

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

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

DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075

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 & MINUTES**  
**October 13, 2020**

**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 Stacey Cue.

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. *Peter King v. Contra Costa County, et al.*; United States District Court, Northern District of California, Case No. C20-00462 SBA
2. *Gustave Kramer v. Board of Supervisors of Contra Costa County and County of Contra Costa*, Contra Costa County Superior Court Case No. MSN18-2076
3. *California Department of Water Resources v. All Persons Interested*, Sacramento County Superior Court Case No. 34-2020-00283112
4. *Ervin Roquemore v. Contra Costa County*, WCAB Nos. ADJ3663629; ADJ10811132; Unassigned
5. *Fermin Rubio v. Contra Costa County*, WCAB Nos. ADJ11572670; Unassigned

**C. PUBLIC EMPLOYEE APPOINTMENT**

Title: County Administrator

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

Inspirational Thought- "*And all at once, summer collapsed into fall.*" ~Oscar Wilde

Present: 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

Staff Present: David Twa, County Administrator

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.84 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.**

**DISCUSSION ITEMS**

**D.1** CONSIDER update on COVID 19; and PROVIDE direction to staff.

1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer

**Speaker: Matthew, resident of Richmond.**

**Caller is invited to contact Supervisor Gioia's office and/or attend the ad hoc committee on Wednesday to address questions of future measures to address Covid-19.**

**D.2** HEARING on the itemized costs of abatement for property located at 232 Kendall Avenue, Crockett, in unincorporated Contra Costa County. (Mark Noonan, Owner) (Jason Crapo, Conservation and Development Department)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D.3** HEARING on the itemized costs of abatement for property located at 319 Chesley Avenue, Bldg. #2, Richmond, in unincorporated Contra Costa County. (Donald Hampton, Owner) (Jason Crapo, Conservation and Development Department).

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D.4** HEARING in the itemized costs of abatement for property located at 2600 Dutch Slough Rd, Oakley, in unincorporated Contra Costa County. (Darlene Joy Gargulio, Owner) (Jason Crapo, Conservation and Development Department)

**Speaker: Lisa Kirk, resident of Oakley, requesting abatement of the marina area.**

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D.5** CONSIDER adopting the proposed 2021 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated that there will not be a quorum of Board members present, as well as noting the dates for the specified events planned for the year. (David Twa, County Administrator)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D. 6** CONSIDER Consent Items previously removed.

**There were no consent items removed for discussion.**

**D. 7** PUBLIC COMMENT (2 Minutes/Speaker)

**There were no requests to speak at public comment.**

**D. 8** CONSIDER reports of Board members.

Supervisor Burgis provided an update on the 2020 Census count. Contra Costa is in third place in California for reporting levels, but has shown a 5.1% increase in self reporting from 2010 numbers. The steering committee has a meeting on October 19th, and a presentation on November 10th. The last day to be counted for the census is October 31st, as far as is known today. She expressed her appreciation for all the efforts to get hard to reach communities counted.

Supervisor Andersen commended the great response from Elections personnel. There has been such great voter response that personnel went out on Sunday to empty the ballot boxes that had become full! When a call came in that a ballot box was unlocked, they resolved it in 30 minutes.

## **Closed Session**

ADJOURN in memory of  
*Joseph Suta*  
former County Assessor

**ADJOURNED in memory of Sister Ann Wetzl, founder of the Bay Area Crisis Nursery.**

**Adjourned today's meeting at 11:10 a.m.**

## **CONSENT ITEMS**

### **Road and Transportation**

**C.1** APPROVE updates to the Engineering Manuals used by the Public Works Department and the Flood Control and Water Conservation District, as recommended by the Public Works Director, Countywide. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C.2** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a north-facing shade hangar at Buchanan Field Airport effective September 24, 2020 in the monthly amount of \$370. (100% Airport Enterprise Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.3** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Rising Wings Aviation, LLC for a south-facing shade hangar at Buchanan Field Airport effective October 5, 2020 in the monthly amount of \$350. (100% Airport Enterprise Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C.4** DENY claims filed by Wayne Russell Engelstad, Michael Flores, Arvin Matthew, Nandi Littleton, Rodrigo Barcellos, Cathy Orton, and Clarence Smith.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Honors & Proclamations**

**C.5** ADOPT Resolution No. 2020/266 proclaiming October 2020 as Domestic Violence 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, District V Supervisor Federal D. Glover

**C.6** ADOPT Resolution No. 2020/268 proclaiming October 25-31, 2020 as Childhood Lead Poisoning Prevention Week in Contra Costa County, as recommended by the Health Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.7** ADOPT Resolution No. 2020/255 proclaiming October 4-10, 2020 as Fire Prevention Week in Contra Costa County as recommended by the Fire Chief, Contra Costa County Fire Protection District.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Appointments & Resignations**

**C.8** ACCEPT resignation from Samuel Yoshioka from District IV Family seat on the Mental Health Commission; DECLARE the seat vacant, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.9** ACCEPT the resignation of Hannah Brown from the At Large 5 seat of the Contra Costa Commission for Women and Girls, DECLARE the seat vacant and DIRECT the Clerk of the Board to post the vacancy; and APPOINT Hannah Brown to the District IV seat on the Contra Costa Commission for Women and Girls, as recommended by Supervisor Mitchoff.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.10** APPROVE the medical staff appointments and reappointments, privileges, advancements, and voluntary resignations as recommended by the Medical Staff Executive Committee at its September 21, 2020 meeting, and by the Health Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.11** APPOINT Julius Van Hook and Denise Mills to the Community Based Organizations seats on the Juvenile Justice Coordinating Council, as recommended by the Public Protection Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Appropriation Adjustments**

**C.12** County Administrator (0003)/Fleet Services Internal Service Fund (0064): APPROVE Appropriation and Revenue Adjustment No. 5000 and AUTHORIZE the transfer of appropriations in the amount of \$29,301 from the County Administrator to ISF Fleet Services and AUTHORIZE ISF Fleet Services to execute a purchase order for a replacement pool vehicle, as recommended by the Public Works Director, Countywide. (100% Fleet Internal Service Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Personnel Actions**

**C. 13** ADOPT Position Adjustment Resolution No. 25610 to transfer position 17186 Network Administrator I (represented) and position 6065 Information Systems Project Manager (represented), and incumbents from the Library to the Department of Information Technology, as recommended by the County Librarian. (100% Library Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 14** ADOPT Position Adjustment Resolution No. 25631 to establish the class of Departmental Human Resources Supervisor (unrepresented); add one Departmental Human Resources Supervisor (unrepresented) position, and cancel one Social Services Program Analyst (represented) position in the Employment and Human Services Department. (58% Federal, 3% State 4% County)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 15** ADOPT Position Adjustment Resolution No. 25632 to reassign a vacant Employment and Human Services Division Manager (represented) position from Workforce Services Bureau to Administrative Services Bureau in Employment and Human Services Department. (No net County cost)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 16** ADOPT Position Adjustment Resolution No. 25638 to reassign position #15927 and incumbent, Probation Manager (unrepresented), from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department, effective October 1, 2020. (No Fiscal Impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Leases**

**C. 17** APPROVE and ACCEPT a grant deed conveying to the County the real property located at 2099 Arnold Industrial Way, Concord, in accordance with the terms of the lease dated August 1, 2000, between the County, as tenant, and the Motheral Family Trust, as landlord, as recommended by the Public Works Director. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Grants & Contracts**

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

**C. 18** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the Pittsburg Unified School District, to pay County an amount not to exceed \$154,500 to provide mental health intervention services for agency-designated severely emotionally disturbed Special Education students for the period July 1, 2020 through June 30, 2021. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 19** ADOPT Resolution No. 2020/258 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with Department of Community Services and Development, Community Services Block Grant to increase the payment limit by \$8,768 to a new payment limit of \$908,852 for the period January 1, 2020 through May 31, 2021. (100% Federal) (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 20** ADOPT Resolution No. 2020/257 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Community Services and Development for the Low Income Home Energy Assistance Program to extend the term from June 30, 2021 through December 31, 2021 with no change to the payment limit. (100% Federal) (No match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 21** ADOPT Resolution No. 2020/263 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Education to decrease the payment limit by \$26,125 to a new payment limit of \$11,092,780 for State Preschool services with no change to the term ending June 30, 2021. (100% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 22** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the City of Pleasant Hill, to increase the amount payable to the County by \$88,473 to a new total of \$331,316, and extend the term from June 30, 2020 through June 30, 2021, for the operation of the Coordinated Outreach, Referral and Engagement Program. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 23** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the City of Concord, to increase the payment limit by \$13,000 to a new payment limit of \$64,000 and extend the term from June 30, 2020 through June 30, 2021, to provide additional homeless outreach services for the Coordinated Outreach, Referral and Engagement Program. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 24** ADOPT Resolution 2020/269 to approve and authorize the Employment and Human Services Director, or designee, to execute a revenue agreement, Community Services Block Grant, Amendment 1, with the California Department of Community Services and Development to increase the total payment to the County from \$850,578 to \$900,084 and extend the term from December 31, 2020 through May 31, 2021. (100% Federal) (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 25** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with State of California, Office of Traffic Safety, to pay the County an amount not to exceed \$83,000 for child passenger safety information and education to Public Health Nursing Home Visiting Program clients for the period October 1, 2020 through September 30, 2021. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 26** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the City of Antioch, to pay the County an amount not to exceed \$30,000 to provide homeless outreach services under the Coordinated Outreach, Referral and Engagement Program for the period July 1, 2020 through June 30, 2021. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 27** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept a grant in an amount not to exceed \$4,025 from Contra Costa County Office of Education for the Quality Matters Program for the period July 1, 2020 through June 30, 2021. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 28** APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to apply for and execute a contract with Center for Tech and Civic Life, a nonprofit organization, to accept grant funding in the amount of \$913,444, for the planning and administration of a safe and secure November election in Contra Costa County. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 29** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the California Department of Public Health, to provide additional COVID-19 contact tracing assistance to Contra Costa County for the period June 28 through December 31, 2020. (Non-financial agreement)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 30** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the Sierra Health Foundation, to pay the County an amount not to exceed \$528,558 for the Public Health Division and the Contra Costa Health Plan to provide asthma home visiting services for the period August 1, 2020 through May 15, 2023. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 31** APPROVE and AUTHORIZE the Employment and Human Services Department Director, or designee, to accept a non-financial grant from New American Economy, Gateways for Growth Program, to provide technical assistance for strategic planning services for the period January 1 through December 31, 2021. (In-kind match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C. 32** RESCIND Board action of September 8, 2020, Item C.62, which pertained to a contract amendment with Gordon & Rees, LLP; and APPROVE and AUTHORIZE the County Counsel, or designee, to execute a contract amendment effective March 1, 2020 with Gordon & Rees, LLP, to increase the payment limit by \$75,000 to a new payment limit of \$225,000 for specialized professional legal services. (100% County General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 33** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Metropolitan Van and Storage, Inc., in an amount not to exceed \$700,000 to provide archival records storage and office furniture and equipment storage, for the period February 1, 2020 through January 31, 2022.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 34** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Seneca Family of Agencies, a non-profit corporation, in an amount not to exceed \$360,000 to provide wraparound program services to youth for increased residential placement stability, for the period July 1, 2020 through June 30, 2021. (70% State, 30% County)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 35** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Contra Costa Community College District – Contra Costa College Campus in an amount not to exceed \$15,000 to provide foster parent and relative caregiver Heritage training for the period July 1, 2020 through June 30, 2021.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 36** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Interactive Resources, Inc., effective October 13, 2020, to extend the term from October 13, 2020 to October 13, 2021, with no change to the payment limit of \$1,000,000, to provide as-needed architectural services for various County projects, Countywide. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 37** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Loving Campos Associates, Architects, Inc. (dba LCA Architects, Inc.), effective October 13, 2020, to increase the payment limit by \$205,000 to a new payment limit of \$400,000 and to extend the term from November 11, 2022 to November 11, 2023 to provide as-needed architectural services for various County 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, District V Supervisor Federal D. Glover

**C. 38** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Zeiger Engineers, Inc., effective October 13, 2020, to increase the payment limit by \$205,000 to a new payment limit of \$300,000 and to extend the term from October 9, 2021 to October 9, 2023 to provide as-needed electrical engineering services for various County 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, District V Supervisor Federal D. Glover

**C. 39** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with DocuStream, Inc., in an amount not to exceed \$1,100,000 to provide claims processing services for the Contra Costa Health Plan and Behavioral Health Services Division for the period November 1, 2020 through October 31, 2021. (80% Contra Costa Health Plan Enterprise Fund II; 20% 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, District V Supervisor Federal D. Glover

**C. 40** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Center for Elders' Independence in an amount not to exceed \$2,000,000 to provide community-based adult services for the period October 1, 2020 through September 30, 2022. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover



**C. 41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Center for Autism and Related Disorders, LLC, in an amount not to exceed \$2,500,000 to provide applied behavior analysis services for Contra Costa Health Plan members for the period October 1, 2020 through September 30, 2021. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 42** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue payments to Private Adoptions Agencies, per California State Assembly Bill 1301, in an amount not to exceed \$880,000 to reimburse costs for services to youth who would otherwise be in Foster Care, for the period July 1, 2020 through June 30, 2021. (50% State, 50% Federal)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract cancellation with HCS, Incorporated (dba The Abaris Group), effective at the close of business on July 15, 2020. (100% Measure H funding)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 44** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Christian Eisert, M.D., in an amount not to exceed \$800,000 to provide otolaryngology services for the period October 1, 2020 through September 30, 2022. (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, District V Supervisor Federal D. Glover

**C. 45** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Specialty Laboratories, Inc. (dba Quest Diagnostic Nichols Institute), to increase the payment limit by \$8,000,000 to a new payment limit of \$17,000,000 to provide COVID-19 and other outside laboratory testing services with no change in the original term of January 1, 2019 through December 31, 2020. (100% Federal Cares Act)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 46** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Goodwill Industries of the Greater East Bay, Inc., in an amount not to exceed \$684,280 to provide for Subsidized Temporary Experience with/without Pay for the Under-Employed Program Services, for the period July 1, 2020 through June 30, 2021. (100% CalWORKS: 15% State, 85% Federal)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 47** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Janet M. Goldman, M.D., in an amount not to exceed \$735,000 to provide maternal fetal services at Contra Costa Regional Medical Center and Health Centers for the period October 1, 2020 through September 30, 2023. (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, District V Supervisor Federal D. Glover

**C. 48** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Vickie Lee Scharr in an amount not to exceed \$205,000 to provide consultation, technical support and planning services with regard to transitioning the West Contra Costa Health Care District to County for the period January 1 through December 31, 2021. (100% West Contra Costa Health Care District)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 49** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Eighty 20 Healthcare Consulting, LLC, in an amount not to exceed \$339,000 to provide consultation, technical support and planning services for transitioning the West Contra Costa Health Care District to County for the period January 1 through December 31, 2021. (100% West Contra Costa Healthcare District Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 50** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with the Contra Costa Resource Conservation District in an amount not to exceed \$410,000 to provide watershed coordination and outreach services for the period September 20, 2020 to September 30, 2023, Countywide. (100% Stormwater Utility Assessment Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with David S. Gee, M.D., effective October 1, 2020, to increase the payment limit by \$90,000 to a new payment limit of \$340,000 to provide additional consultation and technical assistance to the Contra Costa Health Plan medical management team with no change in the term ending November 30, 2020. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment effective October 1, 2020 with Dayana Carcamo-Molina, M.D., Inc., to increase the payment limit by \$155,000 to a new payment limit of \$1,625,000 with no change in the term of August 1, 2019 through July 31, 2022, for gastroenterology services at the Contra Costa Regional Medical Center and Contra Costa Health Centers. (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, District V Supervisor Federal D. Glover

**C. 53** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with RYSE, Inc., in an amount not to exceed \$503,019 to provide Mental Health Services Act prevention and early intervention services to at-risk youth in West Contra Costa County for the period July 1, 2020 through June 30, 2021, including a six-month automatic extension through December 31, 2021 in an amount not to exceed \$251,506. (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, District V Supervisor Federal D. Glover

**C. 54** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with JVTM Care, LLC, in an amount not to exceed \$208,068 to provide augmented board and care services for mentally ill older adults for the period August 1, 2020 through July 31, 2021. (100% Mental Health Realignment)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Lifelong Medical Care in an amount not to exceed \$497,111 to provide COVID-19 contact investigation and contact tracing services for the period November 1, 2020 through June 30, 2021. (100% CARES Act)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 56** APPROVE and AUTHORIZE the Chief Probation Officer, or designee, to execute a contract with Contra Costa County Office of Education in an amount not to exceed \$180,000 to continue assistance to individuals as they transition from the County's adult detention facilities, for the period July 1, 2020 through June 30, 2021. (100% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Sysco, Inc., in an amount not to exceed \$326,706 to provide maintenance, repair and training services at Contra Costa Regional Medical Center for the period November 1, 2020 through October 31, 2023. (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, District V Supervisor Federal D. Glover

**C. 58** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a purchase order with Bay Cities Produce, Inc., in an amount not to exceed \$550,000 for the purchase of perishable pre-prepared produce and dairy products for the Contra Costa Regional Medical Center for the period November 1, 2020 through October 31, 2022. (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, District V Supervisor Federal D. Glover

**C. 59** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a purchase order amendment with ASD Specialty Healthcare, LLC (dba ASD Healthcare), to increase the payment limit by \$100,000 to a new payment limit of \$295,000 for the purchase of Remdesivir for COVID-19 patients, with no change in the term of January 1 through December 31, 2020. (100% Federal CARES)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 60** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a Price Change Amendment and a Purchase Order with Experian Health Inc., in an amount not to exceed \$247,688 to renew subscription and support services for electronic claims and remittance systems software for the period July 1, 2020 through June 30, 2021. (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, District V Supervisor Federal D. Glover

**C. 61** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Steven A. Harrison, M.D., A Professional Corporation, in an amount not to exceed \$1,125,000 to provide ophthalmology services for the period December 1, 2020 through November 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 62** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Juan R. Sequeira, M.D., in an amount not to exceed \$450,000 to provide primary care services for the period December 1, 2020 through November 30, 2023. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 63** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Aspiranet, in an amount not to exceed \$250,000 to implement the Partners in Pregnancy Fatherhood Program to promote positive birth outcomes and develop strong family bonds for babies in the African American community for the period October 1, 2020 through September 30, 2022. (100% State)

