the future.

### 4. Continue Implementation of Homeless Intervention Strategies

Communities around the country including Contra Costa County have begun to develop more formal approaches to housing development, including use of the Housing First model. The [100,000 Home Initiative](#) identifies key steps for communities to take to expand housing options for persons with mental illness. A strong housing continuum includes emergency shelters, landlord support and intervention, rapid rehousing, Permanent Supportive Housing (with or without Housing First but including supportive services such as case management, treatment, employment, etc.), Supported Housing (partial rent subsidies), transitional housing, affordable rental housing, and home ownership. In addition, consider how dependent care, institutional care, home-based services such as FACT, FUSE and ACT, halfway houses, and respite care can support specific populations needs.



- The Corporation for Supportive Housing FUSE Resource Center describes supportive housing initiatives for super utilizers (frequent users) of jails, hospitals, healthcare, emergency shelters and other public systems.
- Camden New Jersey has developed a promising collaboration of healthcare, social service, and law enforcement services to address their “complex care” populations that have frequent contact with their hospitals and, sometimes, police. They have been showing success in reducing repeated contact and improving health.
  - Work with homeless service providers and triage systems to improve coordination and access to shelter and housing providers.
- Understand and, where possible, address provider criteria that limits access of criminal justice, or persons living with mental health or substance use issues. Whenever possible, work collaboratively to improve access to housing, the environment of shelters and housing to promote safety and stabilization.
- Prioritize and coordinate access to housing, especially housing first and permanent supportive housing models. Access to coordinated housing is usually based on scores such as the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT).
- Diversify housing options such as transitional, supportive and supported housing. In addition, a comment was made that “many shelters only provide that function but do not connect persons with longer term housing services”. Discussions with shelter providers and persons who have experienced homelessness could result in expanded thinking and repurposing of some of the shelter beds.
- Similar to permanent supportive housing, consider combining affordable housing with access to supportive services to increase housing stability.
- The Doe Fund, Ready to Work models create alternatives to jail or release from jail that include housing, employment, and life skills training
- Landlord Liaison projects increase the likelihood that landlords will accept individuals with justice system involvement and higher needs.
- Coordinated entry helps communities prioritize housing resources
- Funding that supports move in costs, deposits, damage repair, etc.
- Right Home, Right Time, Right Support:
  - Learn the various housing funding streams at the municipal, county, state, federal and private levels
    - State and Federal housing vouchers and public housing options, Veterans Affairs Supportive Housing (VASH), Family Unification Program (FUP), Emergency Solutions Grants (ESG), Home Purchase Assistance Program (HPAP), Tenant-based Rental Assistance (TBRA), Permanent Supportive Housing (PSH) and PHS Bonus, PSH Shelter Plus Care (PSH(S+C))
  - Inventory who is currently in supported housing to ensure match with level of need.
- Coordinate with your local HUD CoC - Continuum of Care



- Understand U.S. Department of Housing and Urban Development (HUD) definitions to access various housing options.
- Understand HUD rules and compare to local housing authority rules
- Work to prioritize criminal justice housing under your CoC and housing authority.
- The following resources may help inform strategy development. See also *Housing* under Resources below.
  - GAINS Center. Moving Toward Evidence-based Housing Program for Person with Mental Illness in Contact with the Justice System
  - Stefancic, A., Hul, L., Gillespie, C., Jost, J., Tsemberis, S., and Jones, H. (2012). Reconciling Alternative to Incarceration and Treatment Mandates with a Consumer Choice Housing First model: A Qualitative study of Individuals with Psychiatric Disabilities. *Journal of Forensic Psychology Practice*, 12, 382–408.
  - Tsemberis, S. (2010). *Housing First: The Pathways Model to End Homelessness for People with Mental Illness and Addiction*. Center City, MN: Hazelden Press.
  - Stefancic, A., Henwood, B. F., Melton, H., Shin, S. M., Lawrence-Gomez, R., and Tsemberis, S. (2013). Implementing Housing First in Rural Areas: Pathways Vermont, *American Journal of Public Health*, 103, 206–209.
  - Shifting the Focus from Criminalization to Housing
  - Lehman, M.H., Brown, C.A., Frost, L.E., Hickey, J.S., and Buck, D.S. (2012). Integrated Primary and Behavioral Health Care in Patient-Centered Medical Homes for Jail Releases with Mental Illness. *Criminal Justice and Behavior*, published online.
- Built for Zero (formerly Zero: 2016) is a rigorous national change effort working to help a core group of committed communities end veteran and chronic homelessness. Coordinated by Community Solutions, the national effort supports participants in developing real time data on homelessness, optimizing local housing resources, tracking progress against monthly goals, and accelerating the spread of proven strategies.

#### 5. Review and improve client community stabilization.

Community-based supports such as Assisted Outpatient Treatment (AOT), Assertive Community Treatment (ACT) and Forensic- ACT processes and Frequent Users Service Enhancement (FUSE) are some of the core programs that can help stabilize high-needs clients in the community. It is likely that those served by these programs are all eligible for Supplemental Security Income (SSI), or Social Security Disability Income (SSDI). All of the models are staff intensive and require comprehensive support including housing, medications, case management, access to primary, mental health and substance use disorder interventions.

- Review current contracts, eligibility, number served, services, and outcomes for these services.
- Review and improve how these programs interface with Probate Court practices.



- Consider bridging ACT services with incompetent to stand trial populations and community restoration models.
- Review and create outcome-based agreements to support the implementation of AOT, ACT/FACT and FUSE with fidelity.
  - Work the state/regional SSI/SSDI Outreach, Access and Recovery (SOAR) providers to apply for SSI/SSDI entitlements. If not already enrolled, the SOAR process can be initiated for those under AOT, in the state hospital, in psych-units in community hospitals or under mental health alerts in jails and prisons. Cross system coordination will be critical to not duplicate efforts and complete the applications.

## 6. Create Shared Values

Deflection and diversion in the criminal justice system requires shared values and response to individuals with high needs. Routinely discuss the challenges and various points of view held by various justice stakeholders.

- Provide a way to “listen to understand” (rather than to “respond”) to each other and explore concepts such as accountability, public safety, “victim” and tolerance level for various diversion options. Invite community members, providers and persons with lived experience to be part of the discussions. Use the LEAN concept of “customers” to identify impacted sectors (e.g., business, family, victims).
- Develop a process to respond to concerns about deflection/diversion. Develop a collaborative message that communicates that deflection and diversion are appropriate strategies to use in case a negative event occurs.
- Develop a cost model of the traditional system and deflection/diversion strategies.
- Consider developing a restorative justice based response to low level offenses such as shoplifting, loitering and quality of life offenses. Perhaps develop a sheriff-run work crew to support clean-up, graffiti removal, care of flower beds and gardens to offset municipal costs and provide an alternative to jail for unpaid fines and fees.

## 7. Post-booking stabilization

Post-booking stabilization process (not program) provides opportunities at multiple points to screen and address behavioral health, including who receives information about post booking options, who can be diverted out and to what, what is needed to stabilize individuals in jail, and what services are persons needed to be released to in the community. Essential elements can be found in the SAMHSA Monograph, “Municipal Courts: An Effective Tool for Diverting People with Mental and Substance Use Disorders in the Criminal Justice System.” The monograph identifies four essential elements of arraignment diversion programs. Improving screening, clinical assessment, and behavioral health disorders who are released without referral or follow-up. The CASES Transitional Case Management and the Manhattan Arraignment Diversion Program are two examples.



## RECOMMENDATION # 4

### FURTHER INCORPORATE THE USE OF PEERS AND PEER SUPPORT AND RECOVERY ACROSS INTERCEPTS

Peer specialists and peer support services can assist in helping inmates with mental illness/addiction to engage in treatment. They can be instrumental as part of a re-entry team to help an inmate connect with services upon release. Peer support has been found to be particularly helpful in easing the traumatization of the corrections process and encouraging consumers to engage in treatment services. Peers can work one-on one or in a setting such as a “living room” model or as part of homeless, crisis evaluation centers, emergency departments, treatment courts, jail and reentry services, mental health and detox settings. Please review the resources below for information.

- *The 2014 SAMHSA publication Toolkit for Evaluating Peer Respite provides information on developing Peer Respite Centers.*
- Philadelphia’s Department of Behavioral Health and Intellectual Disability Services has created a helpful Peer Support Toolkit.
- There are many other resources available such as Medicaid Coverage of Peer Support for People with Mental Illness.
- Wellness Recovery Action Plans (WRAP) are integral to individual recovery and can be integrated into probation or other case management plans.
- Living Room Living Room, Global Journal of Community Psychology Practice.pdf  
<https://www.gjcpc.org/pdfs/2013-007-final-20130930.pdf>
- Best Practices for Effectively Integrating Peer Staff in the Workplace, New York State Office of Mental Health (2017)
- Florida Peer Services Handbook, Florida Department of Children and Families, Office of Substance Abuse and Mental Health (2016)
- Peer Services Toolkit: A Guide to Advancing and Implementing Peer-Run Behavioral Health Services, ACMHA: The College for Behavioral Health Leadership (Now called the College of Behavioral Health Leadership) and Optum (2015)
- Enhancing the Peer Provider Workforce: Recruitment, Supervision, and Retention, National Association of State Mental Health Program Directors (2014)



## RECOMMENDATIONS FOR INTERCEPT 0 AND INTERCEPT 1

### RECOMMENDATION # 5

#### **IDENTIFY “FAMILIAR FACE” HIGH UTILIZER POPULATIONS TO HELP MANAGE COSTS, REDUCE UNNECESSARY UTILIZATION OF SERVICES WHILE INCREASING INDIVIDUAL STABILIZATION. DEVELOP “HIGH UTILIZER” STRATEGIES**

It is important to differentiate between a) identifying a “familiar face” population (which, at some level, is static); b) understanding the reasons for frequent use of jail, behavioral health, and medical services; and c) using information to inform strategies from proactive identification of people at risk to be “familiar faces.” Identify strategies to objectively flag, intervene and serve these familiar faces.

Use historical data from the court, jail, or MHET to start the identification process of high utilizers. Build on efforts such as CoCo Lead Plus, mobile crisis and other deflection and diversion strategies to identify high utilizers or “familiar face” populations within and across various systems. Use the lessons learned to increase information sharing, service implementation, identify gaps and improve outcomes.

##### *General High Utilizer Identification Process*

Build relationships and establish a working group across justice and non-justice stakeholders; establish goals to improve outcomes for highly vulnerable populations. Build on existing resources such as a Continuum of Care, homeless providers, and law enforcement Crisis Intervention Team programs.

- Convene the county mental health provider, county hospital, police, fire, EMS, 9-1-1, courts, prosecutors, public defenders, sheriff, homeless providers, withdrawal management services, etc. to understand various high utilizer populations from their perspective.
  - Determine data points and seek agreements to analyze and share data at the aggregate and individual level.
  - Map current system flow, frequency, costs for various populations.
- Define, identify, stratify and create strategies to meet the needs of various high utilizing populations. Some populations to consider:
  - Emergency services such as fire, EMS and emergency rooms for non-emergency issues
  - Calls for police services where calls are based on mental health or intellectual disability
  - Incompetent to stand trial repeat individuals with low level, non-violent offenses
  - Repeated use of withdrawal management and police contact
  - Repeated overdose of substance use disorders resulting in emergency care and use of naloxone.
  - Repeated technical violators of probation services
  - Failure to appear and high court utilization for low level offenses



- Parents where child abuse/neglect has been substantiated and frequent arrest or citation for substance use or levels of mental health disorders.
- Track outcomes of police contact. The importance of documenting pre-booking actions including citation, arrest, hospitalization, de-escalation, and referral, cannot be overstated.
  - Determine how to flag individuals for police so they can initiate the deflection or diversion process.
  - Create a baseline and track by deflection and diversion strategy.
  - A simple “check-box” used by law enforcement, as within Fairfax, VA and Dade County, FL, can document actions taken.
    - Track the total number of dispatch calls to persons with behavioral health issues and sort by actions – arrest, deflect/divert, or “No Probable Arrest,” “Probable Misdemeanor Arrest,” and “Probable Felony Arrest.”
    - Track the percentage and type of calls specialized police units/officers are responding to and prioritize calls, if necessary.
- Develop dashboard to track the prevalence, demographics, and case characteristics of adults with mental and substance use disorders who are being arrested, passing through the courts, booked into the jail, sentenced to prison, placed on probation, etc. Systems such as Microsoft Power BI allow flexibility in presenting information.
  - A mental health dashboard can also be developed to monitor wait times in hospitals for people in mental health crises and transfer times from the emergency department to inpatient units or other services to determine whether procedures can be implemented to improve such responses. These dashboard indicators can be employed by a county planning and monitoring council to better identify opportunities for programming and to determine where existing initiatives require adjustments.
- Identify top system utilizers through analysis of court data (tickets, municipal and misdemeanor) by individual first, and then by offense, address of offense, etc. Share the list with justice system stakeholders: police, 9-1-1, pre-trial/bond eligibility and LOS before release, failure to appear (FTA), warrants, risk and need scores, detention frequency and LOS, engagement in detention/jail program services (including medical and behavioral health), probation and parole, and Department of Corrections, including technical violations and outcomes, etc. Stratify the list in ascending order of arrests or jail days; create a reasonable cut off point. Copy the list and add codes for identified behavioral health issues to a separate, protected list. This should result in understanding a lower level offender with high needs.
  - Map offense locations to understand density of offenses by offense type and develop strategies to improve outcomes.
- Share the list, with full name, known alias, and date of birth (not including protected health information) with additional non-justice stakeholders: homeless systems (HMIS), hospitals, detox facilities, Human Services, Fire/EMS, community mental health, treatment providers, and other relevant community providers to understand the utilization, needs and gaps in resources.
  - Providers may not be able to provide individual information, but they can provide information by cohort regarding levels of utilization of their systems.



- Request costs of services when possible.
- Develop MOUs with appropriate stakeholders to obtain more comprehensive data.
- Work with state systems such as Medicaid and behavioral health payers to provide utilization costs.
- Develop strategies to address specific population needs.

## RECOMMENDATION # 6

### IMPLEMENT A COMPREHENSIVE SUBSTANCE USE DISORDER STRATEGY: POPULATION IDENTIFICATION AND TREATMENT RESOURCES IN THE JAIL AND COMMUNITY.

SIM Workshop participants identified substance use disorder treatment capacity and access as a significant gap. The facilitators note the following substance use disorder initiatives and encourage stakeholders to expand and integrate substance use disorder treatment initiatives with other initiatives described in this report.

- *Substance use disorder treatment levels:* The American Society of Addiction Medicine’s ASAM criteria is the result of a collaboration that began in the 1980s to define one national set of criteria for providing outcome-oriented and results-based care in the treatment of addiction. Today the criteria have become the most widely used and comprehensive set of guidelines for placement, continued stay and transfer/discharge of patients with addiction and co-occurring conditions.
  - ASAM Criteria- Determining Severity Ratings
  - Understanding and Utilizing the ASAM Placement Criteria
- The 2016 SAMHSA publication Screening and Assessment of Co-occurring Disorders in the Justice System developed by Roger Peters and the SAMHSA GAINS Center (see *Screening and Assessment* section of the Resources), provides an overview of screening and assessment and treatment of individuals with co-occurring disorders in the criminal justice system. In addition, Screening and Assessment instruments for mental illness, substance use, co-occurring disorders, treatment motivation and trauma/PTSD. Recommended screening tools include:
  - Texas Christian University Drug Screen V
  - Simple Screening Instrument for Substance Abuse
  - Alcohol, Smoking and Substance Involvement Screening Test
- The SAMHSA publication, Detoxification and Substance Abuse Treatment. Treatment Improvement Protocol (TIP) Series, No. 4 SAMHSA Tip 45, provides communities with guidance on a continuum of inpatient and outpatient care for detoxification services and identifies best practices.
- Jails and prisons are increasingly utilizing Medication Assisted Treatment (MAT) at the point of reentry. The American Society of Addiction Medicine has established a National Practice Guideline to provide information on evidence-based treatment for opioid use disorder.



- The American Academy of Addiction Psychiatrists has established a clinical support system for providers, including prescribers working with justice-involved individuals. Education and training are available through the following [web portal](#).
- The National Sheriffs' Association and the National Commission on Correctional Health Care have established promising [practices and guidelines](#) for jail-based Medication Assisted Treatment.
- The [San Diego Serial Inebriate Program](#) is a nationally recognized program to offer services to a chronic inebriate population.
- There are several curricula that can be helpful to use within the facility. See [Jail Based Substance Abuse Treatment Literature Review](#) for details.
  - General cognitive curricula such as: Thinking for a Change (TFC) and Moral Reconation Therapy (MRT) are effective, but can be lengthy to administer.
  - The [SMART Recovery curriculum](#) is shorter in length to administer.
    - [InsideOut](#) is a SMART Recovery program for substance abuse treatment in correctional settings.
  - The [Matrix Model](#) is a curriculum for persons suffering from methamphetamine use disorder.

#### Medication Assisted Treatment (MAT) protocols in the jail and community:

- Review current Medication Assisted Treatment (MAT) processes in the community and jail. Many jails are only giving Vivitrol, or Suboxone to women who are pregnant.
- Ensure support, especially peer support, to help persons maintain MAT and their recovery. See the *Medication Assisted Treatment* section of the Resources portion of this report.
- Strategies may include treatment on demand, police follow-up and referral to services, a resource center, harm reduction/syringe exchange, and/or first responders trained in and carrying Naloxone.
- Consider a collective impact process to bring together harm reduction, prevention, treatment and enforcement strategies. Think of both process, and individual-, policy-, and place-based strategies.
- Full jail/criminal justice facility MAT for opioid use disorder includes:
  - Screening for use and withdrawal
  - Withdrawal management on Buprenorphine
  - Maintenance dosing and induction on Methadone and Buprenorphine paired with appropriate psychoeducational classes, and
  - Peer support in the facility and upon release
  - Inmates leaving with Naloxone (Narcan)
  - Approximately 1% of the over 3000 county jails is offering a full spectrum of MAT protocols. Dr. Rai at [Denver County Jail](#) is open to discussing their model that provides all levels of MAT: maintenance, induction, withdrawal management, psych/social education and Narcan at release.



See *Jail-Based Medication-Assisted Treatment: Promising Practices, Guidelines, and Resources for the Field*, October 2018, <https://www.ncchc.org/jail-based-mat.>, National Sheriffs' Association, National Commission on Correctional Health Care.

Trauma-informed curricula such as Seeking Safety, TREM, and M-TREM are important to offer as trauma is often underpinning substance use disorders.

- Seeking Safety is a non-clinical curriculum.
- Basic post-traumatic stress disorder assessment may be helpful to use. The Abbreviated PCL-C is a shortened version of the PTSD Checklist – Civilian version.

Clients with cognitive impairment often go undetected but may fail to comply with justice demands and fail to comprehend forms of treatment due to their impairments. Screening for cognitive impairment is important.

- Traumatic Brain Injury
  - The Ohio State University (OSU) Traumatic Brain Injury (TBI) Identification Method (OSU TBI-ID) is a standardized procedure for eliciting a person's lifetime history of TBI via a 3-5 minute structured interview.
  - SAMHSA's TIP 57: Trauma-Informed Care in Behavioral Health Services helps professionals understand the impact of trauma.
- Cognitive Impairment:
  - The Cognitive Failures Questionnaire (CFQ) was developed to assess the frequency with which people experienced cognitive failures, such as absent-mindedness, in everyday life.
  - Mini-Mental State Examination (MMSE)
  - The Saint Louis University Mental Status Examination (SLUMS) is a brief oral/written exam given to people that are suspected to have dementia or Alzheimer's disease. Instructions are found here.



## RECOMMENDATIONS FOR INTERCEPT 2 AND INTERCEPT 3

### RECOMMENDATION # 7

#### EXAMINE THE NEED FOR PRETRIAL INTERVENTIONS TO REDUCE FAILURE TO APPEAR OF INDIVIDUALS WHO ARE BOOKED AND RELEASED.

Examine the feasibility and need for alternatives to detention and pre-adjudication diversion options for people with mental disorders at Intercept 2. Defendants with mental disorders who are remanded to pretrial detention often have worse public safety outcomes than defendants who are released to the community pending disposition of their criminal cases.

##### *Proportional Responses*

Consider proportional responses based on the severity of a defendant's criminal risk and behavioral health treatment needs.

- Defendants with pending cases who are released to pre-trial services as an alternative to detention. These may be cases with moderate criminal risk but where the individuals would benefit from community-based services that are not available while in pretrial detention and pretrial failure can be avoided.
- A deferred prosecution approach where a low-risk defendant is directed to participate in a short-term community-based treatment program. Successful completion of the program results in dismissal of the charges while failure results in remand to custody and continuation of the criminal case. The Milwaukee County Pre-trial Diversion program offers diversion opportunities using restorative justice and other accountability models.
- Consider a competency court docket, such as was established by the Seattle Municipal Court, to reduce time spent in jail during the competency process. Refer to the journal article by Finkle and colleagues (2009) and the 2013 report on the Seattle Municipal Court mental health court, which houses the competency court docket.
- Explore implementing a detention Population Review Team (PRT) process similar to the one in Lucas County, Ohio. Weekly meetings are held with the prosecutor, public defender, jail representatives, mental health professionals, and others when appropriate. The team reviews a list of individuals in pre-trial custody to determine why a person is being detained and if he or she can be safely released before trial or have his/her case resolved quickly. For example, some individuals are released to mental health services as part of pre-trial conditions. In other cases, if the case during the normal course of action would result in a plea, the plea offer expedited rather than waiting to set a trial date.



## RECOMMENDATION # 8

### IMPROVE PRE-AND POST-ARREST DIVERSION OPPORTUNITIES FOR INCOMPETENT TO STAND TRIAL POPULATIONS

Participants discussed the Incompetent to Stand Trial (IST) population who are detained in jail while waiting transfer to a state forensic hospital. The IST issue is a challenge for states across the country, but strategies have emerged to reduce the number of individuals found IST, provide outpatient restoration alternatives and reduce IST inpatient length of stay. In addition, deflection of repeat individuals and improved coordination with Probate Court can reduce unnecessary revolving patterns of persons where competency has historically been an issue. See the American Bar Association legal standards (2016) for diversion strategies for the individuals charged with misdemeanors who are deemed incompetent to stand trial (Criminal Justice Standard on Mental Health 7.4- 8(e)).

#### AB 1810 Implementation

Successful implementation of AB 1810 calls for cross-system and cross-discipline coordination and collaboration at the local and state level. Developing an AB 1810 implementation strategy and developing pre-and post- booking diversion was SIM priority area #4. SIM participants identified a path forward based on the CoCo LEAD (Antioch) model. The public defender's office is taking the lead until a governance structure for AB 1810 can be established. Part of the structure includes developing a comprehensive plan, and chartering the work of the governing committee.

Some of the questions for stakeholders to examine are as follows:

1. What entities are eligible to apply for and manage 1810 funds?
2. What information needs to be shared by whom, when and how and why?
3. What should the governance structure be including who should be on the steering committee and how will it operate.
4. Metrics and a review process needs to be established. Memorandums of Agreement should be developed to support information sharing.
5. What are other States and Counties doing to manage IST issues and populations?  
Some states are limiting competency restoration process for misdemeanors. Minnesota, Virginia and Georgia have the shortest misdemeanor restoration terms. In Virginia and Georgia, 45 days are allowed to restore competency (misdemeanors); if not restored, the person is released or civil commitment action is taken. In Minnesota, a misdemeanor case is dismissed after 30 days unless the prosecutor files a notice of intent.

#### Competency: Deflect or Divert Repeat Offenders

We encourage the justice community to think proactively about how to use deflection strategies to reduce the number of individuals involved in the justice system where there are potential concerns that competency is an issue.



- Consider using a “familiar face” triage process to deflect low-level offenders to services including a triage center, housing first and supportive housing resources and ACT; work collaboratively with Probate Court, guardianship and AOT services to improve long-term community based support.
- Stable housing is critical to individuals with high needs being successful in the community. SIM participants recognize the need to build a housing strategy.
- Consider not allowing competency to be raised in cases involving a misdemeanor offense. Instead divert to services.
- Consider convening a working group to review the current state of competency and competency restoration, including frequency of raised competency over the past several years, type of charges, evaluation/restoration outcomes, and individual information including mental health and substance use history/treatment, housing status, insurance status, and natural supports, if known.

In addition to the threshold of danger to self or others, some state laws support placing an individual on a mental health hold when gravely disabled. Contra Costa NAMI has created a *Survival Guide* and form that family and providers can use to document an individual’s behaviors and be used to build the case for grave disability. Improve coordination among stakeholders to increase efficacy of the *Survival Guide*.

- *Survival Guide: A Practical Plan for Supporting a Loved One with a Mental Illness* ([PDF](#))
- *Cover Letter for Family Information Forms (AB 1424) and Authorization for Verbal Release of Information Form* ([PDF](#))

The American Academy of Psychiatry and Law has created [guidelines](#) for competency evaluation. Stakeholder meetings from the local jurisdiction and the state to focus on this population can be helpful. [Outpatient competency-related programs](#) can also be considered.

**Competency Restoration:** Nationally, (Zapf and Roesch, 2011) research shows 75-90% of incompetent but restorable defendants are restored, generally, within 6 months of restoration efforts. [13-01-1901 Zapf Standard Protocols for Tx to Restore Competency.pdf](#) Zapf, P. (2013). *Standardizing Protocols for Treatment to Restore Competency to Stand Trial: Interventions and Clinically Appropriate Time Periods* (Document No. 13-01-1901). Olympia: Washington State Institute for Public Policy.

GAINS Center (2007) Restoration Stage considerations, authored by Dr. Debra Pinals:

- Utilization Management of restoration beds – suitability for community or jail-based restoration, prompt return to court upon restoration, capacity to transfer between levels of care as needed during restoration
- Standardization across settings, reasonable statutory timeframes for restoration, jail and community-based restoration
  - Group learning Format (Noffsinger, 2001; Mossman et al., 2007)



- Education, anxiety reduction, guest lectures, mock trials, video modules, post-restoration module, current legal events.
- Potential new methodologies: Cognitive Remediation Strategies – Attention, memory, reasoning and executive functioning (Schwalbe, E., and Medalia, A. 2007)
  - The Slater Method (Wall et al., 2003), Restoration for defendants with intellectual disability. Inpatient and outpatient versions utilizing phases that build on knowledge, understanding and repetition

Restoration practices and settings vary from most restrictive inpatient, usually at a state mental health hospital or jail-based, to community-based outpatient. According to the National Judicial College, the following practices are suggested:

- Psychotropic Medication: *Sell v. United States*, 539 U.S.166 (2003) identifies conditions under which antipsychotic drugs can be administered against a defendant’s wishes for the purpose of restoring competency but only in rare, limited circumstances. *Washington v. Harper*, 494 U.S 210 (1990) authorizes the involuntary medication of inmates who are dangerous to themselves or others and cannot give informed consent by use of an internal administrative process. Additional, inter-institutional medication challenges include sharing formulary information, access to and maintenance on medications once stabilized; restoration education to prescribers and medication consistency in the community.
- Frequent Status Updates to the Court, and/or Assigned Case Managers: Forensically trained case managers who access services, track progress and update court.
  - Establish protocols that preset or advance the return court date within 24 hours on a misdemeanor and 10 days for a felony.
- Forensic Telehealth –Secure video conferencing during restoration (e.g. Wisconsin); Videoconferencing for “Sell” hearings (e.g. Texas and Nevada).
- Restoration settings from most restrictive to least include: Inpatient usually at a State Mental Health Hospital, Jail Based, and Community-based Outpatient. Considerations, at the very least should include the level, type/nature of the offense (e.g., violent felony vs quality of life), patient/defendant safety related concerns for self and others, staffing and expertise of evaluators and restoration services; access to appropriate medications and is the setting conducive to restoration?
- Outpatient Community Restoration (OPCR): [WJP-5-228 Outpatient Comp Restoration.pdf](#); *Lookin’ for beds in all the wrong places: Outpatient competency restoration as a promising approach to modern challenges*; Gowensmith, W. Neil, Frost, Lynda E., Speelman, Danielle W.,Therson, Danielle E. Psychology, Public Policy, and Law, Vol 22(3), Aug 2016, 293-305 APA PsycNET. Also see the SAMHSA’s GAINS Center’s *Quick Fixes for Effectively Dealing with Persons Found Incompetent to Stand Trial (2007)*.
  - Often used for patients/defendants with lower level, non-violent cases
  - Housing stability and ability to pay is a consideration in some locations
  - Generally stable on medication or willing to accept medication



- Mental Health Courts may have a “Competency Court” docket attached that is associated with OPCR
- Jail-based Competency Restoration(JBCR): [Jail based Comp Restor.pdf](#); RISE Jail based programs [A-7-Restoring-Individuals-Safely-and-Effectively-\(RISE\).pdf](#); RISE program at Arapahoe County, CO Detention Center.
- Dr. Reena Kapoor, MD, explores the question of impact of the setting on restoration in her [Commentary: Jail-based competency restoration](#) (2011). <http://www.correctcarers.com/rise/> Some of the issues surrounding JBCR are: Will it increase the number of persons in jail? Is there a racial/ethnic or socio-economic issue? Does the setting impact competency restoration? Does it let the state off the hook? Will it prevent us from taking a hard look at current practices that need to be addressed?

Additional competency resources and information:

- Florida has developed a Competency Restoration Kit: [CompKit slidex.tips florida-state-hospital-compkit.pdf](#).
- There are a few articles on long-term restoration; attached is one from the Journal of the American Academy of Psychiatry and the Law (JAAPL) [JAAPL Long Term Competence Restoration Rates.pdf](#)
- Legacy of Jackson v. Indiana [How Reasonable has Become Unreasonable.pdf](#)
- [Trueblood v Washington State Joint Motion for Preliminary Approval of Settlement Agreement Exhibit A](#), Case 2:14-cv-01178-MJP Document 584-1 Filed 08/16/18

## RECOMMENDATION # 9

### REVIEW AND ADDRESS PROBLEM-SOLVING COURT CRITERIA TO ALIGN WITH NATIONAL BEST PRACTICE STANDARDS

Problem-solving courts are an integral diversion strategy that should target high risk and high needs populations. They can provide access to treatment, encourage treatment engagement and reduce recidivism. The county has several problem-solving courts all with very limited eligibility criteria. Consider a routine review and evaluation of the problem-solving courts including: eligibility criteria; population demographics of who is included, screened out, or determined to be ineligible; completion criteria and rates of completion by population demographics; client costs for involvement; technical violations; use of graduated incentives and sanctions; completion rates and recidivism for all problem-solving courts.



## **RECOMMENDATIONS FOR INTERCEPT 4 AND INTERCEPT 5**

### **RECOMMENDATION # 10**

#### **INCREASE EQUITY AND ACCESS TO SERVICES REGARDLESS OF AB 109 FUNDING.**

Workshop participants and the Contra Costa County Public Safety Realignment Annual Reports call out the need for improved access to services regardless if the individual is AB 109 eligible. It is our understanding that the Contra Costa County leadership recognizes this need and is working toward access to services for high needs individuals regardless of AB 109 funding.

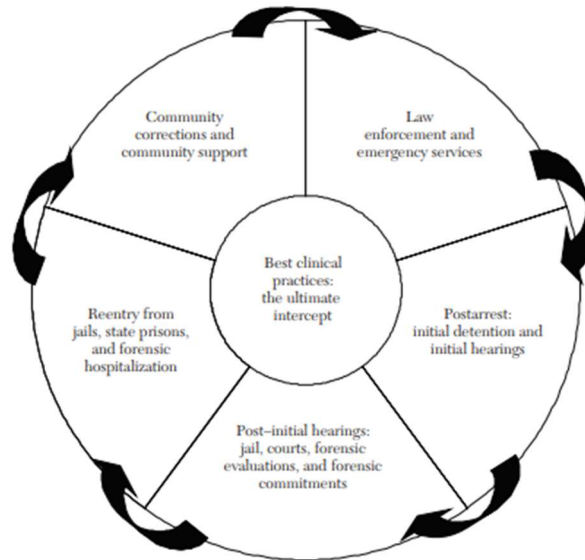
- Attention should be given to provider capacity and performance.
- Review policies and provide equal access to incentives for participation and completion of groups, cognitive classes, treatment, etc. regardless of the funding stream.
- Non-AB 109 client access to residential treatment needs to be reviewed.
- Information-sharing with the courts regarding who is eligible for enhanced services and supervision under AB 109 should be reviewed and improved so that outcome analysis can improve.
- Increase the capacity of agencies to meet the needs of individuals with co-occurring mental and substance use disorders.
- Access, capacity, and location of opioid use disorder treatment should be reviewed.

### **RECOMMENDATION # 11**

#### **IMPROVE JAIL-BASED SERVICES AND TRANSITION PLANNING TO REDUCE RECIDIVISM AND IMPROVE HEALTH AND OTHER OUTCOMES FOR DETAINED OR JAILED INDIVIDUALS**

Public safety and public health outcomes can be improved by providing in-jail services, transition planning and coordinated continuity of care of inmates with mental and substance use disorders. The terms “transition” and “reentry” are used interchangeably in this recommendation. It may be helpful to think of jail services and reentry in terms of a “hub-and spoke” model where the jail is the *hub* and responsible for specific actions such as identification of needs, care that increases stabilization, and coordination with *spokes* or strategies for continuation of care and access to services in the community. In addition, it is helpful to think about the intercepts as a circle rather than a linear model with resources in Intercepts 0 and 1, and 4 and 5 being interchangeable and interdependent.





**Sequential Intercept Model as a Revolving Door**  
(Munetz & Griffin, 2006)

Therefore, this recommendation is intertwined with several other recommendations.

#### Specific Reentry and Transition Planning Items

- Medications at Release: a) provide inmates with at least a weeks' worth of psychotropic medication (some may not be appropriate) or a paid prescription and location where it can be filled; b) Educate on how to administer and provide Narcan (Naloxone) at release for opioid dependent individuals; c) Have posters, pamphlets and videos in the jail visitation and booking on how to administer Narcan.
- Use a standardized reentry need assessment tool (GAINS Reentry Checklist).
- Develop a multi-party, cross discipline release of information with opt-out rather than opt-in language.
- Increase probation response to mental health needs. Colorado Probation uses a brief mental health screen.
- Sort the jail population by risk to reoffend and increase jail-based programming for medium-high and high-risk individuals.
- Improve transportation, coordination, and access to services.
  - Use of Uber Health may be one possible solution.
  - Map current provider resources, hours of operation, criteria to participate, costs, number of persons served, etc.
- Maximize co-location/one-stop services and centralizing resources across the county. Use existing resources such as a triage center or the integrated care clinic.
- Inventory housing and build a housing continuum.



- Survey or hold focus groups with probationers, family members and providers to understand issues and how to improve coordinated release from jail.
- Map out the current communication (staff roles, documents, consent to release information forms, process, hours of operation, etc.) between the jail, probation, parole and community providers. Review and adjust release times to improve the likelihood that services will be open at the time of release. Make adjustments. Use “opt-out” rather than “opt-in” language on the client release of information.
- Improve universal screening of mental health, substance use disorders, cognitive impairment including traumatic brain injury and Intellectual Developmental Disabilities.
- Develop a video of programs and services that runs in the jail booking, library, dorms, etc.
- Develop a standard volunteer/provider training to provide services in the jail and letter of application to enter the jail. Create a standardized approval and review process. Convene jail-community provider meetings to discuss challenges and improve coordination.
- Track data of those who return to jail with reoccurring primary and behavioral health issues. Provide reentry, health and non-health services to inmates regardless if they are a health care member. Create specific education and intervention strategies to address re-occurring population needs.
- Review the Washington State “[Pathways HUB](#)” model in addition to the current reentry health strategies.

Some of the most challenging aspects of implementing “jail-to-community transition” is programming space, safety and contraband, access to populations, movement within the facility and availability of time/slots to deliver services. Often, secure facilities use inmate resources to operate the facility which limits “programming time”. In addition, inmates in facility housing pods, units or modules are often mixed or based on classification systems that don’t mirror programming needs; moving inmates requires staff and can compromise safety in the facility.

Various models are used to deliver jail transition services. Some facilities have dedicated jail staff, others use community-based providers who reach into the jail. Some facilities allow only a very limited number of non-sheriff department staff into the facility. Ideally, to build continuity of services, the same providers who provide services in jail, continue services into the community. At the very least, there should be a coordinated and streamlined process. Appropriately, most jails use volunteers to deliver some services, however, it can result in inconsistent delivery and availability of services. Generally, evidence-based programs require trained and dedicated staff to increase program fidelity.

Ideally, planning for reentry should begin as soon as the individual is incarcerated and should include risk and need assessments, targeted services in the jail, and reentry planning to meet core needs during the first day, week, month, and up to 6-9 months. The following two documents provide comprehensive information about jail to community transition:

- [Guidelines for Successful Transition of People with Mental or Substance Use Disorders from Jail and Prison: Implementation Guide](#) publication provides information reentry for ‘high



needs” populations. It includes the APIC guidelines of “Assess-Plan-Identify-Coordinate”. The guidelines include: Conduct Universal Screening, Follow up positive screens with comprehensive assessments, Design individual treatment plans, Develop collaborative responses that match need and risk, Identify interventions in transition planning practices, Establish policies to facilitate continuity of care, Coordinate justice system and community services, Share information to advance cross-system goals and Encourage cross training.

- The Urban Institute and National Institute of Corrections has developed the Transition from Jail to Community (TJC) Initiative and online learning toolkit. Both of these documents include an excellent framework for developing comprehensive reentry policies and practices.

### *Improve Access to Medicaid and Social Security Benefits*

The jail health provider has been very proactive about ensuring access to health benefits. The following information is included as an outline of this issue and to identify some additional areas of work.

Medicaid suspension or cancellation while incarcerated is a barrier to recovery and stabilization. The Affordable Care Act has expanded access to Medicaid, yet communities across the country have lagged in enrolling justice involved individuals in Medicaid. A more aggressive and coordinated approach is needed to insure Medicaid benefits essential to continuing prescribed medication and accessing critical behavioral health services. Don’t assume that populations are being identified - often individuals in the justice system who present with high levels of substance use disorder have co-occurring mental health or cognitive impairment.

Consider the following:

- Provide jail-based or diversion health personnel with access to the local Medicaid database to promptly identify enrollees and insure continuation of coverage.
- Social Security Outreach Access and Recovery training (SOAR) can improve successful enrollments and reduce approval times from months to as soon as 60 days. Work with your existing SOAR team and SSI/SSDI to ensure applications are completed for persons who are likely eligible and would benefit from SSI/SSDI.
- Provide a cross-discipline training on SSI/SSDI, including documentation needed for a SSI/SSDI application.
- Make sure individuals are asked what insurance they have: Medicaid, SSI/ SSDI, private, none. Review intake forms to see if that information is already collected during jail booking/medical screening and hospitals, BHD, and during CART and Mobile Crisis contacts.
- Enroll individuals who do not have insurance in Medicaid, as eligible. Everyone who has been identified as a high utilizer should be considered for SSI/SSDI application.
- Continue to address health needs of clients post release including “health home” models. Review current partnerships and make sure the jail, health care provider, and health center partnerships are maximizing what a Health Center (under Section 330, a.k.a. Federally Qualified Health Centers or FQHC) can offer.



### *Improve Inmate/Patient Stabilization through Medication Consistency*

- Review the jail, local health center (FQHCs), community mental health, state corrections, and state hospital medication formularies to promote and coordinate medication consistency, and release with medications and an appointment to a mental health care provider.
- Ideally, inmates/patients are released with up to four weeks of medication based on ability of a new, community-based appointment date. Reentry from jail is an opportune time to create continuity of care and connect people with community-based services. A warm-hand off to the next appointment can be supported by utilizing peer support.
- Colorado has developed a state-wide criminal justice formulary across jails, community mental health, state hospital, Department of Corrections, and state Medicaid. They are willing to share the formulary and process. In addition, work with existing resources to reduce costs of purchasing medication and improve long-term health outcomes.
  - Confirm that the county, including the jail medical provider is a member of the Group Purchasing Organization, Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) to reduce the cost of medications.
  - Work with local hospitals and Federally Qualified Health Care (FQHC) centers to create primary, mental health and substance use care continuity.

### Broader Reentry and Transition Planning Committee

Diverse stakeholders including jail administrators, volunteers, and providers representing employment, housing, education, veteran services, courts, prosecutors, public defenders, pre-trial services, human services, substance use, mental and primary health – including local representatives from a local Federally Qualified Healthcare Center (FQHC) are all important in designing and delivering reentry services. County or state *Social Security Outreach Access and Recovery (SOAR)* providers, managers of Assisted Outpatient Treatment and Wellness Recovery Action Plans (WRAP) facilitators can all be very helpful with overall coordination of mental health services. In addition, it is imperative to include previously incarcerated individuals and recovery peers, and/or representatives from an inmate council, and inmate family members as members of the group.

Some of the core areas of work may include, but are not limited to:

- Design and improve coordination and access to comprehensive and coordinated jail-to community reentry services.
  - Inventory current policies and practices. Literally walk through the process from booking to release to identify resources and gaps.
  - Review the APIC and TJC documents identified above.
  - Inventory and strategically address the unintended or “collateral consequences” of jail and prison.
  - Review current programming staffing levels, community provider services and transition of care from one facility to another and from facilities to the community.
- Work on broad, community based issues:
  - Access to fair housing and employment through “ban the box” efforts



- Release with identification and referrals to specific services
- Educating employers on how to read and understand criminal histories.
- According to state law, ensure voting rights for incarcerated persons.
- Release times and transportation are often issues that need to be addressed.
- Increase continuity of health care:
  - Whenever possible reduce length of stay for persons SSI/SSDI to under 30 days so they do not lose this benefit.
  - Assist in the process of applying for Federal entitlements such as SSI/SSDI. SOAR providers should be used to assist with this process.
  - Ensure identification and access to veteran services. Most jails have an assigned Veteran Justice Outreach (VJO) person.
  - Ensure identification and initial enrollment of persons eligible for Medicaid.
  - Increase access to Wellness Recovery Action Plan (WRAP) plan facilitation.
  - Create a way to notify community based providers of who is in jail. Many jails simply send a daily spreadsheet to providers.

Larger issues to address by specific stakeholder groups, not necessarily the broader reentry committee identified above.

- Review the use of and availability of programming space within the jail and explore developing specific behavioral health units for mental health and substance use and program staffing as part of the plan. Some of the county jails with dedicated mental health, substance use disorder or reentry programming include jails in Denver, CO; Allegheny County, PA; Henrico County, VA; and San Diego County, CA. Talk with Denver County Jail for ideas on operating dedicated mental health, and substance use treatment units as well as mental health discharge planning and navigation from jail to community. [Shane.Grannum@denvergov.org](mailto:Shane.Grannum@denvergov.org); [Rhuerter@prainc.com](mailto:Rhuerter@prainc.com)
- Review current health care provider contracts. Review the medication formulary, access and availability of services and ensure universal screening.
- Explore models that integrate reentry programming with primary medical, behavioral health, employment, and justice system support. Programs such as the Transitions Clinic can help provide an integrated, whole health approach. Yuma County (AZ), Bexar County (TX) Bexar County, and Bernalillo County (NM) all have creative approaches to integrated justice and health care.
- Work in partnership with the municipal detention/holding facilities, county jail, and department of corrections to create a mental health unit that can serve serious offenders with serious mental illnesses.

## Screening

“Universal screening” is key to sorting populations by risk and needs. Generally, detention and jail facilities have a medical/health provider that conducts basic health and some mental health screens.



For the greater, general population, transition planning services should be offered to the medium-high risk sentenced population prior to release from the jail. Consider the using risk/need assessment tools adopted by the county to identify and sort the population. Some of the common tools used include the: Level of Service Inventory- SV (LSI, there are several versions, SV stands for short version), Compas, Ohio Risk Assessment System (ORAS), Women's Risk Need Assessment (WRNA), Service Planning Instrument for Women (SPIN-W), etc. Or a simple "risk-based" tool such as the Proxy screening tool to sort jail populations by risk level and prioritize for jail reentry services.

Most jails report having over 25% of their population living with mental illness and over 60% with co-occurring mental health and substance use disorders. Recognizing the challenges of the jail booking process, short screening tools are critical to quickly identify needs. Many screening tools such as the Brief Jail Mental Health Screen, are in the public domain. Additional brief mental health screens include the: Correctional Mental Health Screen and Mental Health Screening Form III.

