

RYAN RONCO
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
LISA CRAMER
ASSISTANT COUNTY CLERK
STEPHEN AYE
ASSISTANT REGISTRAR-RECORDER

OFFICE OF CLERK- RECORDER
FINANCE ADMINISTRATION BUILDING
2956 RICHARDSON DRIVE
AUBURN, CA 95603
PHONE: 530-886-5690
FAX: 530-886-5683



PLACER COUNTY CLERK-

RECORDER-ELECTIONS

January 10, 2020

Candace Andersen, Chair
Contra Costa Board of Supervisors
651 Pine Street
Martinez CA 94553

Re: Letter of Recommendation for Deborah Cooper

Dear Chair Andersen and members of the Board:

It is my pleasure to prepare this letter of recommendation for Deborah Cooper.

While I have known Debi for well over two decades in the professional arena, this is not necessarily just a professional reference for I have had countless opportunities to assess her as a person as well.

Debi is a person of extraordinary talent. She is, among other things, a natural leader and an exceptional communicator. I first encountered Debi when she worked for Steve Weir. Under his tutelage, Debi became the go-to person in both the clerk-recorder and elections sides of the office. Through their teamwork, Contra Costa was known as an innovative county that lead the state with a bold and progressive vision. To this day, Debi is one of the first people I turn to for professional advice.

I have also had the pleasure of spending time with Debi outside of an office environment. She is a person of outstanding character and has an uncanny way of putting everyone at ease no matter the situation. Her ethics are beyond reproach. She interacts well with all types of people and I come away from our encounters even more impressed with her than I was before.

It is no secret that letters of recommendation are written to present someone in a favorable light. However, everyone who comes to know Debi and sees her spirit and dedication, whether it be to her profession or to her community, would agree that she is worthy of such praise.

It is my belief that Debi would be a remarkable clerk-recorder and registrar of voters. It is with great pleasure that I recommend Deborah Cooper for this position in Contra Costa County.

If you have any questions regarding this letter, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Ronco".

Ryan Ronco
Placer County Clerk-Recorder-Registrar of Voters

cc: BOS
CAO - D. Twa, B. Riveira, S. Shkidd, J. Enea
BGO



**CONTRA COSTA COUNTY
Board of Supervisors**

REQUEST TO SPEAK (2-minute limit)

CITIZENS PARTICIPATION

There are opportunities for citizens to make comments or present information to the Board of Supervisors.

When you are recognized by the chair to speak, approach the lectern and give your name followed by comments.

Personal information is optional. This speaker card is part of the public record for this meeting.

After completing this form place it in the box near the podium.

Today's
Date:
1/21/20

Your Name: Tom Blanks Representing: self
Address: [REDACTED] Phone or Email: (925) [REDACTED]

CIRCLE ONE:
General Public
Comment
or
Agenda Item #
D6

SUBJECT MATTER TO BE PRESENTED:
Mark Friedman for County Clerk Recorder

*I do not want to speak but would like to leave comments for the Board to consider (Use the back of this form)

Please write comment here if you wish not to speak.

I ~~concur~~^{agree} that a "budget is a moral document." So is the heightened responsibility of appointing ~~someone~~ to a position which is normally elected by the population. The Board previously demonstrated this with your appointment of now-elected Dr. Diana Beckton as District Attorney. I urge you to appoint Mark Friedman. I have confidence in his plans to expand voter outreach and to create an ethics task force. As a teacher of 41 years in the Mt. Diablo Unified School District, preparing students to think critically and to assume the mantle of participatory citizenship is a practice in which I participated.

Stephen L. Weir

[REDACTED]
Concord, Ca 94518

January 15, 2020

It is with pleasure that I write this letter of recommendation for Debi Cooper. I have known Debi and worked with her for more than 30 years. She and I worked together in the Clerk-Recorder's Office for 23 of my 24 years as the County Clerk-Recorder.

I understand that the Board might be interested in exploring making all/part of the Clerk-Recorder an appointed position. During my tenure as Clerk/Recorder/Registrar of Voters, from a population standpoint, Contra Costa is/was the largest county in the State to elect its Registrar. Debi Cooper is the logical appointee to facilitate the exploration/implementation of this proposal, if the Board so desires.

When I was selected to be Clerk-Recorder, the Department was understaffed, underfunded, in abysmal facilities and with a poor public image. Over the course of my 24 years with the County, I worked with Debi side by side to resolve these issues and build an award-winning department. As a team, we brought a troubled department into one that had state and national recognition.

