



2020 CENSUS
COMPLETE COUNT STEERING COMMITTEE
(An Ad Hoc Committee Established by the Board of Supervisors)

RECORD OF ACTION FOR
MAY 20, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

Facilitators:

Barbara Riveira, County Administrator's Office
Kristine Solseng, Conservation and Development Department

Present: Diane Burgis, Chair; Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Aparna Madireddi, District II Representative; Linda Soliven, District III Representative; Lauren Babb, District IV Representative; Alvaro Fuentes, At Large Member; Fran Biderman, At Large Member; Melody Howe-Weintraub, At Large Member; Mariana Moore, At Large Member; Mark Orcutt, At Large Member; Samuel Houston, At Large Member; Terry Koehne, At Large Member

Absent: Lynn Reichard-Enea, District V Representative; Andres Orozco, At Large Member; Ali Saidi, At Large Member

Staff Present: Barbara Riveira, County Administrator's Office; Kristine Solseng, Conservation and Development Department

Attendees: Teresa Gerringer, Mark Goodwin, Vincent Manuel, Dom Pruett, Jaime Jenett, Colleen Isenberg, Michelle Krasowski, Dominic Alicno, Nancy Kreiser, Victoria Tolber, Debbie Toth, Kook Huber, David Tucker

1. Call to Order and Introductions

Supervisor Burgis convened the meeting at 12:00 p.m. and self-introductions were made around the room.

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

No one requested to speak during public comment period

3. RECEIVE and APPROVE the Record of Action for the April 15, 2019 meeting.

The Committee approved the Record of Action for the April 15, 2019 - Census Complete Count Steering Committee.

4. RECEIVE federal, State, and Regional updates on preparation for the Census.

Kristine Solseng and Barbara Riveira provided a federal, State and Regional update, as outlined in the staff report plus the following:

- *State released the Language and Communication Access Plan-CA Census*
- *United Way of the Bay Area, Region 3 ACBO will submit its Strategic Plan and has provided an opportunity for input*
- *Staff will present the County's Steering Committee Strategic Plan to the Board of Supervisors on May 21, 2019*
- *Region 3 is going to be scheduling an Implementation Workshop*
- *The Grant Applications for the Bay Area Census Funders Collaborative are due May 31, 2019.*

5. RECEIVE AND FILE the Board Record of the Finance Subcommittee.

Teresa Gerringer reported that the Finance Subcommittee met on May 7, 2019 and discussed the budget, budget format, and Outreach Coordinator position. The subcommittee would like to look into monthly budget, mini grants, and the RFP proposal. The Subcommittee's next meeting is scheduled for June 7, 2019.

6. DISCUSS report from the Outreach Sub-committee.

Mariana Moore reported that the Outreach Subcommittee met on May 28, 2019 and discussed the Regional Workshop coordination and the language outreach plan. The subcommittee is working on a standing time and location for the next meeting.

7. RECEIVE presentation on Seniors and Low Internet Access by Victoria Tolbert, Director, Aging and Adult Services and Debibie Toth, Chief Executive Officer, Choice in Aging, and Kristine Solseng, Conservation and Development on potential barriers and opportunity around counting seniors and low internet access in the 2020 Census.

Victoria Tolbert, Aging and Adult Services and Debbie Toth, Chief Executive Officer, Choice in Aging presented on the best ways to reach and engage seniors in the 2020 Census process. Many great resources were provided:

- *Engage Health Care workforce*
- *Care givers*
- *Rossmoor Adult Community*
- *Trilogy At the Vineyards Adult Community*
- *John Muir Senior Center*
- *Food Bank*
- *Meals on Wheels*
- *Pony Express*
- *CalFresh*
- *Churches*
- *Faith-Based Leaders*
- *Senior Coalition*

Kristine Solseng provided a mapping demonstration of where the highest population of seniors are, and where limited internet access is within the county.

8. RECEIVE report on meeting with BART.

Supervisor Burgis provided a brief review of the meeting with BART officials in gaining support for the 2020 Census outreach process. The meeting was productive, and very positive, they discussed coordinating census messaging on BART cars, establishing Questionnaire Assistance Centers, and Questionnaire Assistance Kiosks as well as adopting a resolution in support of 2020 Census.