All too often, screening for substance use disorders and cognitive impairment is overlooked resulting in persons with these high needs left without services that can begin to address their needs. Refer to the comprehensive review of screening and assessment instruments for justice-involved individuals published by SAMHSA in 2016.

## RECOMMENDATION # 12

### CONTINUE TO BUILD PROBATION BEST PRACTICES, TRAINING, AND COORDINATION TO REDUCE TECHNICAL VIOLATIONS AND PROBATION REVOCATIONS.

Probation is in a pivotal position within the justice system. How probation officers are trained, supported and connected to community resources plays a critical role in client outcomes and stabilization during and post probation supervision. Contra Costa County Probation practices benefit from, and are challenged by, the regulations of AB 109 and Prop 47.

Probation and services defined by California Laws such as AB 109, Proposition 47 receive screening and access to services. Non AB 109 and Prop 47 may not receive the same access to services. In addition, Court Probation is a significant group who is unlikely to receive screening and access to services. At the very least, a data pull of persons under Court Probation should be matched with PES, ED, Jail Detention Health, and Detox data. Depending on the outcome of the data overlay, strategies should be developed to meet this populations needs.

Following are best practices to consider, some of which are already existing in the County.

- Routinely review data and appropriateness of graduated sanctions and incentives. Routinely train officers and the court (judicial officers, prosecutors and defense) on behavioral health and developmental disabilities, proximal and distal sanctions and incentives and department



policies, response policies to violations and options that consider the risk and needs of individuals.

- In addition to traditional risk/need assessments, ensure there is systematic screening for mental health, intellectual disabilities, traumatic brain injury and substance use disorders. Referrals should follow the assessment.
- Transportation to various treatment and intervention services can be challenging. Consider coordination/co-located services, scheduling and transportation options to improve probationer compliance.
- Inventory, create standards of delivery and routinely review in-house and outsourced probation programs and services. Create an evaluation process to be completed by probationers. Terminate contracts with ineffective providers.
- Develop behavioral health definitions, probation officer training and supervision standards to improve supervision of individuals living with mental health and substance use disorders.
- Consider creating a policy for screening and working with persons living with mental health disorders. Colorado has created a screening tool for probation (see embedded tool under Recommendation 9).
- Consider using a female-based assessment tool such as the Women's Risk Need Assessment or the Service Planning Instrument for Women.
- Address probation revocations and technical violations, especially those of persons with behavioral health issues:
  - Reduce caseload size, increase training, support and supervision of probation staff in managing individuals with mental health needs,
  - Provide direct access to mental health clinical services in the probation unit and in court.
  - Explore current laws such as whether the court can order an inmate to be put on involuntary medication unless the provider does not agree the medication needs to be involuntary.
- Track data and routinely review cases and supervision models of behavioral health clients.
  - Define client stabilization measures such as medication compliance, time with pro-social and productive supports such as recovery coaches and peers and, employment; housing stability, self-care/grooming, treatment compliance, etc.
  - Track stabilization, technical violations and response including use of graduated incentives and sanctions; revocations resulting in jail and length of stay.
  - Access to and level of engagement in treatment services; engagement with peers and other natural supports.
- Consider a specialized behavioral health team, working directly with county mental health provide support:
  - Improve client outcomes through community-based "day reporting". High needs clients are often out of compliance with probation requirements, resulting in technical violations. A community based, reporting opportunity staffed by recovery peers and clinical services can improve compliance and outcomes. See Denver for a model.
  - Have a clinician work from the probation office to help provide on-site support
  - Meet with clients at a mental health center or other community-based setting to improve compliance and reduce client transportation issues.



- Ensure clients are referred to appropriate providers for FACT – Forensic Assertive Community Treatment, and that a probation officer is part of the team.
- Screening, data collection
  - Address graduated sanctions and incentives, in particular for race and ethnicity and behavioral health, including policies, uniformity and options. Response policies (sanctions and incentives) should consider the risk and needs of individuals.
  - As identified above, implement systematic screening for mental health.
  - Work to coordinate services and minimize transportation challenges to improve individual's connection with available services.

### RECOMMENDATION #13

#### WORK WITH CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) AND THE STATE OF CALIFORNIA TO ESTABLISH AN AGREEMENT THAT ALLOWS PAROLEES TO ACCESS MEDI-CAL AND RECEIVE COUNTY SERVICES

Work with the State of California to allow parolees to access Medi-Cal. Colorado went through a similar issue and started making its case for inclusion of persons under parole in 2009. Attached is information regarding Colorado approach and a favorable decision from CMS.

- *Policy Statement on Medicaid Eligibility of Individuals Residing in Community Corrections Facilities (or "Halfway Houses")* ([PDF](#))
- *Letter to the Centers for Medicare and Medicaid Services on Individuals Residing in Colorado Community Corrections Facilities are Eligible for Health Care Services Funded with Federal Financial Protection* ([PDF](#))





## RESOURCES

### Competency Evaluation and Restoration

- SAMHSA's GAINS Center. [Quick Fixes for Effectively Dealing with Persons Found Incompetent to Stand Trial.](#)
- Finkle, M., Kurth, R., Cadle, C., and Mullan, J. (2009) [Competency Courts: A Creative Solution for Restoring Competency to the Competency Process.](#) *Behavioral Science and the Law*, 27, 767-786.

### Crisis Care, Crisis Response, and Law Enforcement

- Substance Abuse and Mental Health Services Administration. [Crisis Services: Effectiveness, Cost-Effectiveness, and Funding Strategies.](#)
- International Association of Chiefs of Police. [Building Safer Communities: Improving Police Responses to Persons with Mental Illness.](#)
- Suicide Prevention Resource Center. [The Role of Law Enforcement Officers in Preventing Suicide.](#)
- Saskatchewan Building Partnerships to Reduce Crime. [The Hub and COR Model.](#)
- Bureau of Justice Assistance. [Engaging Law Enforcement in Opioid Overdose Response: Frequently Asked Questions.](#)
- International Association of Chiefs of Police. [Improving Police Response to Persons Affected by Mental Illness: Report from March 2016 IACP Symposium.](#)
- International Association of Chiefs of Police. [One Mind Campaign.](#)



- Optum. In Salt Lake County, Optum Enhances Jail Diversion Initiatives with Effective Crisis Programs.
- The Case Assessment Management Program is a joint effort of the Los Angeles Department of Mental Health and the Los Angeles Police Department to provide effective follow-up and management of selected referrals involving high users of emergency services, abusers of the 911 system, and individuals at high risk of death or injury to themselves.
- National Association of Counties. Crisis Care Services for Counties: Preventing Individuals with Mental Illnesses from Entering Local Corrections Systems.
- CIT International.

### Data Analysis and Matching

- Data-Driven Justice Initiative. Data-Driven Justice Playbook: How to Develop a System of Diversion.
- Urban Institute. Justice Reinvestment at the Local Level Planning and Implementation Guide.
- The Council of State Governments Justice Center. Ten-Step Guide to Transforming Probation Departments to Reduce Recidivism.
- New Orleans Health Department. New Orleans Mental Health Dashboard.
- Pennsylvania Commission on Crime and Delinquency. Criminal Justice Advisory Board Data Dashboards.
- Corporation for Supportive Housing. *Jail Data Link Frequent Users: A Data Matching Initiative in Illinois* (See Appendix 3)
- Vera Institute of Justice. Closing the Gap: Using Criminal Justice and Public Health Data to Improve Identification of Mental Illness.

### Housing

- Alliance for Health Reform. The Connection Between Health and Housing: The Evidence and Policy Landscape.



- Economic Roundtable. *Getting Home: Outcomes from Housing High Cost Homeless Hospital Patients.*
- 100,000 Homes. *Housing First Self-Assessment.*
- Urban Institute. *Supportive Housing for Returning Prisoners: Outcomes and Impacts of the Returning Home-Ohio Pilot Project.*
- Corporation for Supportive Housing. *NYC FUSE – Evaluation Findings.*
- Corporation for Supportive Housing. *Housing is the Best Medicine: Supportive Housing and the Social Determinants of Health.*
- Corporation for Supportive Housing. *Guide to the FUSE Model.*

### Information Sharing

- American Probation and Parole Association. *Corrections and Reentry: Protected Health Information Privacy Framework for Information Sharing.*
- Legal Action Center. *Sample Consent Forms for Release of Substance Use Disorder Patient Records.*
- Council of State Governments Justice Center. *Information Sharing in Criminal Justice-Mental Health Collaborations: Working with HIPAA and Other Privacy Laws.*

### Jail Inmate Information

- NAMI California. *Arrested Guides and Inmate Medication Forms.*

### Medication Assisted Treatment (MAT)

- American Society of Addiction Medicine. *The National Practice Guideline for the Use of Medications in the Treatment of Addiction Involving Opioid Use.*
- American Society of Addiction Medicine. *Advancing Access to Addiction Medications.*
- Substance Abuse and Mental Health Services Administration. *Federal Guidelines for Opioid Treatment Programs.*
- Substance Abuse and Mental Health Services Administration. *Medication for the Treatment of Alcohol Use Disorder: A Brief Guide.*



- Substance Abuse and Mental Health Services Administration. *Clinical Guidelines for the Use of Buprenorphine in the Treatment of Opioid Addiction (Treatment Improvement Protocol 40)*.
- Substance Abuse and Mental Health Services Administration. *Clinical Use of Extended Release Injectable Naltrexone in the Treatment of Opioid Use Disorder: A Brief Guide*.

### **Mental Health First Aid**

- Mental Health First Aid.
- Illinois General Assembly. *Public Act 098-0195: Illinois Mental Health First Aid Training Act*.
- Pennsylvania Mental Health and Justice Center of Excellence. *City of Philadelphia Mental Health First Aid Initiative*.

### **Peers**

- SAMHSA's GAINS Center. *Involving Peers in Criminal Justice and Problem-Solving Collaboratives*.
- SAMHSA's GAINS Center. *Overcoming Legal Impediments to Hiring Forensic Peer Specialists*.
- NAMI California. *Inmate Medication Information Forms*.
- Keya House.
- Lincoln Police Department Referral Program.

### **Pretrial Diversion**

- CSG Justice Center. *Improving Responses to People with Mental Illness at the Pretrial State: Essential Elements*.
- National Resource Center on Justice Involved Women. *Building Gender Informed Practices at the Pretrial Stage*.
- Laura and John Arnold Foundation. *The Hidden Costs of Pretrial Diversion*.

### **Procedural Justice**

- Legal Aid Society. *Manhattan Arraignment Diversion Program*.



- Center for Alternative Sentencing and Employment Services. *Transitional Case Management for Reducing Recidivism of Individuals with Mental Disorders and Multiple Misdemeanors*.
- Hawaii Opportunity Probation with Enforcement (HOPE). *Overview*.
- American Bar Association. *Criminal Justice Standards on Mental Health*.

## Reentry

- SAMHSA's GAINS Center. *Guidelines for the Successful Transition of People with Behavioral Health Disorders from Jail and Prison*.
- Community Oriented Correctional Health Services. *Technology and Continuity of Care: Connecting Justice and Health: Nine Case Studies*.
- The Council of State Governments. *National Reentry Resource Center*.
- Bureau of Justice Assistance. *Center for Program Evaluation and Performance Management*.
- Washington State Institute of Public Policy. *What Works and What Does Not?*
- Washington State Institute of Public Policy. *Predicting Criminal Recidivism: A Systematic Review of Offender Risk Assessments in Washington State*.

## Screening and Assessment

- Center for Court Innovation. *Digest of Evidence-Based Assessment Tools*.
- Steadman, H.J., Scott, J.E., Osher, F., Agnese, T.K., and Robbins, P.C. (2005). *Validation of the Brief Jail Mental Health Screen*. *Psychiatric Services*, 56, 816-822.
- The Stepping Up Initiative. (2017). *Reducing the Number of People with Mental Illnesses in Jail: Six Questions County Leaders Need to Ask*.
- The Stepping Up Initiative. (2017). *Reducing the Number of People with Mental Illnesses in Jail: Six Questions County Leaders Need to Ask*.

## Sequential Intercept Model



- Munetz, M.R., and Griffin, P.A. (2006). Use of the Sequential Intercept Model as an Approach to Decriminalization of People with Serious Mental Illness. *Psychiatric Services*, 57, 544-549.
- Griffin, P.A., Heilbrun, K., Mulvey, E.P., DeMatteo, D., and Schubert, C.A. (2015). The Sequential Intercept Model and Criminal Justice. New York: Oxford University Press.
- SAMHSA's GAINS Center. Developing a Comprehensive Plan for Behavioral Health and Criminal Justice Collaboration: The Sequential Intercept Model.

### **SSI/SSDI Outreach, Access, and Recovery (SOAR)**

Increasing efforts to enroll justice-involved persons with behavioral disorders in the Supplement Security Income and the Social Security Disability Insurance programs can be accomplished through utilization of SSI/SSDI Outreach, Access, and Recovery (SOAR) trained staff. Enrollment in SSI/SSDI not only provides automatic Medicaid or Medicare in many states, but also provides monthly income sufficient to access housing programs.

- Information regarding SOAR for justice-involved persons.
- The online SOAR training portal.

### **Transition-Aged Youth**

- National Institute of Justice. Environmental Scan of Developmentally Appropriate Criminal Justice Responses to Justice-Involved Young Adults.
- Harvard Kennedy School Malcolm Weiner Center for Social Policy. Public Safety and Emerging Adults in Connecticut: Providing Effective and Developmentally Appropriate Responses for Youth Under Age 21 Executive Summary and Recommendations.
- Roca, Inc. Intervention Program for Young Adults.
- University of Massachusetts Medical School. Transitions RTC for Youth and Young Adults.

### **Trauma-Informed Care**

- SAMHSA, SAMHSA's National Center on Trauma-Informed Care, and SAMHSA's GAINS Center. Essential Components of Trauma Informed Judicial Practice.
- SAMHSA's GAINS Center. Trauma Specific Interventions for Justice-Involved Individuals.
- SAMHSA. SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach.



- National Resource Center on Justice-Involved Women. *Jail Tip Sheets on Justice-Involved Women.*

## Veterans

- SAMHSA's GAINS Center. *Responding to the Needs of Justice-Involved Combat Veterans with Service-Related Trauma and Mental Health Conditions.*
- Justice for Vets. *Ten Key Components of Veterans Treatment Courts.*

# APPENDICES

## Appendix 1 Sequential Intercept Mapping Workshop Participant List

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**Appendix 2** Texas Department of State Health Services. *Mental Health Substance Abuse Crisis Services Redesign Brief.*

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**Appendix 3** Corporation for Supportive Housing. *Jail Data Link Frequent Users: A Data Matching Initiative in Illinois.*

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**Appendix 4** Dennis, D., Ware, D., and Steadman, H.J. (2014). Best Practices for Increasing Access to SSI and SSDI on Exit from Criminal Justice Settings. *Psychiatric Services*, 65, 1081-1083.

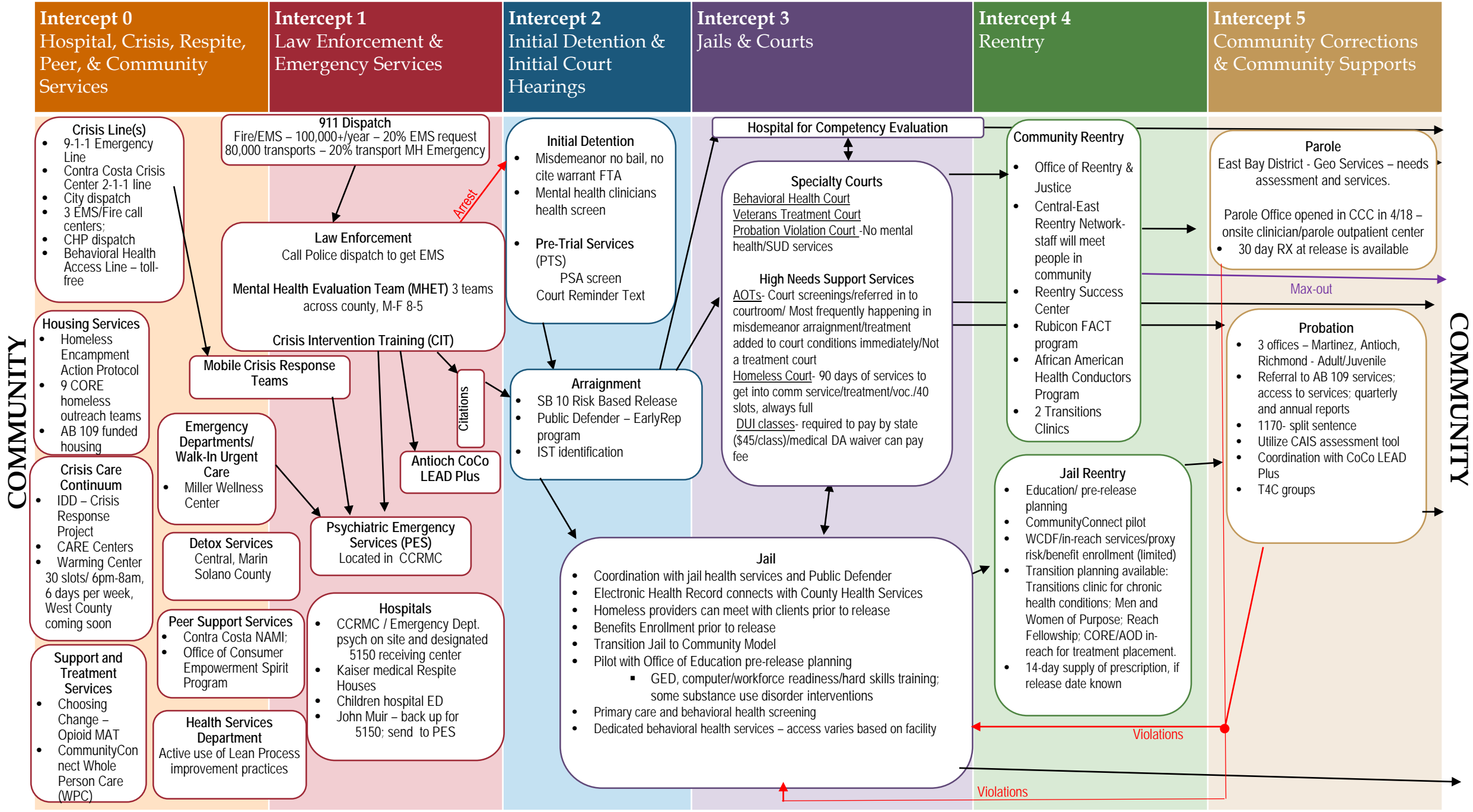
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**Appendix 5** 100,000 Homes/Center for Urban Community Services. *Housing First Self-Assessment: Assess and Align Your Program and Community with a Housing First Approach.*

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**Appendix 6** Remington, A.A. (2016). *Skyping During a Crisis? Telehealth is a 24/7 Crisis Connection.*









**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Consulting Services Agreement with Alta Planning + Design, Inc., Countywide.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement ("contract") with Alta Planning + Design, Inc. ("Alta Planning + Design"), in an amount not to exceed \$250,000, for the period May 14, 2019 through May 7, 2022, to provide on-call civil engineering services, Countywide. (Project No. Various)(All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract is funded by developer fees, local, state and federal funds for road, flood control, and airport projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road, flood control, and airport projects. After a solicitation process, Alta Planning + Design was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The Consultant will augment Public Works staff on an as-needed basis. They will be used as an extension of Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services including the type of civil engineering that Alta Planning + Design provides.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:







CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Consulting Services Agreement with Quincy Engineering, Incorporated, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (“contract”) with Quincy Engineering, Incorporated (“Quincy”), in an amount not to exceed \$250,000, for the period May 14, 2019 through May 7, 2022, to provide on-call civil engineering services, Countywide. (Project No. Various)(All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract is funded by developer fees, local, state and federal funds for road, flood control, and airport projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road, flood control, and airport projects. After a solicitation process, Quincy was selected as one of eight firms to provide civil engineering services on an “on-call” basis. The Consultant will augment Public Works staff on an as-needed basis. They will be used as an extension of Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services including the type of civil engineering that Quincy provides.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:







CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Consulting Services Agreement with Drake, Haglan & Associates, Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement ("contract") with Drake, Haglan & Associates, Inc. ("Drake Haglan"), in an amount not to exceed \$250,000, for the period May 14, 2019 through May 7, 2022, to provide on-call structural engineering services, Countywide. (Project Nos. Various)(All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract is funded by developer fees, local, state and federal funds for road, flood control, and airport projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require structural engineering services for road, flood control, and airport projects. After a solicitation process, Drake Haglan was selected as one of seven firms to provide structural engineering services on an "on-call" basis. The Consultant will augment Public Works staff on an as-needed basis. They will be used as an extension of Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services including the type of structural engineering that Drake Haglan provides.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:







CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring structural engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring structural engineering expertise.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Consulting Services Agreement with Quincy Engineering, Incorporated, Alamo area.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Quincy Engineering, Incorporated (Quincy), in an amount not to exceed \$375,000 for civil design services for the Danville Boulevard-Orchard Court Complete Streets Improvements Project, for the period May 14, 2019 through March 31, 2021, Alamo area. County Project No.: 0662-6R4128, Federal Project No.: HSIPL-5928 (140) (District II)

**FISCAL IMPACT:**

This project, including this Consulting Services Agreement, will be funded by 66% Highway Safety Improvement Program Grant, 33% Measure J Regional Funds, and 1% Local Road Funds.

**BACKGROUND:**

This project will construct a roundabout at the Danville Boulevard/Orchard Court intersection in Alamo. The roundabout will include curb extensions, curb ramps, and entry medians at the roundabout to reduce vehicle speeds and improve pedestrian crossings. Sidewalks will be reconstructed through the corridor along with curb extensions and curb ramps in order to meet ADA requirements and accommodate existing mature trees in the sidewalk. The project includes a slurry

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:



**BACKGROUND: (CONT'D)**

seal, restriping of the roadway, and lane reconfiguration, as well as storm drain modifications, landscaping, stormwater treatment areas, signage, utility adjustments, and relocation of existing roadside features.

Quincy was selected to provide civil design services for the project after completing a request for proposal solicitation and technical proposal process. Public Works has successfully negotiated with Quincy to provide the civil design services.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without Board of Supervisors' approval, this Consulting Services Agreement will not be in effect. A delay in the design and subsequent construction of the Danville Boulevard-Orchard Court Complete Streets Improvements Project will occur, ultimately delaying the completion of the project. Project delay may also result in substantial additional project costs and jeopardize the funding.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: REJECT bids and RE-ADVERTISE the Contra Costa County Local Streets and Roads Preservation Project, Richmond and Brentwood areas.

**RECOMMENDATION(S):**

REJECT all bids received on April 30, 2019, for the Contra Costa County Local Streets and Roads Preservation Project, and ORDER any bid bonds posted by the bidders to be exonerated and any checks or cash submitted for security shall be returned, and

AUTHORIZE the Public Works Director, or designee, to re-advertise the Contra Costa County Local Streets and Roads Preservation Project (County Project No.: 0662-6R4138; Federal Project No.: STPL-5928(148)) (Districts I, III)

**FISCAL IMPACT:**

The Project will be funded by 75% One Bay Area Grant-Local Streets and Road Program Federal Grant and 25% Local Road Funds.

**BACKGROUND:**

The above project was previously approved by the Board of Supervisors, plans and specifications were filed with the Board, and bids were invited by the Public Works Director. On April 30, 2019, the Public Works Department received bids from the following contractors:

BIDDER, TOTAL AMOUNT

A.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:







BACKGROUND: (CONT'D)

Teichert & Son, Inc. d/b/a Teichert Construction: \$5,640,970.00

Bay Cities Paving & Grading, Inc.: \$6,586,913.90

Gallagher & Burk, Inc.: \$6,807,330.00

Ghilotti Bros., Inc.: \$6,971,214.60

Ghilotti Construction Company, Inc.: \$7,361,482.00

The Public Works Director recommends to the Board of Supervisors to exercise its discretion to reject all bids pursuant to the Notice to Bidders; and authorize the Public Works Director to re-advertise the above project.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, and copies will be made available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

If re-advertising of the project is not authorized, the project will not be constructed this year and the conditions of the roadway will continue to deteriorate, resulting in costly repairs in the future.





Contra  
Costa  
County

To: Contra Costa County Flood Control District Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: May 14, 2019

Subject: On-Call Contract with Balance Hydrologics, Inc., Countywide. Project No.: Various

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a Consulting Services Agreement (Contract) with Balance Hydrologics, Inc. (Consultant), in an amount not to exceed \$200,000 to provide on-call professional engineering services relating to hydrology and hydraulics studies and modeling, for the period May 14, 2019 through May 14, 2022, Countywide.

**FISCAL IMPACT:**

All costs associated with this Contract will not exceed \$200,000 and will be funded 100% by FC District Funds or Road Funds under various project specific activities.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Michelle Cordis, (925)  
313-2381

By: Stacey M. Boyd, Deputy



### BACKGROUND:

The FC District provides regional flood protection, technical information, hydrology data and education to cities and residents, and environmental stewardship for over 70 miles of streams and several detention basins as part of the County's flood protection system. The FC District relies on the treatment of stormwater and flow control to be compliant with the Clean Water Program along with the need for peer review of plans and calculations for a variety of road, flood control, and drainage infrastructure projects. Consultant has the experience and knowledge of FC District practices and regulations to adequately assist in these tasks along with the creation and review of hydrology and/or hydraulic models that support studies, preliminary designs, and final designs for public flood control projects. In many cases, the flood protection facility proposed for modification was constructed by the U.S. Army Corps of Engineers or the U.S. Department of Agriculture Natural Resources Conservation Service, which means following their standards, policies, and procedures. In executing modifications to the flood control system, the FC District, at times, requires additional temporary services from persons specially trained, experienced, expert, and competent to perform professional engineering services. For that reason, the FC District went through a solicitation process and Consultant was selected to provide professional engineering services relating to hydrology and hydraulic studies and modeling on an on-call basis for a variety of FC District projects, whether proposed by the FC District or outside agencies, throughout Contra Costa County.

The Contract limits the Consultant's liability for damages arising out of its errors or omissions in providing professional services under the Contract to \$5,000,000, the amount stated in the Consultant's professional liability insurance policy provided. This is for professional liability and does not limit the Consultant's responsibility with regard to general liability claims.

### CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the FC District will be unable to obtain on-call services for professional engineering and technical services relating to hydrology and hydraulic studies and modeling.





**Contra  
Costa  
County**

To: Contra Costa County Flood Control District Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: May 14, 2019

Subject: On-Call Contract with Watershed Resources Consulting, a Professional Corporation, Countywide. Project No.: Various

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a contract with Watershed Resources Consulting, a Professional Corporation (Consultant), in an amount not to exceed \$350,000 to provide on-call program support and coordination services, for the period May 14, 2019 through May 14, 2022, Countywide.

**FISCAL IMPACT:**

All costs associated with this contract will not exceed \$350,000 and will be funded 100% by FC District Funds or Road Funds under various project specific activities.

**BACKGROUND:**

The FC District foresees a short-term need for program support and coordination services. The FC District went through a solicitation process and Consultant was selected to provide on-call services. The FC District has seen the need for assistance in developing strategic responses to specific issues and providing recommendations to address FC District needs, effectively and efficiently.

Consultant would continue to act on behalf of the FC District, and organizations affiliated, at meetings with other agencies and organizations. Consultant would attend technical meetings and present plan/policy proposals, prepare and/or review project study reports, provide strategic advice, help in developing strategic responses, provide recommendations, and ensure transfer of knowledge to FC District managers and staff.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Michelle Cordis, (925)  
313-2381

By: Stacey M. Boyd, Deputy



Altogether, the facilitation in communication, planning, and preparation provided by consultants in the past has increased operational effectiveness and increased the exchange of information between agencies during periods of staff shortage.

This on-call contract will allow the FC District to quickly assign tasks to the Consultant for various FC District programs and projects and is intended to draw on outside specialized expertise that will be transferred to staff over time.

The contract limits the Consultant's liability for damages arising out of its errors or omissions in providing professional services under the contract to \$2,000,000, the amount stated in the Consultant's professional liability insurance policy provided. This is for professional liability and does not limit the Consultant's responsibility with regard to general liability claims.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without the approval of the Board of Supervisors, the FC District will be unable to obtain on-call services for program support, coordination, and knowledge transfer.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE the Pullman-Suisun Avenues Street Light Project and take related actions under CEQA.

---

**RECOMMENDATION(S):**

APPROVE the Pullman-Suisun Avenues Street Light Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Bay Point area. [County Project No. 7394-6X5001, DCD-CP# 19-10] (District V)

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 3(d) Categorical Exemption, pursuant to Article 19, Section 15303(d) of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Alex Nattkemper  
(925)313-2364

By: Stacey M. Boyd, Deputy



**FISCAL IMPACT:**

Service Area L-100 Funds

**BACKGROUND:**

The purpose of this project is to provide continuous street lighting along Pullman Avenue, from North Bella Monte Avenue to Crivello Avenue, and along Suisun Avenue, from North Broadway to Poinsettia Avenue. These two areas are subject to significant illegal dumping as well as other criminal activities. Street lights will help deter illegal dumping and may also serve as base for the sheriff to mount surveillance equipment in the area.

**CONSEQUENCE OF NEGATIVE ACTION:**

Delay in approving the project may result in a delay of design, construction, and may jeopardize funding.

**ATTACHMENTS**

CEQA Document



PUBLIC WORKS DEPARTMENT  
INITIAL STUDY OF  
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 7394-6X5001

CP# 19-10

PROJECT NAME: Pullman-Suisun Avenues Street Light Project

PREPARED BY: Alex Nattkemper, Environmental Services Division

DATE: April 4, 2019

APPROVED BY: Teresa B. Moreno

DATE: 4/17/19

**RECOMMENDATIONS:**

☒ Categorical Exemption: 15303 [Class 3(d)]

☐ Negative Declaration

☐ Environmental Impact Report Required

☐ Conditional Negative Declaration

**The project will not have a significant effect on the environment. The recommendation is based on the following:** The project consists of construction of a limited number of electrical utility extensions, pursuant to section 15303(d) of the CEQA guidelines.

**What changes to the project would mitigate the identified impacts:** N/A

USGS Quad Sheet: Honker Bay	Base Map Sheet #: E-18	Parcel #: N/A
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**GENERAL CONSIDERATIONS:**

- 1. Location:** The project is located along Pullman and Suisun Avenues in the unincorporated community of Bay Point [Figures 1-3].
- 2. Project Description:** The purpose of this project is to provide continuous street lighting along Pullman Avenue, from North Bella Monte Avenue to Crivello Avenue, and along Suisun Avenue, from North Broadway to Poinsettia Avenue (Figure 3). These two areas are subject to significant illegal dumping as well as other criminal activities. Street lights will help deter illegal dumping and may also serve as base for the sheriff to mount surveillance equipment in the area. Although most of the streets in the area are well lit, some of Pullman Avenue and almost all of Suisun Avenue do not have street lights. In some portions of the project (Pullman Avenue), both sides of the street can be used for locating street lights. In others portions, only the north side of the street can be used due to resident encroachment into the County right-of-way behind the sidewalk on the south side of the street. In some areas along Suisun Avenue, street lights may need to be located in the existing sidewalk on the north side of the street in order to stay within County right-of-way. Wiring for street lights may be either overhead or underground. Minimum illuminance will be 1.5 foot-candles and be equipped with LED lights. The following details will be determined prior to construction: spacing and wattage of street lights in order to provide continuous light coverage at the illuminance specified; street light locations; connection points to PG&E power or tie-ins to the existing County street light system; and the location of conflicting utilities. No tree removal will be necessary although tree and shrubbery trimming may be necessary. Utility adjustments or relocation may be necessary in support of the project. One lane will be open during construction activities. Emergency vehicles will have access at all times. While Real Property transactions, including right-of-way acquisition, are not anticipated they may be necessary in support of this project.
- 3. Does it appear that any feature of the project will generate significant public concern?**  
☐ Yes ☒ No ☐ maybe (Nature of concern):
- 4. Will the project require approval or permits by other than a County agency?**  
☐ Yes ☒ No
- 5. Is the project within the Sphere of Influence of any city?** City of Pittsburg



# Pullman-Suisun Avenues Street Light Project

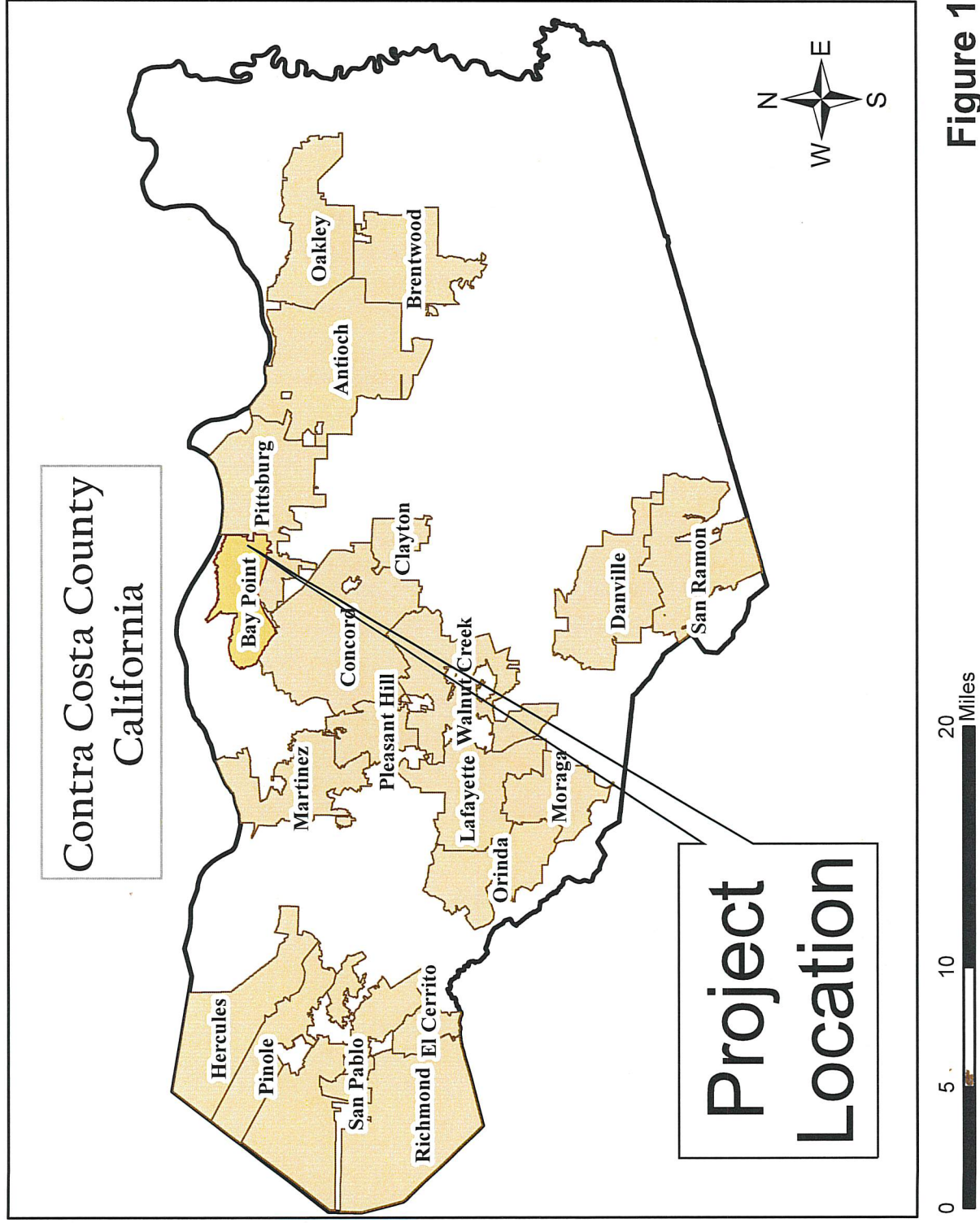


Figure 1



# Pullman-Suisun Avenues Street Light Project

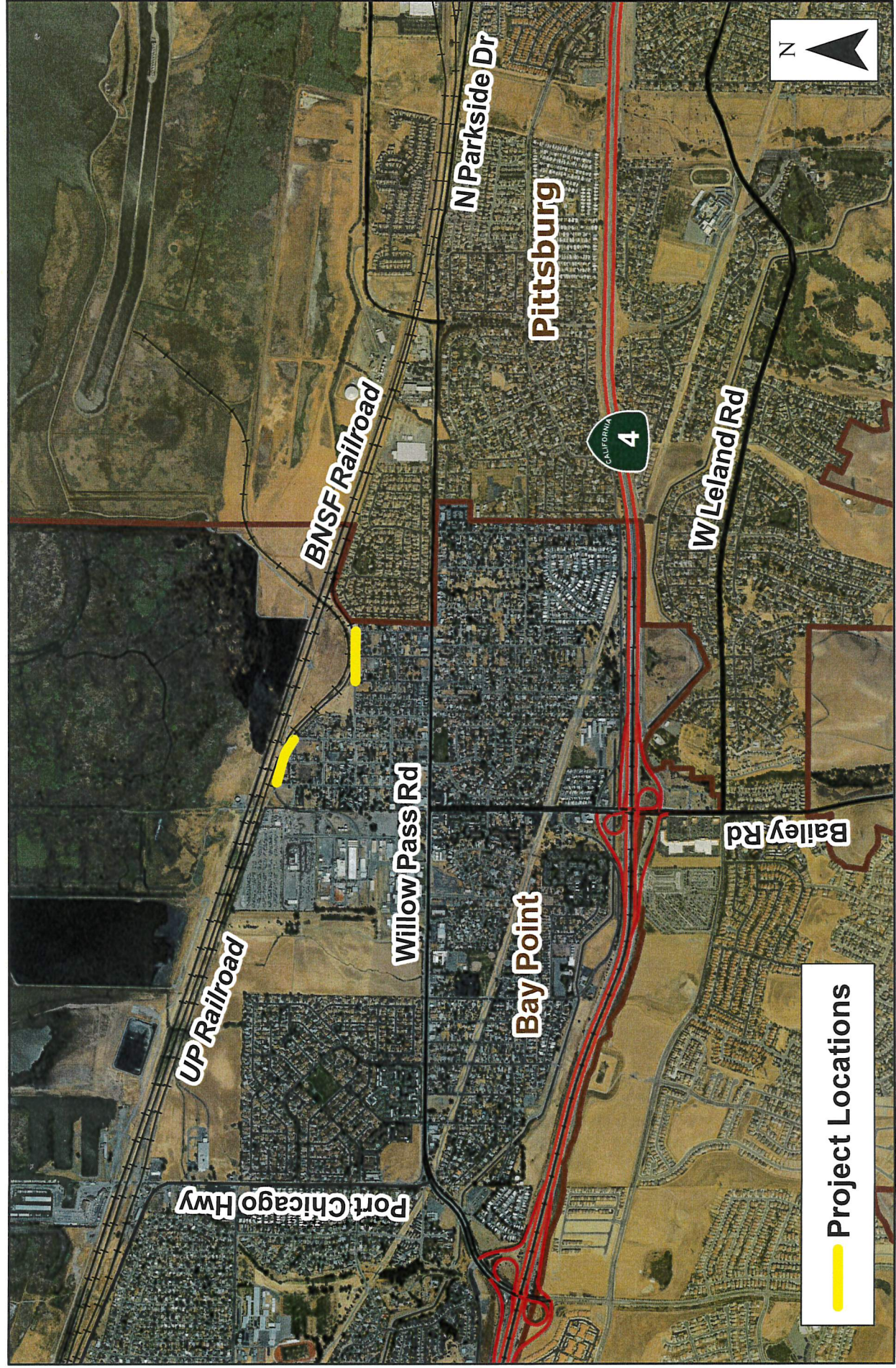


Figure 2



# Pullman-Suisun Avenues Street Light Project

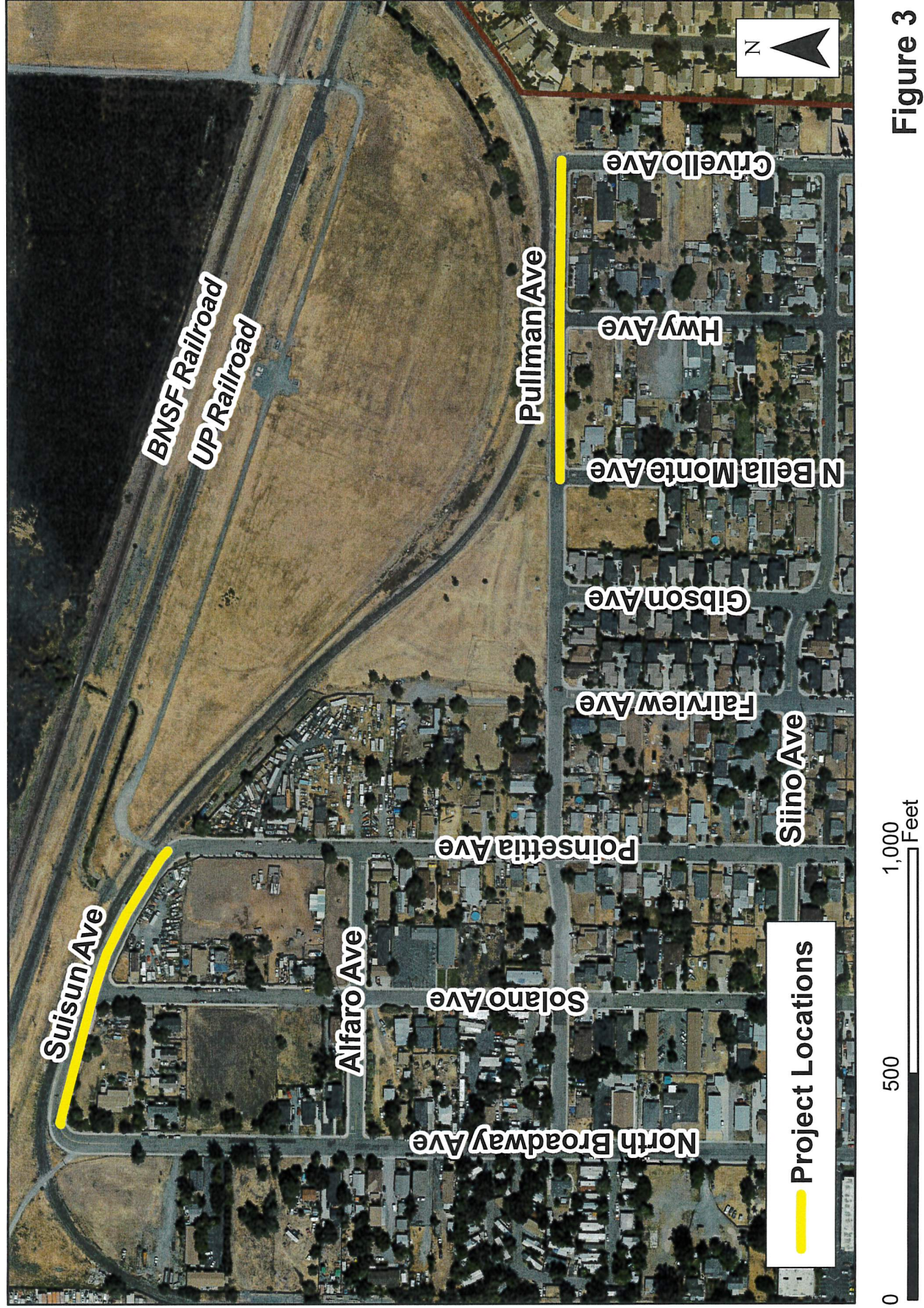


Figure 3



CALIFORNIA ENVIRONMENTAL QUALITY ACT  
Notice of Exemption

To: ☐ Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

☒ County Clerk  
County of: Contra Costa

Project Title: Pullman-Suisun Avenues Street Light Project  
Project No. 7394-6X5001 CP#19-10

Project Applicant: **Contra Costa County Public Works Department**

Project Location – **Specific:** Pullman and Suisun Avenues

Project Location: Bay Point

Project Location – County: East Contra Costa

**Description of Nature, Purpose and Beneficiaries of Project:** The purpose of this project is to provide continuous street lighting along Pullman Avenue, from North Bella Monte Avenue to Crivello Avenue, and along Suisun Avenue, from North Broadway to Poinsettia Avenue (Figure 3). These two areas are subject to significant illegal dumping as well as other criminal activities. Street lights will help deter illegal dumping and may also serve as base for the sheriff to mount surveillance equipment in the area. Although most of the streets in the area are well lit, some of Pullman Avenue and almost all of Suisun Avenue do not have street lights. In some portions of the project (Pullman Avenue), both sides of the street can be used for locating street lights. In others portions, only the north side of the street can be used due to resident encroachment into the County right-of-way behind the sidewalk on the south side of the street. In some areas along Suisun Avenue, street lights may need to be located in the existing sidewalk on the north side of the street in order to stay within County right-of-way. Wiring for street lights may be either overhead or undergrounded. Minimum illuminance will be 1.5 foot-candles and be equipped with LED lights. The following details will be determined prior to construction: spacing and wattage of street lights in order to provide continuous light coverage at the illuminance specified; street light locations; connection points to PG&E power or tie-ins to the existing County street light system; and the location of conflicting utilities. No tree removal will be necessary although tree and shrubbery trimming may be necessary. Utility adjustments or relocation may be necessary in support of the project. One lane will be open during construction activities. Emergency vehicles will have access at all times. While Real Property transactions, including right-of-way acquisition, are not anticipated they may be necessary in support of this project.