**C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Tides Center in an amount not to exceed \$500,000 to act as fiscal sponsor for Building Blocks for Kids and to support the development of the Contra Costa Health Services Doula Program, which provides prenatal, birth, and postpartum support services, for the period October 1, 2020 through September 30, 2022. (100% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 65** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Star View Behavioral Health, Inc., in an amount not to exceed \$425,981 to provide residential placement services for youth with severe emotional needs for the period July 1, 2020 through June 30, 2021. (70% State, 30% County)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 66** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Center for Human Development, to increase the payment limit by \$16,407 to a new payment limit of \$624,945, to provide additional substance abuse primary prevention program services to high risk youth with no change in the term July 1, 2020 through June 30, 2021. (100% Federal Substance Abuse Prevention and Treatment Primary Prevention)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 67** APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract with Admiral Security Services in an amount not to exceed \$100,000 to protect and safeguard voting supplies and equipment at the tent/outdoor regional voting sites, for the period October 29 to November 4, 2020. (100% Federal and State funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 68** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Rubicon Programs, Inc., in an amount not to exceed \$355,221 to provide mental health services for CalWORKs clients for the period July 1, 2020 through June 30, 2021. (100% CalWORKs)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with WestCare California, Inc., in an amount not to exceed \$1,521,380 to provide substance use disorder prevention, treatment and detoxification services for Contra Costa County residents in West County for the period October 1, 2020 through September 30, 2021. (46% Substance Abuse Treatment and Prevention Block Grant; 54% Federal Medi-Cal)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 70** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Cotiviti, Inc., in an amount not to exceed \$300,000 to provide a license to use healthcare encounter data software and consultation services for Contra Costa Health Plan for the period November 1, 2020 through October 31, 2021. (100% Contra Costa Health Plan Enterprise Fund II)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 71** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Matrix HG, Inc., in an amount not to exceed \$8,000,000 to provide on-call maintenance and repairs of heating, ventilation and air conditioning systems at various County facilities, for the period October 13, 2020 through September 30, 2023, 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, District V Supervisor Federal D. Glover

**C. 72** APPROVE and AUTHORIZE the County Administrator, or designee, to execute on behalf of the County an amendment to a Power Purchase Agreement between the County and MFP CO II, LLC, to pay MFP \$3,000,000 to purchase solar facilities at 5555 Giant Highway, Richmond and terminate the agreement as to those facilities, effective November 1, 2020, and take related actions, as recommended by the County Administrator. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Other Actions**

**C. 73** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Mt. Diablo Unified School District, Adult Education, to provide supervised field instruction to dental assistant students in the County's Public Health Division for the period July 1, 2020 through June 30, 2023. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 74** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the San Ramon Valley Fire Protection District, to extend the term from October 31, 2020 through October 30, 2021 for continued emergency ambulance service in the County's Emergency Response Area IV. (Nonfinancial agreement)

**CONTINUED to a future date uncertain.**

**C. 75** APPROVE and AUTHORIZE the County Librarian, or designee, to close the Concord Library from November 9, 2020 through and including November 28, 2020 in order for the City of Concord to perform asbestos abatement and install new flooring in the second floor of the building. (100% City of Concord funding)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 76** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Holy Names University to provide supervised field instruction at Contra Costa Regional Medical Center and Health Centers to nursing students for the period November 1, 2020 through October 31, 2023. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 77** APPROVE amended Conflict of Interest Code for the Central Contra Costa Sanitary District, including the List of Designated Positions, as recommended by the County Counsel.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 78** APPROVE amended Conflict of Interest Code for the Contra Costa County Schools Insurance Group, including the list of designated positions, as recommended by the County Counsel.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 79** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Peralta Community College District on behalf of its Merritt College, to provide supervised field instruction at Contra Costa Regional Medical Center and Health Centers to radiology students for the period January 1, 2021 through December 31, 2023. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 80** APPROVE amended Conflict of Interest Code for the Workforce Development Board of Contra Costa County, including the list of designated positions, as recommended by the County Counsel.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 81** APPROVE correction to the contract payment limit with Environmental Science Associates from \$375,869 to \$357,869 for the Environmental Impact Report for the Bayview Residential Project located in the Martinez/Vinehill area, with no change to the term of February 7, 2020 to August 7, 2021, as recommended by the Conservation and Development Director. (100% Applicant fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 82** APPROVE and AUTHORIZE the County Librarian to temporarily waive printing charges at County Libraries on a limited basis for the duration of the Public Health Emergency, as recommended by the County Librarian. (100% Library Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 83** APPROVE clarification of Board action of December 8, 2015 (C.62), which authorized the Health Services Director to execute a contract with David Grant Medical Center, for specialized clinical training for U.S. Air Force trainee students in preparation for residency certification at Contra Costa Regional Medical Center's Family Practice Program to reflect the correct termination date to continue until terminated by either party. (Nonfinancial agreement)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 84** ADOPT the 2020-21 secured property tax rates and AUTHORIZE to levy the 2020-21 Property Tax Roll, as recommended by the Auditor-Controller.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **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 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, 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, 1025 Escobar Street, First Floor, Martinez, CA 94553.

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) 655-2000. An assistive listening device is available from the Clerk, First Floor.

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) 655-2000, 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, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

### STANDING COMMITTEES

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

The **Family and Human Services Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Finance Committee** (Supervisors John Gioia and Karen Mitchoff) meets on the first Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and John Gioia) meets quarterly on the first Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Street, Martinez.

The **Public Protection Committee** (Supervisors Andersen and Federal D. Glover) meets on the fourth Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Sustainability Committee** (Supervisors Federal D. Glover and John Gioia) meets on the fourth Monday of every other month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Candace Andersen and Karen Mitchoff) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

Airports Committee	November 5, 2020	11:00 a.m.	See above
Family & Human Services Committee	October 26, 2020 Canceled Special Meeting October 29, 2020	1:00 p.m.	See above
Finance Committee	October 5, 2020 Canceled Special Meeting October 19, 2020	2:00 p.m.	See above
Hiring Outreach Oversight Committee	December 7, 2020	10:30 a.m.	See above
Internal Operations Committee	November 9, 2020	10:30 a.m.	See above
Legislation Committee	November 9, 2020	1:00 p.m.	See above
Public Protection Committee	October 26, 2020	10:30 a.m.	See above
Sustainability Committee	November 23, 2020	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	November 9, 2020	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  
**CCCPCD (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 (CCCPCD)** 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  
**ECCPCD** 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: October 13, 2020  
Subject: Update on COVID-19

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**RECOMMENDATION(S):**

CONSIDER update on COVID 19; and PROVIDE direction to staff.

1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer

**FISCAL IMPACT:**

Administrative reports with no specific fiscal impact.

**BACKGROUND:**

The Health Services Department has established a website dedicated to COVID-19, including daily updates. The site is located at: <https://www.coronavirus.cchealth.org/>

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

, County Administrator and Clerk of the Board of Supervisors

Contact: David Twa

By: , Deputy

cc:

CLERK'S ADDENDUM

**Speaker: Matthew, resident of Richmond. Caller is invited to contact Supervisor Gioia's office and/or attend the ad hoc committee on Wednesday to address questions of future measures to address Covid-19.**



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 13, 2020

Subject: Cost Confirmation Hearing for Real Property Located at: 232 Kendall Avenue, Crockett, CA 94525

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**RECOMMENDATION(S):**

OPEN the hearing of the costs of abating a public nuisance on the real property located at 232 Kendall Avenue, Crockett, California, Contra Costa County (APN: 355-122-003);

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all the administrative costs to be \$28,307.15.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice Of Abatement Lien.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Jason Crapo  
925-674-7722

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 14-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of Crockett for an inhabited, unsecured, sub-standard vacant structure with interior/exterior rubbish and debris and was serviced on the property owner and all person known to be in possession of the property by certified mail on July 24, 2019.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on August 19, 2019.

The costs of abating the nuisance of this property included clean-up of the interior and boarding 25 windows, 9 exterior doors, 4 garage doors and three openings that had to be framed to complete the board up. During clean-up of the interior bed bugs were discovered and the property had to be fumigated before clean-up could continue and boarding could be completed.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on April 8, 2020. the property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover the costs for abatement on code violations for this property.

ATTACHMENTS

Itemized Abatement Costs  
Before and after photos

**CONTRA COSTA COUNTY**

DATE: September 24, 2020  
TO: Clerk of the Board  
FROM: Department of Conservation & Development  
By: Matthew Webster, Building Inspector I  
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Noonan, Mark

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: July 24, 2019

ABATEMENT COMPLETED DATE: August 29, 2019

SITE ADDRESS: 232 Kendall Ave, Crockett, CA  
APN#: 355-122-003

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<b>ITEM</b>	<b>EXPLANATION</b>	<b>COST</b>
Notice to Comply (include first 2 inspections)		\$ 250.00
Site Visits (7 x \$100 @)		\$ 700.00
Recording Fee		\$ 17.00
PIRT (Title Search)		\$ 150.00
Certified Letter & Regular Mailings		\$ 22.40
Photos		\$ 10.00
Contractor hired for abatement		\$ 8,550.00
Board Up -Abatement		\$ 18,182.75
County Sign - Abatement		\$ 25.00
Final Site Inspection to Confirm Compliance		\$ 200.00
Compliance Report and Board Hearing		\$ 200.00
<b>Total</b>		<b>\$ 28,307.15</b>

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

232 Kendall Ave.

Crockett, CA 94525

Before Photos







232 Kendall Ave.

Crockett, CA 94525

After Photos





**NO TRESPASSING**  
ALL PERSONS ARE PROHIBITED FROM ENTERING THIS PROPERTY WITHOUT THE WRITTEN PERMISSION OF THE PROPERTY OWNER.

**BEWARE OF DOG**



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 13, 2020

Subject: Cost Confirmation Hearing for Real Property Located at: 319 Chesley Avenue, Building #2, Richmond, CA 94801

---

**RECOMMENDATION(S):**

OPEN the hearing of the costs of abating a public nuisance on the real property located at 319 Chesley Avenue, Building #2, Richmond, California, Contra Costa County (APN: 409-080-012).

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all administrative costs to be \$14,481.70.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice Of Abatement Lien.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Jason Crapo  
925-674-7722

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined above will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 41-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of North Richmond for the accumulation of, but not limited, to, trash, debris, construction material, animal cages, weeds and vegetation over 18 inches and was serviced on the property owner and all persons known to be in possession of the property by certified mail on August 6, 2019.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on September 12, 2019.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on April 8, 2020. The property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover the costs for abatement on code violations for this property.

ATTACHMENTS

Itemized Abatement Costs  
Before and after photos

**CONTRA COSTA COUNTY**

DATE: September 24, 2020  
TO: Clerk of the Board  
FROM: Department of Conservation & Development  
By: Andrew Gomer, Building Inspector I  
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: DONALD HAMPTON

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: August 6, 2019

ABATEMENT COMPLETED DATE: October 15, 2019

SITE ADDRESS: 319 Chesley Ave, Bldg. #2, Richmond, CA  
APN#: 409-080-012

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<b>ITEM</b>	<b>EXPLANATION</b>	<b>COST</b>
Notice to Comply (include first 2 inspections)		\$ 250.00
Site Visits (5 x \$100 @)		\$ 500.00
Recording Fee		\$ 17.00
PIRT (Title Search)		\$ 150.00
Certified Letter & Regular Mailings		\$ 29.70
Photos		\$ 10.00
Contractor hired for abatement		\$ 13,125.00
Final Site Inspection to Confirm Compliance		\$ 200.00
Compliance Report and Board Hearing		\$ 200.00
<b>Total</b>		<b>\$ 14,481.70</b>

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.



319 Chesley Ave., Bldg. #2

Richmond, CA 94801

Before Photos





319 Chesley Ave., Bldg. #2  
Richmond, CA 94801

After Photos







Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 13, 2020

Subject: Cost Confirmation Hearing for Real Property Located at: 2600 Dutch Slough Rd, Oakley, CA 94561

---

**RECOMMENDATION(S):**

OPEN the hearing of the costs of abating a public nuisance on the real property located at 2600 Dutch Slough Road, Oakley, California, Contra Costa County (APN: 032-330-003).

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all administrative costs to be \$9,309.00.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice Of Abatement Lien.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Jason Crapo  
925-374-7722

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined above will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 41-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of Oakley for improper storage of boats, travel trailers, and accumulation of vehicles and debris, and substandard electrical conditions throughout the property and was serviced on the property owner and all persons known to be in possession of the property by certified mail on May 1, 2019.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on June 18, 2019.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on October 16, 2019. The property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover costs for abatement on code violations for this property.

CLERK'S ADDENDUM

**Speaker: Lisa Kirk, resident of Oakley, requesting abatement of the marina area.**

ATTACHMENTS

Itemized Abatement Costs

Before and after photos



**CONTRA COSTA COUNTY**

DATE: September 24, 2020  
TO: Clerk of the Board  
FROM: Department of Conservation & Development  
By: Conrad Fromme, Senior Building Inspector  
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Gargulio, Darlene Joy

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: May 1, 2019

ABATEMENT COMPLETED DATE: June 18, 2019

SITE ADDRESS: 2600 Dutch Slough Rd, Oakley, CA 94561  
APN#: 032-330-003

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<b>ITEM</b>	<b>EXPLANATION</b>	<b>COST</b>
Notice to Comply (include first 2 inspections)		\$ 250.00
Site Visits (10 x \$100 @)		\$ 1,000.00
Recording Fee		\$ 17.00
PIRT (Title Search)		\$ 150.00
Certified Letter & Regular Mailings		\$ 37.00
Photos		\$ 10.00
Contractor hired for abatement		\$ 7,445.00
Final Site Inspection to Confirm Compliance		\$ 200.00
Compliance Report and Board Hearing		\$ 200.00
<b>Total</b>		<b>\$ 9,309.00</b>

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

2600 Dutch Slough Rd.

Oakley, CA 94561

Before Photos





1KX 465

2600 Dutch Slough Rd.  
Oakley, CA 94561

After Photos







# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: October 13, 2020

Subject: Proposed 2021 Meeting Schedule for the Contra Costa County Board of Supervisors

---

## **RECOMMENDATION(S):**

ADOPT the attached proposed 2021 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated there will not be a quorum of Board members present, as well as noting the following scheduled special events: the Board's Annual Reorganization on January 5; the Dr. Martin Luther King, Jr. Celebration on January 19; the annual Board retreat on March 26; the Cesar Chavez Commemorative Celebration on March 30; Annual Budget Hearings and Adoption on April 20 and May 11, respectively; a 9-11 Day of Remembrance on September 14; and the Veterans Day Recognition on November 9.

## **FISCAL IMPACT:**

None

## **BACKGROUND:**

Each year the Board of Supervisors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed 2021 meeting schedule, attached, has been prepared in consultation with the incoming Board Chair, Fire Chief and the Housing Authority Executive Director. The schedule provides 30 meetings for the Contra Costa County Board of Supervisors, 12 meetings for the Contra Costa County Fire

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Jami Napier,  
655-2005

cc:



BACKGROUND: (CONT'D)

Protection District Board of Directors and 5 meetings for the Housing Authority of Contra Costa Board of Commissioners. The Fire District and Housing Authority will take independent action to adopt their meeting schedules.

The proposed schedule includes a cancellation of 22 Board of Supervisors meetings. As in past years, we are recommending that the Board cancel those meetings that occur during a week with a County holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are held:

<u>Conference</u>	<u>Dates</u>	<u>Location</u>
NACo Legislative Conference	February 20-24, 2021	Washington, D.C.
NACo Annual Conference	July 16-19, 2021	Austin, TX
CSAC Annual Meeting	November 30- December 3, 2021	Monterey, CA

Several seasonal breaks have also been designated in the Board's meeting schedule, in recognition of both time away needed for vacations and time demands on the Board members due to their participation on Board standing committees, and regional and local legislative bodies and task forces. Since each of these require individual preparation, attendance, and travel, we are recommending seasonal breaks to accommodate these needs. Should it be necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

CONSEQUENCE OF NEGATIVE ACTION:

Early adoption of a meeting schedule enables staff to effectively plan and manage the Board's calendar and obtain the necessary authority to conduct the County's daily business. To the extent that the Board does not adopt a new year meeting schedule, staff will be hindered in these efforts.

AGENDA ATTACHMENTS

2021 Draft BOS Calendar

MINUTES ATTACHMENTS

2021 BOS Calendar

**CONTRA COSTA COUNTY BOARD OF SUPERVISORS  
2021 MEETING SCHEDULE**

<u>MEETING DATES</u> (Tuesdays)	<u>MEET OR NO MEETING</u>	<u>HOUSING AUTHORITY/ CCCFPD</u>	<u>SPECIAL EVENT</u>
** Jan 05	Meet		Reorganization Meeting
Jan 12	No Meeting		
** Jan 19	Meet	FIRE	Dr. Martin Luther King, Jr. Celebration
Jan 26	Meet		Board Retreat
Feb 02	Meet		
Feb 09	Meet	FIRE	
Feb 16	No Meeting		President's Day
Feb 23	No Meeting		NACo Leg Conference, Feb 20-24, Washington, D.C.
Mar 02	Meet		
Mar 09	Meet	HA/FIRE	Service Awards
Mar 16	No Meeting		
Mar 23	Meet		
** Mar 30	Meet		Cesar Chavez Celebration
Apr 06	No Meeting		Spring Break
Apr 13	No Meeting		
** Apr 20	Meet		Budget Hearings
Apr 27	Meet	FIRE	
May 04	No Meeting		
** May 11	Meet		Budget Adoption
May 18	Meet	HA/FIRE	
May 25	No Meeting		
Jun 01	No Meeting		Memorial Day
Jun 08	Meet	FIRE	
Jun 15	No Meeting		
Jun 22	Meet		Service Awards
Jun 29	No Meeting		Fifth Tuesday
Jul 06	No Meeting		Independence Day Holiday
Jul 13	Meet	HA/FIRE	
Jul 20	No Meeting		NACo Annual Conf, July 16-19, Austin, TX
Jul 27	Meet		
Aug 03	Meet		
Aug 10	Meet	FIRE	
Aug 17	No Meeting		Summer Break
Aug 24	No Meeting		Summer Break
Aug 31	No Meeting		Summer Break
** Sep 07	Meet		Labor Day Holiday
** Sep 14	Meet	HA/FIRE	September 11 Remembrance
Sep 21	Meet		Service Awards
Sep 28	No Meeting		
Oct 05	Meet		
Oct 12	Meet	FIRE	
Oct 19	Meet		
Oct 26	No Meeting		
** Nov 02	Meet		
** Nov 09	Meet	FIRE	Veterans Day Recognition
Nov 16	Meet		
Nov 23	No Meeting		Thanksgiving Holiday
Nov 30	No Meeting		CSAC Annual Meeting, Nov 30-Dec 3, Monterey, CA
Dec 07	Meet	HA/FIRE	
Dec 14	Meet		
Dec 21	No Meeting		Christmas
Dec 28	No Meeting		