During the implementation of the Help America Vote Act (HAVA), we replaced our voting system using Federal and State Grants, including the remodel of the Elections warehouse to house the new voting equipment. Debi was instrumental in the grant coordination with Elections and CAO staff and the remodel projects, which totaled \$14 million.

For fifteen years, we searched for a new location to move operations that were scattered throughout Martinez at five different locations. Debi was the liaison with other agencies and the Department project manager as we designed, built and eventually moved to the new facility.

After years of difficulty recruiting suitable staff, we conducted job studies and created new classifications for each division that acknowledged the technical nature of our employees' responsibilities. Debi coordinated the project with Human Resources, the unions and the County Administrator to develop the new job classifications with enhanced essential functions and fund the increased salaries. We did this in 2005 for the Election classifications and in 2009 for the Clerk-Recorder classifications. We still use these job specifications today.

We developed and implemented an employee performance management program that was recognized by the County and the Grand Jury as a model program for the entire county. Debi worked with me on the development, supervisor training and implementation of the program. I understand that after I retired, the department head allowed this program to stop in the Elections Division. This was a mistake in my opinion. The Assistant Registrar should have embraced and championed this positive management tool.

Debi's dedication and work ethic are impeccable. She is not afraid to sit down and work right alongside staff. She is the go-to person in the department, whether the issue is regarding the Elections division or the Clerk-Recorder division. Debi knows the 'ins and outs' of the department, as well as county policies, procedures and who to call to get something done.

Leadership takes balance, perception, organization, ability and stamina. Debi demonstrates these characteristics on a daily basis.

Most importantly, Debi has been doing the job of Clerk/Recorder for an extensive amount of time. Between 2015 and 2019, the incumbent Clerk/Recorder was absent an extended amount of time (more than one fourth of the time). During those absences, Debi Cooper performed the duties of Clerk/Recorder. On one occasion, when the incumbent was away for 9 weeks, the Board officially moved to name Debi Cooper acting Clerk/Recorder for that absence.

During the crisis that prompted the Clerk's resignation, I have made several visits to the office. I have heard that the management chain in the Registrar's Division is weak with the appointment of inexperienced managers. This has caused tension and resentment in that division. Members of the community have shared with me that there have been times when, as members of the public, they could not get an answer from Election staff because the knowledgeable staff were not present.

I note that there are applicants who are attorneys. This is not a disqualifying nor a qualifying background. During my tenure, the County Counsel had superb talent to represent the department when needed. Just this month, Debi Cooper has been in court three times representing the Elections Division where she and the County Counsel prevailed each time.

I was part of the appointment process that lead to the hiring of the Assistant County Registrar in 2013. I mentioned to Clerk Canciamilla that the applicant was technically competent but that he had a reputation for being hard to get along with and was not a team player. I told the Clerk that the proposed Assistant Registrar needed strong oversight. I believe that Debi Cooper is the one to provide that strong direction and oversight to the divisions of the Clerk's Office, including the Registrar's division.

I would like to commend Debi Cooper to you for your favorable consideration to be County Clerk/Recorder and to perform a job that she is already performing for the citizens of Contra Costa.

Stephen L. Weir



Deborah R. Cooper

[REDACTED]
Danville, CA 94526

925-519-5985

December 17, 2019

Honorable Supervisor Federal Glover, District V
c/o Jami Napier, Chief Assist. Clerk of the Board of Supervisors, Sr. Deputy County Administrator
651 Pine Street, Room 106
Martinez, CA 94553

Re: Letters of Recommendation

Supervisor Federal Glover,

Thank you for selecting me to continue in the interview process.

Attached are several letters of recommendation from colleagues to supplement my application for County Clerk- Recorder. I believe Steve Weir recently personally provided one to you, as well.

It was important to make it to the interview stage on my own merits and without politics.

I believe overseeing the Clerk-Recorder Department and particularly the Elections Division functions are best-served in a non-political manner.

I am more than willing to work with the Board, County Counsel and any other parties to transition the Clerk-Recorder-Registrar functions to any combination or arrangement that you feel is in the best interest of the County.

Very truly yours,



Debi Cooper

Enc.

Letter of Recommendation from Ryan Ronco, Placer County Clerk-Recorder-Registrar

Letter of Recommendation from Rich Seithel, former Senior Deputy County Administrator and Special District Analyst

Letter of Recommendation from Mark Lunn, Ventura County Clerk-Recorder and President of the County Recorders' Association of California

Richard J. Seithel

**Antioch, CA 94531
(925) 250-5388**

January 12, 2020

Supervisor Candace Andersen
Chair, Board of Supervisors
Contra Costa County
309 Diablo Road
Danville, CA 94526

Dear Chair Andersen:

It is with great pleasure and conviction that I recommend Debi Cooper for the County Clerk-Recorder, Registrar of Voter position with Contra Costa County.