Name of Public Agency Approving Project: **Contra Costa County**

Name of Person or Agency Carrying Out Project: **Contra Costa County Public Works Department**

**Exempt Status:**

- |   |   |
|---|---|
| <input type="checkbox"/> Ministerial Project (Sec. 21080(b) (1); 15268;     | <input checked="" type="checkbox"/> Categorical Exemption: <u>Class 3(d)</u>      |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a));   | <input type="checkbox"/> Other Statutory Exemption, Code No.: _____               |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); | <input type="checkbox"/> Common Sense Exemption [Article 5, Section 15061 (b)(3)] |

**Reasons why project is exempt:** The project consists of construction of a limited number of electrical utility extensions, pursuant to Section 15303(d) of the CEQA guidelines.

Lead Agency Contact Person: Alex Nattkemper - **Public Works Dept.** Area Code/Telephone/Extension: (925) 313-2364

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☒ Signed by Lead Agency ☐ Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Alex Nattkemper  
Environmental Services Division  
Phone: (925) 313-2364

**Department of Fish and Game Fees Due**

- |   |
|---|
| <input type="checkbox"/> EIR - \$3,271. <sup>00</sup>                 |
| <input type="checkbox"/> Neg. Dec. - \$2,354. <sup>75</sup>           |
| <input type="checkbox"/> DeMinimis Findings - \$0                     |
| <input checked="" type="checkbox"/> County Clerk - \$50               |
| <input checked="" type="checkbox"/> Conservation & Development - \$25 |

**Total Due: \$75.<sup>00</sup>**

Total Paid \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_





# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 14, 2019

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Reno Aero Works, LLC. for a Shade hangar at Buchanan Field Airport effective May 8, 2019 in the monthly amount of \$165.00, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$1,980.00 annually.

## **BACKGROUND:**

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

cc:



#### BACKGROUND: (CONT'D)

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

#### CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

#### ATTACHMENTS

Hangar Rental Agreement



## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** May 8, 2019 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), **Reno Aero Works, LLC** ("Renter"), hereby mutually agree and promise as follows:
  2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
  3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").
  4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # **B-8** on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar**."
- Renter has inspected the T-Hangar and hereby accepts the T-Hangar in its present condition, as is, without any obligation on the part of Airport to make any alterations, improvements, or repairs in or about the T-Hangar.
5. **USE:** The T-Hangar shall be exclusively by Renter for the storage of Renter's Aircraft. In addition to the storage of Renter's Aircraft, Renter may use the T-Hangar for (1) the homebuilding, restoration and/or maintenance of Renter's Aircraft, provided that such homebuilding, restoration and/or maintenance is performed by Renter only and in conformance with all applicable statutes, ordinances, resolutions, regulations, orders, circulars (including but not limited to FAA Advisory Circular 20-27) and policies now in existence or adopted from time to time by the United States, the State of California, the County of Contra Costa and other government agencies with jurisdiction over Buchanan Field Airport; (2) the storage of and materials directly



related to the storage, construction of homebuilt planes homebuilding, restoration, and/or maintenance of Renter's Aircraft; (3) the storage of one boat, or one recreational vehicle, or one motorcycle, or one automobile, provided that Renter first provides to Airport proof of Renter's ownership and original registration of any stored boat or vehicle, for inspection and copying; and/or (4) the storage of comfort items (such as a couch, small refrigerator, etc.) that the Director of Airports, in his sole discretion, determines will not impede the use of the hangar for the storage of Renter's Aircraft, and are not prohibited by applicable building and fire codes. The T-Hangar shall not be used for any purpose not expressly set forth in this Section 5. Use.

The use of all or a portion of the T-Hangar for the storage of aircraft not owned or leased by Renter is prohibited. ("Aircraft not owned or leased by Renter" means any aircraft in which Renter does not have an ownership interest or which is not directly leased to Renter). Renter shall present proof of said ownership interest or lease to Airport upon request in addition to that information provided in Exhibit A.

If Renter's Aircraft is or becomes non-operational, it may be stored in the T-Hangar only if it is being homebuilt or restored by Renter. Prior to the commencement of any such homebuilding or restoration, Renter shall provide to Airport (1) a copy of the purchase agreement or (2) a valid federal registration number. If Renter's Aircraft is not registered as of the Effective Date, upon completion of construction, Renter shall register and apply for an airworthiness certificate for Renter's Aircraft in accordance with all applicable federal statutes and regulations and provide the original registration and certification to Airport, for inspection and copying, immediately upon receipt by Renter. On or before January 1 of each year, if the homebuilding or restoration has not been completed, Renter shall provide a written annual report to the Director of Airports that details the homebuilding or restoration activity performed, work still required to be completed and an estimate of time of completion.

6. **TERM:** This Rental Agreement shall be from month to month commencing **May 8, 2019**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

- A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **165.00** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated





# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Claims

---

## **RECOMMENDATION(S):**

DENY claims filed by Christopher Brown, Joel A. Sales, Joseph and Jasmine Vo. DENY amended claim filed by Madeline L. Henderson.

## **FISCAL IMPACT:**

No fiscal impact.

## **BACKGROUND:**

Christopher Brown: Personal injury claim for a trip and fall in the amount of \$750,000.

Joel A. Sales: Personal injury claim arising out of an arrest and use of force in an amount to exceed \$25,000.

Joseph & Jasmine Vo: Property claim for damage to home arising out of the execution of a search warrant in the amount of \$2,316.59

Madeline L. Henderson: Amended personal injury claim for a trip and fall in the amount of \$5,000.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Scott Selby  
925.335.1400

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: May 14, 2019

Subject: CalFresh Awareness Month

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/141 recognizing May 2019 as CalFresh Awareness Month, as recommended by the Employment and Human Services Director.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stephanie Mello, Deputy

Contact: Elaine Burres 608-4960

cc:



AGENDA ATTACHMENTS

Resolution 2019/141

MINUTES ATTACHMENTS

Signed Resolution No.

2019/141



*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2019/141**

**CalFresh Awareness Month**

**WHEREAS**, the Employment and Human Services Department (EHSD) and the CalFresh Partner Group, comprised of The Food Bank of Contra Costa and Solano, Family Economic Security Partnership, Multi-Faith ACTION Coalition, and Meals on Wheels, are committed to increasing CalFresh participation and awareness for residents in Contra Costa County; and

**WHEREAS**, encouraging eligible residents to enroll in CalFresh will increase access to healthy, affordable food; and

**WHEREAS**, EHSD's partnership with the community will raise awareness and the visibility of the CalFresh program, while informing residents of upcoming eligibility requirements around employment; and

**WHEREAS**, Contra Costa County residents in receipt of Social Security Benefits may now be entitled to CalFresh benefits, potentially serving an additional 7,500 individuals who are elderly and disabled; and

**WHEREAS**, 56,500 Contra Costa County residents received CalFresh as of February, 2019; and

**WHEREAS**, CalFresh benefits drive over \$115 million in total economic activity annually in Contra Costa County; and

**WHEREAS**, Contra Costa County has launched the CalFresh Employment and Training Program, becoming 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; and

**WHEREAS**, EHSD actively promotes CalFresh participation by encouraging all County departments to participate in CalFresh awareness by including CalFresh information and a link to the MyBenefitsCalWIN site on their individual websites will result in increased participation in the CalFresh program, as well as favorable economic and health outcomes for Contra Costa County.

**NOW, THEREFORE, BE IT RESOLVED** the Contra Costa County Board of Supervisors hereby proclaim May 2019 as CalFresh Awareness Month in Contra Costa County, and honors all of the individuals, organizations and agencies working to ensure that all County residents have access to safe, nutritious food and support in achieving sustainable economic health.

---

**JOHN GIOIA**

Chair, District I Supervisor

---

**CANDACE ANDERSEN**

District II Supervisor

---

**DIANE BURGIS**

District III Supervisor

---

**KAREN MITCHOFF**

District IV Supervisor

---

**FEDERAL D. GLOVER**

District V Supervisor



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

ATTESTED: May 14, 2019

David J. Twa,

By: \_\_\_\_\_, Deputy



# *The Board of Supervisors of Contra Costa County, California*

C.11

In the matter of recognizing "CalFresh Awareness  
Month"

Resolution No. 2019/141

WHEREAS, the Employment and Human Services Department (EHSD) and the CalFresh Partner Group, comprised of The Food Bank of Contra Costa and Solano, Family Economic Security Partnership, Multi-Faith ACTION Coalition, and Meals on Wheels, are committed to increasing CalFresh participation and awareness for residents in Contra Costa County; and

WHEREAS, encouraging eligible residents to enroll in CalFresh will increase access to healthy, affordable food; and

WHEREAS, EHSD's partnership with the community will raise awareness and the visibility of the CalFresh program, while informing residents of upcoming eligibility requirements around employment; and

WHEREAS, Contra Costa County residents in receipt of Social Security Benefits may now be entitled to CalFresh benefits, potentially serving an additional 7,500 individuals who are elderly and disabled; and

WHEREAS, 56,500 Contra Costa County residents received CalFresh as of February, 2019; and

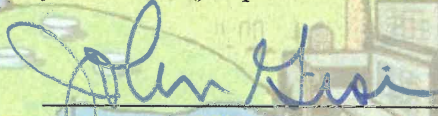
WHEREAS, CalFresh benefits drive over \$115 million in total economic activity annually in Contra Costa County; and

WHEREAS, Contra Costa County has launched the CalFresh Employment and Training Program, becoming 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; and


WHEREAS, EHSD actively promotes CalFresh participation by encouraging all County departments to participate in CalFresh awareness by including CalFresh information and a link to the MyBenefitsCalWIN site on their individual websites will result in increased participation in the CalFresh program, as well as favorable economic and health outcomes for Contra Costa County.


NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby proclaim May, 2019 as "CalFresh Awareness Month" in Contra Costa County, and does honor all of the individuals, organizations and agencies working to ensure that all County residents have access to safe, nutritious food and support in achieving sustainable economic health.

*PASSED by a unanimous vote of the Board of Supervisors members present this 14<sup>th</sup> day of May, 2019.*

  
\_\_\_\_\_  
**JOHN GIOIA**  
Chair,  
District I Supervisor

  
\_\_\_\_\_  
**CANDACE ANDERSEN**  
District II Supervisor

  
\_\_\_\_\_  
**DIANE BURGIS**  
District III Supervisor

  
\_\_\_\_\_  
**KAREN MITCHOFF**  
District IV Supervisor

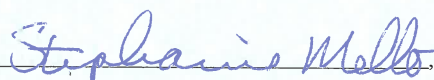
\_\_\_\_\_  
ABSENT  
**FEDERAL D. GLOVER**  
District V Supervisor



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

ATTESTED: May 14, 2019

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By  Deputy





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: May 14, 2019

Subject: Foster Parent Recognition Month May 2019

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/140 recognizing May 2019 as Foster Parent Recognition Month, as recommended by the Employment and Human Services Director.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stephanie Mello, Deputy

Contact: Elaine Burres 608-4960

cc:



AGENDA ATTACHMENTS

Resolution 2019/140

MINUTES ATTACHMENTS

Signed Resolution No.

2019/140



*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2019/140**

**Foster Parent Recognition Month**

**WHEREAS**, the Resource Family serves as a source of compassion, care, and nurturing, and is the very foundation of our communities in Contra Costa County; and

**WHEREAS**, in Contra Costa County there are approximately 1,100 children and youth in foster care, being provided with a safe, secure and stable home environment, along with the compassion and nurturing of foster, relative and non-relative families; and

**WHEREAS**, all young people in foster care deserve a meaningful relationship with a caring, responsible, and compassionate adult, who becomes a supportive and lasting presence in their lives; and

**WHEREAS**, relative, non-relative, foster and adoptive families, who open their homes and hearts to care for children whose families are in crisis, play a vital role in helping children and families heal and reconnect thereby launching young people into successful adulthood; and

**WHEREAS**, resource families help prepare teenagers for the transition into adult life, and offer critical support during a time when foster youth may experience heightened risk factors such as poverty, homelessness, and sometimes incarceration; and

**WHEREAS**, dedicated foster and relative families frequently provide permanency for foster children, resulting in a greater need for more resource families; and

**WHEREAS**, there are numerous individuals, and public and private organizations who work to increase public awareness of the needs of children living in and leaving foster care; and

**WHEREAS**, we recognize the enduring and valuable contribution of foster, relative and non-relative parents, and that the foster care “system” is only as good as those who choose to be part of it.

**NOW, THEREFORE, BE IT RESOLVED** the Contra Costa County Board of Supervisors proclaims May 2019 as Foster Parent Recognition Month in Contra Costa County and urges all citizens to come forward to positively impact the lives of children and youth in foster care.

---

**JOHN GIOIA**

Chair, District I Supervisor

---

**CANDACE ANDERSEN**

District II Supervisor

---

**DIANE BURGIS**

District III Supervisor

---

**KAREN MITCHOFF**

District IV Supervisor

---

**FEDERAL D. GLOVER**

District V Supervisor



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

ATTESTED: May 14, 2019

David J. Twa,

By: \_\_\_\_\_, Deputy



# *The Board of Supervisors of Contra Costa County, California*

PR.1, C.12

In the matter of proclaiming May, 2019 as "Foster  
Parent Recognition Month"

Resolution No. 2019/140

WHEREAS, the Resource Family serves as a source of compassion, care, and nurturing, and is the very foundation of our communities in Contra Costa County; and

WHEREAS, in Contra Costa County there are approximately 1,100 children and youth in foster care, being provided with a safe, secure and stable home environment, along with the compassion and nurturing of foster, relative and non-relative families; and

WHEREAS, all young people in foster care deserve a meaningful relationship with a caring, responsible, and compassionate adult, who becomes a supportive and lasting presence in their lives; and

WHEREAS, relative, non-relative, foster and adoptive families, who open their homes and hearts to care for children whose families are in crisis, play a vital role in helping children and families heal and reconnect thereby launching young people into successful adulthood; and

WHEREAS, resource families help prepare teenagers for the transition into adult life, and offer critical support during a time when foster youth may experience heightened risk factors such as poverty, homelessness, and sometimes incarceration; and


WHEREAS, dedicated foster and relative families frequently provide permanency for foster children, resulting in a greater need for more resource families; and

WHEREAS, there are numerous individuals, and public and private organizations who work to increase public awareness of the needs of children living in and leaving foster care; and


WHEREAS, we recognize the enduring and valuable contribution of foster, relative and non-relative parents, and that the foster care "system" is only as good as those who choose to be part of it.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby proclaim May, 2019 as "Foster Parent Recognition Month" in Contra Costa County and does urge all citizens to come forward to positively impact the lives of children and youth in foster care.

*PASSED by a unanimous vote of the Board of Supervisors members present this 14<sup>th</sup> day of May, 2019.*

  
JOHN GIOIA  
Chair,  
District I Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

  
DIANE BURGIS  
District III Supervisor

  
KAREN MITCHOFF  
District IV Supervisor

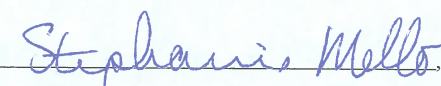
ABSENT  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: May 14, 2019

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: May 14, 2019

Subject: Introduce Ordinance Number 2019-01 exclude from the Merit System the classification of Director of Risk Management--Exempt

**RECOMMENDATION(S):**

INTRODUCE Ordinance No. 2019-01 amending the County Ordinance Code to retitle the Risk Manager-Exempt classification to Director of Risk Management-Exempt in the list of classifications excluded from the merit system, WAIVE READING and FIX May 21, 2019, for adoption.

**FISCAL IMPACT:**

There is no cost associated with this action.

**BACKGROUND:**

Risk Management has been a division of the County Administrator's Office. Recently, the Manager over the Risk Management Division retired, and as a result of preparing to fill the position, Human Resources has worked with the County Administrator's Office to study the position. Through this process, it was determined that the Risk Management Division should be a separate stand-alone department in the County. The following factors contributed to this conclusion; the County has a hospital, which adds the complexity of medical malpractice risk management that not all Counties require; and the County manages Workers Compensation claims in-house, as opposed to using a third-party administrator for claims adjustment. The consequence of error and the impact

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Dianne Dinsmore (925)  
335-1766

By: Stephanie Mello, Deputy



BACKGROUND: (CONT'D)

on the County for this role also support making Risk Management a department rather than a division of the County Administrator's Office. As a result, the County must establish a new classification as the Director of Risk Management, in order to properly staff the management structure of the newly formed department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved in the County Administrator's Office, Risk Management Division will not be properly staffed for the future.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Introduce Ordinance 2019-01



**ORDINANCE NO. 2019-01**  
**(Retitle the Risk Manager-Exempt Classification to Director of Risk Management-Exempt in the List of Classifications Excluded from the Merit System)**

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I:** Section 33-5.377 of the County Ordinance Code retitles the Risk Manager-Exempt classification to Director of Risk Management-Exempt in the list of classifications excluded from the merit system, and is amended to read as follows:

**33-5.377 – Director of risk management-exempt.**

The director of risk management-exempt is excluded and is appointed by the county administrator.

(Ord. Nos. 2019-01 § 1, 05-21-19; 86-3 § 2)

**SECTION II: EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the supervisors voting for and against it in the \_\_\_\_\_, a newspaper published in this County.

PASSED ON \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA, Clerk of the  
Board of Supervisors and County Administrator

By: \_\_\_\_\_  
Deputy

\_\_\_\_\_  
Board Chair

[SEAL]





Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: May 14, 2019

Subject: ACCEPT the resignation of Jarrell Aaron Morgan from a resident seat on the North Richmond Municipal Advisory Council

**RECOMMENDATION(S):**

ACCEPT the resignation of Jarrell Aaron Morgan, DECLARE a vacancy in the Unincorporated Seat 5 on the North Richmond Municipal Advisory Council, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Gioia.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The North Richmond Municipal Advisory Council advises the Board of Supervisors on issues and concerns affecting the unincorporated community of North Richmond.

Mr. Morgan has served on the North Richmond Municipal Advisory Council in District 1 and now wishes to resign his seat effective immediately.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Robert Rogers  
510.231.8688

cc:



## ATTACHMENTS

Morgan\_ letterofresignation



North Richmond  
Municipal Advisory  
Council (NRMAC) to  
John Gioia (say "Joy-a")  
District One  
Board of Supervisors

# Contra Costa County

515 Silver Avenue  
North Richmond, CA 94801  
Phone: (510) 231-8686



April 19, 2019

TO: North Richmond Municipal  
Advisory Council

**Subject: Letter of Resignation**

Dear NRMAC and North Richmond community,

When I joined the North Richmond Municipal Advisory Council in 2014, I did so out of a desire to serve my community and to work to improve it for all residents. At the time, I knew I was the right person to fill this role, and over the last five years I have done all I can to fulfill my pledge. I am proud of the work I was able to do alongside my fellow NRMAC members and the North Richmond community.

After a successful and exciting period of service, I feel like now is an excellent time to pass the torch on to a new and inspiring leader. Great leadership is about developing the next generation, and I want to do my part. The recent news that Supervisor Gioia, my NRMAC colleagues and others in the community are excited about following the recent community visioning recommendations and creating a youth seat on the NRMAC gives me a wonderful opportunity – to resign my seat and help install a North Richmond youth into this important role.

Me believing that the youth hold the key to our future gives us the opportunity guide their manifested vision in a positive manner for our community.

I have done my best to serve North Richmond, and I am proud of what we've done together (getting young adults employment at the SFO airport, grants to help beautify the center-stone of the community Shield Reid Park, etc.). Now, I am happy and excited to pass the baton to a young person in North Richmond. Developing youth leadership in North Richmond has always been a goal of mine, and this is an opportunity that should not be missed.

As always, you can count on me in the future to do all I can to support this community.

Sincerely,  
Aaron Morgan  
North Richmond Resident





Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Reappoint Marilyn Schuyler and George Carter to the Advisory Council for Equal Employment Opportunity

---

**RECOMMENDATION(S):**

Reappoint Marilynn Schuyler to the Advisory Council for Equal Employment Opportunity (ACEEO) Business seat and George Carter to the Veterans seat to complete the unexpired terms ending on November 30, 2021 as recommended by the Hiring Outreach and Oversight Committee.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The ACEEO was established in July 1991 to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan, to review the Affirmative Action Program and to recommend actions to facilitate attainment of the County's goal for affirmative action. The Council is composed of 13 members and a Board committee reviews nominations to all seats except those designated for County managers and labor unions. Terms of office for seats reviewed by Board Committee are three years.

In 2013, Internal Operations Committee (IOC) reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Antoine Wilson  
(925)-335-1455

cc:



BACKGROUND: (CONT'D)

seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment for certain bodies, including the ACEEO.

CONSEQUENCE OF NEGATIVE ACTION:

The ACEEO will not be able to adequately perform the oversight of Equal Employment Opportunity issues within the County.

ATTACHMENTS

Schuyler Application

Carter Application





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 Equal Employment Opportunity

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Schuyler, Marilyn Louise

(Last Name)

(First Name)

(Middle Name)

2. **Address:**

(No.

Street

(Apt.)

(City)

(State)

(Zip Code)

3. **Phones:**

(W

ork 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 Juris Doctor

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)	Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				BA
B)	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				JD
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)</p> <p>From To</p> <p>6/2010 present</p> <p>Total: Yrs. Mos.</p> <p>6 6</p> <p>Hrs. per week 32 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Counsel</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p> <p>Provide legal advice and counsel to federal contractors regarding affirmative action obligations.</p> <p>Produce affirmative action plans. Represent federal contractors in audits by the Department of Labor's Office of Federal Contract Compliance Programs.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>9/2004 3/2010</p> <p>Total: Yrs. Mos.</p> <p>5 6</p> <p>Hrs. per week 32 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Sr Atty &amp; OFCCP Dir of AA Programs</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p> <p>Managed legal and non-legal staff in producing Affirmative Action Plans for federal contractor clients. Provide related advice and counsel.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>9/2010 present</p> <p>Total: Yrs. Mos.</p> <p>6 3</p> <p>Hrs. per week 10 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>First Vice President</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p> <p>Represent President in his absence. Co-wrote two Amicus Curiae briefs for the Fisher v. University of Texas cases. Plan annual conferences. Present seminars. Represent organization in media interviews.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p>7/16 present</p> <p>Total: Yrs. Mos.</p> <p>0 11</p> <p>Hrs. per week 5 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>2nd Lieutenant</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p> <p>Serve as Safety Officer. In training to serve as mission pilot.</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: M. J. L.

Date: 3/1/19

### 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.

THIS FORM IS A PUBLIC DOCUMENT



**Application Form**

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**Profile****Which Boards would you like to apply for?**

Equal Employment Opportunity Advisory Council: Submitted

**Veterans**

Seat Name (if applicable)

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

I have served on this advisory council for the past 4 years. I appreciate the direction the ACEEO is going and want to support however possible.

**This application is used for all boards and commissions**

George

First Name

E. III

Middle Initial

Carter

Last Name

t

Email Address

Home Address

Suite or Apt

CA

City

State

Postal Code

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



16+

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

---

## College/ University A

Name of College Attended

Course of Study / Major

150

Units Completed

## Type of Units Completed

☒ Quarter

## 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

150

\_\_\_\_\_  
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)

12/1/2015 - Present

\_\_\_\_\_  
Dates (Month, Day, Year) From - To

40

\_\_\_\_\_  
Hours per Week Worked?



**Volunteer Work?**

☐ Yes ☒ No

Position Title

**Employer's Name and Address**

**Duties Performed**

Manage and oversee activities of staff supporting the CCWORKS subsidized employment program which provides employment and training opportunities to CalWORKs participants.

**2nd**

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

**Volunteer Work?**

☐ Yes ☒ No

Position Title

**Employer's Name and Address**

**Duties Performed**

Provide information and resources to businesses throughout Contra Costa County.

**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?**

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☒ Contra Costa County Homepage

---

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**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Appoint Tracey Walker to the Advisory Council on Equal Employment Opportunity Union seat 1

---

**RECOMMENDATION(S):**

APPOINT Tracey Walker to the Advisory Council on Equal Employment Opportunity (ACEEO) Union seat #1 to complete the unexpired term ending on November 30, 2021 as recommended by the Hiring Outreach Oversight Committee..

**FISCAL IMPACT:**

None

**BACKGROUND:**

The ACEEO was established in July 1991 to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan, to review the Affirmative Action Program and to recommend actions to facilitate attainment of the County's goal for affirmative action. The Council is composed of 13 members and a Board committee reviews nominations to all seats except those designated for County managers and labor unions. Terms of office for seats reviewed by Board Committee are three years.

In 2013, Internal Operations Committee (IOC) reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment for certain bodies, including the ACEEO.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Antoine Wilson, (925)  
335-1455

By: Stacey M. Boyd, Deputy

cc:







CONSEQUENCE OF NEGATIVE ACTION:

The ACEEO will not be able to complete the oversight of Equal Employment Opportunity related issues.

ATTACHMENTS

Walker Application





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:

ACEEO

UNION SEAT #1

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** WALKER TRACEY MICHELE  
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** Tracey.Walker@cchealth.org

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

[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[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  09/2016 PRESENT  Total: Yrs. Mos.  3 1  Hrs. per week 40 Volunteer <input type="checkbox"/></p>	<p>Title  SR. DISEASE INTERVENTION SPECIALIST  Employer's Name and Address  [REDACTED]</p>	<p>Duties Performed  Manage, promote, and expand the delivery of PrEP related services within Contra Costa County. Conduct training of staff (clinical and non-clinical); Develop program policies, procedures and workflows for staff; Provide outreach and patient recruitment for PrEP program. Conduct patient education and navigation for PrEP related resources; Develop and imple</p>
<p>B) Dates (Month, Day, Year)  From To  11/2010 08/2016  Total: Yrs. Mos.  5 9  Hrs. per week 40 Volunteer <input type="checkbox"/></p>	<p>Title  DISEASE INTERVENTION TECHNICIAN  Employer's Name and Address  [REDACTED]</p>	<p>Duties Performed  Orin Allen Duties Provide HIV prevention, education, and testing services to high risk youth housed at Orin Allen rehabilitation center. Conduct interviews to asses possible risk factors associated with the transmission of Sexually Transmitted infections. Develop risk reduction plans to prevent the spread of these communicable diseases. Implement on</p>
<p>C) Dates (Month, Day, Year)  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</p>	<p>Title  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</p>	<p>Duties Performed  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</p>
<p>[REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</p>	<p>[REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</p>	<p>Duties Performed  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]</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: Tracey Walker

Date: 11-13-18

### 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.

THIS FORM IS A PUBLIC DOCUMENT





Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: May 14, 2019

Subject: Appointment to the Family and Childrens Trust Committee

---

**RECOMMENDATION(S):**

APPOINT Stephanie Williams-Rogers to the District 3 seat on the Family and Children's Trust Committee to a term expiring September 30, 2020, as recommended by Supervisor Burgis.

Stephanie Williams-Rogers  
Brentwood, CA 94513

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The District 3 seat has been vacant since September 30, 2018. Applications were accepted and the recommendation to appoint the above individual was then determined.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Lea Castleberry  
925-252-4500

cc:





Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: May 14, 2019

Subject: Appropriation Adjustment - Purchase Order Blackhawk Vehicle

---

**RECOMMENDATION(S):**

Traffic Safety Fund (0368)/County Service Area (CSA) P-2 Zone A (7653): APPROVE Appropriations and Revenue Adjustment No. 5076 authorizing the transfer of appropriations in the amount of \$17,000 from the Traffic Safety Fund to CSA P-2 Zone A and authorizing additional revenue in the amount of \$25,237 from accumulated depreciation for the purchase of one ISF police patrol vehicle for use in the Blackhawk area.

**FISCAL IMPACT:**

This action increases appropriations in CSA P-2 Zone A (7653) and reduces appropriations in the Blackhawk Traffic Safety Fund (3682) by \$17,000. This action also authorized additional revenue in CSA P-2 Zone A in the amount of \$25,237 from accumulated depreciation. No net county cost.

**BACKGROUND:**

The Office of the Sheriff, P-2A Zone, is in need of replacing one 2011 Ford Crown Victoria that has exceeded its useful life and is fully depreciated. The replacement vehicle will be purchased using the accumulated depreciation of \$25,237 and Blackhawk Traffic Safety Funds of \$17,000.

The Traffic Safety

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Mary Jane Robb,  
335-1557



BACKGROUND: (CONT'D)

Fund was established to be used for the deposit of all monies received as a result of arrests for vehicle code misdemeanor violations by a law enforcement agency. Expenditures made from this fund shall be made only for traffic-control devices and the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and the maintenance, improvement or construction of public streets, bridges and culverts.

CONSEQUENCE OF NEGATIVE ACTION:

There will be insufficient appropriations available to facilitate the replacement of one patrol vehicle.

AGENDA ATTACHMENTS

TC 24/27 - AP #5076

MINUTES ATTACHMENTS

Signed: Appropriations & Adjustments No. 5076



AUDITOR-CONTROLLER

2019 APR 30 A 9 05

CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT  
T/C 27

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

☒ BOARD OF SUPERVISORS  
☐ COUNTY ADMINISTRATOR

ACCOUNT CODING		(DEPT 6268) BUDGET UNIT: Blackhawk (7653) Traffic Safety Fund (3682)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
7653	4953	Autos & Trucks			42,237 00
3682	2479	Other Special Dpmtal Exp	17,000	00	
3682	5016	Transfers - Gov/Gov			17,000 00
TOTALS			17,000	00	59,237 00

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 4/30/19

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 5-8-19

BOARD OF SUPERVISORS:

YES:

NO:

## EXPLANATION OF REQUEST

To appropriate accumulated depreciation from Blackhawk (7653)  
and new revenue from Traffic Safety Fund (3682) to Blackhawk (7653)  
for the purchase of a Chevrolet Tahoe SUV.

SIGNATURE [Signature] Chief of Mgmt Service  
TITLE  
DATE 4/23/2019

APPROPRIATION APOO 5076  
ADJ. JOURNAL NO.

BY: \_\_\_\_\_ DATE \_\_\_\_\_



CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT  
T/C 24

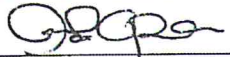
AUDITOR-CCCA 10111

2019 APR 30 A 9 00

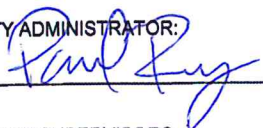
ACCOUNT CODING		BUDGET UNIT: (7653) Blackhawk			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
7653	9956	Transfers - Gov/Gov	17,000	00	
7653	8982	Equip Replacement Release	25,237	00	
TOTALS			42,237	00	0 00

APPROVED

AUDITOR-CONTROLLER:

BY:  DATE 4/30/19

COUNTY ADMINISTRATOR:

BY:  DATE 5-8-19

BOARD OF SUPERVISORS:


YES:

NO:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

EXPLANATION OF REQUEST

To appropriate accumulated depreciation from Blackhawk (7653)  
and new revenue from Traffic Safety Fund (3682) to Blackhawk (7653)  
for the purchase of a Chevrolet Tahoe SUV.



SIGNATURE

Chief of Mgmt Services

TITLE

4/23/2019

DATE

REVENUE ADJ.  
JOURNAL NO.

RAOO

5076



2019 APR 30 A 9:00

CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT

T/C 27

## AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

☒ BOARD OF SUPERVISORS☐ COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: Blackhawk (7653) Traffic Safety Fund (3682) (DEPT 6368)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
7653	4953	Autos & Trucks			42,237 00
3682	2479	Other Special Dpmtal Exp	17,000	00	
3682	5016	Transfers - Gov/Gov			17,000 00
TOTALS			17,000	00	59,237 00

APPROVED

## EXPLANATION OF REQUEST

AUDITOR-CONTROLLER:

BY: [Signature] DATE 4/30/19

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 5-8-19

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff

NO: None

ABSENT: Glover

BY: [Signature] DATE 5/14/2019

(M129 Rev 2/86)

To appropriate accumulated depreciation from Blackhawk (7653) and new revenue from Traffic Safety Fund (3682) to Blackhawk (7653) for the purchase of a Chevrolet Tahoe SUV.

SIGNATURE

Chief of Mgmt Service  
TITLE4/23/2019  
DATE

APPROPRIATION

APOO

5076

ADJ. JOURNAL NO.



CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT  
T/C 24

2019 APR 30 A 9:00

ACCOUNT CODING		BUDGET UNIT: (7653) Blackhawk			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
7653	9956	Transfers - Gov/Gov	17,000	00	
7653	8982	Equip Replacement Release	25,237	00	
TOTALS			42,237	00	0 00

## APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 4/30/19

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 5-8-19

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff

NO: None

ABSENT: Glover

BY: Stacey M Boyd DATE 5/14/2019

(M 8134 Rev. 2/86)

## EXPLANATION OF REQUEST

To appropriate accumulated depreciation from Blackhawk (7653)  
and new revenue from Traffic Safety Fund (3682) to Blackhawk (7653)  
for the purchase of a Chevrolet Tahoe SUV.

[Signature]

Chief of Mgmt Services  
SIGNATURE TITLE DATE  
REVENUE ADJ. RAOO 5076  
JOURNAL NO.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 14, 2019

Subject: Add two Senior Health Education Specialist- Project Postions in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22457 to add two Senior Health Education Specialist-Project (VMW5) positions at salary plan and grade level TC5-1543 (\$5,658-\$6,878) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$272,449 with \$62,863 in pension costs already included. The entire cost is fully funded by California Department of Justice Division of Law Enforcement Tobacco Grant Unit revenues.

**BACKGROUND:**

These positions are allocated to the Community Wellness Program within Public Health Division. The project objective is to conduct educational training activities for local tobacco retailers; conduct code enforcement activities including compliance checks; conduct assessment, outreach and educational activities with youth, young adults and parents about the health impacts associated with tobacco use; and to develop one youth and one young adult task force to increase awareness and knowledge about the harmful effects of tobacco among these populations.

The primary duties of the new positions includes

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson, (925)  
957-5240

By: Jami Napier, Deputy

cc:



#### BACKGROUND: (CONT'D)

planning, conducting and evaluating the health education and health preventing aspects of departmental programs and recommending policies to protect and promote public health. Responsibilities will also include representing the Department in various community organizations and citizen committees as it pertains to the services offered and maintaining and distributing health education materials to the staff and the general public as appropriate.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Community Wellness Prevention Program within Public Health Services will not have the appropriate level of staffing to implement educational and health activities within the community.

#### AGENDA ATTACHMENTS

P300 No. 22457 HSD

#### MINUTES ATTACHMENTS

Signed P300 22457



# POSITION ADJUSTMENT REQUEST

NO. 22457  
DATE 05/01/2019

Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5898 Agency No. A18

Action Requested: Add two Senior Health Education Specialist-Project positions in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$272,449

Net County Cost \$0

Total this FY \$45,408

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% California Department of Justice Division of Law Enforcement Tobacco Unit

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C.19

## POSITION ADJUSTMENT REQUEST

NO. 22457  
DATE 05/01/2019

Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5898 Agency No. A18

Action Requested: Add two Senior Health Education Specialist-Project positions in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$272,449

Net County Cost \$0

Total this FY \$45,408

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% California Department of Justice Division of Law Enforcement Tobacco Unit

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Jani Napie

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Add two Public Health Nurse positions in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22459 to add two Public Health Nurse (VVXA) positions at salary plan and grade level LT2-1832 (\$9,431-\$11,778) in the Health Services Department. (represented)

**FISCAL IMPACT:**

Upon approval, this action will have an annual cost of approximately \$454,089 with pension costs of \$107,647 already included. This cost will be fully funded by CalWORKS Home Visiting Initiative.

**BACKGROUND:**

The Health Services Department is requesting to add two Public Health Nurse positions. These positions will support the newly expanded CalWORKS Nurse-Family Partnership Program and provide home visiting services to 50 additional families in Maternal, Child and Adolescent Health.

The primary duties of these positions are to provide Public Health case management to clients and their families to promote enhanced health practices and outcomes; to assist with the work of immunization programs, perinatal

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson, (925)  
957-5240

By: Jami Napier, Deputy

cc:



BACKGROUND: (CONT'D)

care, children and adolescent screening services; keeps records and assists with the compilation of statistics on work performed and directs ancillary workers in carrying out nursing and public health programs.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will be insufficient nursing staff in Family, Maternal and Child Health Programs which will negatively impact patient care services.

AGENDA ATTACHMENTS

P300 No. 22459 HSD

MINUTES ATTACHMENTS

Signed P300 22459



# POSITION ADJUSTMENT REQUEST

NO. 22459  
DATE 5/1/2019

Department Health Services

Department No./  
Budget Unit No. 0450 Org No. 5831 Agency No. A18

Action Requested: Add two Public Health Nurse (VVXA) positions in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$454,089

Net County Cost

Total this FY \$107,647

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% CalWORKS Home Visiting Initiative

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/7/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



## POSITION ADJUSTMENT REQUEST

NO. 22459  
DATE 5/1/2019Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5831 Agency No. A18

Action Requested: Add two Public Health Nurse (VVXA) positions in the Health Services Department.

Proposed Effective Date: 05/15/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$454,089

Net County Cost

Total this FY \$107,647

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% CalWORKS Home Visiting Initiative

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/7/2019☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE May 14, 2019BY Jani Nape

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Increase the hours of one Licensed Vocational Nurse position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22460 to increase the hours of Licensed Vocational Nurse (VT7G) position #9186 at salary plan and grade level TAX-1287 (\$4,380 - \$5,594) from 24/40 to 32/40 in the Health Services Department. (Represented)

**FISCAL IMPACT:**

There is an annual increased cost of approximately \$20,733 with pension costs of \$5,111 already included. The entire cost is fully funded by Hospital Enterprise Fund I.

**BACKGROUND:**

Per the memorandum of understanding between the County and Teamsters Local 856, the Health Services Department is requesting to increase the position hours from 24/40 to 32/40 as the incumbent has worked these increased hours in the past six (6) months and there is an ongoing need to continue these hours. The incumbent performs direct patient care duties including immunizations, medication refill, wound dressing changes, and varied clinical duties at the Concord Health Centers.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Jo-Anne Linares, (925)  
957-5240

By: Jami Napier, Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there is not enough adequate staff hours to meet the patient care needs of the Concord Health Centers.

AGENDA ATTACHMENTS

P300 No. 22460 HSD

MINUTES ATTACHMENTS

Signed P300 22460



# POSITION ADJUSTMENT REQUEST

NO. 22460  
DATE 04/24/19

Department Health Services

Budget Unit No. 0540 Org No. 6386

Department No./  
Agency No. A18

Action Requested: Increase the hours of Licensed Vocational Nurse position #9186 from 24/40 to 32/40 in the Health Services Department.

Proposed Effective Date: 05/16/19

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$20,733.00

Net County Cost 0

Total this FY \$2,592.00

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 5/7/2019

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-24

# POSITION ADJUSTMENT REQUEST

NO. 22460  
DATE 04/24/19

Department Health Services

Budget Unit No. 0540 Org No. 6386

Department No. /  
Agency No. A18

Action Requested: Increase the hours of Licensed Vocational Nurse position #9186 from 24/40 to 32/40 in the Health Services Department.

Proposed Effective Date: 05/16/19

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$20,733.00

Net County Cost 0

Total this FY \$2,592.00

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Jami Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Add one Mental Health Program Chief position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22461 to add one Mental Health Program Chief (VQDN) position at salary plan and grade level ZA5-2029 (\$9,156 - \$11,129) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

This request has an annual cost of approximately \$223,753 with pension costs of \$50,857 already included. The cost will be fully offset with 100% Mental Health Services Act revenues.

**BACKGROUND:**

As required by the California Department of Health Care Services, the Behavioral Health Division implemented the use of an Electronic Health Record known as ccLink on September 26, 2017. With over 500 employees, the Behavioral Health Division utilizes the system daily in order to serve an annual caseload of 17,000 patients. Each patient encounter is recorded by staff including clerks, clinicians, nurses and psychiatrists.

The newly added position will have the primary assignment of Chief of Behavioral Health Informatics. Key responsibilities will include planning, organizing, and coordinating

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Jo-Anne Linares, (925)  
957-5240

By: Jami Napier, Deputy

cc:



BACKGROUND: (CONT'D)

the onboarding process and training for program staff; planning, organizing and directing the work of ccLink 'Champions' and 'Super-Users'; participating in the overall Contra Costa Health Services Information Technology Governance; serving as the liaison between Division Leadership team and the Analytics team; formulating the operational goals/metrics; and analyzing and making recommendations for short-term and long term system enhancements and optimization initiatives.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Behavioral Health Division will not have the appropriate level of leadership to execute the ccLink electronic health record system, which may impact patient care services.

AGENDA ATTACHMENTS

P300 No. 22461 HSD

MINUTES ATTACHMENTS

Signed P300 22461



# POSITION ADJUSTMENT REQUEST

NO. 22461  
DATE 04/24/19

Department Health Services

Budget Unit No. 0467 Org No. 5721

Department No./  
Agency No. A18

Action Requested: Add one (1) Mental Health Program Chief (VQDN) position in the Health Services Department.

Proposed Effective Date: 5/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$223,753.00

Net County Cost \$0

Total this FY \$27,969.00

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Mental Health Services Act

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 5/7/2019

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-22

# POSITION ADJUSTMENT REQUEST

NO. 22461  
DATE 04/24/19

Department Health Services Budget Unit No. 0467 Org No. 5721 Department No. / Agency No. A18  
Action Requested: Add one (1) Mental Health Program Chief (VQDN) position in the Health Services Department.

Proposed Effective Date: 5/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	<u>\$223,753.00</u>	Net County Cost	<u>\$0</u>
Total this FY	<u>\$27,969.00</u>	N.C.C. this FY	<u>\$0</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT: 100% Mental Health Services Act

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.  
☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Janu Napu

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Add one Mental Health Clinical Specialist Position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22462 to add one Mental Health Clinical Specialist (VQSB) position at salary plan and grade level TC2-1384 (\$4,980-\$7,394) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$154,520 with \$33,788 in pension costs already included. The entire cost will be fully funded by the Mental Health Services Act revenues.

**BACKGROUND:**

The Health Services Department is requesting to add one Mental Health Clinical Specialist position allocated to the Center for Recovery and Empowerment (CORE). The CORE Project is an intensive outpatient treatment program offering transitional and continuing care to adolescents diagnosed with substance use and mental health disorders.

The new position will be responsible for providing individual, group, and family therapy, and linkage to community services; interpreting and explaining to clients, relatives, community groups about social and emotional factors on mental health illness, and participating in the evaluation of problems presented and in the formulation of diagnoses and the development of treatment plans.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson,  
925-957-5240

By: Jami Napier, Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Center for Recovery and Empowerment within the Behavior Health Division will not have adequate staffing to meet the demand and volume of patient cares services for those we serve.

AGENDA ATTACHMENTS

P300 No. 22462 HSD

MINUTES ATTACHMENTS

Signed P300 22462



# POSITION ADJUSTMENT REQUEST

NO. 22462  
DATE 04/25/2019

Department Health Services

Department No./

Budget Unit No. 0467 Org No 5899 . Agency No. A18

Action Requested: Add one Mental Health Clinical Specialist (VQSB) position in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$154,520

Net County Cost \$0

Total this FY \$12,876

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% funded by Mental Health Services Act revenues

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-23

## POSITION ADJUSTMENT REQUEST

NO. 22462  
DATE 04/25/2019

Department Health Services

Department No./

Budget Unit No. 0467 Org No 5899 . Agency No. A18

Action Requested: Add one Mental Health Clinical Specialist (VQSB) position in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$154,520

Net County Cost \$0

Total this FY \$12,876

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% funded by Mental Health Services Act revenues

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Jami Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Add one Substance Abuse Lead Counselor position and Cancel one Substance Abuse Counselor position in the Health Services Department

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22463 to add one Substance Abuse Lead Counselor (VHTC) position at salary plan and grade level TC5-1503 (\$5,439-\$6,611) and cancel one vacant Substance Abuse Counselor (VHVC) position, #17210, at salary and grade level TC5-1436 (\$5,090-\$6,187) in the Health Services Department. (Represented)

## **FISCAL IMPACT:**

Upon approval, this action will have an annual cost increase of \$7,866 with \$1,939 in pension costs already included. The cost will be equally divided between Realignment and the Substance Abuse Block Grant (SABG).