\*\*Special BOS Celebration or Hearing

October 13, 2020

**CONTRA COSTA COUNTY BOARD OF SUPERVISORS  
2021 MEETING SCHEDULE**

<u>MEETING DATES</u> (Tuesdays)	<u>MEET OR NO MEETING</u>	<u>HOUSING AUTHORITY/ CCCFPD</u>	<u>SPECIAL EVENT</u>
** Jan 05	Meet		Reorganization Meeting
Jan 12	No Meeting		
** Jan 19	Meet	FIRE	Dr. Martin Luther King, Jr. Celebration
Jan 26	Meet		Board Retreat
Feb 02	Meet		
Feb 09	Meet	FIRE	
Feb 16	No Meeting		President's Day
Feb 23	No Meeting		NACo Leg Conference, Feb 20-24, Washington, D.C.
Mar 02	Meet		
Mar 09	Meet	HA/FIRE	Service Awards
Mar 16	No Meeting		
Mar 23	Meet		
** Mar 30	Meet		Cesar Chavez Celebration
Apr 06	No Meeting		Spring Break
Apr 13	No Meeting		
** Apr 20	Meet		Budget Hearings
Apr 27	Meet	FIRE	
May 04	No Meeting		
** May 11	Meet		Budget Adoption
May 18	Meet	HA/FIRE	
May 25	No Meeting		
Jun 01	No Meeting		Memorial Day
Jun 08	Meet	FIRE	
Jun 15	No Meeting		
Jun 22	Meet		Service Awards
Jun 29	No Meeting		Fifth Tuesday
Jul 06	No Meeting		Independence Day Holiday
Jul 13	Meet	HA/FIRE	
Jul 20	No Meeting		NACo Annual Conf, July 16-19, Austin, TX
Jul 27	Meet		
Aug 03	Meet		
Aug 10	Meet	FIRE	
Aug 17	No Meeting		Summer Break
Aug 24	No Meeting		Summer Break
Aug 31	No Meeting		Summer Break
Sep 07	Meet		Labor Day Holiday
** Sep 14	Meet	HA/FIRE	September 11 Remembrance
Sep 21	Meet		Service Awards
Sep 28	No Meeting		
Oct 05	Meet		
Oct 12	Meet	FIRE	
Oct 19	Meet		
Oct 26	No Meeting		
Nov 02	Meet		
** Nov 09	Meet	FIRE	Veterans Day Recognition
Nov 16	Meet		
Nov 23	No Meeting		Thanksgiving Holiday
Nov 30	No Meeting		CSAC Annual Meeting, Nov 30-Dec 3, Monterey, CA
Dec 07	Meet	HA/FIRE	
Dec 14	Meet		
Dec 21	No Meeting		Christmas
Dec 28	No Meeting		

\*\*Special BOS Celebration or Hearing

**adopted October 13, 2020**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: Approve the update to the Board Order dated September 20, 2016 regarding the Engineering Manuals used by Public Works and the Flood Control District

---

**RECOMMENDATION(S):**

APPROVE the Public Works Department and Flood Control and Water Conservation District to use the current versions of the appropriate engineering manuals and specifications in the course of their work, as those manuals and specifications are superseded by County ordinance.

APPROVE that further exceptions in the application of the provisions within the manuals will be made from time to time by the Public Works Director or the Director's designee. Where a choice of standards exists, the Director, or designee, will determine the applicable standard under the circumstances.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The manuals and specifications listed herein are generally accepted in California as standards in the field of civil engineering. By recognizing their use, the Board will reduce public misunderstanding and further the achievement of consistency in improvements plan and construction plan submittal.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Carrie Ricci, (925)  
313-2235

cc:

## BACKGROUND: (CONT'D)

### Recognize Manuals:

- County Ordinance Code
- County Standard Plans
- County Special Provisions
- California Manual on Uniform Traffic Control Devices
- California Vehicle Code
- California Streets and Highways Code
- CalTrans Traffic Manual
- CalTrans Plans Preparation Manual
- CalTrans CADD Users Manual
- CalTrans Local Assistance Procedure Manual
- CalTrans Standard Plans
- CalTrans Standard Specifications
- CalTrans Surveys Manual
- CalTrans Construction Manual
- CalTrans Highway Design Manual
- CalTrans Site Best Management Practices Manual
- CalTrans Bridge Design Specifications
- CalTrans Bridge Design Details
- CalTrans Bridge Design Aids
- FHWA Manual on Uniform Traffic Control Devices
- AASHTO Roadside Design Guide
- AASHTO Policy on Geometric Design of Highways and Streets
- AASHTO LRFD Bridge Design Specifications
- Stormwater C.3 Guidebook
- Subdivision Map Act
- U.S. Access Board ADA Standards

## CONSEQUENCE OF NEGATIVE ACTION:

Not recognizing the standards currently used by the Public Works Department and Flood Control and Water Conservation District may lead to inconsistent staff interpretations and confusion on the part of the professional and general public.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: October 13, 2020

Subject: Approve & Authorize Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Tenant

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a north-facing shade hangar at Buchanan Field Airport effective September 24, 2020 in the monthly amount of \$370.00.

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,440.00 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.

On

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee  
925-681-4200

cc:

BACKGROUND: (CONT'D)

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 Agreemente

## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** September 24, 2020 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), Paragon Analysis Corporation ("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 # D-1 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 **September 24, 2020**, 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 \$ **370.00** 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: Keith Freitas, Airports Director  
Date: October 13, 2020

Subject: Approve & Authorize Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport tenant

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Rising Wings Aviation, LLC for a south-facing shade hangar at Buchanan Field Airport effective October 5, 2020 in the monthly amount of \$350.00.

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,200.00 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.

On

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee  
925-681-4200

cc:

BACKGROUND: (CONT'D)

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 Agreements

## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** October 5, 2020 (“Effective Date”), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“Airport”), Rising Wings Aviation, 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 # A-06 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 **October 5, 2020**, 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 \$ **350.00** 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: October 13, 2020

Subject: Claims

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**RECOMMENDATION(S):**

DENY claims filed by Wayne Russell Engelstad, Michael Flores, Arvin Matthew, Nandi Littleton, Rodrigo Barcellos, Cathy Orton, and Clarence Smith.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Wayne Russell Engelstad: Personal injury claim for damages due to automobile accident in an amount to exceed \$10,000.

Michael Flores: Property claim for lost personal property in an amount not listed.

Arvin Matthew: Property claim for damage to vehicle in an amount not listed.

Nandi Littleton: Property claim for damage arising out of automobile accident in an amount not listed.

Rodrigo Barcellos: Property claim for damage arising out of automobile accident in the amount of \$2,558.12

Cathy Orton: Property claim for lost personal property in the amount of \$65.

Clarence Smith: Personal injury claim for damages arising

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Scott Selby  
925.335.1400

cc:

BACKGROUND: (CONT'D)

out of medical condition in the amount of \$180,000



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Domestic Violence Awareness Month

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Tish Gallegos 84808

cc:



ATTACHMENTS

Resolution

2020/266

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/266**

**2020 Domestic Violence Awareness Month**

WHEREAS, domestic violence is a prevalent social problem significantly impacting the health and well-being of Contra Costa residents; and

WHEREAS, the problems of domestic violence are not confined to any group or groups of people, but cross all economic, racial, sexual orientation and social barriers and are supported by societal indifference; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security and humanity due to the systematic use of physical, emotional, sexual, psychological and economic control and/or abuse; and

WHEREAS, the impact of domestic violence is wide-ranging, directly affecting women, men, all genders and ages, and society as a whole; and

WHEREAS, it is the survivors of domestic violence themselves who have been at the forefront of efforts to bring peace and equality to the home; and

WHEREAS, all residents of Contra Costa County should feel safe in their homes, their schools, and their community; and

WHEREAS, the Contra Costa Alliance to End Abuse works to interrupt the generational, traumatic and progressive cycle of violence by fostering partnerships, and numerous public and private agencies provide services and support to families and individuals experiencing domestic violence including county departments, law enforcement jurisdictions, advocacy organizations and community-based agencies; and

WHEREAS, the County works to raise awareness so individuals will become advocates, and will take action to prevent domestic violence in their communities.

WHEREAS, "Contra Costa Says No More," a replication of the national "No More" public awareness campaign, encourages all residents to become part of the solution to end domestic violence; and

WHEREAS, STAND! for Families Free of Violence is committed to promoting safe and strong families, providing a complete spectrum of prevention, intervention, and treatment programs, while also enlisting the efforts of local residents, partners, and institutions, all of whom are striving to stop domestic violence and child abuse; and

WHEREAS, according to the Centers for Disease Control and Prevention, one in nine female teens and one in 13 male teens reported experiencing sexual dating violence in the last year; and

WHEREAS, according to a Department of State Trafficking in Person Report, almost 70 percent of adult female survivors of human trafficking experienced domestic violence before they were trafficked.

that the Board of Supervisors of Contra Costa County does hereby proclaim OCTOBER, 2020 as DOMESTIC VIOLENCE AWARENESS MONTH, and urges all residents to actively participate in the efforts to end domestic violence in our homes, in our schools, and in our communities.

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**CANDACE ANDERSEN**  
Chair, District II Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I 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: October 13, 2020

David J. Twa,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: October 25-31, 2020 Childhood Lead Poisoning Prevention Week

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Daniel Peddycord,  
925-313-6712

cc: Marcy Wilhelm, Nati Flores

ATTACHMENTS

Resolution

2020/268

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/268**

**PROCLAIMING OCTOBER 25 – 31, 2020 AS “CHILDHOOD LEAD POISONING PREVENTION WEEK”**

WHEREAS, Contra Costa County recognizes the importance of healthy homes and a safe environment for all of our children and families; and

WHEREAS, an important part of ensuring a safe environment is preventing Contra Costa children from being poisoned by lead in their homes and community; and

WHEREAS, research shows that children are harmed by even low levels of lead, and that lead poisoning often has few or no early visible symptoms; and

WHEREAS, lead poisoning can have lifelong effects, especially for children, ranging from cognitive and behavioral problems to delayed growth and learning disabilities; and

WHEREAS, Contra Costa children may be exposed to lead from deteriorated lead-based paint and contaminated soil, and from other sources such as cultural and consumer products, lead brought home from the workplace, and historic environmental contamination; and

WHEREAS, to keep our children safe and healthy, all children under the age of six should be assessed for lead exposure, at-risk children should receive blood tests for lead; and lead hazards must be identified and removed from a child’s environment; and

WHEREAS, lead poisoning is preventable through greater awareness and elimination of lead hazards; using lead-safe work practices when disturbing lead-based paint; and ensuring that children have a healthy diet and access to health care; and

WHEREAS, the State of California has enabled the Contra Costa Lead Poisoning Prevention Project (LPPP) to offer services to these children, and since 1993 the LPPP has been working to reduce the number of lead poisoned children in Contra Costa through case management, outreach and education, and early intervention services; and

WHEREAS, screening results show that Contra Costa children are still being exposed to the dangers of lead; and

WHEREAS, lead can be found in many products and locations, lead exposure is preventable. We encourage all County of Contra Costa residents to learn about the risk and potential sources of lead exposure, and the steps we can take to protect our children.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors proclaims October 25-31, 2020 as Childhood Lead Poisoning Prevention Week in Contra Costa County, to prevent childhood lead poisoning through increased community awareness and activities supporting the elimination of lead from our homes, consumer products and other sources, and the environment.

\_\_\_\_\_  
**CANDACE ANDERSEN**  
Chair, District II Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I 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: October 13, 2020

David J. Twa,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
Date: October 13, 2020

Subject: Proclamation for October 4-10, 2020 as Fire Prevention Week in Contra Costa County

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Lewis Broschard,  
941-3520

cc:

ATTACHMENTS

Resolution  
2020/255



*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/255**

Proclaiming October 4-10, 2020 as Fire Prevention Week in Contra Costa County

WHEREAS, Fire Prevention Week was established to commemorate the Great Chicago Fire of 1871 that tragically killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres; and

WHEREAS, this event changed the way firefighters and public officials thought about fire safety; and

WHEREAS, The President of the United States has signed a proclamation pronouncing a national observance during that week every year since 1925; and

WHEREAS, Contra Costa County's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, Contra Costa County is committed to ensuring the safety and security of all those living in and visiting our county; and

WHEREAS, all Contra Costa County Fire Chiefs, firefighters, and fire prevention personnel are dedicated to reducing the occurrence of structure fires and related injuries through fire prevention and public safety education; and

WHEREAS, the 2020 theme, "Serve Up Fire Safety in the Kitchen!", acknowledges that unattended cooking is the leading cause of home fires and focuses on cooking safety and preventing kitchen fires at home.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors does hereby proclaim October 4-10, 2020 as Fire Prevention Week in Contra Costa County.

\_\_\_\_\_  
**CANDACE ANDERSEN**  
Chair, District II Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I 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: October 13, 2020

,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: October 13, 2020

Subject: REMOVAL / DECLARE a vacancy in the District IV Family Seat of the Mental Health Commission

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**RECOMMENDATION(S):**

REMOVE Samuel Yoshioka from District IV Family Seat on the Mental Health Commission; DECLARE the District IV Family Seat vacant, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.

**FISCAL IMPACT:**

none

**BACKGROUND:**

Upon reviewing Mr. Samuel Yoshioka attendance record and in accordance with the Commission's current bylaws, Supervisor Mitchoff has made the recommendation to remove Mr. Yoshioka from his current position District IV Family Seat. Supervisor Mitchoff's office has attempted to contact Mr. Yoshioka on several occasions and were unsuccessful in receiving a response. This will leave vacant the District IV Family Seat which expires on June 30, 2022.

The Contra Costa County Mental Health Commission was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institution Code 5604, also known as the Bronzan-McCorquodale Act, Stats. 1992, c. 1374 (A.B. 14). The primary purpose of the Commission is to serve in an advisory capacity to

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Colleen Awad,  
925-521-7100

cc:

BACKGROUND: (CONT'D)

the Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member and an at-large representative on the Commission, for a total of 15 members plus a representative from the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

Mr. Yoshioka will remain the seat.

AGENDA ATTACHMENTS

MINUTES ATTACHMENTS

Vacancy Notice

**Contra  
Costa  
County**



**NOTICE**

The Board of Supervisors will make appointments to fill existing advisory body vacancies. Interested citizens may submit written applications for vacancies to the following address:

Clerk of the Board of Supervisors  
1025 Escobar Street, 1<sup>st</sup> Floor  
Martinez, CA 9455

**Board, Commission, or Committee**

**Appointments will be made after**

Mental Health Commission  
*Seat: District IV Family Member*

October 27, 2020

I, David J. Twa, Clerk of the Board of Supervisors and the County Administrator, hereby certify that, in accordance with Section 54974 of the Government Code, the above notice of vacancy (vacancies) will be posted on October 13, 2020.

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: October 13, 2020

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

By: Lauren Huel  
Deputy Clerk

cc: Hard Copy to Clerk of the Board Lobby  
Hard Copy to Minutes File  
Soft Copy to M:\5-Notices and Postings  
Soft Copy to S:\Minutes Attachments\Minutes 2020



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: October 13, 2020

Subject: Appoint Hannah Brown to the District IV Seat on the Contra Costa Commission for Woman and Girls

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**RECOMMENDATION(S):**

ACCEPT the resignation of Hannah Brown from the Contra Costa Commission for Women and Girls from the At Large 5 seat;

APPOINT Hannah Brown to the District IV seat on the Contra Costa Commission for Women and Girls to a complete the three-year term expiring on February 28, 2021;

DECLARE a vacancy in At Large 5 seat; and

DIRECT the Clerk of the Board to post the vacancy, as requested by the Commission.

**FISCAL IMPACT:**

none

**BACKGROUND:**

Hannah Brown was appointed to the Commission for Women and Girls in At Large 5 seat on February 12, 2019 for a term ending February 28, 2022. She is resigning the At-Large 5 seat to be appointed as the District 4 representative on the Commission for Women and Girls. Hannah's appointment to the District 4 seat is occurring through this same agenda item.

The

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Colleen Awad,  
925-521-7100

cc:

BACKGROUND: (CONT'D)

Contra Costa Commission for Women and Girls identifies major economic, educational and social concerns of women in Contra Costa County, to reach and inform all women on a variety of issues.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

AGENDA ATTACHMENTS

MINUTES ATTACHMENTS

Vacancy Notice

**Contra  
Costa  
County**



**NOTICE**

The Board of Supervisors will make appointments to fill existing advisory body vacancies. Interested citizens may submit written applications for vacancies to the following address:

Clerk of the Board of Supervisors  
1025 Escobar Street, 1<sup>st</sup> Floor  
Martinez, CA 9455

**Board, Commission, or Committee**

**Appointments will be made after**

Contra Costa Commission  
for Women and Girls  
*Seat: At-Large 5*

October 27, 2020

I, David J. Twa, Clerk of the Board of Supervisors and the County Administrator, hereby certify that, in accordance with Section 54974 of the Government Code, the above notice of vacancy (vacancies) will be posted on October 13, 2020.