9. A new meeting schedule is provided to including changes indicating that the August 19, 2019 meeting has been canceled. The meetings are scheduled for the third Monday of every month through December 2019, from 12:00 noon to 2:00 p.m.

Barbara Riveira reported that a new schedule is attached indicating that no meeting will be scheduled for August.

10. The next meeting is currently scheduled for June 17, 2019.

The next meeting is scheduled for June 17, 2019.

11. Adjourn

Supervisor Burgis adjourned the meeting at 1:45 p.m.

For Additional Information Contact:

Barbara Riveira, County Administrator's Office
Phone (925) 335-1018, Fax (925) 646-1353
barbara.riveira@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

3.

Meeting Date: 05/20/2019

Subject: RECORD OF ACTION FOR THE MARCH 19, 2019 MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter: Barbara Riveira, County Admin Office **Contact:** Barbara Riveira (925)
335-1018

Referral History:

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

Referral Update:

Attached is the Record of Action for the April 15, 2019 meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the April 15, 2019 meeting.

Fiscal Impact (if any):

None.

Attachments

April 15 2019 Minutes

Minutes Attachments

No file(s) attached.



Agenda

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE (An Ad Hoc Committee Established by the Board of Supervisors)

April 15, 2019
12:00 Noon
Paramount Conference Room
777 Arnold Drive, Martinez

Supervisor Diane Burgis, Chairperson
Supervisor Candace Andersen, Vice Chair

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

Facilitators:

Barbara Riveira, County Administrator's Office
Kristine Solseng, Conservation and Development Department

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Diane Burgis, Chair; Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Aparna Madireddi, District II Representative; Lauren Babb, District IV Representative; Lynn Reichard-Enea, District V Representative; Andres Orozco, At Large Member; Ali Saidi, At Large Member; Fran Biderman, At Large Member; Melody Howe-Weintraub, At Large Member; Mariana Moore, At Large Member; Samuel Houston, At Large Member; Terry Koehne, At Large Member

Absent: Linda Soliven, District III Representative; Alvaro Fuentes, At Large Member; Mark Orcutt, At Large Member

Staff Present: Barbara Riveira, CAO Sr. Management Analyst; Kristine Solseng, Conservation and Development Department

Attendees: Mark Goodwin, Teresa Gerringer, Colleen Isenberg, Ted Landan, Nancy Kreiser, Michelle Krasowski, Susan Shiu, Dom Pruett, Sandy Trujillo, David Tucker, Sean Trambley

1. Call to Order and Introductions to include census updates for organizations and partners.- *Est 5 min*

Supervisor Burgis convened the meeting at 12:00 p.m. and self-introductions were made around the room.

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the March 18, 2019 meeting.

The Committee approved the Record of Action for the March 18, 2019 - 2020 Census Complete Count Steering Committee.

4. Receive federal, State, and Regional updates on preparation for the Census.

Kristine Solseng and Barbara Riveira provided a federal, State and Regional update, as outlined in the staff report plus the following:

- *U.S. Census Bureau will open an office in Concord and are currently recruiting for Supervisory and Non-Supervisory positions.*

Supervisor Andersen asked staff to forward the U.S. Census Bureau recruitment information to committee members.

5. DISCUSS the role and responsibilities of the Finance and Outreach Subcommittees and APPOINT Finance and Outreach Subcommittee members.

Supervisor Burgis presented an overview of the roles and responsibilities of the Finance and Outreach Subcommittees and explained that these meetings will follow the Brown Act requirements.

The Outreach Sub-committee will develop a grassroots “Get Out The Count” outreach strategy for non-profits, community-based organizations, businesses, schools, health system partners, colleges, property owners, faith-based communities, and other stake holders.

Supervisor Burgis recommended appointing Lauren Babb, Aparna Maderiddi, and Sam Houston to the Finance Sub-Committee. Lina Velasco made a motion to approve and Terry Koehne Seconded. All Approved.

The Finance Sub-committee will be working with County staff to develop a proposed Contra Costa Census 2020 budget and system for monitoring the budget and providing oversight.

Supervisor Burgis recommended appointing Mariana Moore, Lina Velasco, and Terry Koehne to the Outreach Sub-Committee. Fran Bidderman made a motion to approve and Aparna Madireddi seconded. All Approved.

Supervisor Burgis request that committee members coordinate with Teresa Gerringer to schedule meetings for the sub-committees.