## **BACKGROUND:**

The Health Services Department is requesting to add one Substance Abuse Lead Counselor position and cancel one vacant Substance Abuse Counselor position within its Alcohol and Other Drugs Services Program. Discovery House is a fully Drug Medi-Cal (DMC) certified facility. Due to the level of acuity of clients admitted into the program, it requires a higher level of supervisor for the staff and increased support to the overall program operation. The Lead is needed to support the safety of staff and clients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson, (925)  
957-5240

By: Jami Napier, Deputy

cc:



### BACKGROUND: (CONT'D)

The new position will provide lead direction to subordinate staff, provide instruction and orientation around program procedures, counseling theories and how to interview persons applying for substance abuse counseling services to obtain personal, social and emotional history.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Discovery House within Alcohol and Other Drug Services will not have adequate staffing to support the clients they serve.

### AGENDA ATTACHMENTS

P300 No. 22463 HSD

### MINUTES ATTACHMENTS

Signed P300 22463



# POSITION ADJUSTMENT REQUEST

NO. 22463  
DATE 04/25/2019

Department Health Services

Department No./  
Budget Unit No. 0466 Org No 5933 . Agency No. A18

Action Requested: Add one Substance Abuse Lead Counselor (VHTC) position and cancel one vacant Substance Abuse Counselor (VHVC) position #17210 the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$ 7,866

Net County Cost \$0

Total this FY \$ 655

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Realignment and 50% the Substance Abuse Block Grant (SABG)

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C.24

## POSITION ADJUSTMENT REQUEST

NO. 22463  
DATE 04/25/2019

Department Health Services Department No. /  
Budget Unit No. 0466 Org No 5933 . Agency No. A18  
Action Requested: Add one Substance Abuse Lead Counselor (VHTC) position and cancel one vacant Substance Abuse Counselor (VHVC) position #17210 the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$ 7,866 Net County Cost \$0

Total this FY \$ 655 N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Realignment and 50% the Substance Abuse Block Grant (SABG)

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Sam Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





# Contra Costa County

To: Board of Supervisors

From: Anna Roth, Health Services

Date: May 14, 2019

Subject: Reassign one Clerk-Experienced level Position #11987 to the California Child Services in the Health Services Department

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No.22464 to reassign vacant Clerk-Experienced Level position #11987 (JWXB) from Department Budget Unit #0450 (Public Health - Communicable Disease) to Department Budget Unit #0460 (CA Child Services Therapy) in the Health Services Department (Represented)

## **FISCAL IMPACT:**

Upon approval of this action, will shift an approximate annual salary and benefit cost of \$88,35 to Department Budget Unit #0460 (CA Child Services - Rehabilitation Therapy Program) and will be 100% offset by County & California Department of Healthcare Services/Medi-Cal State funding.

## **BACKGROUND:**

The Health Services Department is requesting to reassign the vacant Clerk-Experience position to the CA Child Services Therapy (CCS). This is a statewide program that arranges and pays for medical care, equipment, and rehabilitation for eligible children and youth. This position will be assigned to the Medical Therapy Program (MTP) as it has over 850 clients. This position will relieve the Chief Pediatric Therapist, therapist Aides and Physical/Occupational Therapists

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson, (925)  
957-5240

By: Jami Napier, Deputy

cc:



BACKGROUND: (CONT'D)

from clerical tasks, allowing more efficient client treatment and family-centered care for a vulnerable population.

The new position will be responsible for dealing tactfully and courteously with clients/families and the public, receive office visitors, answer questions regarding specific departmental procedures and practices as well as make calls to families/clients. The position will also be responsible for performing a variety of clerical work in connection with the assembly, sorting, tabulation and recording of fiscal and statistical data.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the CCS Rehabilitation Therapy Program will not have adequate clerical staffing to support the clinic providers, which will negatively impact patient services.

AGENDA ATTACHMENTS

P300 No. 22464 HSD

MINUTES ATTACHMENTS

Signed P300 22464



# POSITION ADJUSTMENT REQUEST

NO. 22464  
DATE 04/25/2019

Department Health Services

Department No./

Budget Unit No. 0460 Org No. 5891 Agency No. A18

Action Requested: Reassign one Clerk-Experience Level (JWXB) position #11987 from Department #0450/5803 (Communicable Disease) to Department #0460/5891 (CA Child Services Therapy) in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$ 0

Net County Cost \$0

Total this FY \$ 0

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral. The action will result in a shift of \$83,351 annually from one budget unit to another within the Health Services agency.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C.25

## POSITION ADJUSTMENT REQUEST

NO. 22464  
DATE 04/25/2019

Department Health Services Department No. /  
Budget Unit No. 0460 Org No. 5891 Agency No. A18  
Action Requested: Reassign one Clerk-Experience Level (JWXB) position #11987 from Department #0450/5803  
(Communicable Disease) to Department #0460/5891 (CA Child Services Therapy) in the Health Services Department.

Proposed Effective Date: 05/15/2019Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0Net County Cost \$0Total this FY \$0N.C.C. this FY \$0SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Neutral. The action will result in a shift of \$83,351 annually from  
one budget unit to another within the Health Services agency.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE May 14, 2019

BY

Sami Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: May 14, 2019

Subject: Increase Hours for One Physical Therapist II Position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22465 to increase the hours of vacant Physical Therapist II (V5VF) position #9353 at salary level TC5-1746 (\$6,918-\$8,409) from 1/40 to 40/40 in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will have an annual cost increase of approximately \$169,434 with \$37,465 in pension costs already included. The cost will be funded by 50% County funding (budgeted) and 50% State funds.

**BACKGROUND:**

The Health Services Department is requesting to increase the hours of one Physical Therapist II from part time (1/40) to full time . The California Children Services (CCS) Rehabilitation Program is a statewide program that arranges and pays for medical care, equipment, and rehabilitation for eligible children and youth. Our CCS program utilizes contracts for physical therapists to cover medical leaves and increase on prescribed treatment hours or caseload growth. Increasing the hours of a physical therapist position will reduce the costly usage of contracts.

This position will be responsible for

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Sabrina Pearson, (925)  
957-5240

By: Jami Napier, Deputy

cc:



BACKGROUND: (CONT'D)

explaining medical recommendations concerning physical therapy to patients and their families while monitoring and facilitating patients' progress; instructing patients in pain management, injury prevention, posture correction, and body mechanics and collaborating with other care providers to ensure proper patient treatment and follow-up.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the CCS Rehabilitation Therapy Program will not have sufficient physical therapy staff, which negatively impacts patient services.

AGENDA ATTACHMENTS

P300 No. 22465 HSD

MINUTES ATTACHMENTS

Signed P300 22465



# POSITION ADJUSTMENT REQUEST

NO. 22465  
DATE 04/25/2019

Department Health Services

Department No./  
Budget Unit No. 0460 Org No.5891 Agency No. A18

Action Requested: Increase the hours of one vacant Physical Therapist II (V5VF) position #9353 from 1/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$169,434

Net County Cost \$0

Total this FY \$14,119

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% County (budgeted), 50% State funding

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-26

# POSITION ADJUSTMENT REQUEST

NO. 22465  
DATE 04/25/2019

Department Health Services

Department No./  
Budget Unit No. 0460 Org No.5891 Agency No. A18

Action Requested: Increase the hours of one vacant Physical Therapist II (V5VF) position #9353 from 1/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 05/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$169,434

Net County Cost \$0

Total this FY \$14,119

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% County (budgeted), 50% State funding

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

05/07/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 05/07/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE

May 14, 2019

BY

Jani Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION  
Adjust class(es) / position(s) as follows:





**Contra  
Costa  
County**

To: Board of Supervisors

From: Dianne Dinsmore, Human Resources Director

Date: May 14, 2019

Subject: Establish the classification Director of Risk Management-Exempt and add one position; abolish Risk Manager classification and cancel position

**RECOMMENDATION(S):**

ADOPT Position Resolution No. 22450 to establish the classification Director of Risk Management-Exempt (AJD3) (unrepresented) at salary plan and grade BD5 1001 (\$11,721 - \$14,248) and add one (1) Director of Risk Management-Exempt position; abolish the Risk Manager (AJD1) classification and position number 5725 in the County Administrators Office, Risk Management Division.

**FISCAL IMPACT:**

The total annual salary and benefits for the Director of Risk Management-Exempt (AJD3) position is estimated at \$232,500, including \$43,068 in pension costs. The net increase after the cancelation of the Risk Manager (AJD1) position will total \$14,519 annually.

**BACKGROUND:**

Risk Management has been a division of the County Administrator's Office. Recently, the Manager over the Risk Management Division retired, and as a result of preparing to fill the position, Human Resources has worked with the County Administrator's Office to study the position. Through this process, it was

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Jami Napier, Deputy

Contact: Dianne Dinsmore (925)  
335-1766

cc:



BACKGROUND: (CONT'D)

determined that the Risk Management Division should be a separate stand-alone department in the County. The following factors contributed to this conclusion; the County has a hospital, which adds the complexity of medical malpractice risk management that not all Counties require; and the County manages Workers Compensation claims in-house, as opposed to using a third-party administrator for claims adjustment. The consequence of error and the impact on the County for this role also support making Risk Management a department rather than a division of the County Administrator's Office. As a result, the County must establish a new classification as the Director of Risk Management, in order to properly staff the management structure of the newly formed department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved in the County Administrator's Office, Risk Management Division will not be properly staffed for the future.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

AGENDA ATTACHMENTS

AIR 37542 P300 22450 Establish Dire of Risk Mngmt Exempt

MINUTES ATTACHMENTS

Signed P300 22450



# POSITION ADJUSTMENT REQUEST

NO. 22450  
DATE 4/7/2019

Department Risk Management

Department No./  
Budget Unit No. 0150 Org No. 1505 Agency No. 03

Action Requested: Establish the classification of Director of Risk Management-Exempt and one position; abolish the Risk Manager (AJD1) (unrepresented) classification and cancel position #5725

Proposed Effective Date: \_\_\_\_\_

Classification Questionnaire attached: Yes ☐ No ☐ / Cost is within Department's budget: Yes ☐ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$14,519.00

Net County Cost \_\_\_\_\_

Total this FY \$14,519.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Self-Insurance Internal Service Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

David Twa

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

4/29/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/7/2019

Establish the classification of Director of Risk Management-Exempt (AJD3) at salary plan and grade BD5 1001 (\$11,721 - \$14,248) and add one position; abolish the Risk Manager (AJD1) (unrepresented) classification and cancel position #5725

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Gladys Scott Reid

4/7/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 4/29/2019

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C.27

# POSITION ADJUSTMENT REQUEST

NO. 22450  
DATE 4/7/2019

Department Risk Management

Department No. /  
Budget Unit No. 0150 Org No. 1505 Agency No. 03

Action Requested: Establish the classification of Director of Risk Management-Exempt and one position; abolish the Risk Manager (AJD1) (unrepresented) classification and cancel position #5725

Proposed Effective Date: \_\_\_\_\_

Classification Questionnaire attached: Yes ☐ No ☐ / Cost is within Department's budget: Yes ☐ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$14,519.00

Net County Cost \_\_\_\_\_

Total this FY \$14,519.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Self-Insurance Internal Service Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

David Twa

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

4/29/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/7/2019

Establish the classification of Director of Risk Management-Exempt (AJD3) at salary plan and grade BD5 1001 (\$11,721 - \$14,248) and add one position; abolish the Risk Manager (AJD1) (unrepresented) classification and cancel position #5725

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_ (Date)

Gladys Scott Reid

4/7/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Sam Napre

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: ESTABLISH THE CLASS OF CENSUS OUTREACH COORDINATOR-PROJECT AND ADD ONE POSITION IN CAO

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22456 to establish the class of Census Outreach Coordinator-Project (ADV1) (unrepresented), allocate it to the Salary Schedule D85/1000 (\$4,956-\$5,465), and add one position in the County Administrator's Office.

**FISCAL IMPACT:**

The State allocated \$26.7 million of its \$90 million Census budget to help California counties fund complete count efforts. Allocations for most counties are based on the number of residents who live in California's hardest-to-count census tracts within their jurisdictions. The limited-term position will be funded through the State of California's \$362,605 allocation to the County for outreach services. The estimated cost of the position is \$100,000 annually and \$150,000 for the duration of the census project.

**BACKGROUND:**

Every 10 years, the federal government counts all persons living in the United States. The U.S. Census Bureau collects this information, which is then used to determine the number of representatives in Congress each state will have and how approximately \$675 billion dollars of federal funds flow to tribal, state and local governments.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Jami Napier, Deputy

Contact: Julie DiMaggio Enea (925)  
335-1077

cc:



## BACKGROUND: (CONT'D)

Census data is also used to make decisions at every level of government that will affect our communities, e.g. siting of schools, hospitals, libraries, and public services. Businesses rely on Census data for planning future locations for retail stores, new housing developments and other business decisions.

Counties have a role in achieving a complete and accurate census. The County has entered into an agreement with the State of California to do the following activities:

- Develop and implement a 2020 Census awareness campaign to encourage a response, with particular emphasis on the hard to count (HTC) communities.
- Encourage and increase the self-response rate for households responding via internet, by phone, or mailing through a focused, structured, neighbor-to-neighbor program.
- Collaborate with existing organizations that work with HTC populations in the county to create a countywide 2020 Census awareness campaign strategy. The HTC population in Contra Costa County consists of immigrants, minorities, low-income households, non-English speaking households, youths, transients, and unemployed, homeless persons living in unconventional housing, including those who do not trust government.

The Board of Supervisors established a Steering Committee for the census effort that is staffed by the County Administrator's Office and provided technical support by the Conservation and Development Department. Two subcommittees are staffed by the office of District III Supervisor Diane Burgis, who chairs the Steering Committee. Coordination of outreach strategies and the networking of community-based partners requires a full-time coordinator for the duration of the project, which was contemplated in the County's application for State grant funds. The Census Outreach Coordinator will be assigned to the County Administrator's Office and will work under the direction of Supervisor Burgis's office.

## CONSEQUENCE OF NEGATIVE ACTION:

Should the recommendation not be approved, the County will not obtain the necessary project coordinator resources that will be required to meet its obligations to the State for access to the census grant funds.

## AGENDA ATTACHMENTS

AIR#37880establishADV1

## MINUTES ATTACHMENTS

Signed P300 22456



# POSITION ADJUSTMENT REQUEST

NO. 22456  
DATE 5/2/2019

Department County Administrator

Department No./  
Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: Establish the class of Census Outreach Coordinator-Project, allocate it to the Salary Schedule, and add one position.

Proposed Effective Date: 5/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	<u>\$100,000.00</u>	Net County Cost	<u>\$0.00</u>
Total this FY	<u>\$15,000.00</u>	N.C.C. this FY	<u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State Census Grant funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

5/2/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/8/2019

ADOPT Position Adjustment Resolution No. 22456 to establish the class of Census Outreach Coordinator-Project (ADV1) (unrepresented), allocate it to the Salary Schedule D85/1000 (\$4956-\$5465), and add one position in the County Administrator's Office.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Marta Goc

5/8/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department County Administrator

Date 5/8/2019

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-28

## POSITION ADJUSTMENT REQUEST

NO. 22456  
DATE 5/2/2019

Department County Administrator

Department No./  
Budget Unit No. 0003 Org No. 1200 Agency No. 03

Action Requested: Establish the class of Census Outreach Coordinator-Project, allocate it to the Salary Schedule, and add one position.

Proposed Effective Date: 5/15/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$100,000.00 Net County Cost \$0.00

Total this FY \$15,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State Census Grant funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

/s/ Julie DiMaggio Enea

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

5/2/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/8/2019

ADOPT Position Adjustment Resolution No. 22456 to establish the class of Census Outreach Coordinator-Project (ADV1) (unrepresented), allocate it to the Salary Schedule D85/1000 (\$4956-\$5465), and add one position in the County Administrator's Office.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.  
☐ \_\_\_\_\_(Date)

Marta Goc

5/8/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE May 14, 2019

BY Jami Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: May 14, 2019

Subject: Reclassification of Clerk-Senior to Civil Litigation Secretary

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22435 to reclassify one (1) full-time Clerk Senior Level (JWXC) (represented) in salary plan and grade 3RX 1033 (\$3,406.49 - 4,350.23) and incumbent in position number 11095 to a Civil Litigation Secretary (J3TH) (represented) in salary plan and grade 3R5 1253 (\$4,246.54 - \$5,161.69) effective February 1, 2019 in the Office of the County Counsel.

**FISCAL IMPACT:**

The action would result in an increased cost this fiscal year of \$1,717 of which \$731 is pension. The increased cost of this position will be recovered through client billable hours and can be accommodated within the department's current authorized budget.

**BACKGROUND:**

This Office has had a 25% turnover in clerical staff since 2017, losing several of our more experienced staff members to promotions, separations, and higher paying jobs outside the county. This problem is compounded by

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Wanda McAdoo, (925)  
335-1811

By: Jami Napier, Deputy

cc: Wanda McAdoo



BACKGROUND: (CONT'D)

the fact that in this year alone we have seen a significant uptick in litigation managed by the Civil Rights and Tort Litigation Division. We added an Experienced Level Clerk position in 2013, due to the hardship of finding qualified Civil Litigation Secretaries within the designated pay range. Hiring an Experienced Level Clerk that learned the job from the ground up proved to be a successful alternative. There are numerous tasks that are performed that are not commensurate with the current classification. Reclassification is warranted and properly aligns the job classification with the desk's duties. This action is requested on the basis that the incumbent is performing the full higher-level responsibilities for the Civil Litigation Secretary classification since 2018

This action will be accomplished under provisions of the AFSCME Local 2700, United Clerical, Technical and Specialized Employees, Section 22.7- Promotion by Reclassification without Examination. Both incumbent and the action proposed meet all requirements imposed by that Section.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reclassify would result in production delays and other serious impacts to the County Counsel's Office.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

AGENDA ATTACHMENTS

P300 22435 AIR 37133

MINUTES ATTACHMENTS

Signed P300 22435



# POSITION ADJUSTMENT REQUEST

NO. 22435  
DATE 3/19/2019

Department Office of the County Counsel

Department No./  
Budget Unit No. 0030 Org No. 1735 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 22435 to RECLASSIFY one Clerk - Senior Level position (JWXC) and incumbent position No. 11095 (represented) at salary level 3RX 1033 (\$3,406.49- 4,350.23) to Civil Litigation Secretary (J3TH) (represented) at salary level 3R5 1253 (\$4,246.54-5,161.69) in the Office of the County Counsel.

Proposed Effective Date: 2/1/2019

Classification Questionnaire attached: Yes ☒ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$5,151.00

Net County Cost \$0.00

Total this FY \$1,717.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

3/8/19

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/1/2019

Reclassify one (1) full-time Clerk Senior Level (JWXC) (represented) in salary plan and grade 3RX 1033 (\$3,406.49 - 4,350.23) and incumbent in position number 11095 to a Civil Litigation Secretary (J3TH) (represented) in salary plan and grade 3R5 1253 (\$4,246.54 - \$5,161.69) effective February 1, 2019 in the Office of the County Counsel.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Mary Jane De Jesus-Saepharn

5/1/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_

Date 5/8/2019

No. xx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



C-29

## POSITION ADJUSTMENT REQUEST

NO. 22435  
DATE 3/19/2019

Department Office of the County Counsel Department No. /  
Budget Unit No. 0030 Org No. 1735 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 22435 to RECLASSIFY one Clerk - Senior Level position (JWXC) and incumbent position No. 11095 (represented) at salary level 3RX 1033 (\$3,406.49- 4,350.23) to Civil Litigation Secretary (J3TH) (represented) at salary level 3R5 1253 (\$4,246.54-5,161.69) in the Office of the County Counsel.

Proposed Effective Date: 2/1/2019

Classification Questionnaire attached: Yes ☒ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$5,151.00

Net County Cost \$0.00

Total this FY \$1,717.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Budgeted

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

3/8/19

Deputy County Administrator

Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/1/2019

Reclassify one (1) full-time Clerk Senior Level (JWXC) (represented) in salary plan and grade 3RX 1033 (\$3,406.49 - 4,350.23) and incumbent in position number 11095 to a Civil Litigation Secretary (J3TH) (represented) in salary plan and grade 3R5 1253 (\$4,246.54 - \$5,161.69) effective February 1, 2019 in the Office of the County Counsel.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019 (Date)

Mary Jane De Jesus-Saepharn

5/1/2019

(for) Director of Human Resources

Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

(for) County Administrator

### BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE

May 14, 2019

BY

Jami Napier

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE a Lease with Wang Brothers Investment, LLC for office space at 3095 Richmond Parkway for the Probation Department

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Lease with Wang Brothers Investment, LLC (the Lessor), to lease approximately 7,779 square feet of office space located at 3095 Richmond Parkway in Richmond for use by the Probation Department for an initial term of 10 years with two 5-year renewal terms at \$12,446 per month for the first year with annual increases thereafter. The County shall pay (i) the cost of all flooring installed in the premises, and (ii) up to \$20,000 toward the cost of architect and design fees and engineering fees related to the design and construction of the Tenant Improvements.

AUTHORIZE the Public Works Director, or designee, to execute the lease and any renewal options under the terms and conditions set forth in the lease.

**FISCAL IMPACT:**

100% General Fund. The Lease costs and related Tenant Improvement costs were anticipated and budgeted in the approved FY 2018/19 Probation Admin budget (org. 3000).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Charlotte Nelson, 925.  
957-2458

By: Stacey M. Boyd, Deputy

cc:



**BACKGROUND:**

In August 2017, Probation requested the Real Estate Division investigate and recommend potential office space to relocate the West County Probation office to a more suitable location. The West County Probation office currently shares space with Employment and Human Services Department who now needs the entire premises for its staff. Following a long and thorough search, the potential relocation site identified provides the Probation Department with an ideal location, ample parking, and fair market rates. In addition, the Landlord has agreed to perform the Tenant Improvements needed.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this Lease is not approved, the Employment and Human Services Department, which currently shares office space with Probation, would not have offices for incoming employees that will be backfilling the office space that Probation would be vacating. Probation would still need to find an alternative relocation site that will take 9-12 months and may be at a higher cost.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE Clarification of Board Action on April 16, 2019, item C.30 regarding lease amendments with Jupiter Investment, LLC, San Pablo area.

**RECOMMENDATION(S):**

APPROVE clarification of Board action on April 16, 2019 (C.30), which authorized six lease amendments with Jupiter Investment, LLC, for the West County Health Center at 2523 El Portal Drive, San Pablo, to reflect a correction that all six lease amendments stipulate a three percent (3%) annual rent increase through March 31, 2020, rather than no change to the monthly rental rate.

**FISCAL IMPACT:**

100% Mental Health Realignment Funds.

**BACKGROUND:**

On April 16, 2019, the Board of Supervisors approved six lease amendments with Jupiter Investment, LLC, for the West County Health Center, at 2523 El Portal Drive, Suites 101, 102, 103, 104, 202 and 206 in San Pablo.

The purpose of this board order is to reflect a correction that all six lease amendments stipulate a three percent (3%) annual rent increase through March 31, 2020.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Julin Perez, 925.  
957-2460

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this clarification is not approved, the monthly rental payment will remain incorrect.

ATTACHMENTS

Executed Board Order

Executed Leases





Contra  
Costa  
County

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: April 16, 2019

Subject: APPROVE Lease Amendments with Jupiter Investment, LLC for office space in San Pablo for use by the Health Services Department-Mental Health Services.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute six lease amendments between the County, as lessee, and Jupiter Investment, LLC, as lessor, to extend the leases of Suites 101, 102, 103, 104, 202 and Suite 206, under which the County is leasing a total of approximately 12,455 square feet of office space in the building located at 2523 El Portal Drive, San Pablo, with no change to the monthly rental rate.

**FISCAL IMPACT:**

100% Mental Health Realignment Funds.

**BACKGROUND:**

On April 17, 2018, the Board of Supervisors approved the expansion and construction of the West County Health Center project for a building of approximately 20,700 square feet located at 13585 San Pablo Avenue, San Pablo which is expected to be available for occupancy in March, 2020.

The activities of the Health Services Department that are currently carried out in Suite 101, Suite 102, Suite 103, Suite 104, Suite 202 and Suite 206 of the building located at 2523 El Portal Drive, San Pablo, will all be relocated to the new building when it becomes available. The County is leasing the suites under

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 04/16/2019 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

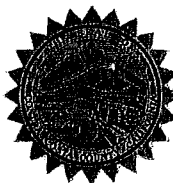
Federal D. Glover, District V Supervisor

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

ATTESTED: April 16, 2019

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

*Laura Cassell*  
By: Laura Cassell, Deputy



Contact: Julin Perez, 925.  
957-2460

cc:



BACKGROUND: (CONT'D)

six separate leases. Each lease is being amended to extend its term through March 31, 2020 to enable the County to continue to occupy the existing sites until the new building is available.

CONSEQUENCE OF NEGATIVE ACTION:

If the lease extensions are not approved, the Health Services Department may experience interruptions in its ability to provide mental health services to the West County community until the new building is available for occupancy.

ATTACHMENTS

Lease Amendment, Suite 101

Lease Amendment, Suite 103

Lease Amendment, Suite 104

Lease Amendment, Suite 202

Lease Amendment, Suite 206

Lease Amendment, Suite 102



## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 101,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated December 1, 2015, under which the County is leasing Suite 101 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 52 months, commencing on December 1, 2015 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
December 1, 2015 – November 30, 2016	\$3,060
December 1, 2016 – November 30, 2017	\$3,152
December 1, 2017 – November 30, 2018	\$3,247
December 1, 2018 – November 30, 2019	\$3,344
December 1, 2019 – March 31, 2020	\$3,444

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.



3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

By:

  
Brian M. Balbas  
Director of Public Works

JUPITER INVESTMENT, LLC  
a California limited liability company

By:

  
Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By:

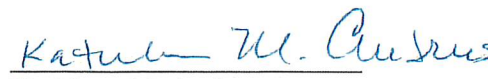
  
Karen A. Laws  
Principal Real Property Agent

By:

  
Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By:

  
Kathleen M. Andrus  
Deputy County Counsel

T00690

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## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 102,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated April 29, 2016, under which the County is leasing Suite 102 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 47 months, commencing on May 1, 2016 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
May 1, 2016 – April 30, 2017	\$3,611
May 1, 2017 – April 30, 2018	\$4,237
May 1, 2018 – April 30, 2019	\$3,823
May 1, 2019 – March 31, 2020	\$3,929

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.

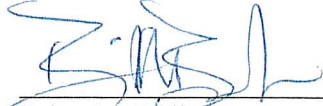


3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

By:

  
\_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

JUPITER INVESTMENT, LLC  
a California limited liability company

By:

  
\_\_\_\_\_  
Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By:


  
\_\_\_\_\_  
Karen A. Laws  
Principal Real Property Agent

By:

  
\_\_\_\_\_  
Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By:

  
\_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

T00321

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## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 103,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated September 30, 2016, under which the County is leasing Suite 103 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 42 months, commencing on October 1, 2016 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
October 1, 2016 – September 30, 2017	\$3,400
October 1, 2017 – September 30, 2018	\$3,500
October 1, 2018 – September 30, 2019	\$3,600
October 1, 2019 – March 31, 2020	\$3,700

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.




3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

JUPITER INVESTMENT, LLC  
a California limited liability company

By:

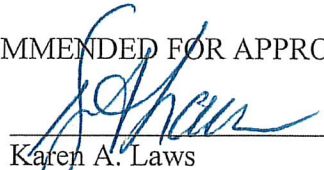
  
\_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

By:

  
\_\_\_\_\_  
Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By:

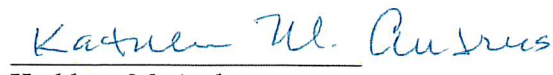
  
\_\_\_\_\_  
Karen A. Laws  
Principal Real Property Agent

By:

  
\_\_\_\_\_  
Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By:

  
\_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

T00597

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## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 104,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated December 1, 2016, under which the County is leasing Suite 104 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 52 months, commencing on December 1, 2015 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
December 1, 2015 – November 30, 2016	\$3,060
December 1, 2016 – November 30, 2017	\$3,152
December 1, 2017 – November 30, 2018	\$3,247
December 1, 2018 – November 30, 2019	\$3,344
December 1, 2019 – March 31, 2020	\$3,444

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.



3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

By: 

Brian M. Balbas  
Director of Public Works

JUPITER INVESTMENT, LLC  
a California limited liability company

By: 

Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By: 

Karen A. Laws  
Principal Real Property Agent

By: 

Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By: 

Kathleen M. Andrus  
Deputy County Counsel

T00688

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## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 202,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated February 4, 2014, under which the County is leasing Suite 202 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 74 months, commencing on February 1, 2014 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
February 1, 2014 – January 31, 2015	\$4,190
February 1, 2015 – January 31, 2016	\$4,295
February 1, 2016 – January 31, 2017	\$4,400
February 1, 2017 – January 31, 2018	\$4,500
February 1, 2018 – January 31, 2019	\$4,625
February 1, 2019 – March 31, 2020	\$4,740

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.



3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

By:

  
Brian M. Balbas  
Director of Public Works

JUPITER INVESTMENT, LLC  
a California limited liability company

By:

  
Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By:


  
Karen A. Laws  
Principal Real Property Agent

By:

  
Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By:

  
Kathleen M. Andrus  
Deputy County Counsel

T00735

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## FIRST AMENDMENT TO LEASE

Health Services Department  
2523 El Portal Drive, Suite 206,  
San Pablo, CA 94806

This first amendment is dated April 16, 2019, and is between JUPITER INVESTMENT, LLC, a California limited liability company ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### Recitals

- A. Lessor and the County are parties to a lease dated February 15, 2015, under which the County is leasing Suite 206 in the building located at 2523 El Portal Drive, San Pablo, California (the "Lease").
- B. The parties desire to extend the term of the Lease and update the rent payable under the Lease.

The parties therefore agree as follows:

### Agreement

- 1. Section 2. Term is deleted in its entirety and replaced with the following:
  - 2. Term. The "**Term**" of this lease is 61 months, commencing on March 1, 2015 (the "**Commencement Date**") and ending March 31, 2020.
- 2. Section 3. Rent is deleted in its entirety and replaced with the following:
  - 3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month in the amounts set forth below:

<u>Period</u>	<u>Monthly Rent</u>
March 1, 2015 – February 28, 2016	\$3,100
March 1, 2016 – February 28, 2017	\$3,200
March 1, 2017 – February 28, 2018	\$3,296
March 1, 2018 – February 28, 2019	\$3,395
March 1, 2019 – March 31, 2020	\$3,497

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.




3. All other terms of the Lease remain unchanged.

The parties are executing this first amendment as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA,  
a political subdivision of the State of  
California

By:

  
\_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

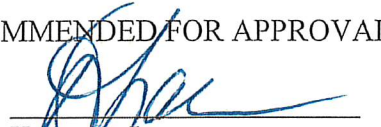
JUPITER INVESTMENT, LLC  
a California limited liability company

By:

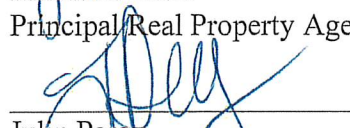
  
\_\_\_\_\_  
Marshall Jainchill  
Marshall & Co. Property  
Management, Inc. Broker and  
Managing Agent for Owner

RECOMMENDED FOR APPROVAL:

By:

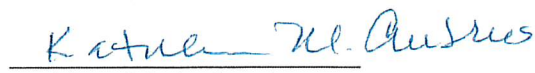
  
\_\_\_\_\_  
Karen A. Laws  
Principal Real Property Agent

By:

  
\_\_\_\_\_  
Julin Perez  
Senior Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, COUNTY COUNSEL

By:

  
\_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

T00557

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Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: May 14, 2019

Subject: POST Emergency Vehicle Operations Course Contract

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with the California Commission on Peace Officer Standards and Training (POST), including full indemnification of the State of California, to pay the County an initial amount of \$165,000 to provide Emergency Vehicle Operations Course instruction for the period July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

No County Costs. \$165,000; 100% Revenue, State of California. Budgeted in fiscal year 2019/20.

**BACKGROUND:**

The Office of the Sheriff - Law Enforcement Training Center provides State Commission on Peace Officer Standards and Training (POST) approved Emergency Vehicle Operations Course (EVOC) instruction, required by POST, for qualified law enforcement personnel. POST provides funding on an annual basis for agencies that present this training. The contract allows the Law Enforcement Training Center to initially train 110 students at an initial cost of \$1,500 per student.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Office of the Sheriff will not be able to provide or be reimbursed for the services outlined in the contract.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Sandra Brown,  
925-335-1553

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: May 14, 2019

Subject: Humboldt State University Sponsored Programs Foundation Funding

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board, Small Business Development Center, to accept Humboldt State University Sponsored Programs Foundation funding in an amount of to exceed \$210,000 to provide consulting, training, and business development information to small business owners and potential owners throughout the County for the period January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

County to receive \$210,000 from Humboldt State University Sponsored Programs Foundation. There is a required 1:1 match of which 97% is cash match using Small Business Administration funds and 3% is in-kind match.

**BACKGROUND:**

Funding will be used by the Workforce Development Board, Small Business Development Center, to provide outreach, group and individual training, education, and information services to small business owners and potential small business owners in Contra Costa County.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres 608-4960

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Without funding, services of the Small Business Development Center could not be delivered or expanded to small business owners or potential owners throughout the County.





# Contra Costa County

To: Board of Supervisors

From: Kathy Gallagher

Date: May 14, 2019

Subject: 2019-20 Community Services Block Grant Targeted Initiative Revenue Contract

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept funding from the California Department of Community Services and Development, and execute a contract in an amount not to exceed \$30,000 for Community Services Block Grant program services for the period June 1, 2019 through May 31, 2020.

## **FISCAL IMPACT:**

This contract is funded entirely with Federal funding via California Department of Community Services and Development. It is a pass through of Federal funds [CFDA #93.569]. There is no county match.

State Contract: 19F-4409

County Contract: 39-823

## **BACKGROUND:**

The Department received notification of funding from California Department of Community Services and Development on April 23, 2019. As the County's Community Action Agency, the Department's Community Services Bureau regularly receives Community Services Block Grant (CSBG) funding to operate self-sufficiency programs under the advisement of the County's Economic Opportunity Council (EOC).

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: CSB (925) 681-6345

cc: Nancy Sparks, Sam Mendoza



**BACKGROUND: (CONT'D)**

This funding is for selected Community Action agencies to receive discretionary funds to support activities in agency capacity and expanding or enhancing program services. The funds can also be used to support programs that focus on the homeless population and to assist low-income individuals to claim the Earned Income Tax Credit. Funding is provided under 3 categories: Capacity Building, Homelessness, and Earned Income Tax Credit.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, the Department will be hampered in its ability to meet the needs of the community and to establish partnerships with community based agencies and public organizations.

**CHILDREN'S IMPACT STATEMENT:**

This action of the Employment and Human Services Department, Community Services Bureau supports two of Contra Costa County's community outcomes - Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by funding programs that support self-sufficiency and the homeless population throughout Contra Costa County.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 14, 2019

Subject: Grant Agreement #28-882-3 from Sutter Bay Hospitals

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Agreement #28-882-3 with Sutter Bay Hospitals, to pay the County an amount not to exceed \$75,000 for the County's Coordinated Outreach, Referral and Engagement (C.O.R.E.) program for homeless outreach, for the period from May 1, 2019 through April 30, 2020.

**FISCAL IMPACT:**

Approval of this Grant Agreement will result in an amount of \$75,000 for the County's C.O.R.E. program for homeless outreach. No County match required.

**BACKGROUND:**

The Concord Shelter in conjunction with the County's Behavioral Health Services Division is part of a comprehensive strategy to provide housing and services to the homeless in Contra Costa County. The Behavioral Health Services Division Homeless Program will dedicate three beds within the Concord Shelter for Sutter Bay Hospital patients who are homeless, identified

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Lavonna Martin,  
925-608-6701



**BACKGROUND: (CONT'D)**

to be too low acuity to access the Respite Shelter program, capable of self-care and are appropriate for placement in regular shelter programs. These homeless residents are allowed stay up to 120 days.

On July 10, 2018 the Board of Supervisors approved Grant Agreement #29-882-1 with Sutter Bay Hospitals to provide funding to support County's Behavior Health Services Division C.O.R.E. program for homeless residents for the period from January 1, 2018 through December 31, 2018.

Approval of Grant Agreement #28-882-3 will allow County to receive funds for County's C.O.R.E. program through April 30, 2020. The County is agreeing to indemnify and hold harmless the State for claims arising out of County's performance under this Contract.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this Grant Agreement is not approved the County will not receive funding to support homeless residents being discharged from Sutter Bay Hospitals, Concord.





Contra  
Costa  
County

To: Board of Supervisors

From: Matt Slattengren

Date: May 14, 2019

Subject: Dept. of Parks and Recreation Services Agreement - Noxious Weeds

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement containing modified indemnification language with State of California - Natural Resources Agency - Department of Parks and Recreation for an amount not to exceed \$9,000 for the County to provide noxious weed eradication services for the period May 14, 2019 through August 30, 2019.

**FISCAL IMPACT:**

Approval of this agreement will reimburse the Department of Agriculture in an amount not to exceed \$9,000 for providing noxious weed eradication services.

**BACKGROUND:**

The Department of Agriculture will provide noxious weed eradication at Mount Diablo State Park and Marsh Creek State Historical Park for the State of California - Natural Resource Agency - Department of Parks and Recreation for the period May 14, 2019 through August 30, 2019. Mapped treatment locations by the State Park Representative will be forwarded to the Department of Agriculture. The Department of Agriculture will supply all necessary equipment and personnel to perform the work.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: 608-6600

cc:



CONSEQUENCE OF NEGATIVE ACTION:

A negative action would result in loss of revenue and restrict the Department of Agriculture in providing noxious weed eradication, thus possibly spreading noxious weeds throughout Contra Costa County.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 14, 2019

Subject: Extension of Agreement #29-325-3 with John Muir Medical Center for the Trauma Center Designation and Hospital

---

**RECOMMENDATION(S):**

ACCEPT the attached State of the Trauma Center at John Muir Health 2019 Report with information regarding the performance of John Muir Medical Center and their fulfillment of Agreement #29-325-3 with the County;

FIND that (1) that the County is satisfied with John Muir's performance, (2) the County's demographics or other factors have not changed to the extent that the County Trauma System Plan requires substantial modification, (3) John Muir's patient charges are consistent with those of other northern California trauma centers, and (4) John Muir has continued to work reasonably and cooperatively with the County in response to an evolving emergency medical service system and to an evolving healthcare system; and

ACKNOWLEDGE that, based on the above findings by the Board, Agreement #29-325-3 shall continue from May 21, 2021 through May 21, 2031 and, upon continued performance by John Muir Medical Center, shall automatically renew annually thereafter with the County able to cancel without cause at any time after May 21, 2031 by providing two-year advance written notification.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Patricia Frost,  
925-608-5454



### FISCAL IMPACT:

Upon execution of this extension and annually thereafter, John Muir Medical Center will continue to pay County a \$250,000 designation fee, plus \$100,000 for use by County in funding programs to decrease violence or to prevent injury, for a total of \$350,000 annually.

### BACKGROUND:

John Muir Medical Center in Walnut Creek was initially designated as the County's level II Trauma Center in 1986 following a competitive selection and review process. In May 1992, a revised Trauma Center Designation Agreement was entered into between John Muir and the County assuring continuation of the agreement through 2012.

Since its designation as a Level II Trauma Center in 1986, John Muir Medical Center has consistently provided an excellent level of trauma care as evidenced by outside evaluations and through the hospital's participation in the ongoing Alameda-Contra Costa Trauma Audit Committee process. On September 26, 2006, the Board of Supervisors adopted Resolution 2006/580 recognizing John Muir's dedication and performance in providing superior trauma care to the residents of Contra Costa County. A 2008 Survival Measurement and Reporting Trial for Trauma (SMARTT) report conducted in conjunction with the American College of Surgeons rated John Muir Medical Center as a "very high quality hospital" and among the top few of some 125 Level I and Level II trauma centers submitting data to the National Trauma Data Bank.

On August 10, 2010, an amendment to this agreement as approved by the Board of Supervisors, extended the agreement for ten (10) years through May 21, 2021; allowed for an additional 10-year extension through May 21, 2031, upon a finding by the Board of Supervisors that (1) the County is satisfied with John Muir's performance, (2) the County's demographics or other factors have not changed to the extent that the County Trauma System Plan requires substantial modification, (3) John Muir's patient charges are consistent with those of other northern California trauma centers, and (4) that John Muir has continued to work reasonably and cooperatively with the County in response to an evolving emergency medical service system and to an evolving healthcare system; and allowed for annual renewals after May 21, 2031, with the County able to cancel without cause with a two-year notification.

John Muir Medical Center (JMMC) requested the ten-year amendment of the Trauma Center Designation Agreement through May 21, 2031, as necessary for the hospital's substantial investment in expansion of the trauma center physical facilities and expansion of physician panels to respond for trauma care. The Department supports continuing the agreement based on the information provided in this Board Order and the attached State of the Trauma Center at John Muir Health 2019 Report. Our Emergency Medical Services Agency, in accordance with our statutory authority, is ready to re-designate the JMMC trauma center based on the attached findings of substantial compliance, and therefore recommends renewal of the agreement and renewal process.

Approval of this Amendment Agreement #29-325-3 allows John Muir Medical Center to continue to partner with the County for designation and oversight of the trauma care program through May 21, 2031 or beyond as may be approved by the Board of Supervisors.

### CONSEQUENCE OF NEGATIVE ACTION:

Potential for direct impact resulting in disruption in trauma services to the residents and visitors of Contra Costa County.

### ATTACHMENTS







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## State of the Trauma Center at John Muir Health

2019

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John Muir Health, Walnut Creek Medical Center, has served as Contra Costa County's only designated trauma center since 1992. In May of 2010, the Contra Costa County Board of Supervisors voted to continue that exclusive designation for ten more years through May of 2021, with automatic renewal for an additional ten years through May of 2031, upon certain findings by the Board of Supervisors prior to May 21, 2019. The following information has been prepared in anticipation of action by the Board of Supervisors.

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### **Requirement 1: That Hospital has continued to perform those services described in the agreement to the substantial satisfaction of the County.**

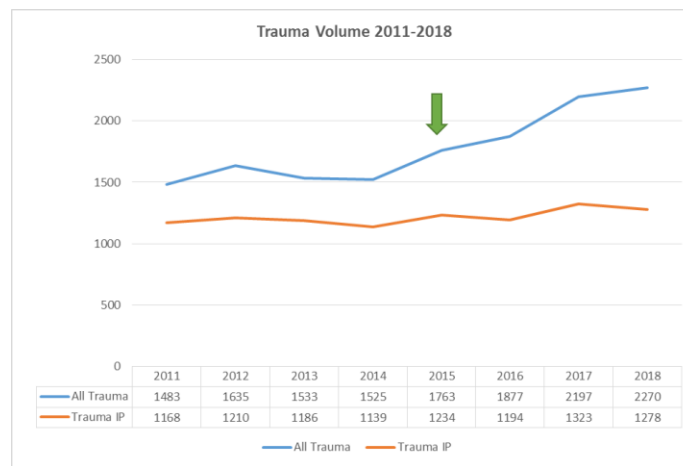
In addition to achieving and maintaining Level II verification by the American College of Surgeons Committee on Trauma since 2007, there have been many changes made at the Trauma Center both in anticipation of potential volume growth and to continue to improve the overall quality of care provided, including but not limited to the following:

#### Facilities and Hospital Services

- Continued service as Contra Costa County's only Base Station, including the provision of medical direction and certified Mobile Intensive Care Nurses (MICNs), as well as a dedicated Base Station Coordinator;
- Relocation of the helipad to the roof of the Long Tower, placing it directly above the trauma bays in the emergency department and the addition of two high speed trauma elevators to expedite movement of patients from the helipad to the trauma room;
- Trauma bay capacity doubled from two to four with all four bays equipped with new state-of-the-art technology including new Focused Abdominal Sonography in Trauma (FAST) machines, Belmont rapid fluid warming and infuser devices, ROTEM (thromboelastogram/TEG) and Resuscitative Endovascular Balloon Occlusion of the Aorta (REBOA);
- Implementation of a dedicated trauma ED nurse role;
- Dedicated state-of-the-art trauma and neurosciences critical care units with all private rooms;
- Dedicated and recently renovated trauma medical/surgical unit with all staff including nursing, social services, rehabilitation (PT, OT, speech) and case management specifically trained in the care of the severely injured trauma patient;
- Establishment of a cohesive trauma service, which includes the addition of four critical care surgeons; additionally, the trauma service is supported 24/7/365 by a team of trauma Advanced Practice Providers.