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: October 13, 2020

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

By:   
Deputy Clerk

cc: Hard Copy to Clerk of the Board Lobby  
Hard Copy to Minutes File  
Soft Copy to M:\5-Notices and Postings  
Soft Copy to S:\Minutes Attachments\Minutes 2020





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Medical Staff Appointments and Reappointments – September 21, 2020

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**RECOMMENDATION(S):**

APPROVE the medical staff appointments and reappointments, privileges, advancements, and voluntary resignations as recommended by the Medical Staff Executive Committee, at their September 21, 2020 meeting, and by the Health Services Director.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

The Joint Commission on Accreditation of Healthcare Organizations has requested that evidence of Board of Supervisors approval for each Medical Staff member will be placed in his or her Credentials File. The attached recommendations for appointment/reappointment were reviewed by the Credentials Committee and approved by the Medical Executive Committee.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Contra Costa Regional Medical and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission on Accreditation of Healthcare Organizations.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

## ATTACHMENTS

Attachment/List

Infectious Disease

Priviledges

Nephrology Priviledges

Neurology Priviledges

Pulmonary Priviledges

Radiology Priviledges

Sleep Medicine Priviledges



**A. New Medical Staff Members**

Bertram, Lynn, MD	Psychiatry/Psychology
Hsieh, Dennis, MD	Emergency Medicine
Iyer, Varshni, MD	Pediatrics
Portman, William, MD	Psychiatry/Psychology
Stotesbery, Kory, DO	Psychiatry/Psychology
Wang, Catherine, MD	DFAM

**B. Travis Residents-Family Medicine**

Chung, Sue, DO

**C. Advance to Non-Provisional**

Ahmed, Safi, MD	Psychiatry/Psychology
Warren, Adam, MD	Surgery-Orthopedics



**D. Biennial Reappointments**

Ahmed, Safi, MD	Psychiatry/Psychology	P
Baldwin, Richard, MD	Psychiatry/Psychology	C
Bergman, Kevin, MD	Emergency Medicine	A
Boittin, Nathalie, MD	OB/GYN	A
Bose, Alok, MD	Pediatrics	C
Brogan, Donna, DDS	Dental	A
De Guzman, Earl Andrew, MD	Psychiatry/Psychology	P
D'Harlingue, Arthur, MD	Pediatrics	C
Dosanjh, Amarjit, MD	Surgery	A
Dumitrescu, Laurentiu, MD	Psychiatry/Psychology	A
Gordon, Amy, MD	DFAM	A
Guss, Jee, MD	Psychiatry/Psychology	A
Hamlin, Kathryn, MD	DFAM	A
Hubbell, Jared, MD	Emergency Medicine	C
Laing, Brian, MD	DFAM	A
Lee, Daniel, MD	Internal Medicine	A
Millstein, Aram, MD	Pathology	A
Rausa, Katherine, MD	Internal Medicine	C
Reminajes, Alfeo, MD	Psychiatry/Psychology	A
Sharma, Konark, MD	Internal Medicine	C
Torres, Marcella, MD	DFAM	A
Wang, Anita, MD	Emergency Medicine	C
Wame, Thomas, MD	DFAM	A
Yasul, Jose, MD	DFAM	A
Zheng, Wei, MD	Surgery	C

**E. Biennial Renewal of Privileges**

Ballesteros, Karla, NP	DFAM	AFF
Lanzarin, Natalie, NP	DFAM	AFF
Rivera, Iraida, FNP	DFAM	AFF

**F. Teleradiologist (VRAD) Reappointments**

Morais, Joshua, MD	Diagnostic Imaging
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**G. Voluntary Resignations**

Clark, Christine, MD	Psychiatry/Psychology
Del Carmen, Glenn, MD	DFAM
Kantharaj, Tara, MD	DFAM
Koliwad, Suneil, MD	Internal Medicine
Lo, Irene, MD	Surgery
Mendoza, Erik, MD	DFAM
Meyerhoff, Jessamyn, LM	OB/GYN
Rhoades, Chelsea, MD	DFAM
Richmond, Marcie, MD	DFAM
Sakhrani, Mohan, MD	Emergency Medicine
Xu, Cathy, MD	Pediatrics

**H. Attachments**

Infectious Disease Core Privileges  
Nephrology Core Privileges  
Neurology Core Privileges  
Pulmonary Core Privileges  
Radiology Core Privileges  
Sleep Medicine Core Privileges

**INFECTIOUS DISEASE CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the “*Requested*” box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

**QUALIFICATIONS FOR INFECTIOUS DISEASE**

**Initial Applicants:** To be eligible to apply for privileges in INFECTIOUS DISEASE, the applicant must meet the following criteria:

**EITHER**

**Pathway A:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in the relevant medical specialty (internal medicine or pediatrics) and successful completion of an accredited fellowship in Infectious Disease
- AND**
2. Documentation of current certification or Board eligibility leading to certification (with achievement of certification within the required time frame set forth by the respective Boards) in Infectious Disease by the American Board of Internal Medicine or a completion of a certificate of special qualifications by the American Osteopathic Board of Internal Medicine.

**OR**

**Pathway B:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in Internal Medicine or Family Medicine, and Department-approved experience in Infectious Disease
- AND**
2. Documentation of Board Certification or Board Eligibility in Internal Medicine or Family Medicine (with achievement of certification within the required time frame set forth by the respective Boards) by the American Board of Internal Medicine (ABIM) or Family Medicine (ABFM) , or American Osteopathic Board of Internal Medicine (AOBIM) or Family Medicine (AOBFM)

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**AND**

(The following are required for both pathways.)

1. Documented current experience: Inpatient/outpatient care of least 500 patients with infectious diseases, reflective of the scope of privileges requested, within the past 24 months, or successful completion of an ACGME- or AOA-accredited residency within the past 24 months. Please provide a clinical activity/procedure log.

**Renewal of Privileges:** To be eligible to renew privileges in Infectious Disease, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.

**AND**

2. Current documented competence and an adequate volume of experience (500 patients with infectious diseases) with acceptable results, reflective of the scope of privileges requested, for the past 24 months based on results of ongoing professional practice evaluation and outcomes.



<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

***Core Privileges: Infectious Disease***

**Requested:** Admit, evaluate, diagnose, consult, and provide care to adolescent and adult patients with infectious diseases of all types and in all organ systems. This includes, but is not limited to, infections of the reproductive organs, infections in solid organ transplant patients, infections in bone marrow transplant recipients, sexually transmitted diseases, infections in travelers, and viral hepatitis, including hepatitis B and C. May provide care to patients in the intensive care setting. Assess, stabilize, and determine the disposition of patients with emergent conditions regarding emergency and consultative call services. The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURES/TREATMENT LIST**

This is not intended to be an all-encompassing procedures list. It defines the types of activities/procedures/privileges that the majority of practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and techniques, as determined by the department chair.

**To the Applicant:** If you wish to exclude any procedures, please strike through the procedures that you do not wish to request, and then initial and date.

**Infectious Disease**

- Performance of history and physical exam
- Administration of antimicrobial and biological products via all routes
- Application and interpretation of diagnostic tests
- Interpretation of Gram's stain

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

Special Non-Core Privileges (See Specific Criteria)  
Non-core privileges are requested individually in addition to requesting the core. Each practitioner requesting non-core privileges must meet the specific threshold criteria as applicable to the applicant.

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***Non-Core Privileges: HIV/AIDS CARE***

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HIV/AIDS care

**Requirement:** requirements of AB 2168 (see attached) must be met.

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. Retrospective or concurrent proctoring (chart review or direct observation) of at least 9 patients with infectious diseases in the care of whom the applicant significantly participated. FPPE/proctoring must be representative of the provider’s scope of practice.
2. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
3. FPPE/Proctoring is also required for at least one (1) procedure/case of each of the requested “non-core” privileges.
4. Completed FPPE forms must be submitted to the Credentialing Office.
5. It is the applicant’s ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

- 6. **For low volume providers: please see separate FPPE/proctoring guidelines.**
- 7. **For more detailed information, please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**DEPARTMENT / DIVISION CHAIR'S RECOMMENDATION**

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

<b>Privilege</b>	<b>Condition/Modification/Explanation</b>

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

--	--

*Notes:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

- |   |                   |
|---|-------------------|
| <b>Credentials Committee Approval</b>       | <b>Date</b> _____ |
| <b>Temporary Privileges</b>                 | <b>Date</b> _____ |
| <b>Medical Executive Committee Approval</b> | <b>Date</b> _____ |
| <b>Board of Supervisors Approval</b>        | <b>Date</b> _____ |

**NEPHROLOGY CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the ***“Requested”*** box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**QUALIFICATIONS FOR NEPHROLOGY**

**Initial Applicants:** To be eligible to apply for privileges in NEPHROLOGY, the applicant must meet the following criteria:

**EITHER**

**Pathway A:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in the relevant medical specialty and successful completion of an accredited fellowship in Nephrology.
- AND**
2. Documentation of current subspecialty certification or Board eligibility (with achievement of certification within the required time frame set forth by the respective Boards) leading to subspecialty certification in Nephrology by the relevant American Board of Medical Specialties or the American Osteopathic Board.
  - 3.

**OR**

**Pathway B:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in Internal Medicine and Department approved experience equivalent to Nephrology fellowship
- AND**
2. Documentation of Board Certification or Board Eligibility in Internal Medicine (with achievement of certification within the required time frame set forth by the respective Boards) by the American Board of Internal Medicine (ABIM), or American Osteopathic Board of Internal Medicine (AOBIM)

**AND**

(The following are required for both pathways.)

1. Documented current experience: Inpatient/outpatient care to at least 500 patients with nephrological diseases, reflective of the scope of privileges requested, within the past 24 months, or successful completion of an ACGME- or AOA-accredited residency, or clinical fellowship within the past 24 months. Please provide a clinical activity/procedure log.

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**Renewal of Privileges:** To be eligible to renew privileges in Nephrology, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.
- AND
2. Current documented competence and an adequate volume of experience (500 patients with nephrological diseases) with acceptable results, reflective of the scope of privileges requested, within the past 24 months, based on results of ongoing professional practice evaluation and outcomes.

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***Core Privileges: Nephrology***

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***Requested:*** Admit, evaluate, diagnose, treat, and provide consultation to adult patients presenting with illnesses and disorders of the kidney, high blood pressure, fluid and mineral balance, and dialysis of body wastes when the kidneys do not function. May provide care to patients in the intensive care setting. Assess, stabilize, and determine the disposition of patients with emergent conditions regarding emergency and consultative call services.

The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURES/TREATMENT LIST**

This is not intended to be an all-encompassing procedures list. It defines the types of activities/procedures/ privileges that the majority of practitioners in this specialty perform at this organization and inherent activities/ procedures/privileges requiring similar skill sets and techniques, as determined by the department chair.

***To the Applicant:*** If you wish to exclude any procedures, based on lack of competency, please strike through the procedures that you do not wish to request, and then initial and date.

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**Nephrology**

- Continuous renal replacement therapy
- Image-guided techniques as an adjunct to privileged procedure
- Kidney biopsy
- Performance of history and physical exam

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. Retrospective or concurrent proctoring (chart review or direct observation) of at least 9 patients with nephrological diseases in the care of whom the applicant significantly participated. FPPE/proctoring must be representative of the provider’s scope of practice.
2. Concurrent proctoring (direct observation) of at least 3 different procedures that are representative of procedures regularly preformed in the department. FPPE/proctoring must be representative of the provider’s scope of practice.
3. FPPE/Proctoring is also required for at least one (1) procedure/case of each of the requested non-core privileges.
4. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
5. Completed FPPE forms must be submitted to the Credentialing Office.
6. It is the applicant’s ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.
7. **For low volume providers: please see separate FPPE/proctoring guidelines.**
8. **For more detailed information, please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**DEPARTMENT / DIVISION CHAIR'S RECOMMENDATION**

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

Privilege	Condition/Modification/Explanation

*Notes:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

<b>Credentials Committee Approval</b>	<b>Date</b> _____
<b>Temporary Privileges</b>	<b>Date</b> _____
<b>Medical Executive Committee Approval</b>	<b>Date</b> _____
<b>Board of Supervisors Approval</b>	<b>Date</b> _____

**NEUROLOGY CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the “*Requested*” box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**QUALIFICATIONS FOR NEUROLOGY**

***Initial Applicants:*** To be eligible to apply for privileges in Neurology, the applicant must meet the following criteria:

**EITHER**

**Pathway A:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in the relevant medical specialty and successful completion of an accredited fellowship in Neurology

**AND**

2. Documentation of current certification or Board eligibility leading to certification (with achievement of certification within the required time frame set forth by the respective Boards) in Neurology by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry

**OR**

**Pathway B:**

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in Internal Medicine or Family Medicine, and Department-approved experience in Neurology

**AND**

2. Documentation of Board Certification or Board Eligibility in Internal Medicine or Family Medicine (with achievement of certification within the required time frame set forth by the respective Boards) by the American Board of Internal Medicine (ABIM) or Family Medicine (ABFM) , or American Osteopathic Board of Internal Medicine (AOBIM) or Family Medicine (AOBFM)

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**AND**

(The following are required for both pathways.)

1. Documentation of current experience: Inpatient/ outpatient care of least 500 patients with neurological disorders, reflective of the scope of privileges requested, within the past 24 months, or successful completion of an ACGME- or AOA-accredited residency within the past 24 months. Please provide a clinical activity/procedure log.

**Renewal of Privileges:** To be eligible to renew privileges in Neurology, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.

**AND**

2. Current documented competence and an adequate volume of experience (500 patients with neurological disorders) with acceptable results, reflective of the scope of privileges requested, for the past 24 months based on results of ongoing professional practice evaluation and outcomes.

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***Core Privileges: Neurology – Adult***

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- Requested:*** Admit, evaluate, diagnose, treat, and provide consultation to adult patients with diseases, disorders, or impaired function of the brain, spinal cord, peripheral nerves, muscles, autonomic nervous system, and the blood vessels that relate to these structures. May provide care to patients in the intensive care setting. Assess, stabilize, and determine the disposition of patients with emergent conditions regarding emergency and consultative call services.

The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURES/TREATMENT LIST**

This is not intended to be an all-encompassing procedures list. It defines the types of activities/procedures/privileges that the majority of practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

techniques, as determined by the department chair.

**To the Applicant:** If you wish to exclude any procedures, please strike through the procedures that you do not wish to request, and then initial and date.

**Adolescent and Adult Neurology**

- Autonomic testing
- Botulinum toxin injection
- Evoked potentials
- Interpretation of electroencephalogram (EEG)
- Lumbar puncture
- Performance of history and physical exam
- Tensilon® testing

**Special Non-Core Privileges (See Specific Criteria)**  
 Non-core privileges are requested individually in addition to requesting the core. Everyone requesting non-core privileges must meet the specific threshold criteria as applicable to the applicant.

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***Non-Core Privileges: Performance and Interpretation of Electromyography Evaluation (EMG) and Nerve Conduction Studies***

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**Requested:** Performance and Interpretation of Electromyography Evaluation (EMG) and Nerve Conduction Studies

**Criteria for Initial Request:**

1. Successful completion of an ACGME– or AOA–accredited postgraduate training program in physical medicine and rehabilitation or neurology that included training in EMG and nerve conduction studies, or successful completion of an accredited ACGME fellowship program in clinical neurophysiology or neuromuscular medicine, or an

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

ACGME-accredited electrodiagnostic medicine preceptorship, or certification by the American Board of Electrodiagnostic Medicine, or department approved extra training and experience

**AND**

2. Demonstrated current competence and evidence of the performance and interpretation of at least 100 EMGs within the past 24 months or completion of training within the past 24 months.

***Criteria for Renewal of Privileges:***

1. Demonstrated current competence and evidence of the performance and interpretation of 100 EMGs within the past 24 months, based on results of ongoing professional practice evaluation and outcomes.

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***Non-Core Privileges: Administration of Sedation and Analgesia***

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**Administration of Sedation and Analgesia:**

- Conscious Sedation** (e.g. versed, morphine, fentanyl) – DOES NOT INCLUDE USE OF KETAMINE OR PROPOFOL
- Ketamine** (test required every 2 years)
- Propofol** (test required every 2 years)

***Criteria for Initial Request:***

1. Successful completion of an ACGME– or AOA–accredited post graduate training program which included training in administration of sedation and analgesia, including the necessary airway management skills, or department approved extra training and experience

**AND**

2. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months, or completion of training within the past 24 months. Please provide clinical activity/procedure log.

***Criteria for Renewal of Privileges:***

1. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months.

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. Retrospective or concurrent proctoring (chart review or direct observation) of at least 9 patients with neurological disorders in the care of whom the applicant significantly participated. FPPE/proctoring must be representative of the provider’s scope of practice.
2. Concurrent proctoring (direct observation) of at least 3 different procedures that are representative of procedures regularly preformed in the department. FPPE/proctoring must be representative of the provider’s scope of practice.
3. FPPE/Proctoring is also required for at least one (1) procedure/case of each of the requested non-core privileges.
4. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
5. Completed FPPE forms must be submitted to the Credentialing Office.
6. It is the applicant’s ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.
7. **For low volume providers: please see separate FPPE/proctoring guidelines.**
8. **For more detailed information, please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center, and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**DEPARTMENT / DIVISION CHAIR’S RECOMMENDATION**

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

Privilege	Condition/Modification/Explanation

*Notes:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

<b>Credentials Committee Approval</b>	<b>Date</b> _____
<b>Temporary Privileges</b>	<b>Date</b> _____
<b>Medical Executive Committee Approval</b>	<b>Date</b> _____
<b>Board of Supervisors Approval</b>	<b>Date</b> _____



**PULMONOLOGY CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the “*Requested*” box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

**QUALIFICATIONS FOR PULMONOLOGY**

***Initial Applicants:*** To be eligible to apply for privileges in PULMONOLOGY, the applicant must meet the following criteria:

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in the relevant medical specialty and successful completion of an accredited fellowship in Pulmonology.

**AND**

2. Documentation of current subspecialty certification or Board eligibility (with achievement of certification within the required time frame set forth by the respective Boards) leading to subspecialty certification in Pulmonology by the relevant American Board of Medical Specialties or the American Osteopathic Board.

**AND**

3. Current documented competency in inpatient/outpatient Pulmonary Medicine (minimum 500 patients) with appropriate workup and management of pulmonary diseases, reflective of the scope of privileges requested, within the past 24 months, or successful completion of an ACGME- or AOA-accredited clinical fellowship within the past 24 months. Please provide a clinical activity/procedure log.

**AND**

4. Documentation of advanced cardiac life support.

***Renewal of Privileges:*** To be eligible to renew privileges in Pulmonology, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.

**AND**

2. Current documented competency and an adequate volume of experience (minimum of 500 patients with subspecialty related conditions) with acceptable results, reflective of the scope of privileges requested, within the past 24 months, based on results of ongoing professional practice evaluation and outcomes.

**AND**

3. Documentation of advanced cardiac life support.

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***Core Privileges: Pulmonology***

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- Requested:*** Admit, evaluate, diagnose, treat, and provide consultation to adult patients (>/ 18 years old) presenting with conditions, disorders, and diseases of the lungs and airways. May provide care to patients in the intensive care setting. Assess, stabilize, and determine the disposition of patients with emergent conditions regarding emergency and consultative call services.

The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURES/TREATMENT LIST**

This is not intended to be an all-encompassing procedures list. It defines the types of activities/procedures/ privileges that the majority of practitioners in this specialty perform at this organization and inherent activities/ procedures/privileges requiring similar skill sets and techniques, as determined by the department chair.

***To the Applicant:*** If you wish to exclude any procedures, based on lack of competency, please strike through the procedures that you do not wish to request, and then initial and date.

**Pulmonology**

- Airway management including Endotracheal Intubation
- Tracheostomy care and management
- Noninvasive Positive Pressure Ventilation including Continuous Positive Airway Pressure (CPAP), and Bilevel Positive Pressure Airway Pressure (BiPAP)
- Diagnostic and therapeutic thoracentesis
- Examination and interpretation of sputum, bronchopulmonary secretions, pleural fluid, and lung tissue
- Flexible fiber-optic bronchoscopy procedures
- Management of pneumothorax (needle insertion and drainage system)
- Operation of hemodynamic bedside monitoring systems
- Performance of history and physical exam
- Pulmonary function tests to assess respiratory mechanics and gas exchange, including spirometry, flow volume studies, lung volumes, diffusing capacity, arterial blood gas analysis, and oximetry studies including the six-minute walk test and oximetry walking study
- Pigtail catheter tube insertion

## CONTRA COSTA REGIONAL MEDICAL CENTER

- Thoracic Vent placement and drainage
- Use of reservoir masks, HiFlow Oxygen nasal cannulas, NIPPV masks
- Use of humidified oxygen, and nebulizers
- Use of incentive spirometry
- Use of Flutter Valve
- Use of Chest Percussion Therapy, including Vest
- Use of a variety of positive pressure ventilatory modes, including:
  - HiFlow Oxygen
    - Ventilatory support, including NIPPV
    - Maintenance, weaning, and withdrawal of HiFlow, NIPPV, and mechanical ventilatory support

### **Special Non-Core Privileges (See Specific Criteria)**

Non-core privileges are requested individually in addition to requesting the core. Everyone requesting non-core privileges must meet the specific threshold criteria as applicable to the applicant.