6. If the Steering Committee is substantially in agreement with the proposed Regional Convening Structure, the committee can direct staff to begin organizing the Convening's. Additionally, members can volunteer to participate in their region, help get the word out once the dates have been set, and assist in soliciting food/drink donations for the events.

The Steering Committee may also choose to have the Outreach Committee provide additional input on the Regional Convening structure and bring it back to the Committee in May.

Kristine Solseng provided a brief overview of the Regional Convening structure. The idea behind the workshops is to build networks to reach the community. The goal is for people to come together and provide input on how to reach all of the hard to count communities and avoid redundancies.

Lina Velasco suggested that we may want to have translation assistance at the regional convenings.

Supervisor Burgis ask if committee members know of organizations that have budgeted funds for Census 2020 to let the committee know so that we can leverage resources. If the Steering Committee is substantially in agreement with the proposed Regional Convening Structure, the committee can direct staff to begin organizing the Convening's. Additionally, members can volunteer to participate in their region, and help get the word out once the dates have been set, and assist in soliciting food/drink donations for the events.

Teresa Gerringer is in charge of setting up the speaking events, she will send out her email address to everyone.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston, At Large Member Terry Koehne

Other: District III Representative Linda Soliven (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Mark Orcutt (ABSENT)

Passed

7. This training is provided to give Steering Committee members the tools to make presentations at City Council meetings and other Community Based organization events.

Kristine Solseng presented and overview of training material to committee members as potential speakers that will go out to events, and distributed the Speaker Tool Kits. Speakers should convey that partnership is key to success, and to encourage individuals and organizations to fill out the form on line if they are interested in partnering with the county for Census 2020 outreach. The goal is to get people to fill out that form on line at www.contracosta.ca.gov/census2020.

The database of individuals/organizations signing-up will provide us with a good resource to invite to the Regional Workshops. Regional workshops will be held in late May or June, preferably before the state holds it Implementation Workshop.

Direction to staff included:

- *Provide clarification on some of the charts. Some of the charts will need to be updated to include the dollar amounts as well as the percentage.*
- *Mariana Moore suggested that the mapping include an overlay of the cities and that maybe the presentations can be tailored for key audiences.*
- *Ali Saidi suggested that we have tablets or laptops available to have individuals fill out the Partnership form at the event.*
- *Nancy Kreiser and Michelle Krasowski from the County Library reported that the Library has*

been very involved with the Census and they are hosted recruiting events. It was suggested that they also coordinate with the local Richmond library.

Kristine also indicated that outreach events will be geocoded, so as we start to implement the outreach plan we will know what areas we have events/partners on the ground. Also, the website is currently being updated.

David Tucker indicated that the state is also collecting partnership information and that he will share this with Barbara Riveira and Kristine Solseng.

8. Recommend the Board of Supervisors approve the Strategic Plan and submit it to the State for review.
Authorize staff to make changes to the Strategic Plan based on Board of Supervisor input or State input, as long as the changes are substantially consistent with the approved plan.

Kristine Solseng gave a brief review and summary of updates to the Strategic Plan.

Fran Bidderman suggested one additional change be made where the documents states Youth 0-5 that is be changed to Children 0-5.

Supervisor Burgis acknowledge Barbara Riveira, Kristine Solseng, Mark Goodwin, and Teresa Garringer for their work on the Strategic Plan. Supervisor Burgis recommended that the Strategic Plan be approved and presented to the Board of Supervisors for approval.

At Large Member Mariana Moore, At Large Member Terry Koehne

AYE: Chair Diane Burgis, Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Bidderman, At Large Member Mariana Moore, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston, At Large Member Terry Koehne

Other: District III Representative Linda Soliven (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Mark Orcutt (ABSENT)

Passed

9. RECEIVE presentation on Children and the Census by Fran Bidderman, First Five Contra Costa and Kristine Solseng, Conservation and Development on potential barriers and opportunity around counting children in the 2020 Census.

Fran Bidderman, First Five Contra Costa provided a presentation on children 0-5, she discussed the obstacles and opportunities.

Kristine Solseng, Conservation and Development prepared and demonstrated how to use the mapping tools and showed maps of where the highest population of school age children and children under five live within the county.