Since 2011, trauma patient volume overall has grown by 53%, however trauma inpatient volume has remained relatively steady throughout that same time period fluctuating up and down with an average of approximately 1,200 inpatients:<sup>1</sup>



To ensure the optimal use of resources in serving those patients most in need while still accommodating increased demand for the trauma center, changes to the internal trauma triage criteria were developed and implemented. Changes included the roll-out of a new 3-tiered activation criteria in March of 2017, followed by a revision of the activation criteria in May of 2018.

The tables below illustrate those revisions and their impact on internal over-and under-triage:

Trauma PI Indicators	2015	2016	2017	2018
Alpha Activations	90%	80%	40%	24%
Beta Activations	10%	20%	27%	32%
Charlie Activations			33%	44%

Trauma Triage	2015	2016	2017	2018
Overtriage Rate (Cribari Matrix Method <sup>2</sup> )	77%	86%	83%	80%
Undertriage Rate (Cribari Matrix Method)	19%	10%	9%	7%
Overtriage Rate (Standardized Triage Assessment Tool <sup>3</sup> )				65%
Undertriage Rate (Standardized Triage Assessment Tool)				4%

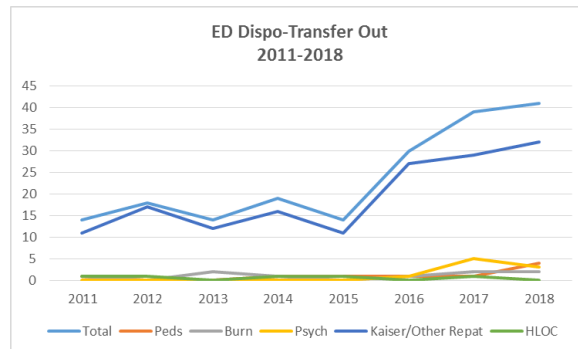
With the implementation of the 3-tiered activation system, the trauma center can more appropriately direct and “right-size” the trauma team resources needed for the acuity of the patient, thereby decreasing over-utilization of resources (over-triage) while simultaneously ensuring that the highest acuity patients’ needs do not go under-resourced (under-triage).

<sup>1</sup> Green arrow indicates initiation of changes to EMS trauma triage criteria.

<sup>2</sup> Roden-Foreman, et al. (2018). *J Trauma Acute Care Surg*, 84: 718-726.

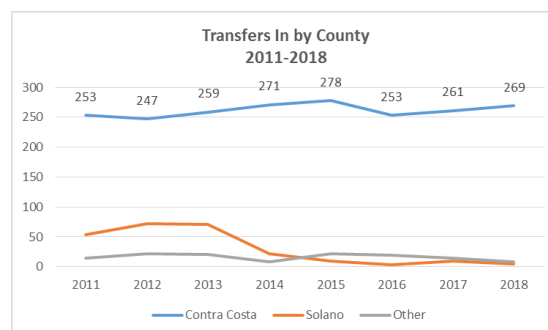


Other indicators that are followed to ensure that the trauma center continues to provide the resources needed to meet the needs of Contra Costa trauma patients are Transfers Out and Transfers In.



The above graph demonstrates that while overall trauma patient volume did increase, the trauma center continued to meet the specialty care trauma needs of Contra Costa patients with no corresponding increase in transfers out for Higher Level of Care (HLOC, in green). However, there was an increase in health system repatriations from the ED for patients who were directed to the trauma center with no findings of acute injury, but still in need of inpatient admission for a non-injury cause.

Additionally, there was no corresponding decrease in the transfer in of Contra Costa trauma patients and the trauma center continued to be able to accept appropriate trauma patients in transfer from other acute care hospitals in Contra Costa.



### Trauma Diversion

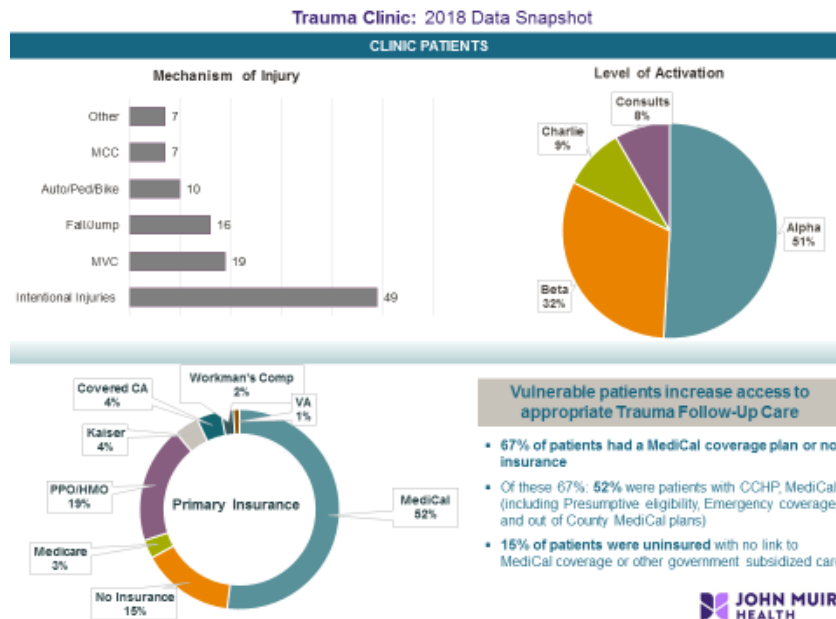
The trauma center is contractually permitted to be on trauma bypass/divert up to 5% of the time. Historically, however, the diversion has been well below that and has been trending down over the last ten years. In 2017 the trauma center revised the internal diversion criteria and approval process. As a result, there has been no trauma diversion since that change was made.



## Post-acute Care

In 2015 the trauma center implemented a post-discharge Trauma Follow-up Clinic, including the addition of a trauma social worker in 2017. While primarily intended to ensure optimal continuity of care, the trauma clinic has been a much needed addition to the services the trauma center provides as community resources have become increasingly taxed.

The following graphs provide information on the post-discharge services provided to trauma patients through the trauma clinic.



Patients with intentional injury are disproportionately represented in the trauma clinic, underscoring the additional needs often required by this particularly vulnerable population. The payer mix shown above is the targeted population, with MediCal and uninsured patients representing nearly 70% of trauma clinic patients.

## Injury Prevention

In addition to the injury prevention program support fee paid to the County annually, the trauma center remains very committed to guiding other efforts in reducing and preventing traumatic injury. Ongoing programs include,

- Participation in “Every 15 Minutes”, a two day program for high school students aimed at preventing teen drinking and driving. An average of five Contra Costa high schools participate annually in this emotionally evocative two day experience;
- Child passenger safety education and distribution of car seats to low income families;
- Senior fall prevention through a regional collaborative;



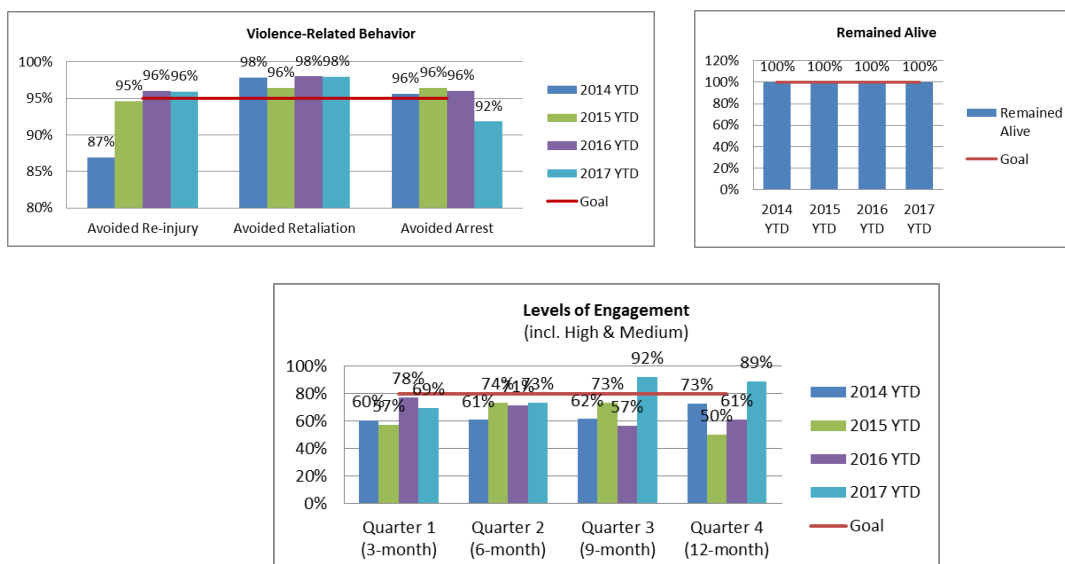
- In 2018 John Muir Health began offering the Department of Defense’s “Stop the Bleed” program. The purpose of the campaign is to build national resilience by better preparing the public to save lives by raising awareness of basic actions to stop life threatening bleeding following everyday emergencies, and man-made and natural disasters. The trauma center’s initial efforts around “Stop the Bleed” have focused on obtaining course supplies and preparing over 100 course instructors to bring the campaign to the community.

All of these injury prevention initiatives are impactful to the populations they reach, however the majority of the trauma center’s injury prevention efforts over the past ten years have been focused primarily on youth violence prevention, through the Beyond Violence program, which was initiated in 2010 through a collaborative effort that included Contra Costa Health Services Department and EMS, as well as numerous community based organizations.

The primary goals of Beyond Violence are to prevent retaliation, re-injury and criminal recidivism. The program objectives are:

- Social Worker: Signed consents from 85% of eligible patients
- Intervention Specialist: Signed consents from 75% of referred patients
- 70% of clients engaged for at least 6 months
- 90% of clients still alive in 3 and 6 months from time of referral
- 75% of clients without criminal incident in 3 and 6 months from time of referral
- 70% of clients will have received assistance with documentation prep or completion (VVC, DMV, etc.)
- 70% of clients have pursued life enhancement activities

The following information demonstrates some of the program’s outcomes since 2014:



Beyond Violence efforts have been focused in East and West County only. Additionally, while in West Contra Costa County there are community services more typical of what is found in an urban



setting, East Contra Costa in comparison remains without a similar infrastructure of support services, particularly mental health services.

To address these gaps, in 2018 the trauma center submitted a proposal to the CARESTAR Foundation to expand the Beyond Violence initiative with these additional objectives:

- Reduce emergency and trauma visits by troubled or vulnerable youth by addressing one of the leading causes of youth morbidity and mortality;
- Expand the Beyond Violence Program to a regional initiative, engaging other hospitals such as Kaiser Richmond and Sutter Delta, and incorporate out-patient as well as in-patient youth effected by crime;
- Convene area partners and identify key stakeholders to make a difference in our community;
- Develop a multi-organizational model to tackle violence prevention;
- Build Contra Costa County's community infrastructure to better address the needs of youth;
- Better prepare medical professionals to align with community partners and recognize when interventions may prevent violence; and
- Create stronger safeguards to protect our own healthcare providers so that they do not have to fear for their own safety when attending to others.

In December of 2018, John Muir Health was awarded a \$1 Million grant from the CARESTAR Foundation to expand the Beyond Violence intervention and prevention program. That work is currently underway and on-schedule.

### Community Outreach

Outreach to the County's emergency departments have centered mainly on trauma triage and re-triage, with good provider engagement in discussions around continuing to improve the trauma triage and transfer process. Trauma outreach has recently been conducted with providers from the following non-trauma centers:

- John Muir Health, Concord Medical Center
- Kaiser Antioch
- Kaiser Walnut Creek
- San Ramon Regional (scheduled May 2019)
- Sutter Delta

There are also plans to conduct additional outreach in 2019 at Contra Costa Regional and Kaiser Richmond.

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**Requirement: That demographic and other conditions within the County have not changed in such a manner as to necessitate substantive changes in the County's Trauma System Plan in order to assure optimal delivery of hospital trauma care services for the County's residents.**

The population of Contra Costa County grew 9% from a population of 1,049,025 to 1,147,439 between 2010 and 2017.<sup>3</sup> East Contra Costa County has experienced the most robust growth<sup>4</sup>, however John Muir Health continues to meet the hospital trauma care needs of Contra Costa residents.

**Requirement: Hospital has maintained patient charges that are comparable on a per case basis to other trauma centers in Northern California (the analysis is to be based on the charge per case using the then current MS-DRG classification methodology or its successor).**

Per case MS-DRG comparable data was not available in the OSHPD data base. In lieu of that methodology, trauma activation fees and trauma ICU bed charges were used as a proxy. The level II trauma centers that were used for comparison are:

<i>Trauma Center</i>	<i>City</i>
<i>Sutter Eden</i>	<i>Castro Valley</i>
<i>Enloe</i>	<i>Chico</i>
<i>Mercy San Juan</i>	<i>Carmichael</i>
<i>Sutter Roseville</i>	<i>Roseville</i>
<i>Doctors Medical Center</i>	<i>Modesto</i>
<i>Kaiser Vacaville</i>	<i>Vacaville</i>
<i>Santa Rosa Memorial</i>	<i>Santa Rosa</i>
<i>Regional Medical Center</i>	<i>San Jose</i>
<i>Natividad</i>	<i>Salinas</i>

Using the identified proxies, John Muir Health maintained patient charges that are comparable to or lower than other similar Northern California trauma centers:

<i>JMH Charge Code</i>	<i>JMH Charge Description</i>	<i>JMH</i>	<i>Average</i>
20800811	HC ROOM RATE ICU TRAUMA	\$ 24,630.50	\$24,142.19
68200159	HC TRAUMA SERVICE ACTIVATION ALPHA	\$ 27,151.00	\$33,037.89
68200161	HC TRAUMA SERVICE RESPONSE BETA	\$ 23,567.00	\$24,858.43
68200160	HC TRAUMA SERVICE RESPONSE CHARLIE	\$ 14,293.00	\$15,339.63

<sup>3</sup> Source: U.S. Census Bureau 2017

<sup>4</sup> <http://worldpopulationreview.com/us-counties/ca/contra-costa-county-population/>



**Requirement: Hospital has worked reasonably and cooperatively with County in response to an evolving emergency medical system and to an evolving healthcare system.**

The Trauma Center continues to actively participate in the following trauma and EMS committees and programs:

- Bi-county Trauma Advisory Committee (TAC);
- Greater San Francisco Bay Area Regional Trauma Coordination Committee (RTCC);
- Contra Costa County Emergency Medical Care Committee;
- American College of Surgeons Trauma Quality Improvement Project (TQIP);
- Trauma triage criteria workgroup: in 2015 and 2016 trauma center and base station personnel worked closely with EMS leadership to identify trauma center criteria to a less restrictive definition.

Additionally during the 2011-2018 contract period, at the request of EMS, the trauma center assumed responsibility for reporting trauma data directly to the California Emergency Medical Services Information System (CEMSIS).





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: May 14, 2019

Subject: Gift Cards for the Probation Department's Evidence Based Incentives Program

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Probation Department, to purchase twenty-four (24) Uber, twenty-four (24) Wal-Mart, twenty-four (24) Target, twenty-four (24) Safeway, and twenty-four (24) Food Maxx gift cards in an amount of \$20 each for a total of \$2,400 to use to support the Probation Department's evidence based incentives program for adult Probationers who have attained rehabilitative goals.

**FISCAL IMPACT:**

100% SB678 State Revenue

**BACKGROUND:**

The Probation Department is implementing an Evidence Based Practices (EBP) cognitive behavioral program called "Core Correctional Practices (CCP)" as part of an EBP redesign. CCP focuses on training Deputy Probation Officers to utilize effective communication and rehabilitative interventions with individuals on Probation to effect positive behavioral change. The Department is working to create a behavioral management system that offers sanctions, incentives and interventions which are responsive to the individual risk and needs of the Probationer. Incentives, that may include gift cards, have been proven to be a positive motivator for sustained behavioral change and a necessary component to a successful behavior management system.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Lesha Roth,  
925-313-4149

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not be able to provide incentives to individuals on Probation which will have an impact on the overall behavior management system and the ability to reward Probationers for meeting their rehabilitative goals.





Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: May 14, 2019

Subject: Gemalto Cogent Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a Services Agreement with Gemalto Cogent, Inc., in an amount not to exceed, \$123,600 for the services and maintenance enhancement of a dedicated on-site support engineer for the period July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

No County Cost. \$123,600 from CAL ID Funds.

**BACKGROUND:**

The California Identification System (Cal-ID) is the automated system maintained by the California Department of Justice (DOJ) for retaining fingerprint files and identifying latent fingerprints. Cal-ID monies are collected from the fees from each non-commercial and commercial vehicles registered, and are used to fund programs that enhance the capacity of the state and local law enforcement to provide automated mobile, fixed Livescan fingerprint capture stations and Cogent Automated Biometric Identification System (CABIS), formerly known as Cogent Automated Fingerprint Identification System (CAFIS), that allow identification of individuals involved in motor vehicle crimes. The California Department of Justice has established the Remote Access Network (RAN), which

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sandra Brown  
925-335-1553

cc:



#### BACKGROUND: (CONT'D)

is a uniform statewide network of equipment and procedures allowing local law enforcement agencies direct access to the Cal-ID System. The Contra Costa County local RAN board determines the placement of RAN equipment within the County, and coordinates the acceptance, delivery, and installation of RAN equipment. Acting as the local RAN board, mobile fingerprint identification hardware has been distributed to local law enforcement agencies within the County pursuant to the criteria specified in the Penal Code. Under the proposed contract, a dedicated support engineer will provide to Contra Costa County Sheriff's Office and its client agencies high availability of support for the Cogent Automated Fingerprint Identification System (CAFIS), the mugshot server, Latent Gateway, WebID, 31 Livescans, and the 350 Mobile ID devices throughout the county. A dedicated support engineer will provide continuity to the support needs, develop more personalized technical support relationships with users, perform proactive maintenance to reduce technical problems and downtimes minimizing disruption to the daily business for the law enforcement officer.

#### CONSEQUENCE OF NEGATIVE ACTION:

If the Office of the Sheriff is not allowed to contract with Gemalto Cogent for the dedicated support engineer, Contra Costa County Sheriff's Office and its client agencies will experience support engineers that are not familiar with the configurations and components of our systems which slows the support response. In addition, Contra Costa County and its agencies vie for support time with the Gemalto Cogent support engineers with many other counties and police departments throughout Northern California. Delayed support response can translate into the inability to identify unknown subjects on the street with Mobile ID or the inability to capture fingerprints at booking facilities with a Livescan for mandated reporting to the California Department of Justice and the Federal Bureau of Investigations. The delay to fix failures of the aforementioned systems could lead to the release of subjects on the street or from booking facilities because they have not been identified and may be wanted for a more serious offense under another name. In addition, the lack of ability to identify an arrested subject may detain an individual that is not the person sought in a warrant or an investigation.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Approve and Authorize Amendment No.2 to Consulting Services Agreement with Hawley, Peterson & Snyder, Architects for On-Call Architectural Services

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Hawley, Peterson & Snyder, Architects (HPS), effective May 14, 2019, to increase the payment limit by \$100,000 to a new payment limit of \$1,000,000 and to extend the term from April 26, 2019 to April 26, 2020, to provide on-call architectural services for various facilities projects, Countywide. (100% Various Funds)

**FISCAL IMPACT:**

100% various funds. Projects will be assigned to HPS when there is an approved project and funding.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Ramesh Kanzaria  
925-957-2480

By: Stacey M. Boyd, Deputy

cc:



#### BACKGROUND:

On April 26, 2016, the Board of Supervisors approved an on-call Consulting Services Agreement with HPS, in the amount of \$500,000 which terminated April 26, 2018.

On July 11, 2017, the Board of Supervisors approved Amendment No. 1 to increase the payment limit from \$500,000 to a new payment limit of \$900,000, and to extend the termination date to April 26, 2019.

The contract payment limit of \$900,000 has nearly been reached. Amendment No. 2 is necessary to provide architectural services and the additional costs associated with the completion of ongoing projects and potentially new small project(s).

HPS is familiar with these active projects, and the design and construction of typical building type and health care facilities; therefore, it is recommended that the contract amendment be awarded at this time.

The additional funds made available to pay HPS will be used for additional projects which include remodels, tenant improvements, additions, modernization, mechanical, electrical, and plumbing upgrades, and code-related improvements. Projects may also include investigations, studies, and reports. Some of the anticipated projects include those identified in the County's FLIP projects under the recent budget allocation for capital projects and deferred maintenance. Having this as-needed agreement in place will allow the design phase to commence sooner and provide for a shorter project completion schedule.

#### CONSEQUENCE OF NEGATIVE ACTION:

If amendment No. 2 is not approved, projects currently in process will be delayed, which will ultimately result in higher project costs.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: May 14, 2019

Subject: Purchase Order with Presidio Networked Solutions, LLC.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order to Presidio Networked Solutions Group, LLC, in an amount not to exceed \$195,000 for the acquisition of Cisco Stealthwatch software and maintenance for the period May 14, 2019 through July 30, 2022.

**FISCAL IMPACT:**

The cost of \$195,000 is budgeted under Org #1055 FY 18/19 and recovered through the Department of Information Technology's billing process.

**BACKGROUND:**

The Department of Information Technology is purchasing the Cisco Stealthwatch software subscription solution to increase the visibility of the County's network. The Cisco Stealthwatch solution is a single, agentless solution that allows visibility across an extended network, including endpoints, branch, datacenter and cloud, allowing for encrypted traffic analytics.

---

☒ APPROVE

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☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Marc Shorr, CIO (925)  
608-4071

By: Stacey M. Boyd, Deputy

cc:



## BACKGROUND: (CONT'D)

This subscription service is utilized in securing wireless network connectivity in facilities, Countywide. The software subscription can:

- Detect malware in encrypted traffic without decryption
- Speed up incident and response forensics
- Simplify network segmentation
- Help secure the County Data Center

Cisco will provide support for the application under the County's August 10, 2018 support agreement with Cisco.

In accordance with Administrative Bulletin No 611.0, County Departments are required to obtain Board approval for contracts exceeding \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to secure the County's network may result in a compromised system, system failure, and interrupted business.





Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: May 14, 2019

Subject: Marine Emporium Boat Works Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to terminate the marine salvage contract with Marine Emporium Boat Works Inc., which was approved by the Board of Supervisors on January 23, 2018.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

On January 23, 2018, the Board of Supervisors approved a contract with Marine Emporium Boat Works Inc. to provide marine haul out, destruction, and storage of vessels for the term of April 1, 2018 through March 31, 2020. The Office of the Sheriff-Coroner has determined the services from Marine Emporium Boat Works Inc., are no longer needed.

**CONSEQUENCE OF NEGATIVE ACTION:**

N/A

**CHILDREN'S IMPACT STATEMENT:**

N/A

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☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sandra Brown,  
925-335-1553

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: May 14, 2019

Subject: Contract Amendment with FCS International Incorporated to Continue Work on the EIR for the Del Hombre Apartment Project in the Walnut Creek Area

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with FCS International, Inc. (dba FirstCarbon Solutions/Michael Brandman Associates), to increase the payment limit by \$37,000 to a new payment limit of \$256,442 to complete the Environmental Impact Report for the Del Hombre Project in the unincorporated Walnut Creek area, with no change to the original term of October 1, 2018 through September 30, 2020.

**FISCAL IMPACT:**

No impact to the General Fund. The cost for preparing the EIR is paid by the project applicant.

**BACKGROUND:**

The Department of Conservation and Development (DCD) received an application from 3000 Del Hombre Holdings, LLC requesting approval of a General Plan Amendment, Rezoning, Minor Subdivision, and Development Plan for a proposed 284-unit apartment project in the Walnut Creek area to be known as the Del Hombre Apartments. Based on the scope and scale of the project, the Department determined that an Environmental Impact Report should be prepared in order to evaluate the potential environmental impacts of the project. The County awarded a contract to FCS (Contract #46393), who is currently in the process

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jennifer Cruz, (925)  
674-7790

cc:



**BACKGROUND: (CONT'D)**

of preparing the document. Due to the adoption of new 2019 California Environmental Quality Act (CEQA) Guidelines, additional work and additional funds will be required in order to complete the EIR. The increased expenditure limit of \$37,000 is needed to complete the remaining tasks for the environmental review.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the contract amendment is not approved, the DCD will be unable to complete the environmental review for the pending land development application.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE and AUTHORIZE a contract extension with Smith & Associates, Inc. for on-call appraisal services, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute, on behalf of the County, a contract extension with Smith & Associates, Inc., to extend the term from May 24, 2019 to May 24, 2020, with no change to the payment limit, for continued on-call appraisal services, Countywide.

**FISCAL IMPACT:**

The contract is funded 100% by Road, Flood Control, various Special Revenue and outside agency funds. There is no fiscal impact to this action as it is an extension to the existing contract only.

**BACKGROUND:**

In March 2015, the Public Works Department's Real Estate Division (Division) requested a statement of qualifications from various appraisal firms. After conducting interviews, Smith & Associates, Inc. was selected to provide appraisal services for road, flood control, airport and various other projects.

The Division continues to have a need for on-call appraisal services. Extending this contract will allow the Division to obtain services when needed without unnecessary delays.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Scarlett Torres (925)  
957-2466

cc:



BACKGROUND: (CONT'D)

Government code section 31000 authorizes the County to contract for services including the type of services that Smith & Associates, Inc. provides.

CONSEQUENCE OF NEGATIVE ACTION:

The Public Works Department will be unable to deliver timely appraisal reports for various projects.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

Contract Extension Agreement



**CONTRACT EXTENSION AGREEMENTS**  
**(Purchase of Services – Long Form)**

Number: F4766300  
Fund/Org:  
Account:  
Other:

1. **Identification of Contract to be Extended.**

Number: F476300

Effective Date: May 25, 2015

Department: Public Works

Subject: On-Call Appraisal Services

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows:

Contractor: Smith & Associates, Inc.

Capacity: California Corporation

Address: 140 Town & Country Dr., Ste F, Danville, CA, 94526

3. **Extension of Term.** The termination date of the above described contract is hereby extended from May 24, 2019 to the new termination date of May 24, 2020, unless sooner terminated as provided in said contract.

4. **Payment Limit.** The maximum amount payable by the County under this Contract is unchanged.

5. **Signatures.** These signatures attest the parties' agreement hereto:

**COUNTY OF CONTRA COSTA, CALIFORNIA**

BOARD OF SUPERVISORS	ATTEST: Clerk of the Board of Supervisors
By: _____ Chair/Designee	By: _____ Deputy

**CONTRACTOR**

Signature A Name of business entity: SMITH & ASSOCIATES, INC., a California Corporation	Signature B Name of business entity: SMITH & ASSOCIATES, INC., a California Corporation
By: _____ (Signature of individual or officer)	By: _____ (Signature of individual or officer)
_____ (Print name and title A, if applicable)	_____ (Print name and title B, if applicable.)

**Note to Contractor:** For corporations (profit or nonprofit) and limited liability companies, the contract must be signed by two officers. Signature A must be that of the chairman of the board, president, or vice-president; and Signature B must be that of the secretary, any assistant secretary, chief financial officer or any assistant treasurer (Civil Code Section 1190 and Corporations Code Section 313). All signatures must be acknowledged as set forth on Form L-2.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Contract Amendment for Jeweld Legacy Group, LLC to provide Capacity Building Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee to execute a contract amendment with Jeweld Legacy Group, LLC, to increase the payment limit by \$50,000 to a new payment limit of \$125,000 and extend the term from June 30, 2019 to June 30, 2020 to provide Capacity Building for reentry service providers, as recommended by the Public Protection Committee.

**FISCAL IMPACT:**

100% Realignment Local Innovation Fund: Increase of \$50,000 for Total Payment Limit \$125,000.

**BACKGROUND:**

With the passage of SB 1020 in 2012 related to Public Safety Realignment, the County was required to create a Local Innovation Subaccount intended to promote local innovation and county decision making. The bill required each county treasurer to transfer 10% of the money the county receives from the Trial Court Security Growth Special Account, the Community Corrections Growth Special Account, the District Attorney and Public Defender Growth Special Account, and the Juvenile Justice Growth Special Account to the Local Innovation Subaccount, to be used for any of the purposes that money in those accounts may be expended, beginning with fiscal year 2015-16. Revenue deposited in this "Local Innovation Fund" must be used to support local needs, and the law provides the Board of Supervisors with the authority to fund any activity that is otherwise allowable for any of the underlying accounts that fund the Innovation Subaccount.

☒ APPROVE

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☐ RECOMMENDATION OF CNTY ADMINISTRATOR ☒ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Lara DeLaney, (925)  
335-1097

cc:



In September 2016, the Quality Assurance Committee (QAC) of the Community Corrections Partnership (CCP) discussed the development of recommendations for the use of Local Innovation Fund revenue. This matter was then forwarded to the CCP Community Advisory Board (CAB) for their input on the recommendations. The matter was further considered by the QAC in November 2016 as the CAB continued to formulate its input .

After the County Administrator's Office of Reentry and Justice (ORJ) was created in January 2017, the ORJ began working with CAB to determine recommendations for the use of revenue in the Local Innovation Fund. In June 2017, CAB recommended that this revenue be used to fund a capacity building project. The CAB recommended a project where a cohort of AB 109-funded community based service providers would be guided through a self-assessment of needs related to organizational development. The cohort would then be provided individualized assistance to help participating agencies build capacity in the critical areas identified through the self-assessment process.

The ORJ received CAB's input, developed additional considerations, and returned to the QAC in September 2017 where it was determined that the ORJ would conduct a Request for Proposals (RFP) process for the allocation of up to \$250,000 to be split between a capacity building project as envisioned by CAB and an innovative reentry program to compliment the array of reentry services currently offered. On October 4, 2017, the ORJ published RFP #1709-252 for "Local Innovation Fund Projects." The RFP provided up to



\$75,000 in funding for a “Capacity Building Project” to be implemented from January 2017 – December 2017, and for up to \$175,000 for an “Innovative Reentry Program” that would start in January 2017 and could end in December 2018. A Bidder’s Conference was held on October 17, 2017 and streamed online as a webinar. Final responses to the RFP were due November 8, 2017, and Review Panels were convened the week of November 12, 2017 to review the submitted responses and provide the County with contract award recommendations.

In December 2017 the Public Protection Committee supported the RFP Review Panel’s recommendations that contracts be awarded to Fast Eddies Auto Tech Training and to the Richmond Workforce Development Board (WDB). \$112,500 has been awarded to Fast Eddie's and \$175,000 has been awarded to Richmond WDB. After a subsequent RFQ process, Jeweld Legacy Group was awarded a \$75,000 contract in May 2018 for Capacity Building Services from July 1, 2018 through June 30, 2019.



## BACKGROUND: (CONT'D)

### Capacity Building Program

In September 2018, Jeweld Legacy Group began working with five (5) non-profit community-based agencies that provide a variety of reentry services with the intent to help these agencies improve operationally and in their ability to provide more effective reentry services. This work involves an organizational assessment, creation of a capacity development plan, and support making progress on that plan through both group and individual consultation sessions. In November 2018, a project update was provided to the Quality Assurance Committee.

The agencies participating in the capacity building project include:

- Back on Track Expungement Services & Back on Track Community Services
- Building Opportunities for Self-Sufficiency (BOSS)
- FAST Automotive Technician Training
- Goodwill Industries of the Greater East Bay
- Bay Area Community Resources (BACR)

Jeweld Legacy Group has worked with each of these agencies to develop their capacity development plan and in October 2018, held their first group consultation session. Since then Jeweld has met independently with program participants to make further progress on elements of their capacity development plans. Through this process, Jeweld Legacy Group made a written request to the ORJ that further revenue be committed to this project in the form of “micro-grants” to the participating agencies to incentivize and support the organizations’ commitment to make progress on their capacity development plans.

On April 18, 2019, Jeweld Legacy Group hosted the Contra Costa County Capacity Building Network Symposium with the theme of “Characteristics of Thriving Organizations.” This event was hosted in partnership with the ORJ, the Reentry Success Center and Health RIGHT 360. The Symposium was also open for attendance by other local service providers and served as one of the ORJ’s featured events in recognition of April as Second Chance Month.

At its March 11, 2019 meeting, the Public Protection Committee considered this matter in item 7 and accepted staff’s recommendation to award up to \$50,000 from the Local Innovation Fund through “micro – grants” in amounts ranging from \$3,000 - \$10,000 to the five agencies currently participating in the County’s Capacity Building Project. These grants will be provided through the contract with Jeweld Legacy Group.

## CONSEQUENCE OF NEGATIVE ACTION:

Effective capacity building will not be available to participating reentry service providers.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE a Purchase Order amendment with Netronix Integration, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a purchase order amendment with Netronix Integration, Inc. to extend the term from May 31, 2019 to May 31, 2020 with no change to the original payment limit for Lenel brand access control hardware products, Countywide.

**FISCAL IMPACT:**

This cost is to be funded through Public Works Facilities budget and user departments. (100% General Fund)

**BACKGROUND:**

Public Works Materials Management is responsible for access control parts and supplies. Our facilities are equipped with Lenel brand access control hardware. This is the equipment that allows staff to gain access to buildings and gates with our keycards. As solicited on Bidsync # 1706-230, Netronix Integration, Inc. has been awarded this commodity. This commodity was bid for a two (2) year term with three (3) possible one-year extensions.

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☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Ted Lavelle  
925-313-7077

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, then purchasing access control products through Netronix Integration, Inc. will discontinue.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: May 14, 2019

Subject: Purchase Order with Sysco Food Service, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Probation Department, a purchase order with Sysco Food Service, Inc. in an amount not to exceed \$500,000 to provide bulk foodstuffs for the residents of the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility for the period June 1, 2019 through May 31, 2020. The purchase order is eligible for two one-year extensions if agreed by both parties.

**FISCAL IMPACT:**

The cost of \$500,000 is funded through County General Fund as well as the National School Meals Program.

**BACKGROUND:**

In January 2019, the Purchasing Agent, on behalf of the Probation Department, solicited bids for bulk foodstuffs. Sysco Foods was the vendor that was selected. The Probation Department is required to provide residents detained at the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility with three meals per day. These meals must conform to the guidelines of title 15 articles 9 section 1461 CCR. In addition to the State mandated guidelines breakfast and lunch must meet the requirements of the Hunger Free Kids Act of 2010 (HFKA) to qualify for reimbursement through the National School Meals Program.

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☒ APPROVE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

Contact: Danielle Fokkema,  
925-313-4195

By: Stacey M. Boyd, Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

The Probation Department will not have the necessary bulk foodstuffs to feed detained youth, and the department will be out of compliance with the nutritional mandates of California Code of Regulations Title 15.

CHILDREN'S IMPACT STATEMENT:

This action continues to support two of the community outcomes established in the Children's Report Card: 1) "Children and Youth Healthy and Preparing for Productive Adulthood" and 2) "Children ready for and succeeding in school."





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: Approve a purchase order amendment with W.W. Grainger, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a purchase order amendment with W.W. Grainger, Inc. to increase the payment limit by \$100,000 to a new payment limit of \$ 450,000 with no change to the original term, for miscellaneous parts, small tools and supplies, Countywide.

**FISCAL IMPACT:**

This cost is to be funded through Facilities Maintenance budgets. (100% General Fund)

**BACKGROUND:**

W.W. Grainger, Inc. (Grainger) provides thousands of supplies, tools, parts and equipment to Facilities in a next-day format. Grainger has been awarded a contract through the Western States Contracting Alliance (WSCA contract number 1824) which allows Facilities to utilize them for purchases of parts, supplies, tools and small equipment. Utilizing such a government contract guarantees the County fair pricing and exceptional service.

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☒ APPROVE

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☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Ted Lavelle  
925-313-7077

cc:



BACKGROUND: (CONT'D)

Last year, Facilities ran short of money on this order at \$420,000. This year the cost is expected to be a bit higher partly due to Public Works Road Maintenance being added to their projected costs.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order amendment is not approved, parts, tools, equipment, and supplies will not be purchased at government pricing.





Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: May 14, 2019

Subject: Bibliotheca LLC Equipment and Software Maintenance Renewal

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order in an amount not to exceed \$141,000 and a Service and Maintenance Agreement with Bibliotheca, LLC, for software and equipment maintenance for library book and media security and inventory equipment, and customer self-service equipment, for the period July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

The cost is appropriated in the Library's FY 2019/2020 budget.

**BACKGROUND:**

Bibliotheca, LLC, equipment is used throughout the library's 26 locations. The Service and Maintenance Agreement covers equipment plus software and includes labor, parts, and equipment modifications. Service can be requested via an 800 number 24 hours 7 days a week. The equipment under the Service and Maintenance Agreement is used for book/media security equipment, inventory equipment, and customer self-service equipment.

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☒ APPROVE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Walt Beveridge  
925-608-7730

cc:



BACKGROUND: (CONT'D)

In accordance with Administrative Bulletin No 611.0, County Departments are required to obtain Board approval for single item purchases over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

CONSEQUENCE OF NEGATIVE ACTION:

This support is a critical to maintaining book/media security and inventory equipment, and customer self-service equipment. Without it, the Library would be unable to resolve issues that arise during the normal course of County business.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 14, 2019

Subject: Amendment/Extension #23-641-1 with The Huntzinger Management Group, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #23-641-1 with The Huntzinger Management Group, Inc., a corporation, effective March 1, 2019, to amend Contract #23-641, to increase the payment limit by \$800,500 from \$99,500, to a new payment limit of \$900,000, and extend the termination date from July 31, 2019 to July 31, 2020 for additional consultation, implementation and technical assistance with regard to an assessment of the Health Services Department's Information Technology Unit's organizational structure.

**FISCAL IMPACT:**

This Contract is funded by 100% Hospital Enterprise Fund I.

**BACKGROUND:**

In September 2018, the County Administrator approved, and the Purchasing Services Manager executed Contract #23-641, with The Huntzinger Management Group, Inc. for consultation and technical assistance with regard the Health Services Department's Information Technology Unit's organizational structure including an assessment, project management, communication

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Patrick Wilson,  
925-335-8700



BACKGROUND: (CONT'D)

and support services, for the period from August 1, 2018 through July 30, 2019.

Approval of Contract Amendment/Extension Agreement #23-641-1 will allow the Contractor to provide follow-up consultation, implementation and technical assistance with regard to recommendations identified in the assessment, through July 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor will not continue providing services with regard to the Department's Information Technology Unit's organizational structure.

ATTACHMENTS





Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: May 14, 2019

Subject: Contract with Cypress Security, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Cypress Security, LLC, in an amount not to exceed \$238,000, to provide security services at the Walnut Creek Library, the Concord Library, and the San Pablo Library for the period January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

100% Library Fund.

**BACKGROUND:**

The Contra Costa County Library is requesting approval for a contract with Cypress Security, LLC, to provide security services at the Walnut Creek Library, the Concord Library, and the San Pablo Library.

The Walnut Creek Library is a two-story, 42,000 square foot facility located in downtown Walnut Creek, adjacent to Civic Park. It is a very well-used library that is open to the public 6 days each week for a total of 56 open hours per week. On average, 140 people visit the library each hour it is open with a total of approximately 408,000 visits per year. Library patrons come from a broad cross section of community members. The Trinity Center, a non-residential program serving people who are homeless in Central

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☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: W. Beveridge  
925-608-7730

cc:



### BACKGROUND: (CONT'D)

Contra Costa County, is located four blocks from the Walnut Creek Library. Many of the people served by the Trinity Center are regular library users. In addition to welcoming persons who are homeless into the library, staff provides services each day to patrons who exhibit behaviors consistent with mental illness and/or substance abuse.

Built in 1959, the Concord Library is one of the busiest branches in Contra Costa County. This is the only branch in the City of Concord which has a population of 128,726 (2016). Taking great pride in serving the community, the Concord Library has a helpful staff and is housed in a one-story building than spans 12,500 square feet. The Concord Library is located in downtown Concord, right next to Concord's City Hall and Civic Center. It is a well-used library that is open to the public 7 days each week for a total of 52 open hours per week. On a daily basis, the Concord Library sees up to 600 visitors per day. On average close to 100 people access this library each hour the library is open. The Concord Library has approximately 200,000 visits per year.

The San Pablo Library opened in its new 20,000 square foot facility in August 2017. The previous location of 9,000 square feet was located in the shopping center at El Portal and San Pablo Avenues. A security guard was provided by the property manager and patrolled the library and other businesses. The new San Pablo Library is open 7 days each week for a total of 47 hours per week, but lacks security services. Since moving to the new location, the foot traffic has tripled from an average of 52 visitors per hour to 136 visitors per hour. The library is projected to have 200,000 library visitors this fiscal year.

In situations where illegal behavior on the part of a patron might be occurring or when staff have difficulty enforcing the Library's Patron Conduct Policy, staff will call upon the local police for assistance. The Walnut Creek Police, the Concord Police and the San Pablo Police have been very responsive to these requests for assistance. However, the Library has determined, through a security review of the incidents that have been occurring, that the services of an unarmed security guard would further help to discourage behaviors that could be dangerous to other patrons or staff or violate the Library's Patron Conduct Policy.

### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Walnut Creek Library, the Concord Library and the San Pablo Library would not obtain security services to enhance the patron library experience.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: May 14, 2019

Subject: Amendment/Extension #23-639-1 with IG Insight Global, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #23-639-1 with IG Insight Global, Inc., a corporation, effective May 30, 2019, to amend Contract #23-639, to increase the payment limit by \$100,000 from \$220,000, to a new payment limit of \$320,000, and extend the termination date from May 31, 2019 to December 31, 2020 for additional management consulting and training of leadership, teamwork and organization for the Health Services Department's Information Technology Unit.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On November 6, 2018, the Board of Supervisors approved Contract #23-639 with IG Insight Global, Inc. for management consulting and training of leadership, teamwork and organization for the Health Services Department's Information Technology Unit, for the period from June 1, 2018 through May 31, 2019.

Approval

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Patrick Wilson,  
925-335-8700



**BACKGROUND: (CONT'D)**

of Contract Amendment/Extension Agreement #23-639-1 will allow the Contractor to provide additional management consulting and training of leadership, teamwork and organization for the Health Services Department's Information Technology Unit, through December 31, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, Contractor will not continue providing services with regard to the Department's Information Technology Unit's organizational structure.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: May 14, 2019

Subject: Amendment to Carena Scattered Site Development Loan Agreement - Elaine Null Court Apartments, Bay Point

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute First Amendment to Development Loan Agreement between the County and Carena Associates, L.P. regarding the use of Community Development Block Grant and HOME Investment Partnerships Act loan funds on Elaine Null Court Apartments, an affordable housing development located at 112 Alves Lane and 300-310 Water Street in the Bay Point area.

**FISCAL IMPACT:**

No fiscal impact. The recommended action amends a legal document with no change to the loan amount.

**BACKGROUND:**

Elaine Null Court Apartments (Elaine Null) in Bay Point is one of three affordable housing developments included in the Carena Scattered Site project. Staff is recommending approval of the First Amendment to Development Loan Agreement (the "First Amendment") between the County and Carena Associates, L.P. for two reasons. The first is that there was an error in the Development Loan Agreement (the "DLA"), specially in Section 2.5, Use of New County Loans, regarding the use of Community Development Block Grant and HOME Investment Partnerships Act loan proceeds on Elaine Null. The second reason is to grant the request of the developer to expand the allowable use of loan funds for maximum flexibility with other project funding sources.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Kristen Lackey (925)  
674-7888

By: Stephanie Mello, Deputy

cc:



## BACKGROUND: (CONT'D)

The First Amendment will allow the loan proceeds to be used for acquisition, construction costs, developer fee and soft costs associated with the refinancing and rehabilitation of Elaine Null.