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### ***Non-Core Privileges: Administration of Sedation and Analgesia***

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#### **Administration of Sedation and Analgesia:**

- Conscious Sedation** (e.g. versed, morphine, fentanyl) – DOES NOT INCLUDE USE OF KETAMINE OR PROPOFOL
- Ketamine** (test required every 2 years)
- Propofol** (test required every 2 years)

#### ***Criteria for Initial Request:***

1. Successful completion of an ACGME– or AOA–accredited post graduate training program which included training in administration of sedation and analgesia, including the necessary airway management skills, or department-approved extra training and experience.

#### **AND**

2. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months, or completion of training within the past 24 months. Please provide clinical activity/procedure log.

#### ***Criteria for Renewal of Privileges:***

1. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months.

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. Retrospective or concurrent proctoring (chart review or direct observation) of at least 9 patients with pulmonary diseases in the care of whom the applicant significantly participated. FPPE/proctoring must be representative of the provider's scope of practice.
2. Concurrent proctoring (direct observation) of at least 3 different procedures that are representative of procedures regularly performed in the department. FPPE/proctoring must be representative of the provider's scope of practice.
3. FPPE/Proctoring is also required for at least one (1) procedure/case of each of the requested non-core privileges.
4. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
5. Completed FPPE forms must be submitted to the Credentialing Office. It is the applicant's ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.
6. **For low volume providers: please see separate FPPE/proctoring guidelines.**
7. **For more detailed information, please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT / DIVISION CHAIR'S RECOMMENDATION**

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
  - Do Not Recommend the Following Requested Privileges:**

<b>Privilege</b>	<b>Condition/Modification/Explanation</b>

Notes:

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\_\_\_\_\_

\_\_\_\_\_

[Department Chair] Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

Credentials Committee Approval Date \_\_\_\_\_

Temporary Privileges Date \_\_\_\_\_

Medical Executive Committee Approval Date \_\_\_\_\_

Board of Supervisors Approval Date \_\_\_\_\_

**RADIOLOGY AND TELE-RADIOLOGY CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the ***“Requested”*** box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

## QUALIFICATIONS FOR DIAGNOSTIC RADIOLOGY AND TELE-RADIOLOGY

**Initial Applicants:** To be eligible to apply for privileges in Diagnostic Radiology and Teleradiology, the applicant must meet the following criteria:

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA) – accredited residency in diagnostic radiology.

**AND**

2. Current certification or Board eligibility (with achievement of certification within the required time frame set forth by the respective Boards) leading to certification in radiology by the American Board of Radiology or by the American Osteopathic Board of Radiology

**AND**

3. Documentation of performance and interpretation of at least 500 radiological examinations, reflective of the scope of privileges requested, or successful completion of an ACGME– or AOA–accredited residency or clinical fellowship within the past 24 months. Please provide a clinical activity/procedure log.

**Renewal of Privileges:** To be eligible to renew privileges in Diagnostic Radiology and Teleradiology, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.

**AND**

2. Current demonstrated competence and an adequate volume of experience (500 general radiological examinations) with acceptable results, reflective of the scope of privileges requested, within the past 24 months, based on results of ongoing professional practice evaluation and outcomes.



Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

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***Core Privileges: Diagnostic Radiology and Teleradiology***

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***Requested:*** DIAGNOSTIC RADIOLOGY AND TELE-RADIOLOGY

Perform general diagnostic radiology (X-ray, ultrasound, and CT/MRI) to diagnose diseases of patients of all ages, including via a tele-radiographic link. Responsible for communicating critical values and critical findings to ordering providers.

The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURE/TREATMENT LIST**

This is not intended to be an all-encompassing list. It defines the types of activities/procedures/privileges that most practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and techniques as determined by the department chair.

***To the Applicant:*** If you wish to exclude any procedures, due to lack of current competency, please strike through the procedures that you do not wish to request and then initial and date.

***Diagnostic Radiology and Tele-radiology***

- CT of the head, neck, spine, body, chest (excluding cardiac), abdomen, pelvis, and extremities and their associated vasculatures.
- MRI of the head, neck, spine, body, chest (excluding cardiac), abdomen, pelvis, extremities and their associated vasculatures, and muscular skeletal structures, etc.
- Routine imaging (e.g., interpretation of plain films)

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

### QUALIFICATIONS FOR VASCULAR AND INTERVENTIONAL RADIOLOGY (VIR)

**Initial applicants:** To be eligible to apply for privileges in vascular and interventional radiology, the initial applicant must meet the following criteria:

1. Successful completion of an ACGME– or AOA–accredited residency in diagnostic radiology, followed by completion of a one-year accredited fellowship in vascular and interventional radiology.

AND

2. Documentation of current subspecialty certification or board eligibility (with achievement of certification within the required time frame set forth by the respective Boards) leading to subspecialty certification in vascular and interventional radiology by the American Board of Radiology or completion of a certificate of added qualifications in vascular and interventional radiology by the American Osteopathic Board of Radiology.

AND

3. Documentation of at least 200 vascular and interventional radiology procedures, reflective of the scope of privileges requested, in the past 24 months, or successful completion of an ACGME– or AOA–accredited residency or clinical fellowship within the past 24 months.

**Renewal of privileges:** To be eligible to renew privileges in vascular and interventional radiology, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.
2. Current documented competence and at least 200 vascular and interventional procedures with acceptable results, reflective of the scope of privileges requested, for the past 24 months based on results of ongoing professional practice evaluation and outcomes. Continuing medical education related to vascular and interventional radiology is required.

***Requested:*** VASCULAR AND INTERVENTIONAL RADIOLOGY

Admit, evaluate, diagnose, and treat patients (> 14 years old) by various radiologic imaging

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

modalities (fluoroscopy, digital radiography, CT, sonography, and MRI). May provide care to patients in the intensive care setting. Assess, stabilize, and determine the disposition of patients with emergent conditions regarding emergency and consultative call services.

### CORE PROCEDURE/TREATMENT LIST

This is not intended to be an all-encompassing list. It defines the types of activities/procedures/privileges that most practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and techniques as determined by the department chair.

**To the Applicant:** If you wish to exclude any procedures, due to lack of current competency, please strike through the procedures that you do not wish to request and then initial and date.

#### Vascular and Interventional Radiology

- Insertion and management of central venous and dialysis access line
- Angiography/arteriography
- Angioplasty
- Coil occlusions of aneurysms
- Myelography and cisternography
- Neuro-interventional procedures for pain, including epidural steroid injection, nerve blocks, and discography
- Nonvascular interventional procedure, including soft-tissue biopsy, abscess and fluid drainage, gastrostomy, nephrostomy, biliary procedures, and ureteral stents
- Noninvasive diagnostic vascular radiology, including ultrasonography, pulse volume recordings, CT, and MRI
- Placement of inferior vena cava filter
- Therapeutic infusion of vasoactive agents
- Uterine artery embolization for leiomyoma
- Venography and venous sampling

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

**Special Non-Core Privileges (See Specific Criteria)**

Non-core privileges are requested individually in addition to requesting the core. Everyone requesting non-core privileges must meet the specific threshold criteria as applicable to the applicant.

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*Non-Core Privilege: Mammography*

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**Mammography**

Requested

- **Requirement:** must have MQSA required qualifications [i.e. 960 exams in the last 2 years, 60 hours documented Category I CME in mammography (40 hours if initially qualified before April 28, 1999), at least 15 of which must have been acquired in the three years immediately prior to the physician meeting his/her initial requirements].

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*Non-Core Privileges: Performance of Carotid Duplex*

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**Requested:** Performance of Carotid Duplex

**Criteria for Initial Request:**

1. Successful completion of one of an ACGME– or AOA–accredited residency or fellowship program that included training in carotid duplex performance/ interpretation and experience in interpreting at least 100 studies while under supervision

**AND**

2. Documented current competence and evidence of the performance and/or interpretation of at least 50 carotid duplex studies within the past 24 months, or completion of training within the past 24 months. Please provide clinical

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

activity/procedure log.

***Criteria for Renewal of Privileges:***

1. Documented current competence and evidence of the performance and/ or interpretation of at least 50 carotid duplex studies within the past 24 months, based on results of ongoing professional practice evaluation and outcomes.

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***Non-Core Privilege: Administration of Sedation and Analgesia***

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**Administration of Sedation and Analgesia:**

**Conscious Sedation** (e.g. versed, morphine, fentanyl) – DOES NOT INCLUDE USE OF KETAMINE OR PROPOFOL

**Ketamine** (test required every 2 years)

**Propofol** (test required every 2 years)

***Criteria for Initial Request:***

1. Successful completion of an ACGME– or AOA–accredited post graduate training program which included training in administration of sedation and analgesia, including the necessary airway management skills, or department approved extra training and experience  
**AND**
2. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months, or completion of training within the past 24 months. Please provide clinical activity/procedure log.

***Criteria for Renewal of Privileges:***

1. Documented current competence and evidence of the performance of at least 5 cases (can be any combination) within the past 24 months.

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. Review of at least 9 readings, a minimum of 3 readings from 3 different days. FPPE/proctoring must be representative of the provider’s scope of practice.
2. Concurrent proctoring (direct observation) of at least three (3) procedures, reflective of the practitioner’s scope of practice. FPPE/proctoring must be representative of the provider’s scope of practice.

Name: \_\_\_\_\_

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (for MSO staff use only)

3. FPPE/proctoring is also required for at least one (1) case of each of the requested non-core privileges. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
4. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
5. Completed FPPE forms must be submitted to the Credentialing Office.
6. It is the applicant's ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.
7. **For low volume providers: please see separate FPPE/proctoring guidelines.**
8. **For more detailed information, please see separate FPPE/proctoring guidelines.**

### ACKNOWLEDGMENT OF PRACTITIONER

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center, and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### DEPARTMENT / DIVISION CHAIR'S RECOMMENDATION

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

Name: _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

Privilege	Condition/Modification/Explanation

*Notes:*

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

<b>Credentials Committee Approval</b>	Date _____
<b>Temporary Privileges</b>	Date _____
<b>Medical Executive Committee Approval</b>	Date _____
<b>Board of Supervisors Approval</b>	Date _____

**SLEEP MEDICINE CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the “*Requested*” box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.



<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

**QUALIFICATIONS FOR SLEEP MEDICINE**

***Initial Applicants:*** To be eligible to apply for privileges in SLEEP MEDICINE, the applicant must meet the following criteria:

1. Documentation of successful completion of an Accreditation Council for Graduate Medical Education (ACGME) – or American Osteopathic Association (AOA)–accredited postgraduate training program in the relevant medical specialty and successful completion of an accredited fellowship in Sleep Medicine, or department-approved equivalent training and experience.

AND

2. Documentation of current subspecialty certification or Board eligibility (with achievement of certification within the required time frame set forth by the respective Boards) leading to subspecialty certification in Sleep Medicine by the relevant American Board of Medical Specialties or the American Osteopathic Board.

AND

3. Required current experience: Has demonstrated competence in Sleep Medicine with appropriate workup and management of sleep related disorders (minimum 500 patients), reflective of the scope of privileges requested, within the past 24 months, or successful completion of an ACGME- or AOA-accredited residency, or clinical fellowship within the past 24 months. Please provide a clinical activity/procedure log.

***Renewal of Privileges:*** To be eligible to renew privileges in Sleep Medicine, the applicant must meet the following criteria:

1. Maintenance of Certification or Osteopathic Ongoing Certification is required.

AND

2. Current documented competence and an adequate volume of experience (minimum 500 patients with sleep disorders) with acceptable results, reflective of the scope of privileges requested, within the past 24 months based on results of ongoing professional practice evaluation and outcomes.

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

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***Core Privileges: Sleep Medicine***

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- Requested:** Admit, evaluate, diagnose, and provide consultation and treatment to adult patients (>/ 18 years old) presenting with conditions or disorders of sleep, including sleep-related breathing disorders (such as obstructive sleep apnea), circadian rhythm disorders, insomnia, parasomnias, disorders of excessive sleepiness (e.g., narcolepsy), sleep-related movement disorders, and other conditions pertaining to the sleep-wake cycle. May provide care to patients in the intensive care setting.

The core privileges in this specialty include the procedures on the attached procedures list and such other procedures that are extensions of the same techniques and skills, as determined by the department chair.

**CORE PROCEDURES/TREATMENT LIST**

This is not intended to be an all-encompassing procedures list. It defines the types of activities/procedures/ privileges that the majority of practitioners in this specialty perform at this organization and inherent activities/ procedures/privileges requiring similar skill sets and techniques, as determined by the department chair.

**To the Applicant:** If you wish to exclude any procedures, based on lack of competency, please strike through the procedures that you do not wish to request, and then initial and date.

**Sleep Medicine**

- Performance of history and physical exam
- Actigraphy
- Home/ambulatory testing
- Maintenance of wakefulness testing (MWT)
- Multiple sleep latency testing (MSLT)
- Oximetry
- Polysomnography (including sleep-stage scoring) - PSG
- PSG titration (CPAP/ BIPAP)
- Sleep log interpretation
- Oral appliance titration

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE) – for initial applicants**

1. Retrospective or concurrent proctoring (chart review or direct observation) of at least 9 patients with Sleep Medicine related disorders in the care of whom the applicant significantly participated. FPPE/proctoring has to be representative of the provider’s scope of practice.
2. Concurrent proctoring (direct observation) of at least 3 different procedures that are representative of procedures regularly preformed in the department. FPPE/proctoring has to be representative of the provider’s scope of practice.
3. FPPE should be concluded as soon as possible (i.e. within the first 3-4 months after starting work at CCRMC).
4. Completed FPPE forms have to be submitted to the Credentialing Office.
5. It is the applicant’s ultimate responsibility to make sure that FPPE and submission of all required paperwork to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.
6. **For low volume providers: please see separate FPPE/proctoring guidelines.**
7. **For more detailed information, please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**DEPARTMENT / DIVISION CHAIR'S RECOMMENDATION**

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

Privilege	Condition/Modification/Explanation

*Notes:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

<b>Credentials Committee Approval</b>	Date _____
<b>Temporary Privileges</b>	Date _____
<b>Medical Executive Committee Approval</b>	Date _____
<b>Board of Supervisors Approval</b>	Date _____



Contra  
Costa  
County

To: Board of Supervisors  
From: PUBLIC PROTECTION COMMITTEE  
Date: October 13, 2020  
Subject: JJCC Appointments

---

**RECOMMENDATION(S):**

APPOINT Julius Van Hook and Denise Mills to the Community Based Organizations seats on the Juvenile Justice Coordinating Council with terms expiring on June 30, 2021.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

As of July 24, 2020, both community-based organization (CBO) representative seats on the Juvenile Justice Coordinating Council were vacant through the resignation of the incumbents. On July 27, 2020, the Public Protection Committee approved a 9-week recruitment period to fill these two (2) vacant CBO seats. On September 28, 2020, the committee conducted interviews for the vacant seats and recommended Julius Van Hook and Denise Mills be appointed to the community based organization seats on the Juvenile Justice Coordinating Council.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Community Based Organization seats would remain vacant.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Paul Reyes

cc: Esa Ehmen-Krause, Chief Probation Officer



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: Appropriation and Revenue Adjustment for the Purchase of a Vehicle

---

**RECOMMENDATION(S):**

APPROVE Appropriation and Revenue Adjustment No.5000 and AUTHORIZE the transfer of appropriations in the amount of \$29,301 from the County Administrator to ISF Fleet Services and AUTHORIZE ISF Fleet Services to execute a purchase order for a replacement pool vehicle, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

This action increases appropriations in ISF Fleet Services (4284) and reduces appropriations in County Administrator (1200) by \$29,301.

**BACKGROUND:**

Effective September 1, 2020 the County Administrator's Office (CAO) purchased unit #1281 (2019 Ford Fusion) at a depreciated value from the County ISF Vehicle Pool. The original request was for a new vehicle, but due to the length of time to receive a new vehicle, it was decided that an existing pool vehicle would be transferred instead. Fleet Services will be replacing this pool vehicle with a Chevy Bolt.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this Appropriation Adjustment is not approved, ISF Fleet Services will not be able to replace this vehicle.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Lauren Weston  
(925)313-2155

cc:

AGENDA ATTACHMENTS

TC24/27\_AP00500

MINUTES ATTACHMENTS

Signed: Appropriations & Adjustments No.  
5000

CONTRA COSTA COUNTY  
 APPROPRIATION ADJUSTMENT /  
 ALLOCATION ADJUSTMENT

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

T/C 27

2020 SEP 23 P 2:56

ACCOUNT CODING		DEPARTMENT :		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1200	2479	OTHER SPECIAL DPMTAL EXP	29,301 00	
1200	5011	REIMBURSEMENTS-GOV/GOV		29,301 00
4284	4953	Autos & Trucks		29,301 00
TOTALS			29,301 00	58,602 00

**APPROVED**

AUDITOR-CONTROLLER:

BY: [Signature] DATE 9/20/20

COUNTY ADMINISTRATOR:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF SUPERVISORS:

YES:

NO:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

EXPLANATION OF REQUEST:

Transfer appropriation from org #1200 (County Administration) to org #4284  
 (Vehicle Replacements ) to purchase a vehicle.

[Signature] Chief of Fiscal Services 9/23/2020  
 SIGNATURE TITLE DATE

APPROPRIATION APOO 5000  
 ADJ. JOURNAL NO.



CONTRA COSTA COUNTY  
 ESTIMATED REVENUE ADJUSTMENT/  
 ALLOCATION ADJUSTMENT

T/C 24

AUDITOR-CONTROLLER  
 2020 SEP 23 P 2: 56

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT :			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
4284	9951	Reimbursements- Gov / Gov	29,301	00	00
TOTALS			29,301	00	0 00

**APPROVED**

AUDITOR-CONTROLLER:

BY:  DATE 9/22/20

COUNTY ADMINISTRATOR:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF SUPERVISORS:

YES:

NO:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

EXPLANATION OF REQUEST:

Transfer appropriation from org #1200 (County Administration) to org #4284

(Vehicle Replacements ) to purchase a vehicle.