Discussion about ideas to reach this population included the following:

- *Headstarts and first 5 could have question assistant centers;*

- *School age children often translate for families with language difficulty;*
- *Public high schools may be used as resource;*
- *Identify and work with Charter schools;*
- *Contact California Charter School Association;*
- *Home school and other private perocial schools;*
- *Partner with tutoring centers; children centers, Library story time, as well as groups that support language learners;*
- *Richmond afterschool programs;*
- *RYSE Center in Richmond, trusted organizations.*

Terry Koehne stated that he has a meeting with District Supervisors. There is a grant available on based on student enrollment for \$41,000 that the district received for census outreach efforts. Fran Biderman also indicated that First five has budgeted \$10,000 for census efforts.

Fran Bidderman reminded members that there is a FAQ – templet in packet for Contra Costa and can be used.

10. A new meeting schedule is provided including the location change for the July 15, 2019 meeting. The meetings are scheduled for the third Monday of every month through December 2019, from 12:00 noon to 2:00 p.m.

Barbara Riveira reported that she was able to obtain a meeting room for the July 15, 2019 meeting to remain consistent with the 12:00 noon meeting time. The committee is scheduled to meet at the Administrative Building, 651 pine Street, Room 101, Martinez. Supervisor Andersen and Supervisor Burgis will not be available to meet in August, and the Steering Committee will not meet in August. However, the Outreach and Finance Sub-Committees will meet.

11. The next meeting is currently scheduled for May 20, 2019.

Barbara Riveira reported that she was able to obtain a meeting room for the July 15, 2019 meeting to remain consistent with the 12:00 noon meeting time. The committee is scheduled to meet at the Administrative Building, 651 pine Street, Room 101, Martinez. Supervisor Andersen and Supervisor Burgis will not be available to meet in August, and the Steering Committee will not meet in August. However, the Outreach and Finance Sub-Committees will meet.

12. Adjourn

Supervisor Burgis adjourned meeting at 2:00 p.m.

The 2020 Census Complete Count Steering Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the 2020 Census Complete Count Steering Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Barbara Riveira, County Administrator's Office
Phone (925) 335-1018, Fax (925) 646-1353
barbara.riveira@cao.cccounty.us

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

4.

Meeting Date: 05/20/2019

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

Federal, State, and Regional updates.

Referral Update:

Bay Area Census Funders Collaborative and grant opportunity applications are due Friday, May 31, 2019.

The Board of Supervisor's approved establishing and hiring an Outreach Coordinator position on May 14, 2019, anticipated hire date of mid-August.

Recommendation(s)/Next Step(s):

RECEIVE federal, State, and Regional updates on preparation for the Census.

Fiscal Impact (if any):

NA

Attachments

No file(s) attached.

Minutes Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

5.

Meeting Date: 05/20/2019
Subject: Finance Sub-Committee Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: 4
Referral Name: Finance Sub-Committee Report
Presenter: Teresa Gerringer **Contact:** 925-723-2884

Referral History:

The Complete Count Steering Committee approved Chair Burgis' recommendation for the creation of two Complete Count Steering Committee subcommittees, Outreach and Finance at its 03/18/2019 meeting, and Vice Chair Andersen solicited volunteers. The subcommittees will be staffed by members of the Chair's staff, with Barbara Riveira, County Administrator's Office, filing the appropriate notice of the meetings.

At the April 15, 2019 Complete Count Steering Committee Chair Burgis appointed the following subcommittee members to the Finance Sub-Committee.

Finance: 1) Lauren Babb; 2) Aparna Madireddi; 3) Sam Houston

Referral Update:

The Finance Subcommittee met on 05/07/2019, with all members present. Barbara Riveira, Kristine Solseng and Teresa Gerringer staffed the meeting. Mark Goodwin, Chief of Staff, Supervisor Diane Burgis, attended a portion of the meeting.

Recommendation(s)/Next Step(s):

RECEIVE AND FILE the Board Record of the Finance Subcommittee.

Fiscal Impact (if any):

None.


Attachments

5/7/19 Draft Record

Minutes Attachments

No file(s) attached.

DRAFT

 Agenda	<p style="text-align: right;">CENSUS 2020 FINANCE SUBCOMMITTEE</p> <p style="text-align: right;">May 7, 2019 12:00 P.M.</p> <p style="text-align: right;">ROOM 108, COUNTY ADMINISTRATION BUILDING 651 PINE ST., MARTINEZ</p>
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Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Board

Present: Aparna Madireddi

Lauren Babb

Sam Houston

Staff Present: Teresa Garringer, District III

Mark Goodwin, District III

Kristine Solseng, Conservation and Development Department

Barbara Riveira, County Administrator's Office

Attendees: Ali Saidi

1. INTRODUCTIONS

Self-introductions were made around the room.