On October 17, 2017, the Board of Supervisors approved the following two Board orders:

1. Item C.149 approving loan documents associated with \$200,000 in HOME and \$100,000 in CDBG funds for the purpose of paying off existing bank mortgages and rehabilitating Elaine Null; and
2. Item C.159 approving an additional allocation of \$61,900 of CDBG funds to be used for site acquisition of Elaine Null.

In November 2017, the construction financing transaction closed with \$161,900 of CDBG funds used for acquisition of Elaine Null. This use was not included in Section 2.5(b) of the DLA, but the associated Board order clearly identified acquisition as one of the intended uses. The error needs to be corrected.

Carena Associates, L.P. requested to revise its DLA with the County to expand the allowable uses of the Elaine Null loan funds from “construction costs” (associated with the hard costs of construction to rehabilitate Elaine Null) to “acquisition, construction, developer fee, and soft costs” (associated with the design, permits, fees, financing costs and hard construction costs of the refinance and rehabilitation of Elaine Null) in order to have maximum flexibility with other funding sources. The rehabilitation of Elaine Null is nearly finished, which mitigates the risk of premature County investment, and the bulk of the construction costs were covered by multifamily housing revenue bond proceeds. The project will transition from construction to permanent financing stage in the next two months, and the funds will be expended within the HUD imposed deadline.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the previous use of funds will be inconsistent with the terms of the loan, and the developer will be unable to use the remainder of loan funds necessary to complete the rehabilitation of Elaine Null.

## CHILDREN'S IMPACT STATEMENT:

The preservation of housing affordable to families supports one or more of the following children's outcomes:

- (1) Children Ready for and Succeeding in School;
- (2) Children and Youth Healthy and Preparing for Productive Adulthood;
- (3) Families that are Economically Self Sufficient;
- (4) Families that are Safe, Stable and Nurturing; and
- (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

## ATTACHMENTS

Loan Agreement



## FIRST AMENDMENT TO DEVELOPMENT LOAN AGREEMENT

This first amendment to Development Loan Agreement ("First Amendment") is dated \_\_\_\_\_, 2019, and is between the County of Contra Costa, a political subdivision of the State of California (the "County"), and Carena Associates, L.P., a California limited partnership ("Borrower").

### RECIALS

A. The County and Borrower are parties to a Development Loan Agreement dated November 1, 2017 (the "Agreement"), under which the County loaned funds to Borrower in connection with the acquisition and improvement of several affordable housing sites in Contra Costa County, including the property located at 112 Alves Lane and 300-310 Water Street in the community of Bay Point, defined in the Agreement as the Elaine Null Property.

B. The parties desire to amend the Agreement to modify the permitted use of loan proceeds allocated to the Elaine Null Property.

The parties therefore agree to amend the Agreement as follows:

### AGREEMENT

1. All defined terms used but not defined in this First Amendment have the meaning ascribed to them in the Agreement.
2. Section 2.5 of the Agreement is deleted in its entirety and replaced with the following:

#### Section 2.5 Use of New County Loans.

(a) New Riley Loan. Borrower shall use the New Riley Loan for permits, fees, construction costs, developer fee, in amounts consistent with the Approved Development Budget. Use of the New Riley Loan for reimbursement of costs incurred prior to the date of this Agreement is subject to Section 92.206(d)(1) of the HOME Regulations.

(b) New Elaine Null Loan. Borrower shall use (i) \$200,000 of the New Elaine Null Loan for construction costs, developer fee and soft costs, in amounts consistent with the Approved Development Budget, and (ii) \$161,900 of the New Elaine Null Loan for acquisition of the Elaine Null Property. Use of the New Elaine Null Loan for reimbursement of costs incurred prior to the date of this Agreement is subject to Section 92.206(d)(1) of the HOME Regulations.

(c) Borrower may not use the New County Loans for any other purposes without the prior written consent of the County.



3. All other terms of the Agreement remain unchanged.

**[signatures on following page]**



The parties are entering into this First Amendment as of the date first set forth above.

**COUNTY:**

COUNTY OF CONTRA COSTA, a political  
subdivision of the State of California

By: \_\_\_\_\_  
John Kopchik  
Director, Department of Conservation and  
Development

**APPROVED AS TO FORM:**

SHARON L. ANDERSON  
County Counsel

By: \_\_\_\_\_  
Kathleen Andrus  
Deputy County Counsel

**BORROWER:**

CARENA ASSOCIATES, L.P., a California limited  
partnership

By: RCD GP LLC, a California limited liability  
company, its general partner

By: Resources for Community  
Development, a California nonprofit  
public benefit corporation, its sole  
member/manager

By: \_\_\_\_\_  
Daniel Sawislak, Executive Director





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Contra Costa County Public Law Library Board of Trustees 2018 Annual Report

---

**RECOMMENDATION(S):**

ACCEPT the Contra Costa County Public Law Library Board of Trustees 2018 Annual Report.

**FISCAL IMPACT:**

No fiscal impact

**BACKGROUND:**

Per Resolution No. 2011/497, each Advisory Body shall submit annually to the Board of Supervisors a report on its activities, accomplishments, membership attendance, required training/certification and proposed work plan or objectives for the following year.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the report is not accepted, the Board will not have an official record of the Public Law Library Board of Trustees activities in the past year.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stephanie Mello, Deputy

Contact: Jami Napier, (925)  
335-1908

cc:

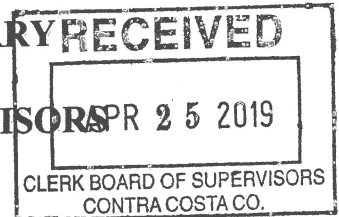


## ATTACHMENTS

2018 Public Law Library Annual  
Report



**CONTRA COSTA COUNTY PUBLIC LAW LIBRARY**  
**ADVISORY BODY 2018 ANNUAL REPORT**  
**TO CONTRA COSTA COUNTY BOARD OF SUPERVISORS**



**ADVISORY BODY:** Contra Costa County Public Law Library Board of Trustees

**MEETING TIME:** 12:15 p.m. on the last Wednesday of each month is the normal meeting time. In the case of a meeting date conflicting with a holiday, the meeting is scheduled one week earlier in the month.

**LOCATION:** Contra Costa County Public Law Library  
1020 Ward Street, Floor 1  
Martinez, CA 94553

**PRESIDENT DURING REPORTING PERIOD:** Hon. Susanne Fenstermacher

**STAFF PERSON:** Carey Rowan, Library Director

**REPORTING PERIOD:** January 1- December 31, 2018

**I. ACTIVITIES / ACCOMPLISHMENTS:**

Administration:

- ✓ The Board of Trustees met publicly during each month of the year. A total of 12 meetings were held.

Service:

- ✓ The public law library served the people of Contra Costa County out of 2 locations: The main branch in Martinez and the west county branch in Richmond. Law library staff interacted with more than 45,000 users seeking services, either by telephone, email, fax, or in person.
- ✓ The law library hosted 72 events during the year. These events included workshops covering Guardianship, Conservatorship and Small Claims, in addition to monthly Lawyer in the Library clinics.

Staffing:

- ✓ Staffing increased from 3 to 4 full-time staff members, due to need.
- ✓ Extra help (hourly) workers are used to supplement the full-time staff, especially in times of staff absence.

Outreach:

- ✓ Staffing shortages brought about by severe budget reductions necessitated decreasing the library's outreach activities again this year. The library did participate in the annual Richmond Senior Health and Information Fair last spring. A more robust outreach program can be developed if funding for the law library improves.

Funding:

- ✓ After a decade of frozen funding, the California legislature approved a one-time allotment of bail-out funds to all county law libraries in California. The funds, which were received in late 2018, will be used to address staffing shortages and gaps in the collection caused by reductions necessitated by the funding crisis.

Other:

- ✓ A new half-day workshop focusing on court accountings was added this year in response to a need for persons who are unrepresented and unable to afford professional help in this area.



TRUSTEE	II. ATTENDANCE/REPRESENTATION			III. TRAINING/CERTIFICATION
	Monthly Board Meeting Attendance			
	Cancelled	Attended	Absent	
	County-Mandated Training for Trustees			
Nolan Armstrong, Esq.	NA	7	5	Completed
Dean Barbieri, Esq.	NA	10	2	Yes
Hon. Christopher Bowen	NA	6	6	Yes
Hon. Lewis Davis	NA	10	2	Yes
Hon. Susanne Fenstermacher	NA	10	2	Yes
Hon. Anita Santos	NA	8	4	Yes
Hon. Penny Scanlon	NA	8	4	Yes

#### IV. PROPOSED WORK PLAN / OBJECTIVES FOR 2019

A. The library's goals as specified in the 2009-2012 Strategic Plan, are still in effect:

- Provide free access to legal information services to all users.
- Provide a relevant, integrated, balanced collection of material in a variety of formats designed to meet the needs of all users, and provide trained staff to assist users in accessing the using the material.
- Ensure adequate infrastructure within the library, including providing and maintaining reliable, up-to-date technology to meet the diverse needs of library staff and library users.
- Develop and provide specific collections, programs and services designed to meet the needs of self-represented litigants.
- Strengthen community awareness of the role and value of the law library.
- Work with libraries and other agencies to make certain that all libraries are equipped to provide basic legal reference and research assistance to users.
- Work to ensure long-term funding for the county law library system.

B. The following areas have been identified for concentrated effort during 2019:

- Public service to the bar, the bench and the community will remain the law library's top priority.
- The law library will strive to increase visibility and awareness among the people of Contra Costa County.
- Collection development and collection analysis will be ongoing throughout the year.
- Our plan is to have a Lawyer in the Library clinic twice monthly, with one session scheduled for Martinez and another session scheduled for Richmond each month. This program depends on being able to get attorneys to volunteer for slots at the clinics.
- The law library-sponsored Conservatorship training will feature two tracks again this year: One track geared towards the needs of young adults and another track focusing on the needs of seniors. A total of 7 all-day workshops will be given. Also, we will work closely with the probate court in this area. An additional court accounting workshop will be offered monthly or bimonthly.
- Collaborative efforts with other law library professionals to address California law libraries' declining revenues will be a critical focus during the year. Like other county law libraries in California, the Contra Costa County Public Law Library needs a solution to decreased funding resulting from sharp revenue declines in order to continue its long tradition of service to the people of Contra Costa County.
- The law library will replace its server and upgrade its aging computers as a result of generous donations from the Contra Costa County Bar Association and its members.

C. The law library will strive to meet the challenges of 2019.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: May 14, 2019

Subject: Auditor-Controller Payment to Wolf Consulting Group

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, or designee, on behalf of Employment and Human Services, to pay \$4,703.75 to Wolf Consulting Group for psychological evaluation services from June 12, 2018 through August 30, 2018, as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

The \$4,703.75 payment will be funded with 43% Federal, 52% State, and 5% County funds.

**BACKGROUND:**

The Employment and Human Services Department (EHSD) contracted with Gordon Wolf, doing business as Wolf Consulting Group (WCG), to conduct pre-employment psychological evaluations when hiring Senior Welfare Fraud Investigators and Fraud Prevention Supervisors. The contract term was from July 1, 2017 through June 30, 2018, in an amount not to exceed \$10,000.

In June 2018, EHSD required a rapid response to the need for a psychological, fitness for duty evaluation for an EHSD staff member. An immediate decision by WCG and EHSD was agreed upon for the provision of psychological fitness for duty evaluation services. WCG began the evaluation services June 12, 2018, which consisted of meetings, one long report, and review of administrative files. The services continued

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

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

ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stephanie Mello, Deputy

Contact: Elaine Burres 608-4960

cc:



BACKGROUND: (CONT'D)

for two (2) months at a total cost of \$4,703.75. On June 30, 2018 the contract had expired. However, WCG was directed by EHSD staff to provide services beyond that date. This oversight was recently recognized by EHSD when WCG submitted invoices for services completed in August 2018. The contractor is entitled to payment for the reasonable value of their services under the equitable relief theory of quantum meruit. This theory provides that where a person has been asked to provide services without a valid contract and does so to the benefit of the recipient, the provider is entitled to recover the reasonable value of those services. This board order seeks to rectify the oversight by providing payment for services rendered.

CONSEQUENCE OF NEGATIVE ACTION:

Provider will not be paid for delivered services.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 14, 2019

Subject: APPROVE the Remodel Suite 200 for CCTV Project and take related actions under CEQA. (WH221B)

---

**RECOMMENDATION(S):**

APPROVE the Remodel Suite 200 for CCTV Project (Project), Martinez area. [County Project No. 250-1713, DCD-CP#18-27, WH221B] (District V).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(a) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

**FISCAL IMPACT:**

Estimated project cost:

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stephanie Mello, Deputy

Contact: Sandeep Singh, (925)  
313-2022



FISCAL IMPACT: (CONT'D)

\$1,500,000.

100% Public Education & Government fees (PEG fees), included in FY 2018/19 General Fund Plant Acquisition budget

BACKGROUND:

The purpose of this Project is to improve public entry, add video editing space, install a back-up power supply, and construct a closed circuit television van enclosure within the parking lot at the existing Contra Costa Television (CCTV) location 10 Douglas Drive Suite 200.

The Project consists of the remodeling of the suite's common areas and the addition of a "green room" and video editing space. The machine room will need to have racks reoriented and some cabinets and counters removed. A new on site emergency generator and enclosure for a CCTV van will be installed for uninterrupted CCTV operation. The generator will be used as an on-site stand-by generator and will not be visible from the street as it will be installed at the far edge of the property and will be surrounded by trees, a building, a road berm, and a concrete wall. The generator will be approximately 250 feet away from the roadway and approximately 15 feet lower elevation than the roadway due to the road berm, concrete wall, and building which will provide noise shielding for adjacent land uses.

On November 13, 2018, the Board of Supervisors awarded a job order contract (JOC) for repair, remodeling, and other repetitive work to be performed pursuant to the Construction Task Catalog to each of Mark Scott Construction, Inc., Aztec Consultants, and Staples Construction Company, Inc., each in the amount of \$2,500,000. This project is expected to be performed by one of the three JOC contractors. A task order catalogue has been prepared for the JOC contractor to complete this Project. In the event that the Project is not performed by the JOC contractor, the Public Works Department will return to the Board for approval of plans and specifications and authorization to advertise and solicit bids.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the project may result in a delay of design, construction, and may jeopardize funding.

ATTACHMENTS

CEQA Document



PUBLIC WORKS DEPARTMENT  
INITIAL STUDY OF  
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 250-1713 / PW WO0905

CP# 18-27

PROJECT NAME: Remodel Suite 200 for CCTV 

PREPARED BY: Sandeep Singh

DATE: March 11, 2019

APPROVED BY: 

DATE: 3/12/19

RECOMMENDATIONS:

☒ Categorical Exemption: 15301 [Class 1(a)]

☐ Negative Declaration

☐ Environmental Impact Report Required

☐ Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project consists of interior and exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances, pursuant to section 15301 Class 1(a) of the CEQA guidelines.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Walnut Creek</u>	Base Map Sheet #: <u>G-12</u>	Parcel #: <u>376-210-037</u>
--------------------------------------	-------------------------------	------------------------------

GENERAL CONSIDERATIONS:

1. **Location:** The project is located at 10 Douglas Drive Martinez, CA 94553 (Figures 1-2).

2. **Project Description:** The purpose of this Project is to improve public entry, add video editing space, install a back-up power supply, and construct a closed circuit television (CCTV) van enclosure within the existing parking lot at the above listed location.

The Project consists of the remodeling of the suite's common areas and the addition of a "green room" and video editing space. The machine room will need to have racks reoriented and some cabinets and counters removed. A new on site emergency generator and enclosure for a CCTV van will be installed for uninterrupted CCTV operation (Figure 3). The generator will be used as an on-site stand-by generator and will not be visible from the street as it will be installed at the far edge of the property and will be surrounded by trees, a building, a road berm, and a concrete wall. The generator will be approximately 250 feet away from the roadway and approximately 15 feet lower elevation than the roadway due to the road berm, concrete wall, and building which will provide noise shielding for adjacent land uses.

No tree removal will be necessary. Tree and shrubbery trimming may be necessary throughout the project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut. The Project will maintain the existing drainage pattern and will not create new impervious areas. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. Utility adjustments or relocation may be necessary in support of the project.

General Plan Conformance is necessary from the City of Martinez.

3. **Does it appear that any feature of the project will generate significant public concern?**

☐ Yes ☒ No ☐ maybe (Nature of concern):

4. **Will the project require approval or permits by other than a County agency?**

☐ Yes ☒ No

5. **Is the project within the Sphere of Influence of any city?**

Yes, the Project is within the City of Martinez.



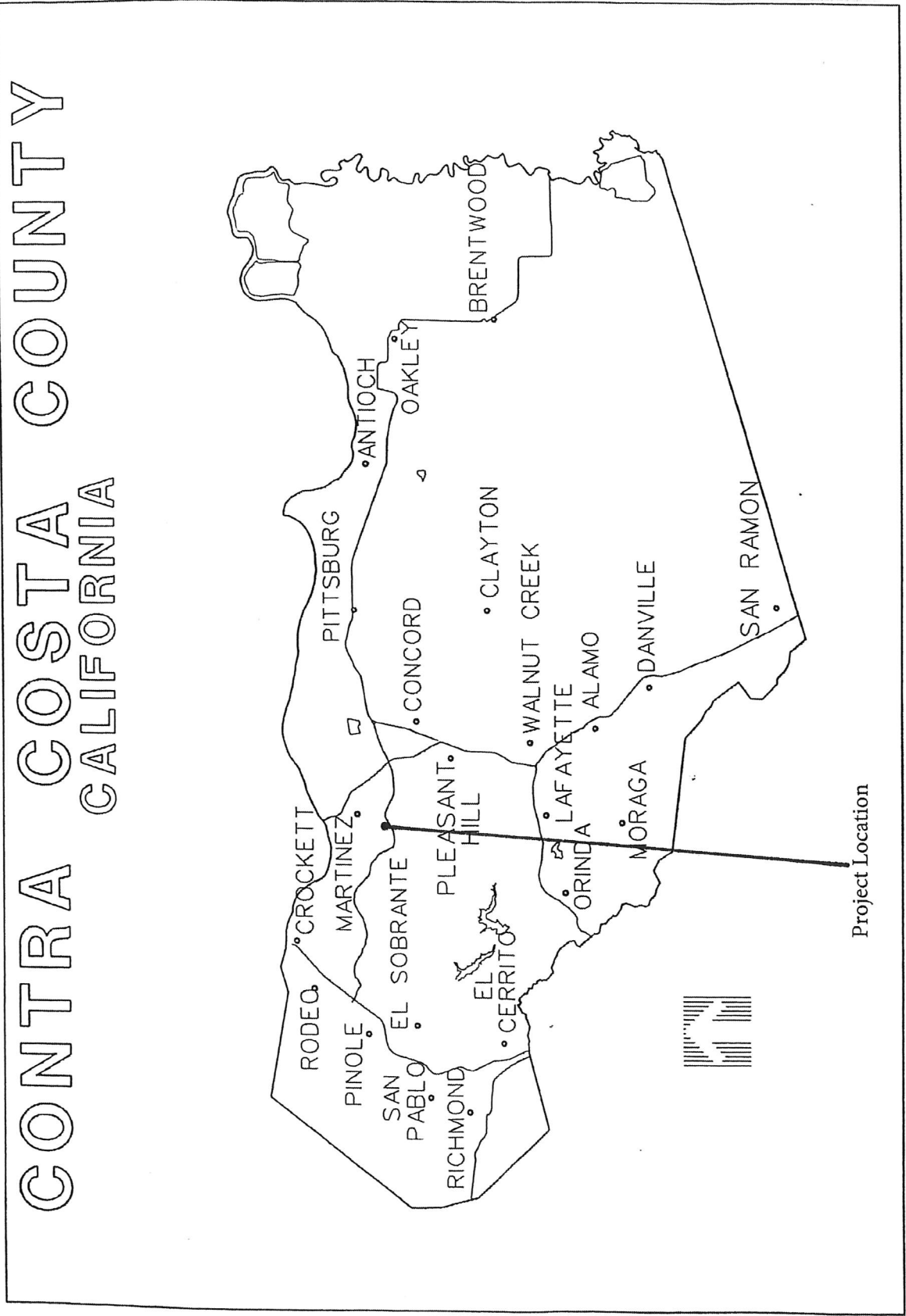


Figure 1: Regional Location Map





Figure 2: Project Location Map





CCTV Facility  
Renovation

10 Douglas Drive, Martinez, CA

Issue	Description	Date
1	Eng. Background/Review	1/13/19
2	General Review/Approval	2/26/19

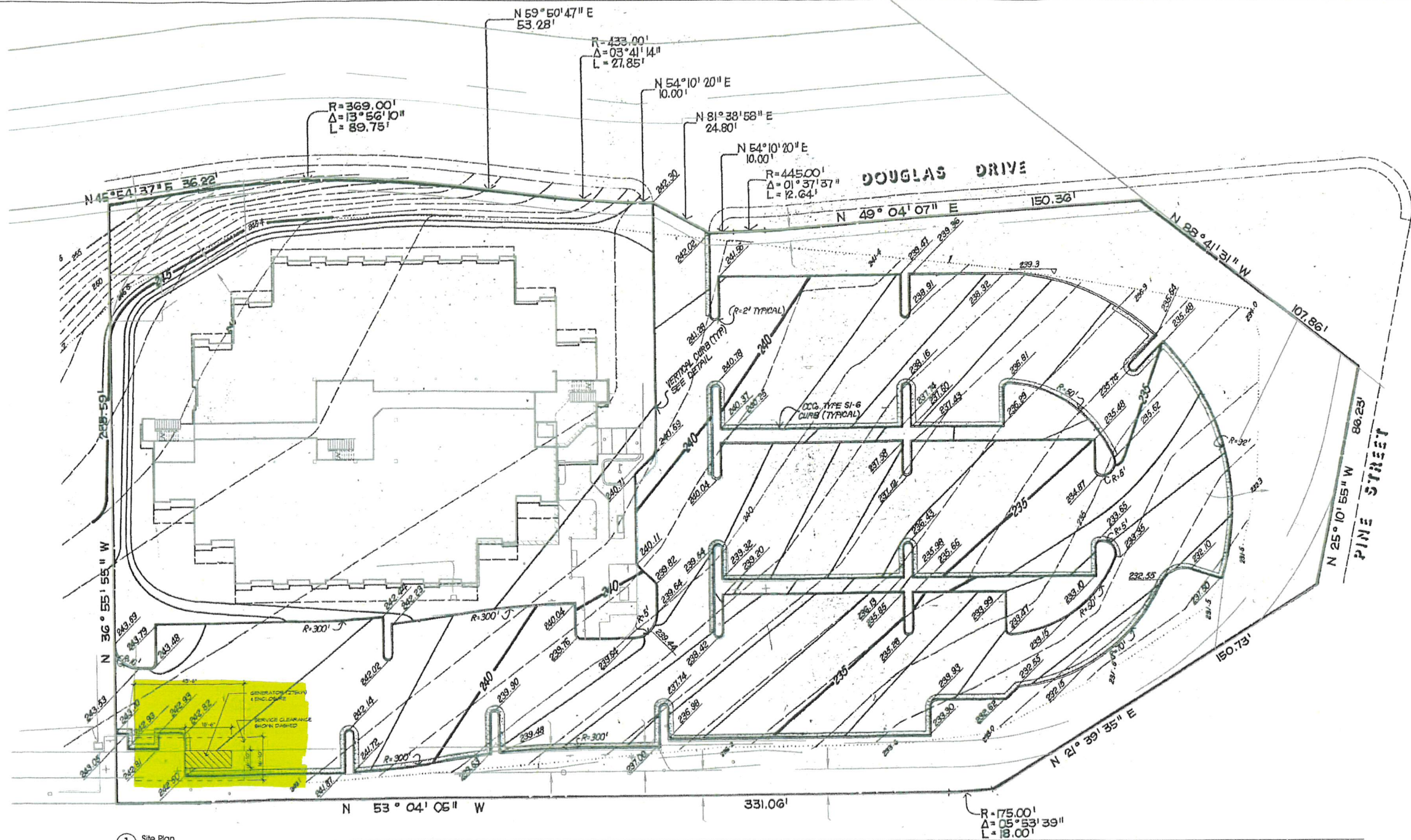
Project Number	
Drawn By	
Checked By	Chester
Date	
Owner Approval	
Date	

FOR REVIEW  
ONLY -  
NOT FOR  
CONSTRUCTION

SITE PLAN +  
DETAILS

1/16" = 1'-0"

A1.01



① Site Plan  
1/8" = 1'-0"

SITE PLAN NOTES

1. FIELD VERIFY EXTENT OF DEMOLITION OF (E) SITE ELEMENTS AND CONTACT ARCHITECT REGARDING DISCREPANCIES IN NOTED SITE CONDITIONS PRIOR TO PROCEEDING.
2. WITHIN LIMIT OF WORK FIELD VERIFY LOCATION OF ALL UTILITIES AND COORDINATE FOOTINGS AS REQUIRED.
3. SAWCUT EDGES OF PAVING TO BE REMOVED FOR CONSTRUCTION OF NEW PAVING/PLANTING AREA.
4. PROTECT FROM DAMAGE ALL SAWCUT EDGES, PAVING TO REMAIN, AND ADJACENT IMPROVEMENTS TO REMAIN.
5. REPAIR DAMAGE TO ADJACENT IMPROVEMENTS CAUSED BY WORK UNDER THIS CONTRACT.
6. COORDINATE WORK WITH IRRIGATION IMPROVEMENTS SO THAT SERVICES NOT INTERRUPTED TO EXISTING PLANTINGS.
7. PROTECT AND MAINTAIN ALL EXISTING IRRIGATION MAINLINES, CONTROLLERS, WIRES AND VALVES. SALVAGE EXISTING IRRIGATION HEADS & RETURN TO MAINTENANCE PERSONNEL FOR RE-USE.
8. IN AREAS NOTED FOR LANDSCAPING DEMOLITION REMOVE ALL (E) PAVING & (E) PLANTINGS. REMOVE SOIL TO PROPOSED FINISH GRADE. STOCKPILE ALL SOIL ON SITE AND COVER.
9. SOIL STOCKPILE LOCATION TBD BY OWNER. REMOVE IRRIGATION HEAD & LATERAL LINES. CAP (E) IRRIGATION LINES TO REMAIN AND ADJUST TO ENSURE PROPER FLOW TO REMAINING LINES/HEADS.
10. PROTECT EXISTING PLANTINGS UNLESS OTHERWISE NOTED. REPLACE IN KIND TYPICAL IF DAMAGED.
11. CONTRACTOR TO OBTAIN ARBORIST REPORT AND ANY PERMITS REQUIRED FOR TREE REMOVAL PRIOR TO DEMOLITION OF ANY TREES.
12. CONFIRM ALL TREE REMOVAL WITH LANDSCAPE ARCHITECT PRIOR TO PROCEEDING.
13. CONFIRM ALL EXISTING IRRIGATION SYSTEMS ARE PROPERLY FUNCTIONING PRIOR TO PROCEEDING WITH ANY DEMOLITION.
14. ALL PLATFORMS TO BE SLOPED TO DRAIN. MAINTAIN MAXIMUM ALLOWED SLOPE PER TITLE 24 (GRS) FOR PATH OF TRAVEL.
15. ADJUST ALL EXISTING UTILITY BODIES, CITY SURVEY MONUMENTS, VALVES, MANHOLES, ETC. AS NECESSARY TO MEET NEW FINISHED GRADES.
16. VERIFY EXACT LOCATIONS ALL EXISTING SITE UTILITIES IN THE FIELD PRIOR TO DEMOLITION.
17. NOTIFY UNDERGROUND SERVICE ALERT (U.S.A.) AT LEAST 48 HOURS PRIOR TO PROCEEDING WITH ANY EXCAVATION (311 / 800-427-2800 / www.usa.org |

KEYNOTES

LEGEND

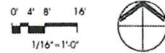


Figure 3: Site Plan and Details



**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
**Notice of Exemption**

To: ☐ Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

☒ County Clerk  
County of: Contra Costa

Project Title: Remodel Suite 200 for CCTV Project  
Proj. No. 250-1713 / PW WO#0905 CP#18-27

Project Applicant: **Contra Costa County Public Works Department**

Project Location – **Specific:** 10 Douglas Drive

Project Location: Martinez

Project Location – County: Central Contra Costa

**Description of Nature, Purpose and Beneficiaries of Project:**

The purpose of this Project is to improve public entry, add video editing space, install a back-up power supply, and construct a closed circuit television (CCTV) van enclosure within the existing parking lot at the above listed location.

The Project consists of the remodeling of the suite's common areas and the addition of a "green room" and video editing space. The machine room will need to have racks reoriented and some cabinets and counters removed. A new on site emergency generator and enclosure for a CCTV van will be installed for uninterrupted CCTV operation. The generator will be used as an on-site stand-by generator and will not be visible from the street as it will be installed at the far edge of the property and will be surrounded by trees, a building, a road berm, and a concrete wall. The generator will be approximately 250 feet away from the roadway and approximately 15 feet lower elevation than the roadway due to the road berm, concrete wall, and building which will provide noise shielding for adjacent land uses.

No tree removal will be necessary. Tree and shrubbery trimming may be necessary throughout the project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut. The Project will maintain the existing drainage pattern and will not create new impervious areas. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. Utility adjustments or relocation may be necessary in support of the project.

General Plan Conformance is necessary from the City of Martinez.

Name of Public Agency Approving Project: **Contra Costa County**

Name of Person or Agency Carrying Out Project: **Contra Costa County Public Works Department**

**Exempt Status:**

- |   |  |
|---|--|
| <input type="checkbox"/> Ministerial Project (Sec. 21080(b) (1); 15268;     | <input checked="" type="checkbox"/> Categorical Exemption: <u>15301 Class 1(a)</u> |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a));   | <input type="checkbox"/> Other Statutory Exemption, Code No.: _____                |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); | <input type="checkbox"/> Common Sense Exemption [Article 5, Section 15061 (b)(3)]  |

**Reasons why project is exempt:** The project consists of interior and exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances, pursuant to Section 15301 Class 1(a) of the CEQA guidelines.

Lead Agency Contact Person: Sandeep Singh - **Public Works Dept.** Area Code/Telephone/Extension: (925) 313-2022

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Signed by Lead Agency ☐ Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Sandeep Singh  
Environmental Services Division  
Phone: (925) 313-2022

**Department of Fish and Game Fees Due**

- |   |
|---|
| <input type="checkbox"/> EIR - \$3,271. <sup>00</sup>                 |
| <input type="checkbox"/> Neg. Dec. - \$2,354. <sup>75</sup>           |
| <input type="checkbox"/> DeMinimis Findings - \$0                     |
| <input checked="" type="checkbox"/> County Clerk - \$50               |
| <input checked="" type="checkbox"/> Conservation & Development - \$25 |

**Total Due: \$75.<sup>00</sup>**

Total Paid \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_





Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: May 14, 2019

Subject: Authorize the destruction of records in the Library Department

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the ongoing destruction of certain County records maintained by the Library Department as follows: (1) Personnel records that are no longer necessary for county purposes and are not otherwise required by law to be preserved may be destroyed at the direction of the County Librarian seven years after employment ends; (2) medical records that are no longer necessary for county purposes and are not required by law to be preserved may be destroyed at the direction of the County Librarian thirty years after employment ends; and (3) other records that are over two years old, are no longer necessary for county purposes, and are not otherwise required by law to be preserved, may be destroyed at the direction of the County Librarian.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

In order to efficiently manage the volume of records continuously generated and received, the Library must dispose of unnecessary records and documents that have no apparent historical significance or further

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stephanie Mello, Deputy

Contact: Samuel Treanor at (925)  
608-7702

cc:



#### BACKGROUND: (CONT'D)

administrative or litigation value, are over two years old, are not required to be maintained by statute, and are no longer necessary or required for County purposes pursuant to Government Code section 26202.

For efficient records management, the Library must also dispose of personnel files that have been maintained for more than seven years after employment ends, have no apparent historical significance or further administrative or litigation value, are no longer required by law to be preserved, and are no longer necessary or required for County purposes pursuant to Labor Code section 1198.5(c)(1) and Government Code sections 12946 and 26202.

Finally, for efficient records management, the Library must dispose of medical files that have been maintained for more than thirty years after employment ends, have no apparent historical significance or further administrative or litigation value, are no longer required by law to be preserved, and are no longer necessary or required for County purposes pursuant to Labor Code section 3204(d), Government Code section 26202, and 15 U.S.C. section 2607.

Government Code section 26202 provides that unless the law requires a record to be preserved, any record more than two years old may be destroyed without being photographed, microfilmed or otherwise reproduced if the Board determines by four-fifths (4/5) vote that the retention of such documents is no longer necessary or required for County purposes.

#### CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve this recommendation, then the Library will not have a clearly specified records retention policy. It will need to incur additional expense to locate additional space for further records and for storage of these records.





Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: May 14, 2019

Subject: Accept the report "Contra Costa County Library Strategic Plan 2019, A Renewed Focus."

---

**RECOMMENDATION(S):**

ACCEPT the *Contra Costa County Library Strategic Plan 2019, a Renewed Focus*, APPROVE the goals, objectives, strategies, and key performance indicators, and AUTHORIZE the County Librarian to execute the plan.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Contra Costa County Library was established on July 21, 1913. Today the Contra Costa County Library serves communities through 26 libraries located across the county. Enter any Contra Costa County Library and you will be met with rich collections to meet reading and research needs, knowledgeable and welcoming staff to help with reference questions, vibrant programs such as children's storytimes, WiFi access to high-speed internet for personal computing devices, public computers with a variety of personal computing programs, and quiet study space or meeting rooms.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: May 14, 2019

Contact: Walt Beveridge  
925-608-7730

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

By: , Deputy

cc:



## BACKGROUND: (CONT'D)

Library service does not stop with the physical building. The Contra Costa County Library expands services wherever residents live or work and creates services that will enhance life skills at every age. The Library expands reading skills and opportunities at various locations outside of community libraries: Project Second Chance, the adult literacy program; library services at the Juvenile Hall and Orin Allen Youth Services Facility; and the Rossmoor Retirement Community.

Attached is the Library's Strategic Plan that will guide the library in prioritizing its resources, programming and services. Mindfully created with the input and direction of the communities the Library serves, the plan will be a powerful tool in tailoring, reshaping and rethinking how library services, facilities and programs support the needs of the community.

To be accountable to Contra Costa County, the library will measure planning efforts and operate in an environment of continuous improvement. By collecting ongoing feedback, listening to the needs of the community, and adapting services, the strategic plan will be relevant and beneficial for years to come. Specifically, the library will set milestones for progress. The library will also focus on patron retention so community needs are met. And, with a core goal of literacy and reading, the library will evaluate relevance of services to keeping current with cultural trends.

## CONSEQUENCE OF NEGATIVE ACTION:

*The Contra Costa County Library Strategic Plan 2019, a Renewed Focus* will not be accepted and will not be able to move towards full implementation.

## CHILDREN'S IMPACT STATEMENT:

The Contra Costa County Library ensures easy, equitable access to library services for all Contra Costa County residents, including children. The Library's 2019 Strategic Plan has specific areas focusing on improving services to the youth of our communities and directly supports three of the five community outcome areas established in the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

## ATTACHMENTS

CCCPL Strategic Plan 2019





**Contra Costa County Library Strategic Plan 2019**

**A Renewed Focus**



## Introduction

*“Public libraries are the sole community centers left in America. The degree to which a branch of the local library is connected to the larger culture is a reflection of the degree to which the community itself is connected to the larger culture.” —Russell Banks*

### Mission

***Bringing people and ideas together***

### Vision

***Contra Costa County Library is the pulse of our community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other***

The need for connection and community is essential. And yet, with a highly mobile population, community is quickly becoming a blend of backgrounds, interests and lifestyles, making those connections increasingly difficult. The characteristics that once distinguished one community from another are blurring.

The good news is that we know there are still common threads that unify communities. Within our county, Contra Costa County Library is one such unifier. Day in and day out, we bring ideas and people together to fulfill our mission in ways large and small.

As we took a strategic look at our future, we considered demographic trends across our service area, sought customer input, and assessed our performance. The result of our planning efforts is an updated strategic plan that will guide our work and will allow for annual reviews and adjustments.

The previous plan identified our vision to, “reflect the place the library holds in the minds and hearts of the community – what we call ‘The Evocative Library.’” We seek to be a community unifier by serving the public and providing an array of experiences that are responsive to community needs. To spark imagination and fuel potential we seek to respond to needs quickly while keeping quality of service in mind at all times.

...

**Our core goal is to champion personal and community engagement.** We do this by championing literacy and reading. These are not generic words to us. We see your relationship with the library as essential to your success. Whether that be professional ambition, exploring storytime with your tots, engaging in a civic discussion, or finding a good read, we are the place to help you meet your personal goals. We believe the library has the unique ability to bring communities together through shared culture and experiences. We also believe literacy and reading are core skills every person needs to achieve their full potential, whatever that may mean. As Frederick Douglass stated, “Once you learn to read, you will be forever free.” The other goals support the core goal: we provide equitable and easy access to services, we deliver a consistent and high-quality experience, and finally, we promote the library’s value, programs and opportunities to the community.



The following sections outline our strategic goals, highlight key strategies, and identify how we will measure success. We have also included early successes that have already put the plan into motion.\*

\*A PDF of the 2014 – 2017 Strategic Plan is available on our website, [ccclib.org](http://ccclib.org)

<p><b>Goal 1: The library champions personal and community engagement in literacy and reading to enrich lives.</b></p>
<p><i>Objective A – Increase opportunities for literacy, education, and lifelong learning by a minimum of 10 percent.</i></p> <p><i>Objective B – Increase library visits by 10 percent.</i></p> <p><i>Objective C – Increase website visits by 10 percent.</i></p> <p><i>Objective D – Increase active users by 10 percent annually.</i></p> <p><i>Objective E – Increase circulation by 10 percent annually.</i></p>
<p><b>Key Strategies:</b></p> <p><b>Plan and Promote Targeted Outreach</b> Utilize data and customer feedback to create outreach opportunities across county to gain new cardholders</p> <p><b>Website Update</b> Implement new website increasing ease of access for online users</p> <p><b>Create Dynamic Planning Efforts</b> Empower branches and departments to create services that align with system-wide goals</p>
<p><b>Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• Branch visit tracking over time</li> <li>• Website visit tracking over time</li> <li>• Circulation tracking by branch and system-wide</li> </ul>
<p><b>Early Successes:</b></p> <ul style="list-style-type: none"> <li>• Increased active cardholders from 2017 to 2018 for a total increase of over 32,000 active cardholders</li> <li>• Implemented <i>Lunch at the Library</i>, which expanded to nine libraries and served 18,969 lunches to youth from 2014 – 2017</li> </ul>



- Website update in 2019

(goal 3 image)

<b>Goals</b>  <i>The focus and method the library will put towards the community in support of its vision and mission.</i>	<b>Goal 2:</b>  <b>The library ensures easy, equitable access to library services for all Contra Costa County residents.</b>	<b>Goal 3:</b>  <b>The library delivers a consistent, high-quality, and inviting experience at all points of contact.</b>	<b>Goal 4:</b>  <b>The library successfully promotes its value, programs, and opportunities to the community.</b>
<b>Objectives</b>	<p><i>Objective A – Expand services to identified underserved populations a minimum of 10 percent.</i></p> <p><i>Objective B – Optimize hours at the community level and other service points to increase usage by 10 percent.</i></p> <p><i>Objective C – Enact initiatives to increase direct use of library services by non-active users by 10 percent.</i></p>	<p><i>Objective A – Enact barrier-free customer service to improve user satisfaction levels by 10 percent.</i></p> <p><i>Objective B – Assess all facilities and develop methods to increase user satisfaction levels by 10 percent.</i></p> <p><i>Objective C – Create a long-term vision for library facilities to serve evolving community needs and address equity of resources.</i></p> <p><i>Objective D – Explore and implement technology to enhance the customer experience.</i></p>	<p><i>Objective A – Update the library-wide marketing communications plan.</i></p> <p><i>Objective B – Implement county-wide marketing of library services.</i></p> <p><i>Objective C – Implement a staff-wide strategic marketing and communications plan.</i></p>



		<i>Objective E – Establish standards of preparedness to respond to and recover from emergencies.</i>	
<b>Strategies</b>	<p><b>Needs Assessment</b> Utilize standard research practices to identify economic and demographic factors for developing pilot programs</p> <p><b>Implement and Communicate Measurement of Library Usage</b> Report system and branch measurements of Library's reach and engagement with cardholders</p> <p><b>Standardize Programming and Services</b> Organize and standardize Contra Costa County Library programming experience to create consistent experience across communities</p>	<p><b>Implement Annual Cardholder Survey</b> Provide customers ability to give feedback on an annual basis. Surveys will be compared year over year to address changing needs</p> <p><b>Implement Weekly Net Promoter Score Survey</b> Net Promoter Score provides recurring voice of the customer so Library can follow up with customers about their library experience.</p> <p><b>Increase Customer Transparency</b> Provide the public quarterly updates of library usage measurements.</p>	<p><b>Create and Implement Targeted Marketing</b> Plan an annual marketing effort that includes targeted messaging, events, outreach, and in-branch promotions</p> <p><b>Standardize Branding and Customer Experience</b> Branches align merchandising and branding with Contra Costa County Library strategic and marketing priorities</p> <p><b>Create Framework to Measure Outputs</b> Measurement and tracking of physical spaces allows Library to plan and promote resources according to strategic priorities</p>
<p><b>Key Performance Indicators</b></p> <p><i>The data sources and measurements that will be used to track the goals.</i></p>	<ul style="list-style-type: none"> <li>• Open hours by branch</li> <li>• Household market share quarterly</li> <li>• Digital resource tracking and benchmarking</li> <li>• Program tracking by branch, age, and type</li> </ul>	<ul style="list-style-type: none"> <li>• Improve Net Promoter Score by 10 points in 2019, with a system wide goal of 62</li> <li>• Implement branch Net Promoter Score benchmarks</li> </ul>	<ul style="list-style-type: none"> <li>• Audit of system and branch resources</li> <li>• Tracking of marketing efforts</li> <li>• Measure new cardholder retention with targeted email campaign</li> </ul>



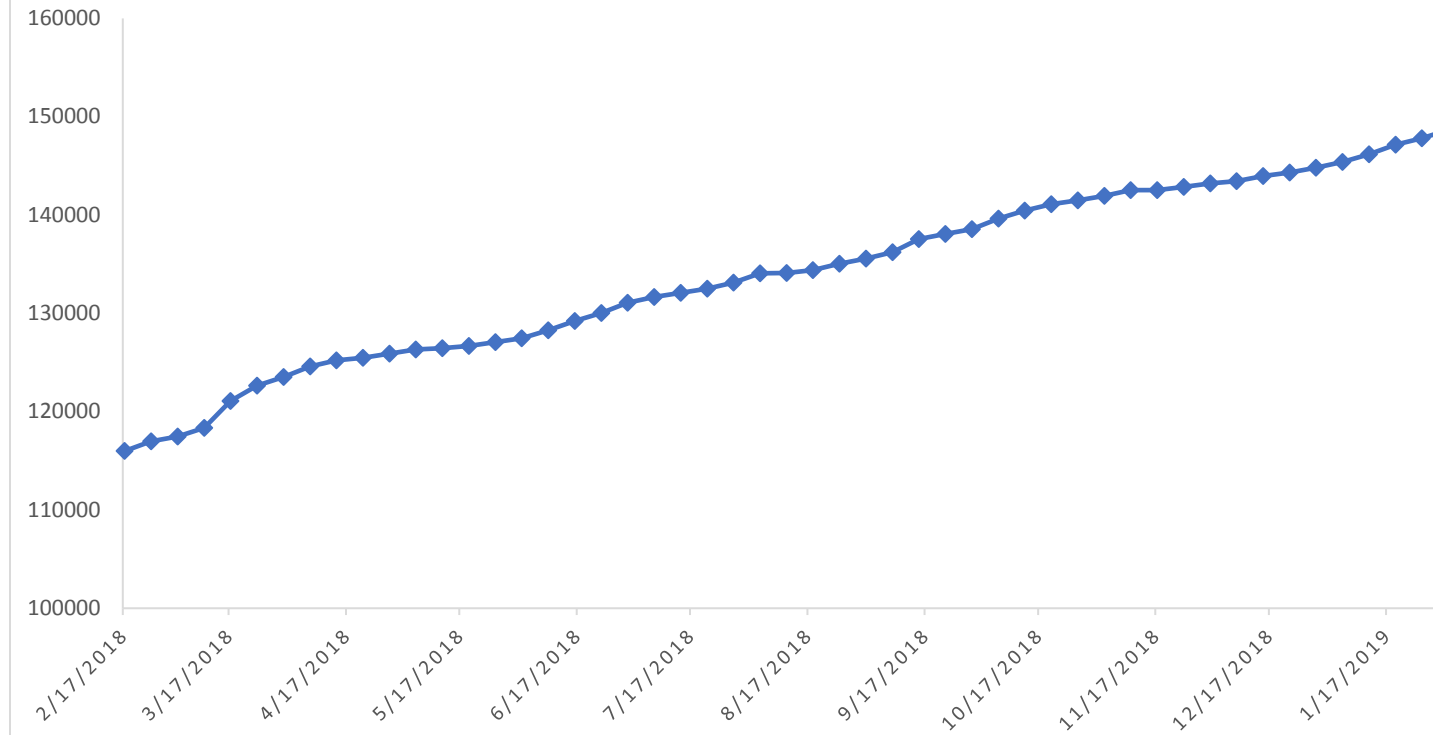
<b>Early Successes</b>	<ul style="list-style-type: none"> <li>• Increased open hours by 20 hours per week</li> <li>• Increase of Overdrive ebook and audiobook use from 17,000 monthly to over 20,000 monthly (April 2018 compared to January 2019)</li> <li>• Market share increased from 22% to 24% in one year</li> <li>• 1 in 4 households used library services in the last year</li> </ul>	<ul style="list-style-type: none"> <li>• Fines forgiveness for all fines- implemented in 2019</li> <li>• Achieved a Net Promoter Score of 60 for active cardholders</li> <li>• New San Pablo and Brentwood Libraries opened</li> <li>• Added 11 new staff positions and increased hours for several vacant positions that directly serve customers</li> </ul>	<ul style="list-style-type: none"> <li>• 18,345 customers responded to cardholder survey in 2018</li> <li>• Re-engaged over 1,000 cardholders from a single email message</li> <li>• Hired dedicated marketing specialist</li> </ul>
------------------------	---	---	--

### **A realistic, measurable, and consistent effort**

To be accountable to our community, we will measure our planning efforts and operate in an environment of continuous improvement. In 2018, we created a progress report to inform stakeholder and the public of our efforts surrounding the 2014 – 2017 strategic plan. You may find the progress report online at [ccclib.org](http://ccclib.org). In keeping with the trend of visibility and data driven tactics, we will also collect ongoing feedback, as listening to the needs of the community and adapting are what will keep the strategic plan relevant and beneficial for years to come. Specifically, we will use measures gained to set milestones for progress. We will also focus on customer retention, so we are sure to meet community needs. And with our core goal of literacy and reading, we will evaluate usefulness of digital services to keep up with cultural trends.