As a Senior Deputy County Administrator and Special District Analyst for Contra Costa County, it was my good fortune to work closely with Debi for over 15 years. Debi keenly understands the complexities of the Election and Clerk-Recorder Department budgets, organizational structure, and personnel. Debi and I worked closely during difficult budget times and personnel issues, during which Debi displayed insight, creativity, intelligence, and relentless work ethic.

Debi's ability to clearly and succinctly explain to employees, public, and colleagues everything from organizational goals to specific tasks, as well as her ability to motivate and delegate, speak to her excellent leadership skills.

I strongly recommend Debi Cooper for the County Clerk-Recorder, Registrar of Voter position with Contra Costa County.

Sincerely,



Rich Seithel

rjs



**County of Ventura
COUNTY CLERK AND RECORDER**

MARK A. LUNN
County Clerk and Recorder

JAMES B. BECKER
Assistant County Clerk and Recorder

DAVID G. VALENZUELA
Clerk and Recorder Division Manager

CHRISTINA ONIAS
Fiscal and Human Resources Division Manager

MIRANDA L. NOBRIGA
Public Information Officer

January 13, 2020

To Whom It May Concern:

It is with great pleasure that I'm able to enthusiastically recommend Ms. Debi Cooper for the County Clerk-Recorder, Registrar of Voters position with Contra Costa County.

Debi has 30 years of experience with the Administration Division of the Clerk-Recorder-Elections Department and is familiar with operations in all three divisions of the department. She has been the budget officer for 20 years and solely responsible for budget development and adherence for the last seven years.

I have known Debi personally for 10 years and collaborated with her on business regarding the County Records' Association of California. Debi is loyal and has an outstanding work ethic. She is intelligent and has exceptional communication skills, both oral and written. Her Certified Elections Registration Administrator, California Association of Clerks and Election Officials, California State Association of Counties Credentialed Sr. Administrator, California State Association of Counties Fellow, and Recordable Document Technician Certifications compliment her resume which is replete with local government experience.

It is without reservation, that I offer Debi my highest personal recommendation for your consideration of employment as County Clerk-Recorder, Registrar of Voters. Please call me at (805) 654-2266 if I may provide additional information to you.

Sincerely,

MARK A. LUNN
Clerk-Recorder, Registrar of Voters

Preserving History • Protecting Democracy



Candace J. Grubbs | County Clerk-Recorder

Hall of Records | Clerk-Recorder Division

155 Nelson Avenue, Oroville, CA 95965-3411

Tel: 530-552-3400 | Toll Free in Butte County: 1-800-894-7761 | Fax: 530-538-7975

Candace Andersen, Chair
Contra Costa Board of Supervisors
651 Pine Street
Martinez, CA 94553

January 17, 2020

Re: Letter of Recommendation for Deborah Cooper

Dear Chair Andersen and Members of the Board:

It is my utmost pleasure to send this letter of recommendation for Deborah "Debi" Cooper. Debi is a person of outstanding talent and dedication to her department and Contra Costa County. I first met Debi when she worked for Steve Weir and I was a new County Clerk-Recorder/Registrar of Voters over 30 years ago. Since that time, I have consulted with Debi on many issues pertaining to my department including budget, administrative issues and advice on how to approach county administration in building a new facility for my department. With each issue Debi was very knowledgeable and has given me outstanding advice. Yes, I do have a beautiful new building with many ideas that came from the Contra-Costa Clerk-Recorder facility.

I have spent time with Debi outside of the work environment at conferences, seminars and professional classes. I know that Debi has many certifications such as CERA, CalPEAC and an CSAC Fellow. I have watched Debi interact with all types of people and I am always impressed. Most importantly besides being an outstanding knowledgeable administrator, she is ethical. Debi is also passionate regarding the workings of the department and the services it provides to the public. She is also very proud of her dedicated and hardworking staff.

If all of this seems like too much, it really is not. I have watched department heads, elected and appointed, come and go. The ones that really make a difference are the Deborah Coopers of this world, who have passion and commitment to the job and to the public they serve.

It is with great pleasure that I recommend Deborah Cooper for County Clerk-Recorder/Registrar of Voters for Contra Costa County.

Do not hesitate to contact me, if you have any questions at 530.552.3404.

Sincerely,

Candace J. Grubbs
Butte County Clerk-Recorder-Registrar of Voters