 Chief of Fiscal Services 9/23/2020

SIGNATURE

TITLE

DATE

REVENUE ADJ.

RAOO

5000

JOURNAL NO.

CONTRA COSTA COUNTY  
 APPROPRIATION ADJUSTMENT /  
 ALLOCATION ADJUSTMENT

AUDITOR-CONTROLLER  
 TIC 27 2020 SEP 23 P 2:56

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT :				
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE	
1200	2479	OTHER SPECIAL DPMTAL EXP	29,301	00		
1200	5011	REIMBURSEMENTS-GOV/GOV			29,301	00
4284	4953	Autos & Trucks			29,301	00
<b>TOTALS</b>			<b>29,301</b>	<b>00</b>	<b>58,602</b>	<b>00</b>

APPROVED

AUDITOR-CONTROLLER:

BY: *[Signature]* DATE 9/20/20

COUNTY ADMINISTRATOR:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff, Glover

NO: NONE

BY: \_\_\_\_\_ DATE 10/13/2020

EXPLANATION OF REQUEST:

Transfer appropriation from org #1200 (County Administration) to org #4284

(Vehicle Replacements ) to purchase a vehicle.

*[Signature]* Chief of Fiscal Services 9/23/2020  
 SIGNATURE TITLE DATE

APPROPRIATION APOO 5000  
 ADJ. JOURNAL NO.

**CONTRA COSTA COUNTY**  
**ESTIMATED REVENUE ADJUSTMENT/**  
**ALLOCATION ADJUSTMENT**  
 T/C 24  
 2020 SEP 23 P 2:56

**AUDITOR-CONTROLLER USE ONLY**

FINAL APPROVAL NEEDED BY:

- BOARD OF SUPERVISORS
- COUNTY ADMINISTRATOR
- AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT :	INCREASE		<DECREASE>
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION			
4284	9951	Reimbursements- Gov / Gov	29,301	00	00
<b>TOTALS</b>			<b>29,301</b>	<b>00</b>	<b>0 00</b>

**APPROVED**

AUDITOR-CONTROLLER:

BY: *[Signature]* DATE 9/22/20

COUNTY ADMINISTRATOR:

BY: \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff, Glover

NO: NONE

BY: \_\_\_\_\_ DATE 10/13/2020

EXPLANATION OF REQUEST:

Transfer appropriation from org #1200 (County Administration) to org #4284  
 (Vehicle Replacements ) to purchase a vehicle.

*[Signature]* Chief of Fiscal Services 9/23/2020  
 SIGNATURE TITLE DATE

REVENUE ADJ. RAOO 5000

JOURNAL NO.



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: October 13, 2020

Subject: Transfer Positions 6065 & 17186 from the Library to Department of Information Technology

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25610 to transfer position 17186 Network Administrator I (represented) and position 6065 Information Systems Project Manager (represented), and incumbents from the Library to the Department of Information Technology.

**FISCAL IMPACT:**

Costs for the aforementioned positions will be charged back to the Library.

**BACKGROUND:**

In January 2020, the Library's network was compromised resulting in a security breach that severely affected both external and internal operations. Measures taken to eliminate the breach were significant, and outside experts were required to assess and deploy effective security solutions. As with most departments in the County, Library IT employees need ongoing training to stay current with best practices. To institute and maintain a new level of security, the Library would like to partner with the Department of Information Technology (DoIT) to ensure the Library's operations will be protected.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Alison McKee (925)  
608-7790

cc: Alison McKee

BACKGROUND: (CONT'D)

As such, two positions currently assigned to the Library will be transferred to DoIT. Once the positions are transferred and the staff are adequately trained, they will coordinate IT operations for the Library and play a lead role in the restructure of the Library network.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Library not partner with DoIT, there will be insufficient support of the Library IT network.

AGENDA ATTACHMENTS

P300 25610 Transfer Two IT Positions from Library to DoIT

MINUTES ATTACHMENTS

Signed P300 25610

**POSITION ADJUSTMENT REQUEST**

NO. 25610  
DATE 09/22/20

Department Library/Dept of Information Technology Department No./  
Budget Unit No. 0147 Org No. 1070 Agency No. 03  
Action Requested: Transfer position #17186 Network Administrator I (LNSA) and position # 6065 Info Sys Project Manager (LPNA) and incumbent from the Library (0620) to the Department of Information Technology (0147)

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 \$383,672.00 Net County Cost \$0.00  
Total this FY \$287,754.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Costs will be charged to the Library - 100% Library Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Alison McKee

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Julie Enea

9/22/2020

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/6/2020

Transfer position 17186 Network Administrator I (represented) and position 6065 Information Systems Project Manager (represented), and incumbents from the Library to the Department of Information Technology.

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

10/6/2020

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/8/2020

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(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 10/8/2020

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. 25610
DATE 09/22/20

Department Library/Dept of Information Technology
Department No./ Budget Unit No. 0147 Org No. 1070 Agency No. 03
Action Requested: Transfer position #17186 Network Administrator I (LNSA) and position # 6065 Info Sys Project Manager (LPNA) and incumbent from the Library (0620) to the Department of Information Technology (0147)

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 \$383,672.00 Net County Cost \$0.00
Total this FY \$287,754.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Costs will be charged to the Library - 100% Library Funds

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Alison McKee

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Julie Enea

9/22/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/6/2020

Transfer position 17186 Network Administrator I (represented) and position 6065 Information Systems Project Manager (represented), and incumbents from the Library to the Department of Information Technology.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [X] Day following Board Action.

[ ] (Date)

Gladys Scott Reid

10/6/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/8/2020

- [X] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [ ]

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

DATE 10-13-2020

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:





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Establish the Departmental HR Supervisor classification, cancel a Social Services Program Analyst and add a Departmental HR Supervisor in EHSD

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental Human Resources Supervisor (XAFA) (unrepresented); add one (1) Departmental Human Resources Supervisor (XAFA) (unrepresented) position at salary plan and grade B85 1012 (\$7,285 - \$9,763); cancel one (1) Social Services Program Analyst (X4SH) (represented) position # 10835 at salary plan and grade KZ5 1642 (\$6,686 - \$8,127) in the Employment and Human Services Department.

**FISCAL IMPACT:**

The Departmental Human Resources Supervisor position will be funded with 58% Federal, 36% State, and 6% County funds. Trading the Social Services Program Analyst for a Departmental HR Supervisor position will cause an annual salary and benefits budget increase of \$11,115, including \$3,351 increase in pension cost. The County cost will increase by \$667.

**BACKGROUND:**

Contra Costa County Human Resources Department contracted with CPS HR Consulting to conduct a study of the staffing needs

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

Contact: Reni Radeva, (925) 608-5036;  
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

## BACKGROUND: (CONT'D)

of the personnel units in both the Employment and Human Services Department (EHSD), and in the Health Services Department (HSD). The study conducted in EHSD was an in-depth analysis of the personnel transaction functions, but did not include any analysis of the payroll staffing and functions. This study was completed over a two-year period and included a recommendation that EHSD "should add a first line supervisor position to assist in the day to day management of staff. This will allow the current supervisor (the Departmental Personnel Officer) to focus on the programmatic requirements that have been delegated as unmet work requirements and management oversight of the division, and provide guidance in the Personnel arena at the departmental level, while providing a position that can focus on appropriate work distribution and supervisory guidance in addition to helping the current supervisor with backlogged projects/requirements and assist with running the day to day operation of the Personnel Division."

The CPS study, conducted in 2018-19 and issued in February 2020, recognized the extraordinary workload under the Departmental Personnel Officer for the daily transaction activities, however as previously noted, did not account for the additional work associated with the supervision and administration of the payroll unit and its functions. Further, the impacts of the Covid-19 pandemic have brought significant increases in personnel transactions such as recruiting, testing, hiring, on-boarding, timekeeping, FMLA, LOA, labor relations issues, interactive meetings, tracking and monitoring.

Currently, the Personnel Unit of the Employment and Human Services Department consists of thirty (30) professional, paraprofessional and assistant staff, performing a wide scope of human resources activities including payroll. All staff report to and are supervised by the Departmental Personnel Officer, who is responsible for the overall management and administration of the Personnel Unit.

The Departmental Human Resources Supervisor will be responsible to coordinate and guide the activities of the personnel team and ensure the efficient and timely completion of day-to-day work. This position will perform comprehensive professional human resources work, handle the most complex and sensitive project assignments, supervise personnel staff, and will be responsible for assigned personnel functions within the personnel unit.

Employment and Human Services Department was granted a freeze exemption on August 10, 2020 to move forward with adding the Departmental HR Supervisor position.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the recommended Departmental Human Resources Supervisor position will continue to deepen the work overload and the unmet work requirements for the entire personnel unit and will continue to negatively impact the effectiveness and stability of EHSD.

## CHILDREN'S IMPACT STATEMENT:

Not Applicable

## AGENDA ATTACHMENTS

JD- DHRS

AIR 42770 budget

P300

MINUTES ATTACHMENTS

Signed P300 25631

## DEPARTMENTAL HUMAN RESOURCES SUPERVISOR

Bargaining Unit: Management - Mgmt  
Classes, Classified & Exempt

### SALARY RANGE

\$41.58 - \$55.72 Hourly

\$7,206.68 - 9,657.65 Monthly

\$86,480.20 - \$115,891.70 Annually

#### DEFINITION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.*

Under general direction, coordinates and guides the activities of a team of professional, paraprofessional and assistant staff to efficiently complete the day-to-day work a Departmental Human Resources team; meets performance agreements and accomplish divisional goals and objectives; performs comprehensive professional human resources work; handles the most complex and sensitive projects and assignments; performs other related work as required.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this class are restricted to large County Departments and are responsible for providing lead direction to a team of Human Resources staff, performing comprehensive personnel work, and handling highly complex and sensitive projects and assignments in the administration of Human Resources functions.

This class is distinguished from positions in the class of Departmental Personnel Officer-Exempt in that the latter is responsible for the overall management and administration of the personnel division and a member of the Executive Team, whereas the Departmental Human Resources Supervisor has technical and supervisory oversight and responsibility for the day-to-day work and integrity of the personnel division. It is further distinguished from positions in the class of Departmental Human Resources Analyst II in that the latter performs professional-level analytical and technical work in hiring and on-boarding, employee relations, leave administration and other human resources activity, whereas the Departmental Human Resources Supervisor supervises personnel staff, provides administrative and technical oversight, and is responsible for assigned personnel functions and the personnel division.

This classification reports to the Departmental Personnel Officer, or other member of the Executive Management Team in a large Department.

**MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Possession of a bachelor's degree from an accredited college or university in public administration, business administration, human resources management or a closely related field.

and

**Experience:** Four (4) years of full-time or its equivalent professional human resources experience. Qualifying experience should include one or more of the following areas of responsibility such as conducting classification studies, compensation analysis, recruitment and staffing, employee and/or labor relations, and leave administration, at least one (1) year of which must have been in a public agency. Depending on the position(s) to be filled, qualifying experience may be limited to experience directly related to the assignment as specified on the job announcement.

Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.

**KNOWLEDGES, SKILLS, AND ABILITIES:****Knowledge of:**

- Principles, methods and best practices of human resources functional areas
- Principles, practices and methods of effective administrative management
- Principles, practices and techniques of supervision and administrative program analysis
- Pertinent Federal, State and local laws, codes and regulations
- The requirements of the Meyers-Milias-Brown Act (MMBA) as it pertains to scope of bargaining
- Standard and accepted principles and practices of public personnel administration, supervision, leadership, training, team building and conflict resolution
- Laws and regulations affecting public sector employment
- Principles and practices of payroll administration
- Administration of policies, procedures and provisions of Memoranda of Understanding (MOU) with bargaining units
- Recruitment, leave administration, employee and labor relations, and personnel and payroll data management programs
- English composition, grammar, spelling, vocabulary, and punctuation for both written and oral communications
- Oral communication techniques to include presentations to groups of various sizes
- Automated personnel, payroll and electronic data storage and retrieval systems

**Ability to:**

- Direct, supervise, evaluate, train and conduct performance appraisals

- Analyze, interpret explain and apply complex regulations, laws, directives, policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Prepare, review, and assist in the preparation of clear and concise reports, records and correspondence
- Provide exceptional customer service
- Maintain accurate documentation, records and files
- Establish and maintain effective working relationships with department management and bureaus
- Investigate, analyze, make decisions and recommend solutions to difficult administrative and personnel matters to the Departmental Personnel Officer
- Handle highly confidential and sensitive information and situations
- Develop and manage projects

#### **TYPICAL TASKS:**

Duties may include, but are not limited to, the following:

- Directs, plans organizes, trains and coordinates the work of a team of professional, paraprofessional and assistant staff
- Supervises assigned human resources functions
- Participates in the formation of personnel division goals and objectives; assists in developing benchmarks for measuring the effectiveness and performance of assigned program areas
- Assists in developing and administering department policies within area of assignment(s)
- Advises management and supervisory employees
- Acts as an internal consultant working across all divisions and teams within a department to solve a broad array of personnel problems and issues; formulates courses of action and recommends solutions to executive management
- May investigate and respond to employee discrimination and harassment complaints and work closely with County Counsel in preparing written responses to County and Governmental entities
- Provides consult, advice and recommendations to department staff on employee and labor relations matters
- Prepares and/or directs the preparation of complex reports on a wide variety of technical and professional matters
- Reviews and recommends streamlining or updating of policies, procedures and practices
- Understands and uses technology to continuously improve personnel services
- May represent the division at professional gatherings, public meetings, or legal hearings/mediations
- Conducts special projects as assigned by the Departmental Personnel Officer
- May act for the Departmental Personnel Officer in his/her absence
- Other duties as assigned in support of Human Resources division and the Department

**ASSIST Request - N/A**

Date:	11-Aug-20			County
Annualization Factor	12	Annualization Factor	12	Cost
Benefit Percentage	61.42%	Benefit Percentage	61.42%	Increase
Pension Percentage	30.15%	Pension Percentage	30.15%	(Decrease)

**Budget Unit/Bureau No: 501** **504**

Currently filled by: VACANT

**TRANSFERRED POSITIONS (New Organization No. 0501)**

**OLD POSITION (Old Organization No. 0504)**

Old Position Number: 10835

Classification	Departmental HR Supervisor
<b>Budgeted Monthly Salary</b>	\$ 7,945
Benefit Amount	\$ 4,880
<b>Salary + Benefit</b>	\$ 12,825
<b>Annualized Sal+ Ben Cost</b>	\$ 153,905
Effective Mo's	12
<b>Upcoming Yr. Cost</b>	\$ 153,905
<b>Federal Percentage</b>	58.00%
Federal Cost	\$ 89,265
<b>State Percentage</b>	36.00%
State Cost	\$ 55,406
<b>Other Funding 100%</b>	\$ -
County Percentage	6.00%
<b>County Cost</b>	\$ 9,234
<b>Annual Pension Cost</b>	\$ 46,402

Classification	Social Services Program Analyst
<b>Budgeted Monthly Salary</b>	\$ 7,372
Benefit Amount	\$ 4,528
<b>Salary + Benefit</b>	\$ 11,899
<b>Annualized Sal+ Ben Cost</b>	\$ 142,790
Current Yr. Effective Mo's	12
<b>Current Yr. Cost</b>	\$ 142,790
<b>Federal Percentage</b>	58.00%
Federal Cost	\$ 82,818
<b>State Percentage</b>	36.00%
State Cost	\$ 51,404
<b>Other Funding 100%</b>	\$ -
County Percentage	6.00%
<b>County Cost</b>	\$ 8,567
<b>Annual Pension Cost</b>	\$ 43,051

	\$ 6,447
	\$ 4,002
	\$ 667
	\$ 3,351

Fiscal Analyst: Chris Dunn 8/11/2020

Explanation:

Step 1	\$ 7,206.68	Step 1	\$ 6,686.20
Step 2	\$ 7,567.01	Step 2	\$ 7,020.51
Step 3	\$ 7,945.37	Step 3	\$ 7,371.53
Step 4	\$ 8,342.63	Step 4	\$ 7,740.11
Step 5	\$ 8,759.77	Step 5	\$ 8,127.11
Step 6	\$ 9,197.75	Step 6	
Step 7	\$ 9,657.64	Step 7	
Step 8		Step 8	
Step 9		Step 9	
Step 10		Step 10	
Step 11		Step 11	
Federal	58%	Federal	
State	36%	State	
State 2011 Realign	0%	State 2011 Realign	
State 91/92 Realign	0%	State 91/92 Realign	
Fed/Health	0%	Fed/Health	
County	6%	County	
	<u>100%</u>		<u>0%</u>

**ASSIST Request - 48350**

Date:	March 25 2019			County
Annualization Factor	12	Annualization Factor	12	Cost
Benefit Percentage	69.98%	Benefit Percentage	69.98%	Increase
Pension Percentage	31.60%	Pension Percentage	31.60%	(Decrease)

**Budget Unit/Bureau No: 501**      **5315**

Currently filled by: VACANT

**TRANSFERRED POSITIONS (New Organization No. 0501)**

**OLD POSITION (Old Organization No. 0504)**

Classification	Secretary - Advanced Level	Classification	Secretary - Journey Level	
<b>Budgeted Monthly Salary</b>	\$ 4,373	<b>Budgeted Monthly Salary</b>	\$ 3,788	
Benefit Amount	\$ 3,060	Benefit Amount	\$ 2,651	
Salary + Benefit	\$ 7,433	Salary + Benefit	\$ 6,584	
Annualized Sal+ Ben Cost	\$ 89,194	Annualized Sal+ Ben Cost	\$ 79,008	
Effective Mo's	12	Current Yr. Effective Mo's	12	
Upcoming Yr. Cost	\$ 89,194	Current Yr. Cost	\$ 79,008	
Federal Percentage	42.00%	Federal Percentage	17.00%	
Federal Cost	\$ 37,462	Federal Cost	\$ 13,431	\$ 24,030
State Percentage	53.00%	State Percentage	78.00%	
State Cost	\$ 47,227	State Cost	\$ 61,626	\$ (14,353)
Other Funding 100%		Other Funding 100%		
County Percentage	5.00%	County Percentage	5.00%	
County Cost	\$ 4,460	County Cost	\$ 3,950	\$ 509
Annual Pension Cost	\$ 28,185	Annual Pension Cost	\$ 24,967	\$ 3,218

Example for Staff

Fiscal Analyst: Jan Nelson

This position needs to be moved from Work Force Services Bureau to the Administrative Support Services Bureau. This position will serve as Secretary to the EHSD CFO and will be funded with 42% Fed, 53% State, and 5% County.

