



## CENSUS FINANCE SUBCOMMITTEE

RECORD OF ACTION FOR  
MAY 7, 2019

Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

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 will be presented to the full Contra Costa County 2020 Census Steering Committee on May 20, 2019.*

### 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.*

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

For Additional Information Contact:

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS FINANCE SUBCOMMITTEE

**Meeting Date:** 05/07/2019

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

BUDGET-New Item.

#### **Referral Update:**

New item.

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

DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

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#### **Attachments**

Proposed Budget

#### **Minutes Attachments**

*No file(s) attached.*

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## Proposed Budget

Tasks	Total	County Staff In	
		Kind	State Grant
Grant Administration	60,260	24,000	36,260
GIS - data analysis and map production	100,000	50,000	50,000
Contract Outreach Coordinator Staff*	200,000	50,000	150,000
Media Buys	26,345		26,345
Additional Outreach Tasks - includes in kind staffing, meeting venues, materials, food, mileage, etc.	307,000	257,000	50,000
Language Contracts	60,000	10,000	50,000
<b>Total</b>	<b>753,605</b>	<b>391,000</b>	<b>362,605</b>

\* Contract Outreach Coordinator is responsible to meeting organization, outreach to local partners, and coordination with federal, State, and regional organization, communication and media plan implementation, management of outreach programs including QAC/QAKs, community messaging, and a speaker's bureau.

1. Contract with the State finalized and executed effective April 5, 2019.
2. Two invoices have been submitted to the State totaling \$65,268.90; no funds have been received to date.
3. The Strategic Plan is scheduled to go to the Board of Supervisors for approval on May 21, 2019. The Strategic Plan will then be forwarded to the State for approval, and if approved by the State we would then be eligible to invoice for an additional \$114,220.58.



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**Meeting Date:** 05/07/2019

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

Financial Update-New Item.

#### **Referral Update:**

New Item.

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

Prepare monthly financial update for the Complete Count Steering Committee.

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#### **Attachments**

*No file(s) attached.*

#### **Minutes Attachments**

*No file(s) attached.*

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### 2020 CENSUS FINANCE SUBCOMMITTEE

**Meeting Date:** 05/07/2019

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

Mini Grant Program - New Item.

#### **Referral Update:**

New item.

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

Discuss mini-grant program.

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#### **Attachments**

*No file(s) attached.*

#### **Minutes Attachments**

*No file(s) attached.*

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### 2020 CENSUS FINANCE SUBCOMMITTEE

**Meeting Date:** 05/07/2019

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

AGENCY grant spending and grant opportunities - New Item

#### **Referral Update:**

New Item.

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

Receive update on other agency spending and grant opportunities.

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#### **Attachments**

*No file(s) attached.*

#### **Minutes Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS FINANCE SUBCOMMITTEE

**Meeting Date:** 05/07/2019

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

Meeting frequency, date, time - New Item.

#### **Referral Update:**

New Item.

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

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

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#### **Attachments**

*No file(s) attached.*

#### **Minutes Attachments**

*No file(s) attached.*

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