2. PUBLIC COMMENT on any matter under the jurisdiction of the 2020 Census Finance Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment was received.

3. DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

The monthly budget and potential sources of additional funding were discussed.

4. Prepare monthly financial update for the Complete Count Steering Committee.

The monthly budget update was discussed.

5. Discuss mini-grant program.

A potential mini-grant program was discussed, including desired amount, Request for Proposal, overall coordination and oversight. The Finance subcommittee will continue the discussion at the next meeting as part of the overall budget process.

6. Receive update on other agency spending and grant opportunities.

Grant opportunities and spending by other agencies was discussed, along with ways to help local nonprofits collaborate on the grant proposals. Current opportunities include the Bay Area Census Funders Collaborative — a partnership of the Silicon Valley Community Foundation, the East Bay Community Foundation, Northern California Grantmakers, and other funders has issued an RFP to help ensure a fair and complete 2020 census count. The collaborative will award approximately \$1 million in grants to local nonprofits for census education and outreach efforts. Grant applications must be submitted by Friday, May 31, 2019.

7. Discuss meeting frequency, and identify a standing meeting date and time

The Finance subcommittee will meet once a month, until greater frequency is warranted by the task at hand.

AYE: Aparna Madireddi, Lauren Babb, Sam Houston
Passed

8. ADJOURN

The Finance subcommittee adjourned at 2:00 p.m., until their next meeting on June 7, 2019, 12:00 p.m. to 2:00 p.m., 651 Pine Street, Room 108, Martinez, CA.

The 2020 Census Finance Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Mark Goodwin at (925) 252-4500 at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Subcommittee less than 96 hours prior to that meeting are available for public inspection at the County Administration Building, 651 Pine St., Martinez, CA, during normal business hours.

Mark Goodwin, Chief of Staff, District III Supervisor's Office

For Additional Information Contact:

Phone (925) 252-4500, Fax (925) 240-7261
mark.goodwin@bos.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

6.

Meeting Date: 05/20/2019
Subject: Outreach Sub-Committee Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: 5
Referral Name: Outreach Sub-Committee Report
Presenter: Mariana Moore **Contact:** 925-723-2884

Referral History:

The Complete Count Steering Committee approved Chair Burgis' recommendation for the creation of two Complete Count Steering Committee subcommittees, Outreach and Finance at its 03/18/2019 meeting, and Vice Chair Andersen solicited volunteers. The subcommittees will be staffed by members of the Chair's staff, with Barbara Riveira, County Administrator's Office, filing the appropriate notice of the meetings

At the April 15, 2019 Complete Count Steering Committee Chair Burgis appointed the following subcommittee members to the Outreach Sub-Committee.

Outreach: 1) Mariana Moore; 2) Lina Velasco; 3) Terry Koehne

Referral Update:

Report from the Outreach Sub-Committee.

Recommendation(s)/Next Step(s):

DISCUSS report from the Outreach Sub-committee.

Fiscal Impact (if any):

None.


Attachments

5/15/19 Draft Record

Minutes Attachments

No file(s) attached.

DRAFT

 Agenda	<p style="text-align: right;">CENSUS 2020 OUTREACH SUBCOMMITTEE</p> <p style="text-align: right;">May 15, 2019 12:00 P.M.</p> <p style="text-align: right;">ROOM 108, COUNTY ADMINISTRATION BUILDING 651 PINE ST., MARTINEZ</p>
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Mariana Moore ♦ Lina Velasco ♦ Terry Koehne

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Subcommittee

Present: Lina Velasco
Mariana Moore
Terry Koehne

Staff Present: Kristine Solseng, Conservation and Development Department
Teresa Garringer, District III Supervisor's Office
Susan Shiu, Office of Communications and Media

Attendees: Mark Orcutt
Dom Pruett
Two members of the public

1. INTRODUCTIONS

Self-indroduction were made.

2. PUBLIC COMMENT on any matter under the jurisdiction of the 2020 Census Outreach Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment.