Step 1	\$	4,162.07	Step 1	\$	3,605.00
Step 2	\$	4,266.12	Step 2	\$	3,695.57
Step 3	\$	4,372.77	Step 3	\$	3,787.96
Step 4	\$	4,482.09	Step 4	\$	3,882.66
Step 5	\$	4,594.14	Step 5	\$	3,979.73
Step 6	\$	4,709.00	Step 6	\$	4,079.22
Step 7	\$	4,826.72	Step 7	\$	4,181.20
Step 8			Step 8		
Step 9			Step 9		
Step 10			Step 10		
Step 11			Step 11		
Federal		42%	Federal		17%
State		53%	State		78%
State 2011 Realign			State 2011 Realign		
State 91/92 Realign			State 91/92 Realign		
Fed/Health			Fed/Health		
County		5%	County		5%
		<u>100%</u>			<u>100%</u>



POSITION ADJUSTMENT REQUEST

NO. 25631
DATE 8/12/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 19
Action Requested: ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental HR Supervisor as identified by the County's HR Department; Cancel one (1) Social Services Program Analyst (X4SH) (represented) position # 10835 at salary plan and grade KZ5 1642 (\$6,686 - \$8,127) and Add one DHRS (XAFA) (represented) position at salary plan and grade B85/1012 (\$7,285 - \$9,763) in EHSD.

Proposed Effective Date: 10/1/2020

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$11,115.00

Net County Cost \$667.00

Total this FY \$9,262.50

N.C.C. this FY \$556.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

Department must initiate necessary adjustment and submit to CAO. Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/16/2020

ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental Human Resources Supervisor; add one (1) Departmental Human Resources Supervisor position; and cancel one (1) Social Services Program Analyst in the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.

[ ] \_\_\_\_\_(Date)

Elizabeth Loud

9/22/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10-5-2020

[x] Approve Recommendation of Director of Human Resources

[ ] Disapprove Recommendation of Director of Human Resources

[ ] Other: \_\_\_\_\_

[Handwritten Signature]

(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 9/25/2020

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. 25631
DATE 8/12/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 19
Action Requested: ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental HR Supervisor as identified by the County's HR Department; Cancel one (1) Social Services Program Analyst (X4SH) (represented) position # 10835 at salary plan and grade KZ5 1642 (\$6,686 - \$8,127) and Add one DHRS (XAFA) (represented) position at salary plan and grade B85/1012 (\$7,285 - \$9,763) in EHSD.

Proposed Effective Date: 10/1/2020

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$11,115.00

Net County Cost \$667.00

Total this FY \$9,262.50

N.C.C. this FY \$556.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

Department must initiate necessary adjustment and submit to CAO. Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/16/2020

ADOPT Position Adjustment Resolution No. 25631 to establish the classification of Departmental Human Resources Supervisor; add one (1) Departmental Human Resources Supervisor position; and cancel one (1) Social Services Program Analyst in the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.

[ ] (Date)

Elizabeth Loud

9/22/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other:

DATE

10-5-2020

[Signature]

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [ ]

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

DATE 10-13-2020

BY

[Signature]

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: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Reassign a vacant position from Workforce Services Bureau to the Administrative Services Bureau in the Employment and Human Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25632 to reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) at salary plan and grade ZA2 1841 (\$8,389 - \$10,738), from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

**FISCAL IMPACT:**

Upon approval of this action, there will be an approximate annual salary and benefit cost increase of \$170,718 in Department 0501 (Administrative Services) that will be offset by additional allocations Employment and Human Services Bureau is able to draw down from revenues or administrative services. There will be also a \$170,718 reduction in Department 0504 (Workforce Services). There is no Net County costs to move Position 15322 from the Workforce Services Bureau to the Administration Bureau, as both classifications have the same Salary & Benefit costs and

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

Contact: Reni Radeva: (925) 608-5036;  
rradeva@ehsd.cccounty.us

By: June McHuen, Deputy

cc: Reni Radeva

FISCAL IMPACT: (CONT'D)

funding ratios.

BACKGROUND:

The Employment and Human Services Department is requesting to reassign vacant Employment and Human Services (EHS) Division Manager (DM) Position #15322 from the Workforce Services Bureau (0504) to the Administrative Services Bureau (0501). The position has been vacant for over a year and the Bureau does not intend to fill it in the future. Since the Department has a staffing need for a Division Manager in the Administrative Services Bureau (Admin. Services) and available allocations to draw down from, the reassignment of this vacant position will better align the Department's staffing needs in Administrative Services Bureau and remove a not needed position from Workforce Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Workforce Services Bureau will continue to have a position that is not needed and that will not fill in the future, and Administrative Services Bureau will not have sufficient positions needed to draw down available revenue allocations and support the additional services needed in that bureau.

CHILDREN'S IMPACT STATEMENT:

No Impact.

AGENDA ATTACHMENTS

Budget

P300 25632 Reassign from WFS to ADMIN

MINUTES ATTACHMENTS

Signed P300 25632

**ASSIST Request - N/A**

Date:	10-Sep-20		County
Annualization Factor	12	Annualization Factor	12
Benefit Percentage	61.42%	Benefit Percentage	61.42%
Pension Percentage	30.15%	Pension Percentage	30.15%
			Cost Increase (Decrease)

**Budget Unit/Bureau No: 501**

**504**

Currently filled by: VACANT

**TRANSFERRED POSITIONS (New Organization No. 0501)**

**OLD POSITION (Old Organization No. 0504)**

Old Position Number: 15322

Classification	EHS Division Manager
<b>Budgeted Monthly Salary</b>	\$ 8,813
Benefit Amount	\$ 5,413
<b>Salary + Benefit</b>	\$ 14,227
<b>Annualized Sal+ Ben Cost</b>	\$ 170,718
Effective Mo's	9
<b>Upcoming Yr. Cost</b>	\$ 128,039
Federal Percentage	58.00%
Federal Cost	\$ 74,262
State Percentage	36.00%
State Cost	\$ 46,094
Other Funding 100%	\$ -
County Percentage	6.00%
County Cost	\$ 7,682
<b>Annual Pension Cost</b>	\$ 51,472

Classification	EHS Division Manager
<b>Budgeted Monthly Salary</b>	\$ 8,813
Benefit Amount	\$ 5,413
<b>Salary + Benefit</b>	\$ 14,227
<b>Annualized Sal+ Ben Cost</b>	\$ 170,718
Current Yr. Effective Mo's	9
<b>Current Yr. Cost</b>	\$ 128,039
Federal Percentage	58.00%
Federal Cost	\$ 74,262
State Percentage	36.00%
State Cost	\$ 46,094
Other Funding 100%	\$ -
County Percentage	6.00%
County Cost	\$ 7,682
<b>Annual Pension Cost</b>	\$ 51,472

\$ -
\$ -
\$ -
\$ -
\$ (0)

Fiscal Analyst: Chris Dunn 9/10/2020

Explanation: There is no Net County costs to move Position 15322 from the Workforce Services Bureau to the Administrative Services Bureau, as both classifications have the same Salary & Benefit costs and funding ratios.

Step 1	\$ 8,388.68	Step 1	\$ 8,388.68
Step 2	\$ 8,598.40	Step 2	\$ 8,598.40
Step 3	\$ 8,813.36	Step 3	\$ 8,813.36
Step 4	\$ 9,033.69	Step 4	\$ 9,033.69
Step 5	\$ 9,259.53	Step 5	\$ 9,259.53
Step 6	\$ 9,491.02	Step 6	\$ 9,491.02
Step 7	\$ 9,728.30	Step 7	\$ 9,728.30
Step 8	\$ 9,971.50	Step 8	\$ 9,971.50
Step 9	\$ 10,220.79	Step 9	\$ 10,220.79
Step 10	\$ 10,476.31	Step 10	\$ 10,476.31
Step 11	\$ 10,738.22	Step 11	\$ 10,738.22
Federal	58%	Federal	58%
State	36%	State	36%
State 2011 Realign	0%	State 2011 Realign	0%
State 91/92 Realign	0%	State 91/92 Realign	0%
Fed/Health	0%	Fed/Health	0%
County	6%	County	6%
	<u>100%</u>		<u>100%</u>

POSITION ADJUSTMENT REQUEST

NO. 25632
DATE 9/10/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 19
Action Requested: Reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

Proposed Effective Date: 10/1/2020

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \_\_\_\_\_ Net County Cost \$0.00
Total this FY \_\_\_\_\_ N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT (58% Federal, 36% State and 6% County)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Reni Radeva 9/10/2020

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

9/18/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [ ] Day following Board Action.

[x] 10/1/2020(Date)

Amanda Monson

9/18/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10-5-2020

- [x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other: \_\_\_\_\_

[Handwritten Signature]

(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 10/5/2020

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. 25632
DATE 9/10/2020

Department Employment and Human Services
Department No./ Budget Unit No. 0501 Org No. 5101 Agency No. 19
Action Requested: Reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

Proposed Effective Date: 10/1/2020

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \_\_\_\_\_ Net County Cost \$0.00
Total this FY \_\_\_\_\_ N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT (58% Federal, 36% State and 6% County)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Reni Radeva 9/10/2020

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Dennis Bozanich

9/18/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS DATE \_\_\_\_\_
Reassign vacant position #15322, Employment and Human Services Division Manager (XADD) (represented) from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services Bureau) in the Employment and Human Services Department, effective October 1, 2020.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [ ] Day following Board Action.
[x] 10/1/2020(Date)

Amanda Monson

9/18/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:
[x] Approve Recommendation of Director of Human Resources
[ ] Disapprove Recommendation of Director of Human Resources
[ ] Other: \_\_\_\_\_

DATE 10-5-2020

[Signature]

(for) County Administrator

BOARD OF SUPERVISORS ACTION:
Adjustment is APPROVED [x] DISAPPROVED [ ]

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

DATE 10-13-2020

BY [Signature]

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: Esa Ehmen-Krause, County Probation Officer  
Date: October 13, 2020

Subject: Reassign one position and incumbent from Institutions to Probation Programs

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25638 to reassign position #15927 and incumbent, Probation Manager(7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department, effective October 1, 2020.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Juvenile Hall has two Probation Managers. One is assigned to programming and operations while the other is assigned to personnel. The Probation Department recently completed a department wide reorganization. As a result, all personnel function have been centralized to the newly created Staff Development and Professional Services Bureau requiring this position to be moved from the Institutions to the Field.

**CONSEQUENCE OF NEGATIVE ACTION:**

This position will not be in the correct Budget Unit for the services that the position provides.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Danielle Fokkema, (925)  
313-4195

cc: Danielle Fokkema

AGENDA

ATTACHMENTS

P300 25638

MINUTES

ATTACHMENTS

Signed P300 25638

**POSITION ADJUSTMENT REQUEST**

NO. 25638  
DATE 9/17/2020

Department Probation

Department No./  
Budget Unit No. 0309 Org No. 3120 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25638 to reassign position #15927 and incumbent, Probation Manager(7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department.

Proposed Effective Date: 10/1/2020

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 \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Danielle Fokkema

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/6/2020

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/6/2020

Reassign position #15927 and incumbent, Probation Manager (7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department, effective October 1, 2020.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.

10/1/2020(Date)

Gladys Scott Reid

10/6/2020

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/8/2020

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: \_\_\_\_\_

Paul Reyes

\_\_\_\_\_  
(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 10/8/2020

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. 25638
DATE 9/17/2020

Department Probation
Department No./
Budget Unit No. 0309 Org No. 3120 Agency No. 30

Action Requested: ADOPT Position Adjustment Resolution No. 25638 to reassign position #15927 and incumbent, Probation Manager(7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department.

Proposed Effective Date: 10/1/2020

Classification Questionnaire attached: Yes [ ] No [x] / Cost is within Department's budget: Yes [x] No [ ]

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Danielle Fokkema

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

10/6/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/6/2020

Reassign position #15927 and incumbent, Probation Manager (7AGB) (unrepresented) from Department 0309 (Institutions), Org 3120 to Department 0308 Probation Programs) Org 3000 in the Probation Department, effective October 1, 2020.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [ ] Day following Board Action.

[x] 10/1/2020(Date)

Gladys Scott Reid

10/6/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/8/2020

[x] Approve Recommendation of Director of Human Resources

[ ] Disapprove Recommendation of Director of Human Resources

[ ] Other: \_\_\_\_\_

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [x] DISAPPROVED [ ]

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

DATE 10-13-2020

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:



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: APPROVE and ACCEPT Grant Deed for Property Located at 2099 Arnold Industrial Way, Concord.

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**RECOMMENDATION(S):**

APPROVE and ACCEPT the Grant Deed dated September 18, 2020, conveying to the County the real property located at 2099 Arnold Industrial Way, Concord (Property), from the Motheral Family Trust dated July 11, 1980;

AUTHORIZE the Public Works Director to execute a Real Property Acceptance in connection with the Property.

DIRECT the Real Estate Division to have the above-referenced Grant Deed and Real Property Acceptance delivered to North American Title Company, 6612 Owens Drive, Suite 100, Pleasanton, CA 94588, Escrow No. 54606-20-00310, for recording in the office of the County Recorder.

**FISCAL IMPACT:**

No impact on the General Fund. The County has been paying for maintenance, utilities and landscaping during the 20-year term of the lease. If the County elects not to take title to the property, the County may be obligated to pay rent, which it will not be required to do if it takes title.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Jewel Lopez, 925.  
957-2485

### BACKGROUND:

Pursuant to the terms of a lease dated August 1, 2000, between the County and the Motheral Family Trust dated July 11, 1980, the County leased the property located at 2099 Arnold Industrial Way, Concord (Property), for use by the County's Sherriff's Department, Employment and Human Services Department – Community Service Bureau, and Public Works Department. Under the terms of the lease, the Motheral Family Trust is required to transfer title to the Property after receipt of the County's final payment under the lease. The County's final payment was made in August 2020, and the lease expired by its terms on August 31, 2020.

The transfer of title to the Property upon expiration of the lease was a material consideration when the County entered into this lease. Accepting the grant deed and title to the Property will carry out the business terms of the lease that were approved by the Board of Supervisors on March 7, 2000.

### CONSEQUENCE OF NEGATIVE ACTION:

If the County does not accept the Grant Deed, the Motheral Family Trust will continue to own fee title to the property, despite the County having paid the agreed purchase price in full. The result could be a cloud on title to the property, uncertainty as to who is obligated to pay any real property taxes, the County being charged rent on property it is entitled to own, and future action being required to quiet title to the property.

### ATTACHMENTS

Grant Deed



Recorded at the request of:  
The Motheral Family Trust

When Recorded Mail Document and  
Tax Statements to:  
Contra Costa County  
Public Works Department  
Real Estate Division  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Jewel Lopez

EXEMPT FROM RECORDING FEES PURSUANT TO GOV'T. CODE SECTION 27383 AND DOCUMENTARY TRANSFER TAX PURSUANT TO  
REVENUE AND TAXATION CODE SECTION 11922.

Assessor's Parcel No. 159-080-033

Title Company Order No.: 54606-20-00310

## GRANT DEED

For Value Received, receipt of which is hereby acknowledged,

**NADYNE D. MOTHERAL, TRUSTEE OF THE MOTHERAL FAMILY TRUST DATED JULY 11,  
1980**

GRANT(S) to

**CONTRA COSTA COUNTY**, a political subdivision of the State of California,

The following described real property in the unincorporated area of the County of Contra Costa,  
State of California,

**FOR DESCRIPTION AND PLAT MAP SEE EXHIBIT "A" AND "B" ATTACHED HERETO  
AND MADE A PART HEREOF.**

GRANTOR:

Date \_\_\_\_\_

\_\_\_\_\_  
Nadyne D. Motheral, Trustee

**ATTACH APPROPRIATE ACKNOWLEDGMENT**

JL:dw

G:\realprop\LeaseInf\Concord\2099 Arnold Ind Way Suite D\DE.01 Grant Deed - Motheral Family Trust - v2.doc

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public,  
personally appeared \_\_\_\_\_, who proved  
to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed  
the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s)  
on the instrument the person(s), or the entity upon behalf of which the person(s) acted,  
executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)  
Notary Public

Parcel A  
2099 Arnold Industrial Way  
from The Motheral Family Trust to Contra Costa County  
APN 159-080-033

### EXHIBIT "A"

Real Property in an unincorporated area of Contra Costa County, State of California, being a portion of the Rancho Monte Del Diablo, and being all of Parcel One and Parcel Two as described in the Grant Deed from Motheral and Moran and Associates to The Motheral Family Trust Dated July 11, 1980, recorded on January 6, 1984 in Book 11600 of Official Records, at Page 518 in the office of the Contra Costa County Recorder more particularly described as follows;

Beginning at the southeast corner of that parcel described in the Deed from the State of California to Criss Cornish, ET UX., recorded on November 28, 1977 in Book 8606 of Official Records, at Page 372 in the office of said Contra Costa County Recorder; thence along the south line of said Parcel (8606 OR 372) south  $45^{\circ}56'09''$  west for a distance of 21.16 feet; thence continuing along the south line of said Parcel (8606 OR 372) south  $64^{\circ}16'17''$  west for a distance of 248.82 feet to the southwest corner of said Parcel (8606 OR 372); thence along the west line of said Parcel (8606 OR 372) north  $52^{\circ}33'45''$  west for a distance of 15.00 feet to the northwest corner of said Parcel (8606 OR 372) and a point on a non-tangent curve concave to the northwest having a radius of 630.00 feet, a radial line of said curve bears south  $52^{\circ}33'45''$  east; thence along the north line of said Parcel (8606 OR 372) and the north line of that parcel described in the Deed from the State of California to Criss Cornish, ET UX., recorded on August 19, 1975 in Book 7596 of Official Records, at Page 147 in the office of said Contra Costa County Recorder, and along the arc of said curve through a central angle of  $15^{\circ}11'59''$ , for an arc length of 167.13 feet; thence continuing along said north line (7596 OR 147) north  $22^{\circ}14'16''$  east for a distance of 125.00 feet to the beginning of a tangent curve, concave to the southeast and having a radius of 570.00 feet; thence continuing along said north line (7596 OR 147) and along the arc of said curve through a central angle of  $25^{\circ}43'03''$  for an arc length of 255.85 feet to the northeast corner of said Parcel (7596 OR 147) and to a point on the south line of that parcel described as Parcel One in the deed from Criss Cornish, ET UX. to the State of California, recorded October 28, 1974 in Book 7354 of Official Records at Page 31 in the office of said Contra Costa County Recorder, and on a non-tangent curve concave to the southeast having a radius of 420.00', a radial line of said curve bears north  $44^{\circ}58'02''$  west; thence along the north line of said Parcel (7354 OR 31) and along the arc of said curve through a central angle of  $8^{\circ}49'00''$  for an arc length of 64.63 feet to a point on the west line of the strip of land described in the Deed from M.R. Freitas to the East Bay Municipal Utility District recorded November 17, 1925 in Book 13 of Official Records at Page 167 in the office of said Contra Costa County Recorder; thence along

said west line of (13 OR 167) south 10°33'42" west (south 9°33' west deed bearing) for a distance of 403.03 feet to the Point of Beginning.