## 1- YEAR ACTIVE CARDHOLDERS



Goal 1 image





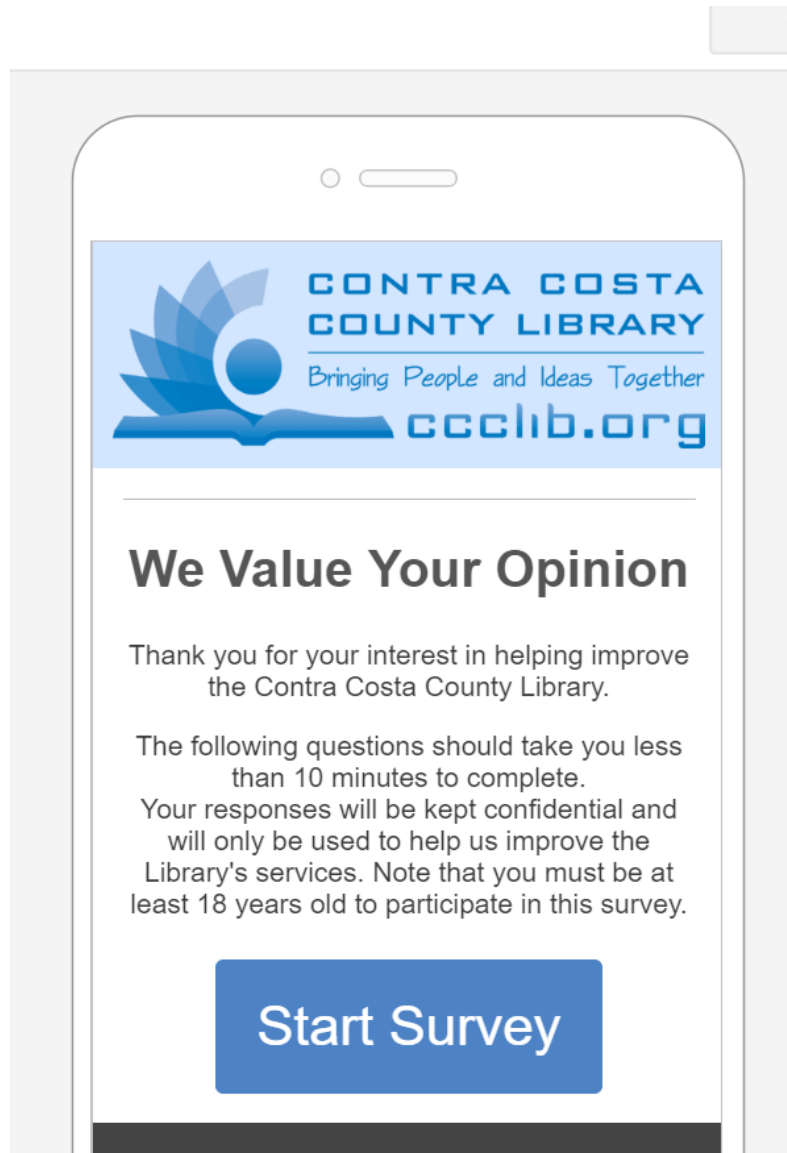
(Goal 2 image)







Goal 3 Image



al 4 Image





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: ACCEPT the 2018 Advisory Council on Equal Employment Opportunity's Annual Report

---

**RECOMMENDATION(S):**

ACCEPT the 2018 Advisory Council on Equal Employment Opportunity's Annual Report as recommended by the Hiring Outreach Oversight Committee.

**FISCAL IMPACT:**

None

**BACKGROUND:**

On June 18, 2002, the Contra Costa County Board of Supervisors adopted Resolution No. 2002/377 requiring each regular ongoing board, commission, and committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership, attendance, required training and certification programs, and proposed work activities for the following year. The requirement is addressed by the Advisory Council on Equal Employment Opportunity in the attached report.

**CONSEQUENCE OF NEGATIVE ACTION:**

The annual report will not be accepted.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Antoine Wilson, (925)  
335-1455

By: Stephanie Mello, Deputy

cc:



## ATTACHMENTS

ACEEO 2018

Accomplishments



**TO:           HIRING OUTREACH OVERSIGHT COMMITTEE**

**FROM:       ANTOINE WILSON, EEO OFFICER**

**RE:           2018 ADVISORY COUNCIL ON EEO ANNUAL REPORT**

**DATE:        MARCH 27, 2019**

---

**The ACEEO made efforts to increase the group's performance and identity within Contra Costa County. The ACEEO's accomplishments are listed below:**

- **Increased the diversity of the committee's membership.**  
The members are from various racial, ethnic and socio-economic backgrounds. The council also elected a female chair and a male vice chair.
- **Filled one Union Seat.**  
The union seat has been difficult to fill. The council through outreach with the unions and employees were able to secure an interested candidate who is excited to be a part of the council.
- **Developed the committee's on-boarding procedures**  
The ACEEO developed an onboarding document that explains the goals and objectives of the council. It also provides information about the ACEEO and provides contact information for all members.
- **Revised the By-Laws.**  
The council wanted to update the bylaws to reflect the current issues and processes that are used. The bylaws had not been updated since 1991.
- **Improved committee attendance**  
The ACEEO had a quorum 100% of the time, which allowed the council to conduct business as usual. It also helped to develop a stronger commitment and comradery amongst the members to focus on the issues and work together to make positive changes.
- **Invited various speakers to discuss EEO issues.**  
The ACEEO invited departmental representatives to discuss what they were doing to promote EEO throughout their workforce.



- **Completed the Brown Act and Ethics training.**  
All members have taken the Brown Act and Ethics trainings for 2018. The ACEEO will follow up with the trainings in the 2019 calendar year.
- **Reviewed and discussed the 2018-2019 Outreach and Recruitment report.**  
The ACEEO reviewed the most recent EEO report, made recommendations and approved it.
- **Reviewed and discussed the 2018 Small Business Enterprise (SBE) report.**  
The ACEEO reviewed the 2018 SBE report and had a few questions to ask David Gould. Once clarification was provided, they approved the report.

## **2019 GOALS**

- **Conduct outreach to recruit and fill vacant council seats.**
- **Review ADA hiring practices and accommodations.**
- **Conduct a climate survey to gauge the employee viewpoint of our workforce, which could possibly be implemented by HR, EHSD, or the unions.**
- **Invite David Twa to speak at one of our council meetings**
- **Invite HR to discuss policies on hiring, training, and equity.**
- **Invite union leaders to speak on climate of the workforce.**
- **Continue to invite other speakers especially department heads and managers.**





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Resolution to State Board of Equalization Authorizing Access to Sales and Use Tax Records

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/173, to supersede and replace Resolution No. 2018/54 adopted on February 13, 2018, authorizing appropriate County officials continued access to confidential County Sales and Use Tax Records.

**FISCAL IMPACT:**

None. Administrative only.

**BACKGROUND:**

Section 7056 of the Revenue and Taxation Code provides that any county, city or district wishing to examine the Board of Equalization's records to verify that transactions subject to sales or transactions and use tax have been reported properly, must adopt a resolution authorizing one (or more) of its officials, employees, or other designated persons to examine the appropriate sales or transactions and use tax records of the Board.

Local officials allowed access to confidential SBOE records should note that the use of such information is limited to governmental purposes and is not subject to release in public meetings or other such forums.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

Contact: Julie DiMaggio Enea (925)  
335-1077

By: Stephanie Mello, Deputy



### BACKGROUND: (CONT'D)

This new resolution is required to add the Assistant County Tax Collector to the list of authorized officials in order to obtain electronically a list of persons/ businesses registering with the State for a Seller's Permit. This information is used to compare the businesses on file with the State to those with current County Business Licenses for the purpose of Business License administration.

### AGENDA ATTACHMENTS

Resolution 2019/173

### MINUTES ATTACHMENTS

Signed Resolution No. 2019\_173



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 05/14/2019 by the following vote:

<b>AYE:</b>	<input checked="" type="checkbox"/>	<b>John Gioia</b>
	<input checked="" type="checkbox"/>	<b>Candace Andersen</b>
	<input checked="" type="checkbox"/>	<b>Diane Burgis</b>
	<input checked="" type="checkbox"/>	<b>Karen Mitchoff</b>
<b>NO:</b>	<input type="checkbox"/>	
<b>ABSENT:</b>	<input type="checkbox"/>	
<b>ABSTAIN:</b>	<input type="checkbox"/>	
<b>RECUSE:</b>	<input type="checkbox"/>	



**Resolution No. 2019/173**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA AUTHORIZING  
EXAMINATION OF SALES, USE AND TRANSACTIONS TAX RECORDS**

**WHEREAS**, the County of Contra Costa entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local sales, use and transactions taxes;

**WHEREAS**, the County Administrator of the County of Contra Costa deems it desirable and necessary for authorized representatives of the County to examine confidential sales, use and transactions tax records of the State Board of Equalization pertaining to sales, use and transactions taxes collected by the Board for the County pursuant to that contract; and

**WHEREAS**, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records, and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales, use and transactions tax records of the Board.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA HEREBY  
RESOLVES AS FOLLOWS:**

**Section I.** That the Members of the Board of Supervisors, County Administrator, County Finance Director, Chief Assistant County Administrators, Economic Development Manager, Senior Deputy County Administrators, Assistant County Assessor, Assistant County Tax Collector and Senior Management Analysts, or other officer or employee of the County designated in writing by the Board of Supervisors to the State Board of Equalization (hereafter referred to as Board), are hereby appointed to represent the County of Contra Costa with authority to examine sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the County by the Board pursuant to the contract between the County and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of County sales, use and transactions taxes by the Board pursuant to that contract.

**Section 2.** That the officers listed above, or other officers or employees of the County designated in writing by the Board of Supervisors to the Board, are hereby appointed to represent the County with authority to examine those sales, use and transactions tax records of the Board, for purposes related to the following governmental functions of the County:

- a. County administration
- b. Revenue management and budgeting
- c. Community and economic development
- d. Business license tax administration

The information obtained by examination of Board records shall be used only for those governmental functions of the County listed above.

**Section 3.** That Hinderliter, de Llamas & Associates is hereby designated to examine the sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the County by the Board. The person or entity designated by this section meets all of the following conditions:

- a. has an existing contract with the County to examine those sales, use and transactions tax records;



- b. is required by that contract to disclose information contained in, or derived from, those sales, use and transactions tax records only to the officer or employee authorized under Sections 1 or 2 of this resolution to examine the information;
- c. is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- d. is prohibited by that contract from retaining the information contained in, or derived from those sales, use and transactions tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of County sales, use and transactions taxes by the Board pursuant to the contract between the County and the Board and for purposes relating to the governmental functions of the County listed in section 2 of this resolution.

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

**ATTESTED: May 14, 2019**

**Contact:**

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

**cc:** County Finance Director, Treasurer-Tax Collector, Asst Tax Collector, HdL (Mary Hubbell)



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 05/14/2019 by the following vote:

**AYE:** ☐ 4 **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**

**NO:** ☒

**ABSENT:** ☐ 1 **Federal D. Glover**

**ABSTAIN:** ☒

**RECUSE:** ☒



**Resolution No. 2019/173**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA AUTHORIZING EXAMINATION OF SALES, USE AND TRANSACTIONS TAX RECORDS**

**WHEREAS**, the County of Contra Costa entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local sales, use and transactions taxes;

**WHEREAS**, the County Administrator of the County of Contra Costa deems it desirable and necessary for authorized representatives of the County to examine confidential sales, use and transactions tax records of the State Board of Equalization pertaining to sales, use and transactions taxes collected by the Board for the County pursuant to that contract; and

**WHEREAS**, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records, and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales, use and transactions tax records of the Board.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA HEREBY RESOLVES AS FOLLOWS:**

**Section I.** That the Members of the Board of Supervisors, County Administrator, County Finance Director, Chief Assistant County Administrators, Economic Development Manager, Senior Deputy County Administrators, Assistant County Assessor, Assistant County Tax Collector and Senior Management Analysts, or other officer or employee of the County designated in writing by the Board of Supervisors to the State Board of Equalization (hereafter referred to as Board), are hereby appointed to represent the County of Contra Costa with authority to examine sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the County by the Board pursuant to the contract between the County and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of County sales, use and transactions taxes by the Board pursuant to that contract.

**Section 2.** That the officers listed above, or other officers or employees of the County designated in writing by the Board of Supervisors to the Board, are hereby appointed to represent the County with authority to examine those sales, use and transactions tax records of the Board, for purposes related to the following governmental functions of the County:

- a. County administration
- b. Revenue management and budgeting
- c. Community and economic development
- d. Business license tax administration

The information obtained by examination of Board records shall be used only for those governmental functions of the County listed above.

**Section 3.** That Hinderliter, de Llamas & Associates is hereby designated to examine the sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the County by the Board. The person or entity designated by this section meets all of the following conditions:

- a. has an existing contract with the County to examine those sales, use and transactions tax records;



- b. is required by that contract to disclose information contained in, or derived from, those sales, use and transactions tax records only to the officer or employee authorized under Sections 1 or 2 of this resolution to examine the information;
- c. is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- d. is prohibited by that contract from retaining the information contained in, or derived from those sales, use and transactions tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of County sales, use and transactions taxes by the Board pursuant to the contract between the County and the Board and for purposes relating to the governmental functions of the County listed in section 2 of this resolution.

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

**Contact:**

**ATTESTED: May 14, 2019**

, County Administrator and Clerk of the Board of Supervisors

*Stephanie Mello*

By: Stephanie Mello, Deputy



**cc:** County Finance Director, Treasurer-Tax Collector, Asst Tax Collector, HdL (Mary Hubbell)





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: May 14, 2019

Subject: Mount Diablo Unified School District General Obligation Bonds, Election of 2018, Series A

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/169 authorizing the issuance and sale of "Mount Diablo Unified School District General Obligation Bonds, Election of 2018, Series A" in an amount not to exceed \$20,000,000 by the Mount Diablo Unified School District on its own behalf pursuant to Section 15140(b) of the Education Code.

**FISCAL IMPACT:**

There is no fiscal impact to the County.

**BACKGROUND:**

The Mount Diablo Unified School District intends to issue General Obligation bonds to fund capital improvements throughout the District. The District has requested that the Board of Supervisors adopt a resolution authorizing the direct issuance and sale of bonds by the District on its own behalf as authorized by Section 15140(b) of the Education Code.

The District adopted a resolution on April 22, 2019 authorizing the sale and issuance of the bonds (copy attached). This issuance was approved by the voters as part of a \$150,000,000 bond measure listed on the November 6, 2018 ballot.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stephanie Mello, Deputy

Contact: Timothy Ewell,  
925-335-1036

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Without the Contra Costa County Board of Supervisors authorization, the School District would not be able to issue the bonds as proposed.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports the following Children's Report Card outcome: Communities that are Safe and Provide a High Quality of Life for Children and Families.

AGENDA ATTACHMENTS

Resolution 2019/169

District Resolution

MINUTES ATTACHMENTS

Signed Resolution No. 2019\_169



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 05/14/2019 by the following vote:

**AYE:** ☒ 4 **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**

**NO:** ☐

**ABSENT:** ☐ 1 **Federal D. Glover**

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2019/169**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY CONSENTING TO AND AUTHORIZING THE MT. DIABLO UNIFIED SCHOOL DISTRICT TO ISSUE ITS GENERAL OBLIGATION BONDS, ELECTION OF 2018, SERIES A ON ITS OWN BEHALF**

**RESOLVED** by the Board of Supervisors (the "Board") of Contra Costa County (the "County"), State of California:

**WHEREAS**, Sections 53506 *et seq.* of the California Government Code, including Section 53508.7 thereof, provide that California public school district may issue and sell bonds on its own behalf at private sale pursuant to sections 15140 or 15146 of the California Education Code;

**WHEREAS**, Section 15140(b) of the California Education Code provides that the board of supervisors of county may authorize California public school district in the county to issue and sell its own bonds without the further action of the board of supervisors or officers of the county;

**WHEREAS**, the Board of Trustees of the Mt. Diablo Unified School District (the "District"), a public school district under the jurisdiction of the County, has heretofore adopted and filed with the Clerk of this Board, a resolution (the "Bond Resolution") providing for the issuance and sale of its Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, Election of 2018, Series A (the "Series A Bonds"), through negotiated sale pursuant to Sections 53506 *et seq.* of the California Government Code; and

**WHEREAS**, it has been requested that this Board consent to such issuance of the Series A Bonds and authorize the District to issue and sell the Series A Bonds on its own behalf at negotiated sale pursuant to Sections 15140 or 15146 of the California Education Code as permitted by Section 53508.7 of the California Government Code and the terms set forth in the Bond Resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Contra Costa, State of California, as follows:

**Section 1. Recitals.** All of the foregoing recitals are true and correct.

**Section 2. Consent and Authorization of Negotiated Sale.** This Board hereby consents to and authorizes the issuance and negotiated sale by the District on its own behalf of the Series A Bonds pursuant to Sections 15140 and 15146 of the California Education Code, as permitted by Section 53508.7 of the California Government Code and the terms and conditions set forth in the Bond Resolution. This consent and authorization set forth herein shall only apply to the Series A Bonds.

**Section 3. Source of Payment.** The County acknowledges receipt of the Bond Resolution as adopted and the requests made by the District to levy collect and distribute *ad valorem* tax revenues pursuant to Section 15250 *et seq.* of the California Education Code to pay for principal of and interest on the Series A Bonds when and if sold. Correspondingly, and subject to the issuance and sale of the Series A Bonds and transmittal of information concerning the debt service requirements thereof to the appropriate County officers, there shall be levied by the County on all of the taxable property in the District in addition to all other taxes, a continuing direct *ad valorem* tax annually during the period the Series A Bonds are outstanding commencing with fiscal year 2017-18 in an amount sufficient to pay the principal of and interest on the Series A Bonds when due which tax revenues when



collected will be placed in the Debt Service Fund established pursuant to the Bond Resolution and have been irrevocably pledged for the payment of the principal of and interest on the Series A Bonds, when and as the same fall due. The monies in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Series A Bonds, as the same become due and payable, shall be transferred by the County to the Paying Agent for such bonds to pay the principal of and interest on the Series A Bonds as set out in California law and in the Bond Resolution.

**Section 4. Approval of Actions.** Officers of the Board and County officials and staff are authorized to do any and all things and are hereby authorized and directed jointly and severally to execute and deliver any and all documents which they may deem necessary or advisable in order to assist the District with the issuance of the Series A Bonds and otherwise carry out give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified confirmed and approved.

**Section 5. Indemnification of County.** The County acknowledges and relies upon the fact that the District has represented that it shall indemnify and hold harmless, to the extent permitted by law, the County and its officers and employees ("Indemnified Parties"), against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject because of action or inaction related to the adoption of this resolution, or related to the proceedings for sale, award, issuance and delivery of the Series A Bonds in accordance herewith and with the District's resolution and that the District shall also reimburse any such Indemnified Parties for any legal or other expenses incurred in connection with investigating or defending any such claims or actions not due to bad faith or negligence.

**Section 6. Limited Responsibility for Official Statement.** Neither the Board nor any officer of the County has prepared or reviewed the official statement of the District describing the Series A Bonds (the "Official Statement") and this Board and the various officers of the County take no responsibility for the contents or distribution thereof; provided, however, that solely with respect to a section contained or to be contained therein describing the County's investment policy, current portfolio holdings and valuation procedures, as they may relate to funds of the District held by the County Treasurer-Tax Collector, the County Treasurer-Tax Collector is hereby authorized and directed to prepare and review such information for inclusion in the Official Statement and in a preliminary official statement, and to certify in writing prior to or upon the issuance of the Series A Bonds that the information contained in such section does not contain any untrue statement of material fact or omit to state any material fact necessary in order to make the statements made therein in the light of the circumstances under which they are made not misleading.

**Section 7. Limited Liability.** Notwithstanding anything to the contrary contained herein, in the Series A Bonds or in any other document mentioned herein, neither the County nor the Board shall have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby and the Series A Bonds shall be payable solely from the moneys of the District available therefore as set forth in the Bond Resolution and herein.

**Section 8. Effective Date.** This Resolution shall take effect immediately upon its passage.

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

**ATTESTED: May 14, 2019**

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

**Contact: Timothy Ewell, 925-335-1036**

By: Stephanie Mello, Deputy

**cc:**



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 05/14/2019 by the following vote:

**AYE:** ☒ 4 **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**

**NO:** ☐

**ABSENT:** ☒ 1 **Federal D. Glover**

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2019/169**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY CONSENTING TO AND AUTHORIZING THE MT. DIABLO UNIFIED SCHOOL DISTRICT TO ISSUE ITS GENERAL OBLIGATION BONDS, ELECTION OF 2018, SERIES A ON ITS OWN BEHALF**

**RESOLVED** by the Board of Supervisors (the "Board") of Contra Costa County (the "County"), State of California:

**WHEREAS**, Sections 53506 *et seq.* of the California Government Code, including Section 53508.7 thereof, provide that California public school district may issue and sell bonds on its own behalf at private sale pursuant to sections 15140 or 15146 of the California Education Code;

**WHEREAS**, Section 15140(b) of the California Education Code provides that the board of supervisors of county may authorize California public school district in the county to issue and sell its own bonds without the further action of the board of supervisors or officers of the county;

**WHEREAS**, the Board of Trustees of the Mt. Diablo Unified School District (the "District"), a public school district under the jurisdiction of the County, has heretofore adopted and filed with the Clerk of this Board, a resolution (the "Bond Resolution") providing for the issuance and sale of its Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, Election of 2018, Series A (the "Series A Bonds"), through negotiated sale pursuant to Sections 53506 *et seq.* of the California Government Code; and

**WHEREAS**, it has been requested that this Board consent to such issuance of the Series A Bonds and authorize the District to issue and sell the Series A Bonds on its own behalf at negotiated sale pursuant to Sections 15140 or 15146 of the California Education Code as permitted by Section 53508.7 of the California Government Code and the terms set forth in the Bond Resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Contra Costa, State of California, as follows:

**Section 1. Recitals.** All of the foregoing recitals are true and correct.

**Section 2. Consent and Authorization of Negotiated Sale.** This Board hereby consents to and authorizes the issuance and negotiated sale by the District on its own behalf of the Series A Bonds pursuant to Sections 15140 and 15146 of the California Education Code, as permitted by Section 53508.7 of the California Government Code and the terms and conditions set forth in the Bond Resolution. This consent and authorization set forth herein shall only apply to the Series A Bonds.

**Section 3. Source of Payment.** The County acknowledges receipt of the Bond Resolution as adopted and the requests made by the District to levy collect and distribute *ad valorem* tax revenues pursuant to Section 15250 *et seq.* of the California Education Code to pay for principal of and interest on the Series A Bonds when and if sold. Correspondingly, and subject to the issuance and sale of the Series A Bonds and transmittal of information concerning the debt service requirements thereof to the appropriate County officers, there shall be levied by the County on all of the taxable property in the District in addition to all other taxes, a continuing direct *ad valorem* tax annually during the period the Series A Bonds are outstanding commencing with fiscal year 2017-18 in an amount sufficient to pay the principal of and interest on the Series A Bonds when due which tax revenues when



collected will be placed in the Debt Service Fund established pursuant to the Bond Resolution and have been irrevocably pledged for the payment of the principal of and interest on the Series A Bonds, when and as the same fall due. The monies in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Series A Bonds, as the same become due and payable, shall be transferred by the County to the Paying Agent for such bonds to pay the principal of and interest on the Series A Bonds as set out in California law and in the Bond Resolution.

**Section 4. Approval of Actions.** Officers of the Board and County officials and staff are authorized to do any and all things and are hereby authorized and directed jointly and severally to execute and deliver any and all documents which they may deem necessary or advisable in order to assist the District with the issuance of the Series A Bonds and otherwise carry out give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified confirmed and approved.

**Section 5. Indemnification of County.** The County acknowledges and relies upon the fact that the District has represented that it shall indemnify and hold harmless, to the extent permitted by law, the County and its officers and employees ("Indemnified Parties"), against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject because of action or inaction related to the adoption of this resolution, or related to the proceedings for sale, award, issuance and delivery of the Series A Bonds in accordance herewith and with the District's resolution and that the District shall also reimburse any such Indemnified Parties for any legal or other expenses incurred in connection with investigating or defending any such claims or actions not due to bad faith or negligence.

**Section 6. Limited Responsibility for Official Statement.** Neither the Board nor any officer of the County has prepared or reviewed the official statement of the District describing the Series A Bonds (the "Official Statement") and this Board and the various officers of the County take no responsibility for the contents or distribution thereof; provided, however, that solely with respect to a section contained or to be contained therein describing the County's investment policy, current portfolio holdings and valuation procedures, as they may relate to funds of the District held by the County Treasurer-Tax Collector, the County Treasurer-Tax Collector is hereby authorized and directed to prepare and review such information for inclusion in the Official Statement and in a preliminary official statement, and to certify in writing prior to or upon the issuance of the Series A Bonds that the information contained in such section does not contain any untrue statement of material fact or omit to state any material fact necessary in order to make the statements made therein in the light of the circumstances under which they are made not misleading.

**Section 7. Limited Liability.** Notwithstanding anything to the contrary contained herein, in the Series A Bonds or in any other document mentioned herein, neither the County nor the Board shall have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby and the Series A Bonds shall be payable solely from the moneys of the District available therefore as set forth in the Bond Resolution and herein.

**Section 8. Effective Date.** This Resolution shall take effect immediately upon its passage.

Contact: Timothy Ewell, 925-335-1036

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

ATTESTED: May 14, 2019

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

By: *Stephanie Mello*  
Stephanie Mello, Deputy



cc:



## **RESOLUTION 18/19-51**

### **RESOLUTION OF THE BOARD OF EDUCATION OF THE MT. DIABLO UNIFIED SCHOOL DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, 2018 ELECTION, SERIES A IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$20,000,000 AND APPROVING RELATED DOCUMENTS AND ACTIONS**

**WHEREAS**, an election was duly and regularly held in the Mt. Diablo Unified School District (the "District") on November 6, 2018, in accordance with Section 1(b)(3) of Article XIII A of the California Constitution, for the purpose of submitting Measure J (the "Bond Measure") to the qualified electors of the District, authorizing the issuance of general obligation bonds in the aggregate principal amount of \$150,000,000 (the "Bonds"), and more than 55% of the votes cast were in favor of the issuance of the Bonds; and

**WHEREAS**, the Board of Education of the District is authorized to provide for the issuance and sale of any series of Bonds under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Bond Law"); and

**WHEREAS**, the Board of Education wishes at this time to authorize the issuance of an initial series of Bonds under the Bond Law for the purpose of financing educational projects authorized under Bond Measure, to be designated the Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, 2018 Election, Series A, in the aggregate principal amount of not to exceed \$20,000,000 (the "Series A Bonds") as provided in this Resolution; and

**WHEREAS**, as required by Government Code Section 5852.1 enacted January 1, 2018 by Senate Bill 450, attached hereto as Appendix B is the information relating to the Series A Bonds that has been obtained by the Board of Education and is hereby disclosed and made public;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Mt. Diablo Unified School District as follows:

## **ARTICLE I**

### **DEFINITIONS; AUTHORITY**

**Section 1.01. Definitions.** The terms defined in this Section, as used and capitalized herein, shall, for all purposes of this Resolution, have the meanings given them below, unless the context clearly requires some other meaning.

**"Board"** means the Board of Education of the District.

**"Bond Counsel"** means (a) the firm of Jones Hall, A Professional Law Corporation, or (b) any other attorney or firm of attorneys nationally recognized for expertise in rendering opinions as to the legality and tax exempt status of securities issued by public entities.



"Bond Law" means Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53506 of said Code, as in effect on the date of adoption hereof and as amended hereafter.

"Bond Measure" means Measure J which was submitted to, and approved by more than 55% of, the voters of the District at an election held on November 6, 2018, authorizing the issuance of general obligation bonds of the District in the aggregate principal amount of \$150,000,000.

"Bond Purchase Agreement" means the Bond Purchase Agreement between the District and the Purchaser, under which the Purchaser agrees to purchase the Series A Bonds and pay the purchase price therefor.

"Building Fund" means the fund established and held by the County with respect to the Series A Bonds under Section 3.03.

"Closing Date" means the date upon which there is a delivery of the Series A Bonds in exchange for the amount representing the purchase price of the Series A Bonds by the Purchaser.

"Costs of Issuance" means all items of expense directly or indirectly payable by or reimbursable to the District and related to the authorization, issuance, sale and delivery of the Series A Bonds, including but not limited to the costs of preparation and reproduction of documents, printing expenses, filing and recording fees, initial fees and charges of the Paying Agent and its counsel, legal fees and charges, fees and disbursements of the placement agent, attorneys, consultants and other professional firms, rating agency fees and any other cost, charge or fee in connection with the original issuance and sale of the Series A Bonds.

"County" means the County of Contra Costa, a political subdivision of the State of California, duly organized and existing under the Constitution and laws of the State of California.

"County Auditor-Controller" means the Contra Costa County Auditor-Controller, or any authorized deputy thereof.

"County Treasurer" means the Contra Costa County Treasurer-Tax Collector, or any authorized deputy thereof.

"Debt Service Fund" means the fund established and held by the County under Section 4.02.

"Depository" means (a) initially, DTC, and (b) any other Securities Depository acting as Depository under Section 2.09.

"Depository System Participant" means any participant in the Depository's book-entry system.



"District" means the Mt. Diablo Unified School District, a unified school district organized under the Constitution and laws of the State of California, and any successor thereto.

"District Representative" means the Superintendent or Chief Business Officer of the District, or any other person authorized by resolution of the Board to act on behalf of the District with respect to this Resolution and the Series A Bonds.

"DTC" means The Depository Trust Company, New York, New York, and its successors and assigns.

"Education Code" means the Education Code of the State of California as in effect on the date of adoption hereof and as amended hereafter.

"Federal Securities" means: (a) any direct general obligations of the United States of America (including obligations issued or held in book entry form on the books of the Department of the Treasury of the United States of America), for which the full faith and credit of the United States of America are pledged; (b) obligations of any agency, department or instrumentality of the United States of America, the timely payment of principal and interest on which are directly or indirectly secured or guaranteed by the full faith and credit of the United States of America.

"Interest Payment Dates" means February 1 and August 1 in each year during the term of the Series A Bonds, commencing on the date set forth in the Bond Purchase Agreement.

"Office" means the office or offices of the Paying Agent for the payment of the Series A Bonds and the administration of its duties hereunder, as such office or offices are identified in a written notice filed with the District by the Paying Agent.

"Outstanding," when used as of any particular time with reference to Series A Bonds, means all Series A Bonds except (a) Series A Bonds theretofore canceled by the Paying Agent or surrendered to the Paying Agent for cancellation, (b) Series A Bonds paid or deemed to have been paid within the meaning of Section 9.02 and (c) Series A Bonds in lieu of or in substitution for which other Series A Bonds have been authorized, executed, issued and delivered by the District under this Resolution.

"Owner", whenever used herein with respect to a Series A Bond, means the person in whose name the ownership of such Series A Bond is registered on the Registration Books.

"Paying Agent" means the Paying Agent appointed by the District and acting as paying agent, registrar and authenticating agent for the Series A Bonds, its successors and assigns, and any other corporation or association which may at any time be substituted in its place, as provided in Section 6.01.

"Purchaser" means the purchaser of the Series A Bonds upon the negotiated sale thereof through a private placement pursuant to Section 3.01.

"Record Date" means the 15<sup>th</sup> day of the month preceding an Interest Payment Date, whether or not such day is a business day.



"Registration Books" means the records maintained by the Paying Agent for the registration of ownership and transfer of the Series A Bonds under Section 2.08.

"Resolution" means this Resolution, as originally adopted by the Board and including all amendments hereto and supplements hereof which are duly adopted by the Board from time to time in accordance herewith.

"Securities Depositories" means DTC; and, in accordance with then current guidelines of the Securities and Exchange Commission, such other addresses and/or such other securities depositories as the District may designate in a Written Request of the District delivered to the Paying Agent.

"Series A Bonds" means the not to exceed \$20,000,000 aggregate principal amount of Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, 2018 Election, Series A issued and at any time Outstanding under this Resolution.

"Tax Code" means the Internal Revenue Code of 1986 as in effect on the Closing Date or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the Closing Date, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under said Code.

"Term Bonds" means any Series A Bonds which are subject to mandatory sinking fund redemption under Section 2.03(b).

"Written Request of the District" means an instrument in writing signed by a District Representative or by any other officer of the District duly authorized to act on behalf of the District pursuant to a written certificate of a District Representative.

#### **Section 1.02. Interpretation.**

(a) Unless the context otherwise indicates, words expressed in the singular include the plural and vice versa and the use of the neuter, masculine, or feminine gender is for convenience only and include the neuter, masculine or feminine gender, as appropriate.

(b) Headings of articles and sections herein and the table of contents hereof are solely for convenience of reference, do not constitute a part hereof and do not affect the meaning, construction or effect hereof.

(c) All references herein to "Articles," "Sections" and other subdivisions are to the corresponding Articles, Sections or subdivisions of this Resolution; the words "herein," "hereof," "hereby," "hereunder" and other words of similar import refer to this Resolution as a whole and not to any particular Article, Section or subdivision hereof.

**Section 1.03. Authority for this Resolution; Findings.** This Resolution is entered into under the provisions of the Bond Law. The Board hereby certifies that all of the things, conditions and acts required to exist, to have happened or to have been performed precedent to and in the issuance of the Series A Bonds do exist, have



happened or have been performed in due and regular time and manner as required by the laws of the State of California, and that the amount of the Series A Bonds, together with all other indebtedness of the District, does not exceed any limit prescribed by any laws of the State of California.

## ARTICLE II

### THE SERIES A BONDS

**Section 2.01. Authorization.** The Board hereby authorizes the issuance of the Series A Bonds in the aggregate principal amount not to exceed \$20,000,000 under and subject to the terms of the Bond Law and this Resolution, for the purpose of raising money to finance the acquisition, construction and improvement of educational facilities and property of the District in accordance with the Bond Measure, and to pay Costs of Issuance. This Resolution constitutes a continuing agreement between the District and the Owners of all of the Series A Bonds issued or to be issued hereunder and then Outstanding to secure the full and final payment of principal of and interest on all Series A Bonds which may be Outstanding hereunder, subject to the covenants, agreements, provisions and conditions herein contained. The Series A Bonds shall be designated the "Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, 2018 Election, Series A".

#### **Section 2.02. Terms of Series A Bonds.**

(a) Terms of Series A Bonds. The Series A Bonds shall be issued as fully registered bonds, without coupons, in such denominations as are specified in the Bond Purchase Agreement, but in an amount not to exceed the aggregate principal amount of Series A Bonds maturing in the year of maturity of the Series A Bond for which the denomination is specified. The Series A Bonds shall be lettered and numbered as the Paying Agent may prescribe, and will be dated as of the Closing Date.

Interest on the Series A Bonds is payable semiannually on each Interest Payment Date. Each Bond shall bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof unless (i) it is authenticated as of an Interest Payment Date, in which event it shall bear interest from such date, or (ii) it is authenticated prior to an Interest Payment Date and after the close of business on the Record Date preceding such Interest Payment Date, in which event it shall bear interest from such Interest Payment Date, or (iii) it is authenticated prior to the first Record Date, in which event it shall bear interest from the Closing Date. Notwithstanding the foregoing, if interest on any Series A Bond is in default at the time of authentication thereof, such Series A Bond shall bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment thereon.

(b) Maturities; Basis of Interest Calculation. The Series A Bonds shall mature on August 1 in the years and in the amounts, and shall bear interest at the rates, as determined upon the sale thereof. Interest on the Series A Bonds shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

(c) Payment. Interest on the Series A Bonds (including the final interest payment upon maturity or redemption) is payable by check, draft or wire of the Paying Agent mailed



to the Owner thereof at such Owner's address as it appears on the Registration Books at the close of business on the preceding Record Date; except that at the written request of the Owner of at least \$1,000,000 aggregate principal amount of the Series A Bonds, which written request is on file with the Paying Agent as of any Record Date, interest on such Series A Bonds will be paid on the succeeding Interest Payment Date to such account as will be specified in such written request. The principal of the Series A Bonds is payable in lawful money of the United States of America upon presentation and surrender at the Office of the Paying Agent.

### **Section 2.03. Redemption of Series A Bonds.**

(a) Optional Redemption. The Series A Bonds shall be subject to optional redemption prior to maturity, or shall not be subject to optional redemption prior to maturity, if and as specified in the Bond Purchase Agreement.

(b) Mandatory Sinking Fund Redemption. If the Bond Purchase Agreement specifies that any one or more maturities of the Series A Bonds are Term Bonds which are subject to mandatory sinking fund redemption, each such maturity of Series A Bonds shall be subject to such mandatory sinking fund redemption on August 1 in each of the years and in the respective principal amounts as set forth in the Bond Purchase Agreement, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption.

(c) Selection of Series A Bonds for Redemption. Whenever less than all of the Outstanding Series A Bonds of any one maturity are designated for redemption, the Paying Agent shall select the Outstanding Series A Bonds of such maturity to be redeemed by lot in any manner deemed fair by the Paying Agent. For purposes of such selection, each Bond will be deemed to consist of individual bonds of \$5,000 denominations each, which may be separately redeemed.

(d) Redemption Procedure. The Paying Agent will cause notice of any redemption to be mailed, first class mail, postage prepaid, at least 30 days but not more than 60 days prior to the date fixed for redemption, to the respective Owners of any Series A Bonds designated for redemption, at their addresses appearing on the Registration Books. Such mailing is not a condition precedent to such redemption and the failure to mail or to receive any such notice will not affect the validity of the proceedings for the redemption of such Series A Bonds.

Such notice shall state the redemption date and the redemption price and, if less than all of the then Outstanding Series A Bonds are to be called for redemption, shall designate the serial numbers of the Series A Bonds to be redeemed by giving the individual number of each Series A Bond or by stating that all Series A Bonds between two stated numbers, both inclusive, or by stating that all of the Series A Bonds of one or more maturities have been called for redemption, and shall require that such Series A Bonds be then surrendered at the Office of the Paying Agent for redemption at the said redemption price, giving notice also that further interest on such Series A Bonds will not accrue from and after the redemption date.

Upon surrender of Series A Bonds redeemed in part only, the District shall execute and the Paying Agent shall authenticate and deliver to the Owner, at the expense of the



District, a new Series A Bond or Bonds, of the same maturity, of authorized denominations in aggregate principal amount equal to the unredeemed portion of the Series A Bond or Bonds.

From and after the date fixed for redemption, if notice of such redemption has been duly given and funds available for the payment of the principal of and interest on the Series A Bonds so called for redemption have been duly provided, the Series A Bonds called for redemption shall cease to be entitled to any benefit under this Resolution other than the right to receive payment of the redemption price, and no interest will accrue thereon on or after the redemption date specified in the notice. The Paying Agent will cancel all Series A Bonds redeemed under this Section and will furnish a certificate of cancellation to the District.

**Section 2.04. Form of Series A Bonds.** The Series A Bonds, the form of the Paying Agent's certificate of authentication and registration and the form of assignment to appear thereon will be substantially in the forms, respectively, with necessary or appropriate variations, omissions and insertions, as permitted or required by this Resolution, as are set forth in Appendix A attached hereto.

**Section 2.05. Execution of Series A Bonds.** The Series A Bonds shall be signed by the facsimile signature of the President of the Board and shall be attested by the facsimile signature of the Secretary or Clerk of the Board. No Series A Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Series A Bond is signed by the Paying Agent as authenticating agent.

The Series A Bonds shall be in substantially the form attached hereto as Appendix A and incorporated herein by this reference, allowing those officials executing the Series A Bonds to make the insertions and deletions necessary to conform the Series A Bonds to this Resolution and the Bond Purchase Agreement.

Only those Series A Bonds bearing a certificate of authentication and registration in the form set forth in Appendix A attached hereto, executed and dated by the Paying Agent, are valid or obligatory for any purpose or entitled to the benefits of this Resolution, and such certificate of the Paying Agent is conclusive evidence that the Series A Bonds so registered have been duly authenticated, registered and delivered hereunder and are entitled to the benefits of this Resolution.

**Section 2.06. Transfer of Series A Bonds.** Any Series A Bond may, in accordance with its terms, be transferred, upon the Registration Books, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Series A Bond for cancellation at the Office at the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. The District may charge a reasonable sum for each new Series A Bond issued upon any transfer.

Whenever any Series A Bond or Bonds is surrendered for transfer, the District will execute and the Paying Agent will authenticate and deliver a new Series A Bond or Bonds, for like aggregate principal amount. No transfer of Series A Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series A



Bonds for redemption or (b) with respect to a Series A Bond which has been selected for redemption.

**Section 2.07. Exchange of Series A Bonds.** The Series A Bonds may be exchanged at the Office of the Paying Agent for a like aggregate principal amount of Series A Bonds of authorized denominations and of the same maturity. The District may charge a reasonable sum for each new Series A Bond issued upon any exchange (except in the case of any exchange of temporary Series A Bonds for definitive Series A Bonds). No exchange of Series A Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series A Bonds for redemption or (b) with respect to a Series A Bond after it has been selected for redemption.

**Section 2.08. Registration Books.** The Paying Agent will keep or cause to be kept sufficient books for the registration and transfer of the Series A Bonds, which will at all times be open to inspection by the District upon reasonable notice. Upon presentation for such purpose, the Paying Agent will, under such reasonable regulations as it may prescribe, register or transfer the ownership of the Series A Bonds on the Registration Books.

**Section 2.09. Book-Entry System.** The following provisions of this Section shall apply only in the event the Purchaser requests that the ownership of the Series A Bonds be registered in the book-entry system of DTC.