3. REVIEW the Outreach Subcommittee roles and responsibilities.

The committee reviewed and suggested edits and additions to the roles and responsibilities. The item will come back to the next meeting.

4. DISCUSS AND REVIEW existing outreach materials and outreach timeline.

Existing outreach materials and a timeline was discussed. The committee will develop a draft timeline and preliminary collateral material including FAQs prior to the next Outreach subcommittee meeting.

5. RECEIVE update on Regional Working Group convenings.

Regional Working Group convening dates were discussed. West County, June 8, 9am to 11:30, Richmond City Council Chambers; East County, June 13, 1:30pm to 4:30pm, Brentwood Veterans Hall, South County, June 13, Evening, Location TBD. The Outreach subcommittee discussed how to assist in coordinating the RWG events.

6. DISCUSS Outreach plan development.

The Outreach plan development was discussed, and ideas were offered. The plan development and timeline was continued to the next meeting.

7. DISCUSS meeting frequency and identify a standing meeting date and time.

The committee determined that bi-weekly meetings will be necessary as they ramp up. A standing meet date and time will be worked out.

8. ADJOURN

The committee adjourned at 2:00pm, until the next meeting on May 29, 2019, 2pm to 4pm, at Richmond College Prep School, 1014 Florida Avenue, 2nd Floor, Richmond.

The 2020 Census Outreach Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Teresa Gerringer at 510-599-9152 at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Subcommittee less than 96 hours prior to that meeting are available for public inspection at the County Administration Building, 651 Pine St., Martinez, CA, during normal business hours.

Teresa Gerringer, Staff, District III Supervisor's Office

For Additional Information Contact:

Phone 510-599-9152, Fax (925) 240-7261
teresa.gerringer@bos.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

7.

Meeting Date: 05/20/2019

Subject: Receive presentation on seniors and low internet access

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: 1

Referral Name: Presentation on seniors and low internet access

Presenter: Kristine Solseng, DCD, Fran Biderman, First 5 **Contact:** Kristine Solseng (925) 674-7809,
Fran Biderman (925) 771-7331

Referral History:

At the February 19, 2019 Steering Committee meeting, Supervisor Burgis requested each month the Steering Committee hear a presentation about a particular Hard to Count population. In the May meeting, we will be looking at seniors and those with limited internet access.

Referral Update:

Victoria Tolbert, Director, Aging and Adult Services and Debibie Toth, Chief Executive Officer, Choice in Aging will discuss best ways to engage seniors in the 2020 Census process.

Kristine Solseng, Conservation and Development Department will present information about where seniors live and where low internet access is in the county, and potential resources to help reach seniors and individuals that live in areas with low internet access. Kristine will present an online map story. The senior map story can be viewed at <https://arcg.is/1KDGWm> and the internet access map story can be viewed at <https://arcg.is/1W9Xvb>.

Recommendation(s)/Next Step(s):

RECEIVE presentation on Seniors and Low Internet Access by Victoria Tolbert, Director, Aging and Adult Services and Debibie Toth, Chief Executive Officer, Choice in Aging, and Kristine Solseng, Conservation and Development on potential barriers and opportunity around counting seniors and low internet access in the 2020 Census.

Fiscal Impact (if any):

NA

Attachments

No file(s) attached.

Minutes Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

8.

Meeting Date: 05/20/2019
Subject: Report BART meeting
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: 6
Referral Name: Report BART meeting
Presenter: Diane Burgis **Contact:** 925-723-2884

Referral History:

Region 3 representative to coordinate with Bay Area Rapid Transit (BART).

Referral Update:

On April 29, 2019, the Chair of the 2020 Census Steering Committee met with Bay Area Rapid Transit (BART) representatives to establish a partnership for Region 3, in an effort to assist in Census Outreach efforts, for Questionnaire Assistance Centers, Questionnaire Assistance Kiosks, and to coordinate census messaging on BART cars, to include a resolution from the BART Board in support of the partnership and assistance with Census 2020.

Recommendation(s)/Next Step(s):

RECEIVE report on meeting with BART.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.

Minutes Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

9.

Meeting Date: 05/20/2019
Subject: Meeting Schedule and Work Plan
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: 1
Referral Name: 1
Presenter: Meeting Schedule and Work Plan **Contact:** Barbara Riveira
925-335-1018

Referral History:

It is anticipated that the Steering Committee will meet at least once a month through Fall 2020 to complete the actual Census and oversee any post-Census activities. A meeting schedule and work plan through December 2019 was proposed at the February 19, 2019 meeting. The work plan was designed to coincide with the key milestones identified, so far, by the State. Additional meetings may be required as new information becomes available. Committee members were asked to anticipate these meeting dates in their personal schedules, as achieving a quorum will be essential for the Steering Committee to be able to consistently meet and conduct the necessary business.

At the February 19, 2019 meeting the committee unanimously voted to meet the third Monday of each month from 12:00 noon to 2:00.

At the March 18, 2019 meeting an updated meeting schedule was provided with a confirmed meeting location and dates. With the exception of the July meeting, due to the room not being available at the regular meeting time. Supervisor Andersen requested that an alternate location be confirmed in order to keep the meeting time schedule consistent at 12:00 noon.

Referral Update:

At the April 15, 2019 Steering Committee meeting Supervisor Burgis reviewed the meeting schedule and Supervisor Andersen requested that the August 19, 2019 meeting be canceled. Consensus was to not have a meeting scheduled for August.

Recommendation(s)/Next Step(s):

A new meeting schedule is provided to including changes indicating that the August 19, 2019 meeting has been canceled. The meetings are scheduled for the third Monday of every month through December 2019, from 12:00 noon to 2:00 p.m.

Fiscal Impact (if any):

None.

Attachments

Meeting Schedule

Minutes Attachments

No file(s) attached.

2020 Census Complete Count Steering Committee

2019 Meeting Schedule

3rd Monday at 12:00 Noon

CCC EMS Agency, 777 Arnold Drive, Paramount Room, Martinez

Meeting Date	Subject	Staff Contacts
February 19	<ul style="list-style-type: none">• Census Overview/Updates• Complete Count Committee Overview• Strategic Plan/Budget• Working Group Structure• Kick-Off Event – April 1, 2019• Meeting Schedule	<p>Barbara Riveira, County Administrator's Office Phone (925) 335-1018 barbara.riveira@cao.cccounty.us</p> <p>Kristine Solseng, Conservation and Development Phone (925) 674-7809 Kristine.Solseng@dcd.cccounty.us</p>
March 18	<ul style="list-style-type: none">• State/Federal Update• Strategic Plan / Budget Recommendation to Board of Supervisors• Hard to Count Population 1 Study Session• Working Group Reports• Kick-Off Event – April 1, 2019 Update	
April 15	<ul style="list-style-type: none">• State/Federal Update• Kick-Off Event Update• Working Groups Report• Hard to Count Population 1 Study Session-Continued	
May 20	<ul style="list-style-type: none">• State/Federal Update• Working Group Updates• Hard to Count Population 2 Study Session• Subcommittee Update	
June 17	<ul style="list-style-type: none">• State/Federal Update• Subcommittee Update• Regional Working Group Updates• Hard to Count Population 3 Study Session	

<p>July 15 Meeting Location Changed to Admin Building 651 Pine, Martinez Room 101 – 12:00 Noon</p>	<ul style="list-style-type: none"> • State/Federal Update • Regional Working Group Updates • Hard to Count Population 4 Study Session • Subcommittee Update • Draft Mini-Grant RFP Review • “Educate” messaging plan 	
<p>August 19</p>	<ul style="list-style-type: none"> • No Meeting 	
<p>September 16</p>	<ul style="list-style-type: none"> • State/Federal Update • Subcommittee Update • Mini-Grant RFP Approval • Regional Working Group Updates • Hard to Count Population 5 Study Session • Review Draft Implementation Plan 	
<p>October 21</p>	<ul style="list-style-type: none"> • State/Federal Update • Subcommittee Update • Regional Working Group Updates • Mini-Grant Phase I Recommendations to BOS • Approve Implementation Plan • Adopt a Block Missing Areas Review 	
<p>November 18</p>	<ul style="list-style-type: none"> • State/Federal Update • Subcommittee Update • Regional Working Group Updates • Mini-Grant Phase II Recommendations to BOS • Review Draft Training for QAC/QAK and Canvassing 	
<p>December 16</p>	<ul style="list-style-type: none"> • State/Federal Update • Working Group Updates • Subcommittee Update • Mini-Grant Updates • “Motivate” messaging plan 	