In such event, and except as provided below, DTC shall be the Owner of all of the Series A Bonds, and the Series A Bonds shall be registered in the name of Cede & Co. as nominee for DTC. The Series A Bonds shall be initially executed and delivered in the form of a single fully registered Series A Bond for each maturity date of the Series A Bonds in the full aggregate principal amount of the Series A Bonds maturing on such date. The Paying Agent and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Series A Bonds registered in its name for all purposes of this Resolution, and neither the Paying Agent nor the District shall be affected by any notice to the contrary. The Paying Agent and the District have no responsibility or obligation to any Depository System Participant, any person claiming a beneficial ownership interest in the Series A Bonds under or through DTC or a Depository System Participant, or any other person which is not shown on the register of the District as being an owner, with respect to the accuracy of any records maintained by DTC or any Depository System Participant or the payment by DTC or any Depository System Participant by DTC or any Depository System Participant of any amount in respect of the principal of or interest on the Series A Bonds. The District shall cause to be paid all principal of and interest on the Series A Bonds only to DTC, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to the principal of and interest on the Series A Bonds to the extent of the sum or sums so paid. Except under the conditions noted below, no person other than DTC shall receive a Series A Bond. Upon delivery by DTC to the District of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the term "Cede & Co." in this Resolution shall refer to such new nominee of DTC.

If the District determines that it is in the best interest of the beneficial owners that they be able to obtain Series A Bonds and delivers a written certificate to DTC and the District to that effect, DTC shall notify the Depository System Participants of the availability through DTC of Series A Bonds. In such event, the District shall issue, transfer and



exchange Series A Bonds as requested by DTC and any other owners in appropriate amounts. DTC may determine to discontinue providing its services with respect to the Series A Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. Under such circumstances (if there is no successor securities depository), the District shall be obligated to deliver Series A Bonds as described in this Resolution. Whenever DTC requests the District to do so, the District will cooperate with DTC in taking appropriate action after reasonable notice to (a) make available one or more separate Series A Bonds evidencing the Series A Bonds to any Depository System Participant having Series A Bonds credited to its DTC account or (b) arrange for another securities depository to maintain custody of certificates evidencing the Series A Bonds.

Notwithstanding any other provision of this Resolution to the contrary, so long as any Series A Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of and interest on such Series A Bond and all notices with respect to such Series A Bond shall be made and given, respectively, to DTC as provided as in the representation letter delivered on the date of issuance of the Series A Bonds. The County, the District and the Paying Agent shall have no responsibility for transmitting payments to, communicating with, notifying, or otherwise dealing with any beneficial owners of the Series A Bonds, and neither the County, the District nor the Paying Agent shall have any responsibility or obligation, legal or otherwise, to the beneficial owners of the Series A Bonds or to any other party, including the DTC or its successor.

**Section 2.10. Provisions of Bond Purchase Agreement to Control.** Notwithstanding any of the provisions set forth in this Resolution, any of the terms and provisions relating to the Series A Bonds may be established or modified under the Bond Purchase Agreement. In the event of a conflict or inconsistency between this Resolution and the Bond Purchase Agreement relating to the terms of the Series A Bonds, the provisions of the Bond Purchase Agreement will be controlling.



## **ARTICLE III**

### **SALE OF SERIES A BONDS; APPLICATION OF PROCEEDS**

**Section 3.01. Sale of Series A Bonds; Approval of Sale Documents.** The Board hereby authorizes the Series A Bonds to be sold by negotiated sale on a direct placement basis to a "qualified institutional buyer" within the meaning of Rule 144A promulgated under the Securities Act of 1933, as amended, or to an "accredited investor" as described in Section 501(a)(1), (2), (3) or (7) of Regulation D promulgated under the Securities Act of 1933, as amended. The Series A Bonds shall be sold pursuant to the terms of the Bond Purchase Agreement between the District and the Purchaser in substantially the form on file with the Clerk of the Board together with any changes therein or additions approved by a District Representative, such approval to be conclusively evidenced by the execution and delivery of the Bond Purchase Agreement. The Series A Bonds shall bear a rate of interest of not to exceed three percent per annum, shall mature not more than five years from the date of issuance, and shall have a ratio of total debt service to principal of not to exceed four to one. The Board hereby authorizes a District Representative to execute and deliver the final form of the Bond Purchase Agreement in the name and on behalf of the District.

In accordance with Section 53508.7 of the Bond Law, the Board has determined to sell the Series A Bonds at negotiated sale on a direct placement basis for the following reasons: (a) a negotiated sale provides more flexibility to choose the time and date of the sale which is advantageous in a volatile municipal bond market; (b) a direct placement allows the District to seek competitive proposals from prospective lenders which achieves the benefits of a competitive public sale while avoiding the time and expense of a competitive public sale; (c) a negotiated sale permits the District to negotiate alternative financing structures with the Purchaser on an interactive basis; and (d) a negotiated sale results in reduced Costs of Issuance and an expedited schedule for closing the financing.

**Section 3.02. Application of Proceeds of Sale of Series A Bonds.** The proceeds of the Series A Bonds shall be paid to the County Treasurer on the Closing Date, and shall be applied by the County Treasurer as follows:

- (a) The portion of the proceeds representing the premium (if any) received by the County Treasurer on the sale of the Series A Bonds will be deposited in the Debt Service Fund.
- (b) In the event and to the extent set forth in the Bond Purchase Agreement, a portion of such proceeds may be applied to pay Costs of Issuance in accordance with the agreement approved under Section 3.05.
- (b) The County Treasurer shall deposit the remainder of such proceeds in the Building Fund.

**Section 3.03. Building Fund.** The County Auditor-Controller shall create and maintain a fund known as the "Mt. Diablo Unified School District, 2018 Election Series A Building Fund", into which the County Treasurer shall deposit the proceeds from the sale of the Series A Bonds, to the extent required under Section 3.02(c). In order to ensure



that the District is able to meet its federal tax law covenants with respect to separate accounting of funds holding proceeds of the Series A Bonds, the County Auditor-Controller is requested to maintain separate accounting for the proceeds of the Series A Bonds, including all earnings received from the investment thereof. Amounts credited to the Building Fund for the Series A Bonds shall be expended by the District solely for the financing of projects described in the Bond Measure (including related Costs of Issuance). All interest and other gain arising from the investment of proceeds of the Series A Bonds shall be retained in the Building Fund and used for the purposes thereof. At the Written Request of the District filed with the County Auditor-Controller, any amounts remaining on deposit in the Building Fund and not needed for the purposes thereof shall be withdrawn from the Building Fund and transferred to the Debt Service Fund, to be applied to pay the principal of and interest on the Series A Bonds.

If excess amounts remain on deposit in the Building Fund after payment in full of the Series A Bonds, any such excess amounts shall be transferred to the general fund of the District, to be applied for the purposes for which the Series A Bonds have been authorized or otherwise in accordance with the Bond Law.

**Section 3.04. Estimated Financing Costs.** The firm of Jones Hall, A Professional Law Corporation, has previously been engaged to act as the District's bond counsel, the firm of Dale Scott & Company, has previously been engaged to act as the District's financial advisor, and the firm of Brandis Tallman LLC is hereby engaged to perform placement agent services. The estimated costs of issuance associated with the bond sale are \$167,000, which include bond counsel fees, financial advisor fees, placement agent fees and Paying Agent fees.

**Section 3.05. Costs of Issuance Custodian Agreement.** The Board hereby authorizes a District Representative to enter into a Costs of Issuance Custodian Agreement with U.S. Bank National Association in the substantially form on file with the Clerk of the Board. As provided in said agreement, a portion of the proceeds of the Series A Bonds shall be deposited thereunder and the payment of Costs of Issuance shall be requisitioned by a District Representative in accordance with said agreement.

**Section 3.06. Approval of Actions to Close Bond Issuance.** Each District Representative and any and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Series A Bonds. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.



## ARTICLE IV

### SECURITY FOR THE SERIES A BONDS; PAYMENT OF DEBT SERVICE

**Section 4.01. Security for the Series A Bonds.** The Series A Bonds are general obligations of the District, and the Board has the power to direct the County to levy *ad valorem* taxes upon all property within the District subject to taxation without limitation of rate or amount, for the payment of the Series A Bonds and the interest thereon, in accordance with and subject to Sections 15250 and Section 15252 of the Education Code. The District hereby directs the County to levy on all the taxable property in the District, in addition to all other taxes, a continuing direct and *ad valorem* tax annually during the period the Series A Bonds are Outstanding in an amount sufficient to pay the principal of and interest on the Series A Bonds when due, including the principal of any Term Bonds upon the mandatory sinking fund redemption thereof under Section 2.03(b), which moneys when collected will be paid to the County Treasurer and placed in the Debt Service Fund.

The principal of and interest on the Series A Bonds do not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents or employees thereof. Neither the County, the State of California, any of its political subdivisions nor any of the officers, agents or employees thereof are liable for the Series A Bonds. In no event are the principal of and interest on Series A Bonds payable out of any funds or properties of the District other than *ad valorem* taxes levied on taxable property in the District. The Series A Bonds, including the interest thereon, are payable solely from taxes levied under Sections 15250 and 15252 of the Education Code.

As required by Section 15140(c) of the Education Code, the District shall transmit a copy of this Resolution, together with the debt service schedule for the Series A Bonds, to the office of the County Auditor-Controller and County Treasurer in sufficient time to permit the County to establish tax rates for the Series A Bonds.

**Section 4.02. Establishment of Debt Service Fund.** The District hereby directs the County Auditor-Controller to establish, hold and maintain a fund to be known as the "Mt. Diablo Unified School District, 2018 Election, Series A Bond Debt Service Fund". The Debt Service Fund shall be maintained by the County Treasurer as a separate account, distinct from all other funds of the County and the District. All taxes levied by the County, at the request of the District, for the payment of the principal of and interest on the Series A Bonds shall be deposited in the Debt Service Fund by the County promptly upon apportionment of said levy.

**Section 4.03. Disbursements From Debt Service Fund.** Amounts in the Debt Service Fund shall be transferred by the County to the Paying Agent to the extent required to pay the principal of and interest on the Series A Bonds when due. In addition, amounts on deposit in the Debt Service Fund shall be applied to pay the fees and expenses of the Paying Agent insofar as permitted by law, including specifically by Section 15232 of the Education Code. If, after payment in full of the Series A Bonds, any amounts remain on deposit in the Debt Service Fund, the County shall transfer such amounts to the General Fund of the District as provided in Section 15234 of the Education Code.



**Section 4.04. Pledge of Taxes.** The District hereby pledges all revenues from the property taxes collected from the levy by the Board of Supervisors of the County for the payment of the Series A Bonds and amounts on deposit in the Debt Service Fund to the payment of the principal or redemption price of and interest on the Series A Bonds. This pledge shall be valid and binding from the date hereof for the benefit of the owners of the Series A Bonds and successors thereto. The property taxes and amounts held in the Debt Service Fund shall be immediately subject to this pledge, and the pledge shall constitute a lien and security interest which shall immediately attach to the property taxes and amounts held in the interest and sinking fund to secure the payment of the Series A Bonds and shall be effective, binding, and enforceable against the District, its successors, creditors and all others irrespective of whether those parties have notice of the pledge and without the need of any physical delivery, recordation, filing, or further act. This pledge constitutes an agreement between the District and owners of the Series A Bonds to provide security for the Series A Bonds in addition to any statutory lien that may exist, and such pledge is hereby extended to secure the payment of all other outstanding general obligation bonds of the District which are payable from amounts on deposit in the interest and sinking fund of the District.

**Section 4.05. Investments.** All moneys held in any of the funds or accounts established with the County hereunder may be invested in Authorized Investments in accordance with the investment policies of the County, as such policies exist at the time of investment. Obligations purchased as an investment of moneys in any fund or account will be deemed to be part of such fund or account. The County has no responsibility in the reporting, reconciling and monitoring of the investment of the proceeds of the Series A Bonds.

The County Treasurer shall assume no responsibility in the reporting, reconciling and monitoring in the investment of proceeds related to the Series A Bonds.

All interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder shall be deposited in the fund or account from which such investment was made, and shall be expended for the purposes thereof. The District covenants that all investments of amounts deposited in any fund or account created by or under this Resolution, or otherwise containing proceeds of the Series A Bonds, shall be acquired and disposed of at the Fair Market Value thereof. For purposes of this Section, the term "Fair Market Value" shall mean, with respect to any investment, the price at which a willing buyer would purchase such investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Tax Code) and, otherwise, the term "Fair Market Value" means the acquisition price in a bona fide arm's length transaction (as described above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Tax Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Tax Code, or (iii) the investment is a United States Treasury Security - State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt.



## ARTICLE V

### OTHER COVENANTS OF THE DISTRICT

**Section 5.01. Punctual Payment.** The Board will direct the County to levy *ad valorem* taxes, as provided in Sections 15250 and 15252 of the Education Code, so as to enable the District to punctually pay, or cause to be paid, the principal of and interest on the Series A Bonds, in conformity with the terms of the Series A Bonds and of this Resolution. Nothing herein contained prevents the District from making advances of its own moneys howsoever derived to any of the uses or purposes permitted by law.

**Section 5.02. Books and Accounts.** The District will keep, or cause to be kept, proper books of record and accounts, separate from all other records and accounts of the District in which complete and correct entries are made of all transactions relating to the expenditure of the proceeds of the Series A Bonds. Such books of record and accounts shall at all times during business hours be subject to the inspection of the Paying Agent and the Owners of not less than 10% in aggregate principal amount of the Series A Bonds then Outstanding, or their representatives authorized in writing.

**Section 5.03. Protection of Security and Rights of Series A Bond Owners.** The District will preserve and protect the security of the Series A Bonds and the rights of the Series A Bond Owners, and will warrant and defend their rights against all claims and demands of all persons. Following the issuance of the Series A Bonds by the District, the Series A Bonds shall be incontestable by the District.

#### **Section 5.04. Tax Covenants.**

(a) Private Activity Bond Limitation. The District shall assure that the proceeds of the Series A Bonds are not so used as to cause the Series A Bonds to satisfy the private business tests of Section 141(b) of the Tax Code or the private loan financing test of Section 141(c) of the Tax Code.

(b) Federal Guarantee Prohibition. The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Series A Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Tax Code.

(c) No Arbitrage. The District shall not take, or permit or suffer to be taken by the Paying Agent or the County or otherwise, any action with respect to the proceeds of the Series A Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the Closing Date would have caused the Series A Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Tax Code.

(d) Maintenance of Tax-Exemption. The District shall take all actions necessary to assure the exclusion of interest on the Series A Bonds from the gross income of the Owners of the Series A Bonds to the same extent as such interest is permitted to be excluded from gross income under the Tax Code as in effect on the Closing Date.

(e) Rebate of Excess Investment Earnings to United States. The District shall calculate or cause to be calculated excess investment earnings with respect to the Series



A Bonds which are required to be rebated to the United States of America under Section 148(f) of the Tax Code, and shall pay the full amount of such excess investment earnings to the United States of America in such amounts, at such times and in such manner as may be required under the Tax Code, if and to the extent such Section 148(f) is applicable to the Series A Bonds. Such payments shall be made by the District from any source of legally available funds of the District. The District shall keep or cause to be kept, and retain or cause to be retained for a period of six years following the retirement of the Series A Bonds, records of the determinations made under this subsection (e). In order to provide for the administration of this subsection (e), the District may provide for the employment of independent attorneys, accountants and consultants compensated on such reasonable basis as the District deems appropriate.

**Section 5.05. CDIAC Annual Reporting.** The District hereby covenants and agrees that it will comply with the provisions of California Government Code Section 8855(k) with respect to annual reporting to the California Debt and Investment Advisory Commission. Said reporting will occur at the times and include the types of information as set forth therein. Notwithstanding any other provision of this Resolution, failure of the District to comply with said reporting shall not constitute a default by the District hereunder or under the Series A Bonds.

**Section 5.06. Further Assurances.** The District will adopt, make, execute and deliver any and all such further resolutions, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of this Resolution, and for the better assuring and confirming unto the Owners of the Series A Bonds of the rights and benefits provided in this Resolution.

## **ARTICLE VI**

### **THE PAYING AGENT**

**Section 6.01. Appointment of Paying Agent.** U.S. Bank National Association is hereby appointed to act as Paying Agent for the Series A Bonds and, in such capacity, shall also act as registration agent and authentication agent for the Series A Bonds. The Paying Agent undertakes to perform such duties, and only such duties, as are specifically set forth in this Resolution, and even during the continuance of an event of default with respect to the Series A Bonds, no implied covenants or obligations shall be read into this Resolution against the Paying Agent. The Board hereby approves the execution and delivery of a Paying Agent Agreement between the District and the Paying Agent. A District Representative is hereby authorized and directed to execute the final form of Paying Agent Agreement on behalf of the District.

The District may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor shall be a bank or trust company doing business and having an office in the State of California, having a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority. If such bank or trust company publishes a report of condition at least annually, under law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this Section the combined capital and surplus of such bank or trust



company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

The Paying Agent may at any time resign by giving written notice to the District and the Series A Bond Owners of such resignation. Upon receiving notice of such resignation, the District shall promptly appoint a successor Paying Agent by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a successor Paying Agent will become effective upon acceptance of appointment by the successor Paying Agent.

**Section 6.02. Paying Agent May Hold Series A Bonds.** The Paying Agent may become the owner of any of the Series A Bonds in its own or any other capacity with the same rights it would have if it were not Paying Agent.

**Section 6.03. Liability of Agents.** The recitals of facts, covenants and agreements in this Resolution and in the Series A Bonds constitute statements, covenants and agreements of the District, and the Paying Agent assumes no responsibility for the correctness of the same, nor makes any representations as to the validity or sufficiency of this Resolution or of the Series A Bonds, nor shall incur any responsibility in respect thereof, other than as set forth in this Resolution. The Paying Agent is not liable in connection with the performance of its duties hereunder, except for its own negligence or willful default.

In the absence of bad faith, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates or opinions furnished to the Paying Agent and conforming to the requirements of this Resolution.

The Paying Agent is not liable for any error of judgment made in good faith by a responsible officer in the absence of the negligence of the Paying Agent.

No provision of this Resolution requires the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers, if it has reasonable grounds for believing that repayment of such funds or adequate indemnity against such risk or liability is not reasonably assured to it.

The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys the Paying Agent shall be responsible for any misconduct or negligence on the part of any agent or attorney appointed by it hereunder.

**Section 6.04. Notice to Paying Agent.** The Paying Agent may rely and is protected in acting or refraining from acting upon any notice, resolution, request, consent, order, certificate, report, warrant, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or proper parties. The Paying Agent may consult with counsel, who may be counsel to the District, with regard to legal questions, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith.



Whenever in the administration of its duties under this Resolution the Paying Agent deems it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof is specifically prescribed in this Resolution) may, in the absence of bad faith on the part of the Paying Agent, be deemed to be conclusively proved and established by a certificate of the District, and such certificate shall be full warrant to the Paying Agent for any action taken or suffered under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable.

**Section 6.05. Compensation; Indemnification.** The District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of their attorneys, agents and employees, incurred in and about the performance of their powers and duties under Resolution. The District further agrees to indemnify the Paying Agent against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

## **ARTICLE VII**

### **REMEDIES OF SERIES A BOND OWNERS**

**Section 7.01. Remedies of Series A Bond Owners.** Any Series A Bond Owner has the right, for the equal benefit and protection of all Series A Bond Owners similarly situated:

- (a) by mandamus, suit, action or proceeding, to compel the District and its members, officers, agents or employees to perform each and every term, provision and covenant contained in this Resolution and in the Series A Bonds, and to require the carrying out of any or all such covenants and agreements of the District and the fulfillment of all duties imposed upon it;
- (b) by suit, action or proceeding in equity, to enjoin any acts or things which are unlawful, or the violation of any of the Series A Bond Owners' rights; or
- (c) upon the happening and continuation of any default by the District hereunder or under the Series A Bonds, by suit, action or proceeding in any court of competent jurisdiction, to require the District and its members and employees to account as if it and they were the trustees of an express trust.

**Section 7.02. Remedies Not Exclusive.** No remedy herein conferred upon the Owners of Series A Bonds is exclusive of any other remedy. Each and every remedy is cumulative and may be exercised in addition to every other remedy given hereunder or thereafter conferred on the Series A Bond Owners.



**Section 7.03. Non-Waiver.** Nothing in this Article or in any other provision of this Resolution or in the Series A Bonds, affects or impairs the obligation of the District, which is absolute and unconditional, to pay the principal of and interest on the Series A Bonds to the respective Owners of the Series A Bonds at the respective dates of maturity, as herein provided, or affects or impairs the right of action against the District, which is also absolute and unconditional, of such Owners to institute suit against the District to enforce such payment by virtue of the contract embodied in the Series A Bonds.

A waiver of any default by any Series A Bond Owner shall not affect any subsequent default or impair any rights or remedies on the subsequent default. No delay or omission of any Owner of any of the Series A Bonds to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein, and every power and remedy conferred upon the Series A Bond Owners by this Article may be enforced and exercised from time to time and as often as shall be deemed expedient by the Owners of the Series A Bonds.

If a suit, action or proceeding to enforce any right or exercise any remedy be abandoned or determined adversely to the Series A Bond Owners, the District and the Series A Bond Owners shall be restored to their former positions, rights and remedies as if such suit, action or proceeding had not been brought or taken.

## **ARTICLE VIII**

### **AMENDMENT OF THIS RESOLUTION**

**Section 8.01. Amendments Effective Without Consent of the Owners.** The Board may amend this Resolution from time to time, without the consent of the Owners of the Series A Bonds, for any one or more of the following purposes:

- (a) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;
- (b) to confirm, as further assurance, any pledge under, and to subject to any lien or pledge created or to be created by, this Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;
- (c) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution, in a manner which does not materially adversely affect the interests of the Series A Bond Owners in the opinion of Bond Counsel filed with the District; or
- (d) to make such additions, deletions or modifications as may be necessary or desirable to assure exemption from federal income taxation of interest on the Series A Bonds.



**Section 8.02. Amendments Effective With Consent of the Owners.** The Board may amend this Resolution from time to time for any purpose not set forth in Section 8.01, with the written consent of the Owners of a majority in aggregate principal amount of the Series A Bonds Outstanding at the time such consent is given.

Any of the following amendments of this Resolution may be made only with the prior written consent of the Owners of all Outstanding Bonds: (a) a change in the terms of maturity of the principal of any Outstanding Series A Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, (b) a reduction of the percentage of Series A Bonds the consent of the Owners of which is required to effect any such modification or amendment, (c) a change in the provisions of Section 7.01 relating to Events of Default, or (d) a reduction in the amount of moneys pledged for the repayment of the Series A Bonds. No amendment may be made to the rights or obligations of any Paying Agent without its written consent.

## **ARTICLE IX**

### **MISCELLANEOUS**

**Section 9.01. Benefits of Resolution Limited to Parties.** Nothing in this Resolution, expressed or implied, gives any person other than the District, the County, the Paying Agent and the Owners of the Series A Bonds, any right, remedy, claim under or by reason of this Resolution. The covenants, stipulations, promises or agreements in this Resolution are for the sole and exclusive benefit of the Owners of the Series A Bonds.

#### **Section 9.02. Defeasance of Series A Bonds.**

(a) Discharge of Resolution. Any or all of the Series A Bonds may be paid by the District in any of the following ways, provided that the District also pays or causes to be paid any other sums payable hereunder by the District:

- (i) by paying or causing to be paid the principal or redemption price of and interest on such Series A Bonds, as and when the same become due and payable;
- (ii) by irrevocably depositing, in escrow, at or before maturity, money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem such Series A Bonds; or
- (iii) by delivering such Series A Bonds to the Paying Agent for cancellation by it.

If the District pays all Outstanding Series A Bonds and also pays or causes to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District (evidenced by a certificate of a District Representative filed with the Paying Agent, signifying the intention of the District to discharge all such indebtedness and this Resolution), and notwithstanding that any Series A Bonds have not been surrendered for payment, this Resolution and other assets made under this Resolution and all covenants, agreements and other obligations of the District under this Resolution shall cease, terminate, become void and be completely discharged and satisfied, except only as



provided in Section 9.02(b). In that event, upon request of the District, the Paying Agent shall cause an accounting for such period or periods as may be requested by the District to be prepared and filed with the District and shall execute and deliver to the District all such instruments as may be necessary to evidence such discharge and satisfaction, and the Paying Agent shall pay over, transfer, assign or deliver to the District all moneys or securities or other property held by it under this Resolution which are not required for the payment or redemption of Series A Bonds not theretofore surrendered for such payment or redemption.

(b) Discharge of Liability on Series A Bonds. Upon the deposit, in escrow, at or before maturity, of money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem any Outstanding Series A Bond (whether upon or prior to its maturity or the redemption date of such Series A Bond), provided that, if such Series A Bond is to be redeemed prior to maturity, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice (subject to the qualifications in Section 2.03), then all liability of the District in respect of such Series A Bond shall cease and be completely discharged, except only that thereafter the Owner thereof shall be entitled only to payment of the principal of and interest on such Series A Bond by the District, and the District shall remain liable for such payment, but only out of such money or securities deposited with the Paying Agent as aforesaid for such payment, provided further, however, that the provisions of Section 9.02(d) shall apply in all events.

The District may at any time surrender to the Paying Agent for cancellation by it any Series A Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Series A Bonds, upon such surrender and cancellation, shall be deemed to have been paid and retired.

(c) Deposit of Money or Securities with Paying Agent. Whenever in this Resolution it is provided or permitted that there be deposited with or held in escrow by the Paying Agent money or securities in the necessary amount to pay or redeem any Series A Bonds, the money or securities so to be deposited or held may include money or securities held by the Paying Agent in the funds and accounts established under this Resolution and shall be:

- (i) lawful money of the United States of America in an amount equal to the principal amount of such Series A Bonds and all unpaid interest thereon to maturity, except that, in the case of Series A Bonds which are to be redeemed prior to maturity and in respect of which notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, the amount to be deposited or held shall be the principal amount or redemption price of such Series A Bonds and all unpaid interest thereon to the redemption date; or
- (ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant delivered to the District, will provide money sufficient to pay the principal or redemption price of and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Series A Bonds to be paid or redeemed, as such principal or



redemption price and interest become due, provided that, in the case of Series A Bonds which are to be redeemed prior to the maturity thereof, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice.

(d) Payment of Series A Bonds After Discharge of Resolution. Notwithstanding any provisions of this Resolution, any moneys held by the Paying Agent in escrow for the payment of the principal or redemption price of, or interest on, any Series A Bonds and remaining unclaimed for two years after the principal of all of the Series A Bonds has become due and payable (whether at maturity or upon call for redemption or by acceleration as provided in this Resolution), if such moneys were so held at such date, or two years after the date of deposit of such moneys if deposited after said date when all of the Series A Bonds became due and payable, shall, upon request of the District, be repaid to the District free from the trusts created by this Resolution, and all liability of the Paying Agent with respect to such moneys shall thereupon cease; *provided, however*, that before the repayment of such moneys to the District as aforesaid, the Paying Agent may (at the cost of the District) first mail to the Owners of all Series A Bonds which have not been paid at the addresses shown on the Registration Books a notice in such form as may be deemed appropriate by the Paying Agent, with respect to the Series A Bonds so payable and not presented and with respect to the provisions relating to the repayment to the District of the moneys held for the payment thereof. Thereafter, the District shall remain liable to the Owners for payment of any amounts due on the Series A Bonds, which amounts shall be deemed to be paid by the District from moneys remitted to it by the Paying Agent under this subsection (d).

**Section 9.03. Execution of Documents and Proof of Ownership by Series A Bond Owners.** Any request, declaration or other instrument which this Resolution may require or permit to be executed by Series A Bond Owners may be in one or more instruments of similar tenor, and shall be executed by Series A Bond Owners in person or by their attorneys appointed in writing.

Except as otherwise herein expressly provided, the fact and date of the execution by any Series A Bond Owner or his attorney of such request, declaration or other instrument, or of such writing appointing such attorney, may be proven by the certificate of any notary public or other officer authorized to take acknowledgments of deeds to be recorded in the state in which he purports to act, that the person signing such request, declaration or other instrument or writing acknowledged to him the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer.

Except as otherwise herein expressly provided, the ownership of registered Series A Bonds and the amount, maturity, number and date of holding the same shall be proved by the Registration Books.

Any request, declaration or other instrument or writing of the Owner of any Series A Bond shall bind all future Owners of such Series A Bond in respect of anything done or suffered to be done by the District or the Paying Agent in good faith and in accordance therewith.



**Section 9.04. Waiver of Personal Liability.** No Board member, officer, agent or employee of the District shall be individually or personally liable for the payment of the principal of or interest on the Series A Bonds; but nothing herein contained shall relieve any such Board member, officer, agent or employee from the performance of any official duty provided by law.

**Section 9.05. No Liability of the County.** Notwithstanding anything stated to the contrary in this Resolution, (a) the Series A Bonds are not a debt of the County, including its Board of Supervisors, officers, officials, agents and employees, and the County, including its Board of Supervisors, officers, officials, agents and employees, has no obligation to repay the Series A Bonds; (b) the Board of Supervisors' sole responsibilities hereunder are to levy a tax for the repayment of the Series A Bonds, as provided in Sections 15140, 15146 and 15250, respectively, of the Education Code, (c) neither the County, nor its Board of Supervisors, nor any officer, official, agent or employee of the County, shall have any obligation or liability hereunder or in connection with the transactions contemplated hereby other than as specified in said Code Sections; (d) the Series A Bonds, including interest thereon, shall be payable solely from taxes levied by the Board of Supervisors of the County under Section 15250 of the Education Code; and (e) the County, including its Board of Supervisors, officers, officials, agents and employees, shall retain all of their respective constitutional and statutory privileges, immunities, rights and defenses in carrying out their duties under this Resolution. The County makes no assurances regarding the use of the proceeds of the Series A Bonds, and has no responsibility and assumes no liability arising from the expenditure of such proceeds by the District.

**Section 9.06. Limited Duties of County; Indemnification.** The County, including its Board of Supervisors, officers, officials, agents and employees, shall undertake only those duties of the County under this Resolution which are specifically set forth in this Resolution, and even during the continuance of an event of the District's default with respect to the repayment of the Series A Bonds, including interest thereon, no implied covenants or obligations shall be read into this Resolution against the County, including its Board of Supervisors, officers, officials, agents and employees. The District hereby agrees to indemnify, defend and hold harmless the County, including its Board of Supervisors, officers, officials, agents and employees, against the payment of any and all liabilities, losses, costs and expenses (including attorneys fees and court costs), damages and claims which the County, including its Board of Supervisors, officers, officials, agents and employees, may incur in the exercise and performance of its or their powers and duties hereunder which are not due to its or their negligence or bad faith.

**Section 9.07. Destruction of Canceled Series A Bonds.** Whenever in this Resolution provision is made for the surrender to the District of any Series A Bonds which have been paid or canceled under the provisions of this Resolution, a certificate of destruction duly executed by the Paying Agent shall be deemed to be the equivalent of the surrender of such canceled Series A Bonds and the District shall be entitled to rely upon any statement of fact contained in any certificate with respect to the destruction of any such Series A Bonds therein referred to.

**Section 9.08. Partial Invalidity.** If any section, paragraph, sentence, clause or phrase of this Resolution shall for any reason be held illegal or unenforceable, such holding shall not affect the validity of the remaining portions of this Resolution. The District hereby declares that it would have adopted this Resolution and each and every other



section, paragraph, sentence, clause or phrase hereof and authorized the issue of the Series A Bonds pursuant thereto irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Resolution may be held illegal, invalid or unenforceable. If, by reason of the judgment of any court, the District is rendered unable to perform its duties hereunder, all such duties and all of the rights and powers of the District hereunder shall be assumed by and vest in the chief financial officer of the District in trust for the benefit of the Series A Bond Owners.

**Section 9.09. Execution of Documents.** Each District Representative and any and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Series A Bonds. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

**Section 9.10. Effective Date of Resolution.** This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Education of the Mt. Diablo Unified School District at a regular meeting thereof duly held on April 22, 2019, by a majority vote of all of its members.

Adopted by the following votes:

AYES:

NOES:

ABSENT:

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President of the Board

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Clerk of the Board



## APPENDIX A

### FORM OF BOND

REGISTERED BOND NO. \_\_\_\_\_

\$20,000,000 \_\_\_\_\_

## MT. DIABLO UNIFIED SCHOOL DISTRICT

(Contra Costa County, California)

### GENERAL OBLIGATION BOND 2018 ELECTION, SERIES A

INTEREST RATE:    MATURITY DATE:    DATED DATE:    CUSIP

REGISTERED OWNER:

PRINCIPAL AMOUNT:

The MT. DIABLO UNIFIED SCHOOL DISTRICT (the "District"), located in Contra Costa County, California (the "County"), for value received, hereby promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount on the Maturity Date, each as stated above, and interest thereon, calculated on a 30/360 day basis, until the Principal Amount is paid or provided for, at the Interest Rate stated above, such interest to be paid on February 1 and August 1 of each year, commencing \_\_\_\_\_ 1, 20\_\_ (the "Interest Payment Dates"). This Bond will bear interest from the Interest Payment Date next preceding the date of authentication hereof, unless (a) it is authenticated as of a business day following the 15<sup>th</sup> day of the month immediately preceding any Interest Payment Date and on or before such Interest Payment Date, in which event it shall bear interest from such Interest Payment Date, or (b) it is authenticated on or before \_\_\_\_\_ 1, 20\_\_, in which event it will bear interest from the Dated Date set forth above.

The principal of and interest on this Bond are payable in lawful money of the United States of America to the person in whose name this Bond is registered (the "Registered Owner") on the Bond registration books maintained by the Paying Agent, initially U.S. Bank National Association. The principal hereof is payable upon presentation and surrender of this Bond at the office of the Paying Agent. Interest hereon is payable by check mailed by the Paying Agent on each Interest Payment Date to the Registered Owner of this Bond by first-class mail at the address appearing on the Bond registration books at

\* *Note: all blanks herein will be filled in to reflect information which becomes available following the sale of the Series A Bonds. Such information is intended to be blank in this Appendix A.*



the close of business on the 15<sup>th</sup> day of the calendar month next preceding such Interest Payment Date (the "Record Date"); *provided, however*, that at the written request of the registered owner of Bonds in an aggregate principal amount of at least \$1,000,000, which written request is on file with the Paying Agent prior to any Record Date, interest on such Bonds shall be paid on each succeeding Interest Payment Date by wire transfer in immediately available funds to such account of a financial institution within the United States of America as specified in such written request.

This Bond is one of a duly authorized issue of Bonds of the District designated as "Mt. Diablo Unified School District (Contra Costa County, California) General Obligation Bonds, 2018 Election, Series A" (the "Bonds"), in an aggregate principal amount of \$\_\_\_\_\_, all of like tenor and date (except for such variation, if any, as may be required to designate varying numbers, maturities, interest rates or redemption and other provisions) and all issued under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code as in effect on the date of adoption hereof and as amended hereafter (the "Bond Law"), and under a Resolution of the Board of Education of the District adopted on April 22, 2019 (the "Bond Resolution"), authorizing the issuance of the Bonds. The issuance of the Bonds has been authorized by the requisite 55% vote of the electors of the District cast at a special bond election held on November 6, 2018, upon the question of issuing bonds in the amount of \$150,000,000.

All capitalized terms herein and not otherwise defined have the meanings given them in the Bond Resolution. Reference is hereby made to the Bond Resolution (copies of which are on file at the office of the Paying Agent) and the Bond Law for a description of the terms on which the Bonds are issued and the rights thereunder of the owners of the Bonds and the rights, duties and immunities of the Paying Agent and the rights and obligations of the District thereunder, to all of the provisions of which Resolution the Owner of this Bond, by acceptance hereof, assents and agrees.

The principal of and interest on this Bond do not constitute a debt of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents and employees thereof, and neither the County, the State of California, any of its political subdivisions, nor any of the officers, agents and employees thereof shall be liable hereon. In no event shall the principal of and interest on this Bond be payable out of any funds or properties of the District other than *ad valorem* taxes levied upon all taxable property in the District.

The Bonds of this issue are issuable only as fully registered Bonds in the denominations of \$20,000,000 or any integral multiple thereof. This Bond is exchangeable and transferable for Bonds of other authorized denominations at the principal corporate trust office of the Paying Agent, by the Registered Owner or by a person legally empowered to do so, upon presentation and surrender hereof to the Paying Agent, together with a request for exchange or an assignment signed by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Bond Resolution. Any tax or governmental charges shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this Bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.



The Bonds maturing are not subject to optional redemption prior to their respective stated maturities.

The Bonds maturing on August 1, 20\_\_ (the "Term Bonds") are also subject to mandatory sinking fund redemption on August 1 in the years, and in the amounts, as set forth in the following table, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption.

Sinking Fund  
Redemption Date  
(August 1)

Principal  
Amount To Be  
Redeemed

The Paying Agent shall give notice of the redemption of the Bonds at the expense of the District. Such notice shall specify: (a) that the Bonds or a designated portion thereof are to be redeemed, (b) the numbers of the Bonds to be redeemed, (c) the date of notice and the date of redemption, (d) the place or places where the redemption will be made, and (e) descriptive information regarding the Bonds including the dated date, interest rate and stated maturity date. Such notice shall further state that on the specified date there shall become due and payable upon each Bond to be redeemed, the portion of the principal amount of such Bond to be redeemed, together with interest accrued to said date, and that from and after such date interest with respect thereto shall cease to accrue and be payable.

Notice of redemption shall be by registered or otherwise secured mail or delivery service, postage prepaid, to the registered owner of the Bonds, to a municipal registered securities depository and to a national information service that disseminates securities redemption notices and, by first class mail, postage prepaid, to the District and the respective Owners of any Bonds designated for redemption at their addresses appearing on the Bond registration books, in every case at least 30 days, but not more than 60 days, prior to the redemption date; provided that neither failure to receive such notice nor any defect in any notice so mailed shall affect the sufficiency of the proceedings for the redemption of such Bonds.

Neither the District nor the Paying Agent will be required: (a) to issue or transfer any Bond during a period beginning with the opening of business on the 15<sup>th</sup> calendar day next preceding either any Interest Payment Date or any date of selection of any Bond to be redeemed and ending with the close of business on the Interest Payment Date or a day on which the applicable notice of redemption is given, or (b) to transfer any Bond which has been selected or called for redemption in whole or in part.

Reference is made to the Bond Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the



Bonds of this series, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Bonds are issued and secured. The owner of this Bond assents, by acceptance hereof, to all of the provisions of the Bond Resolution.

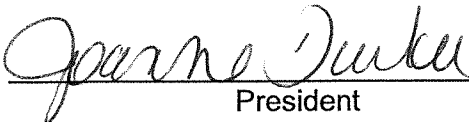
It is certified, recited and declared that all acts and conditions required by the Constitution and laws of the State of California to exist, to be performed or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the Bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

This Bond shall not be valid or obligatory for any purpose and shall not be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication below has been manually signed by the Paying Agent.

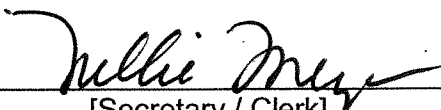
[If applicable: Unless this Bond is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the Paying Agent for registration of transfer, exchange, or payment, and any Bond issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest in this Bond.]

IN WITNESS WHEREOF, the Mt. Diablo Unified School District has caused this Bond to be executed by the facsimile signature of the President of its Board of Education, and attested by the facsimile signature of the [Secretary/Clerk] of its Board of Education, all as of the date stated above.

**MT. DIABLO UNIFIED SCHOOL DISTRICT**

By   
President  
Board of Education

Attest:

  
[Secretary / Clerk]  
Board of Education



### CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Bond Resolution referred to in this Bond.

Date of Authentication:

**U.S. BANK NATIONAL ASSOCIATION,**  
*as Paying Agent*

By \_\_\_\_\_  
Authorized Signatory

### ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto

\_\_\_\_\_  
\_\_\_\_\_

(Name, Address and Tax Identification or Social Security Number of Assignee)

the within Bond and do(es) hereby irrevocably constitute and appoint \_\_\_\_\_  
\_\_\_\_\_ attorney, to transfer the same on the registration books of the Bond  
Registrar, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_

Note: Signature(s) must be guaranteed by an eligible guarantor institution.

Note: The signature(s) on this Assignment must correspond with the name(s) as written on the face of the within Bond in every particular without alteration or enlargement or any change whatsoever.



## **APPENDIX B**

### **REQUIRED DISCLOSURES PURSUANT TO GOVERNMENT CODE SECTION 5852.1**

1. True Interest Cost of the Series A Bonds (Estimated): 2.190%.
2. Finance charge of the Series A Bonds, being the sum of all fees and charges paid to third parties, in the amount of approximately \$167,000.
3. Proceeds of the Series A Bonds expected to be received by the District, net of proceeds for Costs of Issuance in (2) above to paid, capitalized interest and reserves (if any) from the principal amount of the Series A Bonds (Estimated): \$19,833,000.
4. Total Payment Amount for the Series A Bonds, being the sum of all debt service to be paid on the Series A Bonds to final maturity (Estimated): \$21,019,028.

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*\*All amounts and percentages are estimates, and are made in good faith by the District based on information available as of the date of adoption of this Resolution. Estimates include certain assumptions regarding tax-exempt rates available in the bond market at the time of pricing the Series A Bonds.*





Contra  
Costa  
County

To: Board of Supervisors  
From: TRANSPORTATION, WATER & INFRASTRUCTURE COMMITTEE  
Date: May 14, 2019

Subject: Carquinez Strait Scenic Loop Trail Grant Application

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE staff from the Department of Conservation (DCD) and Development and Public Works (PWD) to submit a joint application for grant funding for the amount of \$130,000 from the California State Coastal Conservancy for the Carquinez Strait Scenic Loop Trail.

**FISCAL IMPACT:**

No impact to the General Fund. DCD and PW will receive up to \$130,000 in funding for the project. (No County match)

**BACKGROUND:**

The Carquinez Strait Scenic Loop Trail (CSSLT) is a 59-mile trail composed of Bay Trail and Ridge Trail segments that surrounds a portion of the Carquinez Strait, from Crockett to Vallejo and Benicia in Solano County, to Martinez and back to Crockett (reference attached maps). The CSSLT Gap Closure Study is a collaboration between Contra Costa County, the City of Benicia, San Francisco Bay Trail, and the Bay Area Ridge Trail Council that will identify actions to remedy 18 miles of trail gaps. DCD and PWD propose to hire a consultant to help conduct the study, which will be phased into three steps:

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/14/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

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

ATTESTED: May 14, 2019

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

By: Stephanie Mello, Deputy

Contact: (925) 674-7755 Colin Pieth

cc:



## BACKGROUND: (CONT'D)

1) Identify any “fatal flaws” related to closing existing identified gaps with bicycle and pedestrian infrastructure. Pending the results of the fatal flaw analysis, the scope of the study will continue to either step 2A or 2B.

2A) Use the information gathered in the fatal flaw analysis to narrow the study’s focus and study one or two (depending on the results of step 1) trail gaps in greater detail.

2B) If the fatal flaw analysis identifies segments of the CSSLT alignment that may not be feasible or practical, step 2B includes a revisited study of potential trail alignments in order to identify an improved preferred alignment, focused upon developing a route with greater value and a more expeditious path towards implementation.

3) The final step will include preparation of presentation material and identification of an action plan to increase awareness of the general public and elected officials in an effort to draw increased attention and financial resources towards implementation of the CSSLT gap closure project segments. Conducting a study to close these gaps will help identify projects that will, in turn, create public health, economic, and social equity benefits.

**Increase in Trail Usage/Greenhouse Gas (GHG) Reduction:** The 2005 The San Francisco Bay Trail Project Gap Analysis Study estimated that trail users will grow from 2.3 million to 5.1 million annual users in 2026 due to increasing growth in population and tourism. Safe and convenient connections, particularly to the two bridges connecting the CSSLT, will further increase the number of trail users who might have otherwise driven to parts of the CSSLT. This mode shift is expected to reduce GHG emissions and improve public health outcomes due to increased rates of physical exercise.

**Disadvantaged Communities:** Identifying bicycle and pedestrian infrastructure improvements in the CSSLT will also serve disadvantaged communities. The CSSLT runs through MTC-designated “Communities of Concern” in Crockett, Martinez, and Vallejo. In particular, improving the quality of non-motorized infrastructure around the CSSLT will improve traffic safety and mobility outcomes for those who are walking, bicycling, or taking transit out of necessity.

## CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing this grant will prevent the County from securing funding that will lead to trail gap remedy projects around the Carquinez Strait Scenic Loop Trail.

## ATTACHMENTS

Trail Map