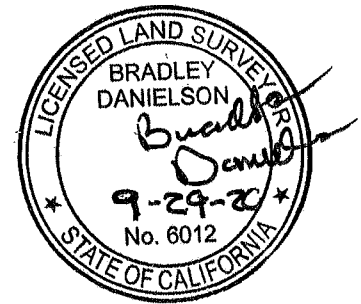
Containing 59,860 square feet more or less.

Exhibit B, a plat is attached hereto, and by this reference, made a part hereof.

This real property description has been prepared by me or under my direction, in conformance with the Professional Land Surveyors Act.

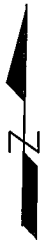
Signature: Bradley Danielson  
Licensed Land Surveyor  
Contra Costa County Public Works Department

Date: 9-29-2020



# EXHIBIT "B"

## PLAT TO ACCOMPANY EXHIBIT "A"



R=420.00'  
L=64.63'  
 $\Delta=8^{\circ}49'00''$

(R) N36° 09' 02"W  
420.00'

(R) N44° 58' 02"W  
420.00'

(R) S42° 02' 41"E  
570.00'

R=570.00'  
L=255.85'  
 $\Delta=25^{\circ}43'03''$

Parcel 2  
(11600 O.R. 518)  
**Parcel A**  
(APN 159-080-033-8)

Parcel 1  
(11600 O.R. 518)

**Arnold Industrial Way**

**EBMUD**

**STATE HIGHWAY ROUTE 4**

(R) S52° 33' 45"E  
630.00'

R=630.00'  
L=167.13'  
 $\Delta=15^{\circ}11'59''$

P.O.B.

S45° 56' 09"W  
21.16'

N52° 33' 45"W  
15.00'

S64° 16' 17"W 248.82'

= Access Relinquished

**2099 Arnold Industrial Way Parcel**  
**APN 159-080-033**

Instr \_\_\_\_\_ Recorded \_\_\_\_\_

Series # \_\_\_\_\_



Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

SCALE: 1"=80'

DATE: 09/29/2020

DRAWN BY: BD

DRAWING NO.  
**MA-253-2020**

CHECKED BY: JS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Interagency Agreement #29-520-12 with Pittsburg Unified School District

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Interagency Agreement #29-520-12 with the Pittsburg Unified School District, an educational institution, to pay County an amount not to exceed \$154,500 to provide mental health intervention services for agency-designated, severely emotionally disturbed Special Education students in East County for the period from July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

Approval of this Interagency Agreement will result in a total payment to the County in an amount not to exceed \$154,500. No County match required.

**BACKGROUND:**

Contra Costa Behavioral Health Services Division/Mental Health in collaboration with Lincoln Child Center and Pittsburg Unified School District implemented the Petite Academy Program to provide mental health services for the seriously emotionally disturbed youth and families who live in East County.

Approval of Interagency Agreement #29-520-12 will allow the Agency to pay the County for providing mental health intervention services, to agency-designated, severely emotionally disturbed Special Education students, through June 30, 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Suzanne Tavano Ph.D.,  
925-957-5169



CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, County will not receive funding to support mental health intervention services for certain Special Education students.





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: 2020 Department of Community Services and Development, Community Services Block Grant Amendment

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/258 to approve and authorize the Employment and Human Services Director, or designee, to execute an agreement amendment with Department of Community Services and Development, Community Services Block Grant to increase the total grant agreement amount by \$8,768 to a new total of \$908,852 for the period January 1, 2020 through May 31, 2021.

**FISCAL IMPACT:**

County to receive \$908,852. The County receives a pass-through of federal funding from the California Department of Community Services and Development. There is no County match requirement.

**BACKGROUND:**

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. The self-sufficiency programs have the goal of ameliorating poverty in Contra Costa County through programs that address housing, economic development and

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
6084960

cc:

BACKGROUND: (CONT'D)

food security. Examples of programs to receive funding include those that provide employment training, housing payment assistance and food distribution.

This board order is to accept the County's allocation of \$908,852 for the 2020 program year to include an increase in funding. The funding amount is based on the County's low-income population, which meets federal poverty guidelines. The discretionary dollars are to be used to target needs within the community and/or to increase agency capacity.

CONSEQUENCE OF NEGATIVE ACTION:

The Department will be hampered in its ability to operate self-sufficiency programs in the community, and to establish partnerships with community based agencies and public organizations.

AGENDA ATTACHMENTS

Resolution 2020/258

MINUTES ATTACHMENTS

signed Res 2020/258

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

Adopted this Resolution on 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text"/>	
<b>ABSENT:</b>	<input type="text"/>	
<b>ABSTAIN:</b>	<input type="text"/>	
<b>RECUSE:</b>	<input type="text"/>	



**Resolution No. 2020/258**

**In The Matter Of:** 2020 Department of Community Services and Development, Community Services Block Grant Aemndment 2

**WHEREAS**, Employment and Human Services (EHSD), Community Service Bureau (CSB) regularly receives increased Community Services Block Grant, funding from Community Services and Development, and **WHEREAS:** Funding is to be used to operate self sufficiency programs, and **WHEREAS:** EHSD CSB operates self-sufficiency programs under the advisement of the Economic Opportunity Council with the goal of ameliorating poverty in Contract costa county, and **WHEREAS:** Department of Community Services and Development has made available additional funding, and **WHEREAS:** CSB will use the funding for self sufficiency programs by providing program services for hosing assistance, and food distribution and security.

**Now, therefore, Be It Resolved:** the Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute an agreement amendment with Department of Community Services and Development, Community Services Block Grant (Agreement No. 20F-3007 Amendment 2) to increase the total grant agreement amount by \$8,768 to a new total of \$908,852 for the period January 1, 2020 through May 31, 2021.

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: Elaine Burres 6084960**

**ATTESTED: October 13, 2020**

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

By: Laura Cassell, 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 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="0"/>	
<b>ABSENT:</b>	<input type="text" value="0"/>	
<b>ABSTAIN:</b>	<input type="text" value="0"/>	
<b>RECUSE:</b>	<input type="text" value="0"/>	



**Resolution No. 2020/258**

**In The Matter Of:** 2020 Department of Community Services and Development, Community Services Block Grant Amendment 2

**WHEREAS**, Employment and Human Services (EHSD), Community Service Bureau (CSB) regularly receives increased Community Services Block Grant, funding from Community Services and Development, and **WHEREAS:** Funding is to be used to operate self sufficiency programs, and **WHEREAS:** EHSD CSB operates self-sufficiency programs under the advisement of the Economic Opportunity Council with the goal of ameliorating poverty in Contra costa county, and **WHEREAS:** Department of Community Services and Development has made available additional funding, and **WHEREAS:** CSB will use the funding for self sufficiency programs by providing program services for housing assistance, and food distribution and security.

**Now, therefore, Be It Resolved:** the Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute an agreement amendment with Department of Community Services and Development, Community Services Block Grant (Agreement No. 20F-3007 Amendment 2) to increase the total grant agreement amount by \$8,768 to a new total of \$908,852 for the period January 1, 2020 through May 31, 2021.

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: October 13, 2020**

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

*Laura Cassell*

By: Laura Cassell, Deputy

Contact: Elaine Burres 6084960

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: California Department of Community Services and Development, Low Income Home Energy Assistance Program Amendment

**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/257 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Community Services and Development for the Low Income Home Energy Assistance Prpgram (LIHEAP) to extend the term end date from June 30, 2021 to December 31, 2021 with no change to the payment limit.

**FISCAL IMPACT:**

County to receive total funding in the amount of \$4,879,680. Revenue is 100% Federal through the California Department of Community Services and Development, State Agreement Number 20B-2005, Amendment 3. No County match is required.

**BACKGROUND:**

County has received funding from the State Department of Community Services and Development for more than 25 years wherein County provides energy bill assistance payments and weatherization services to county residents who are income eligible through the Low Income Home

- APPROVE  OTHER
- RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:

BACKGROUND: (CONT'D)

Energy Assistance Program (LIHEAP) and the Energy Crisis Intervention Program (HEAP). Energy saving measures may provide homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, energy-saving light bulbs, weather stripping, ceiling fans, and attic insulation. Homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage and are provided with a carbon monoxide alarm. Residents can also qualify for the Home Energy Assistance Program, which provides a credit on their energy bills. Additional funding will allow increased services and community outreach.

The board approved the original agreement on October 8, 2019 (c.36). The board approved first amendment to accept additional funds for \$1,945,169 on March 10, 2020 (c.49). The Board approved a second amendment to accept additional funds \$835,237.00 on July 14, 2020 (c.46). This board order is to extend term limit from June 30, 2021 to December 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County may not receive funding to operate LIHEAP.

CHILDREN'S IMPACT STATEMENT:

LIHEAP funding supports one of the community outcomes established in the Children's Report Card, #4 "Families that are Safe, Stable and Nurturing" by the provision of home energy assistance to keep households warm in winter and to increase household energy efficiency.

AGENDA ATTACHMENTS

Resolution 2020/257

MINUTES ATTACHMENTS

signed Res 2020/257

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

Adopted this Resolution on 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text"/>	
<b>ABSENT:</b>	<input type="text"/>	
<b>ABSTAIN:</b>	<input type="text"/>	
<b>RECUSE:</b>	<input type="text"/>	



**Resolution No. 2020/257**

**In The Matter Of:** California Department of Community Services and Development, Low Income Home Energy Assistance Program (LIHEAP) Amendment 3

**WHEREAS:** the current contract term for the California Department Community Services and Development (CDCSD), Low Income Home Energy Assistance Program (LIHEAP) is October 1, 2019 through June 30, 2021, and **WHEREAS:** Contra Costa County Employment and Human Services, Community Services Bureau, provides LIHEAP services, and **WHEREAS:** CDCSD noticed County the contract term end date of June 30, 2021 will extend to December 31, 2021 with no change in the payment limit.

**Now, Therefore, Be It Resolved:** The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Community Services and Development for LIHEAP to extend the term end from June 30, 2020 to December 31, 2021 with no change in the payment limit.

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: October 13, 2020**

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

**Contact: Elaine Burres 608-4960**

By: Laura Cassell, 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 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="0"/>	
<b>ABSENT:</b>	<input type="text" value="0"/>	
<b>ABSTAIN:</b>	<input type="text" value="0"/>	
<b>RECUSE:</b>	<input type="text" value="0"/>	



**Resolution No. 2020/257**

**In The Matter Of:** California Department of Community Services and Development, Low Income Home Energy Assistance Program (LIHEAP) Amendment 3

**WHEREAS:** the current contract term for the California Department Community Services and Development (CDCSD), Low Income Home Energy Assistance Program (LIHEAP) is October 1, 2019 through June 30, 2021, and **WHEREAS:** Contra Costa County Employment and Human Services, Community Services Bureau, provides LIHEAP services, and **WHEREAS:** CDCSD noticed County the contract term end date of June 30, 2021 will extend to December 31, 2021 with no change in the payment limit.

**Now, Therefore, Be It Resolved:** The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Community Services and Development for LIHEAP to extend the term end from June 30, 2020 to December 31, 2021 with no change in the payment limit.

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: October 13, 2020**

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

*Laura Cassell*

By: Laura Cassell, Deputy

Contact: Elaine Burres 608-4960

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: California Department of Education Preschool Program, Amendment 1

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/263 to approve and authorize the Employment and Human Services Department Director, or designee, to execute a contract amendment with California Department of Education to decrease the payment limit by \$26,125 to a new payment limit of \$11,092,780 for State Preschool services with no change in term of July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

California Department of Education payment limit decreased by \$26,125 to a total contract payment limit of \$11,092,780. (100% State) (No County match) The State agreement number is CSPP 0052-01.

**BACKGROUND:**

The California Department of Education notified the Department on August 11, 2020 of the 2020-2021 funding amendment of the California State Preschool program services. The County receives funds from the California Department of Education to provide state preschool services to program eligible County residents. The program is operated by the Employment and Human Services Department, Community Services Bureau. The board

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:

BACKGROUND: (CONT'D)

approved the 2020-2021 revenue agreement on June 23, 2020 (c.31). This board order is to approve execution amendment to include the terms and conditions of the Contra Costa County Local Individualized Subsidized Child Care Plan and to increase maximum rate per child day of enrollment from \$49.85 to \$50.67. In order to fund a higher reimbursement rate, CSB along with other agencies participating in the Local Individualized Subsidized Child Care Plan agreed to reduce the existing CDPP Contract by decreasing their payment limit.

The Contra Costa County Local Individualized Subsidy Child Care Plan was approved by the board on July 10, 2018 (c.115) and approved by the California Department of Education on May 8, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not receive funding to operate childcare programs.

CHILDREN'S IMPACT STATEMENT:

This board order supports three of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 3) "Families that are Economically Self-sufficient"; and, 4) "Families that are Safe, Stable, and Nurturing" by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

AGENDA ATTACHMENTS

Resolution 2020/263

MINUTES ATTACHMENTS

signed Res 2020/263

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

Adopted this Resolution on 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text"/>	
<b>ABSENT:</b>	<input type="text"/>	
<b>ABSTAIN:</b>	<input type="text"/>	
<b>RECUSE:</b>	<input type="text"/>	



**Resolution No. 2020/263**

**In The Matter Of:** California Department of Education Preschool Program, Amendment 1.

**WHEREAS:** the County receives funds from California Department of Education to provide state preschool services, and **WHEREAS:** the program is operated by the Employment and Human Services Department (EHSD), Community Services Bureau (CSB), and **WHEREAS:** this board order resolution will approve the amendment to include the terms and conditions of the County Local Individualized Subsidized Child Care Plan and increase maximum rate per child day of enrollment from \$49.85 to \$50.67, and **WHEREAS:** in order to fund a higher reimbursement rate, EHSD CSB, along with others participating in the Local Individualized Subsidized Child Care Plan, agreed to reduce the existing CSPP contract by decreasing the payment limit, and **WHEREAS:** the Contra Costa County EHSD payment limit is decreased by \$26,125 to a new amount of \$11,092,780.

**Now, Therefore, Be It Resolved:** The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Department Director, or designee, to execute a contract amendment with California Department of Education to decrease the payment limit by \$26,125 to a new payment limit of \$11,092,780 for State Preschool services with no change in term of July 1, 2020 through June 30, 2021.

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: October 13, 2020**

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

**Contact: Elaine Burres 608-4960**

By: Laura Cassell, 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 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="0"/>	
<b>ABSENT:</b>	<input type="text" value="0"/>	
<b>ABSTAIN:</b>	<input type="text" value="0"/>	
<b>RECUSE:</b>	<input type="text" value="0"/>	



**Resolution No. 2020/263**

**In The Matter Of:** California Department of Education Preschool Program, Amendment 1.

**WHEREAS:** the County receives funds from California Department of Education to provide state preschool services, and **WHEREAS:** the program is operated by the Employment and Human Services Department (EHSD), Community Services Bureau (CSB), and **WHEREAS:** this board order resolution will approve the amendment to include the terms and conditions of the County Local Individualized Subsidized Child Care Plan and increase maximum rate per child day of enrollment from \$49.85 to \$50.67, and **WHEREAS:** in order to fund a higher reimbursement rate, EHSD CSB, along with others participating in the Local Individualized Subsidized Child Care Plan, agreed to reduce the existing CSPP contract by decreasing the payment limit, and **WHEREAS:** the Contra Costa County EHSD payment limit is decreased by \$26,125 to a new amount of \$11,092,780.

**Now, Therefore, Be It Resolved:** The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Department Director, or designee, to execute a contract amendment with California Department of Education to decrease the payment limit by \$26,125 to a new payment limit of \$11,092,780 for State Preschool services with no change in term of July 1, 2020 through June 30, 2021.

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: October 13, 2020**

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

*Laura Cassell*

By: Laura Cassell, Deputy

Contact: Elaine Burres 608-4960

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment Agreement #29-605-3 with the City of Pleasant Hill

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #29-605-3 with the City of Pleasant Hill, to amend Agreement #29-605 (as amended by Amendment Agreement #29-605-1 and #29-605-2) to increase the amount payable to the County by \$88,473 from \$242,843 to a new total of \$331,316 and extend the termination from June 30, 2020 to June 30, 2021, for the operation of the Coordinated Outreach, Referral and Engagement (CORE) Program.

**FISCAL IMPACT:**

Approval of this amendment agreement will allow the County to receive an additional amount not to exceed \$88,473 from the City of Pleasant Hill to provide homeless outreach services. There is no required County match.

**BACKGROUND:**

The CORE Program will provide homeless outreach services aimed at identifying unsheltered homeless individuals, transitioned aged youth and families living outside and in locations not meant for human habitations.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Lavonna Martin,  
925-608-6701

BACKGROUND: (CONT'D)

On March 21, 2017, the Board of Supervisors approved Grant Agreement #29-605, as amended by Amendment Agreement #29-605-1 and #29-605-2, with the City of Pleasant Hill to receive funds for the operation of CORE Program from March 1, 2017 through June 30, 2020, which included agreeing to indemnify the City for claims arising out of the County's performance under the agreement.

Approval of Amendment Agreement #29-605-3 will allow County to receive additional funds from the City of Pleasant Hill through June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment agreement is not approved, County will not receive funding and without such funding, the CORE program may have to operate at a reduced capacity.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment Agreement #29-812-4 with the City of Concord

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #29-812-4 with the City of Concord, to amend Agreement #29-812-1 (as amended by Amendment Agreements #29-812-2 and #29-812-3), to increase the amount payable to the County by \$13,000, from \$51,000 to a new amount of \$64,000, and to extend the termination date from June 30, 2020 to June 30, 2021.

**FISCAL IMPACT:**

Approval of this amendment agreement will allow the County to receive an additional amount not to exceed \$13,000 for Fiscal Year 2020/2021 from the City of Concord. There is no required County match.

**BACKGROUND:**

The Coordinated Outreach, Referral and Engagement (CORE) Program provides homeless outreach services to residents in Concord and Pleasant Hill. CORE Program services locate and engage homeless clients throughout Contra Costa County. CORE teams serve as an entry point into the County's coordinated entry system for unsheltered persons and work to locate, engage, stabilize, and house chronically homeless individuals and families.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Lavonna Martin,  
925-608-6701

BACKGROUND: (CONT'D)

On July 24, 2018, the Board of Supervisors approved Agreement #29-812-1, as amended by Amendment Agreements #29-812-2 and #29-812-3, to receive funds from the City of Concord for the provision of the CORE Program, for the period from July 1, 2018 through June 30, 2020. This agreement included indemnity to hold harmless the Contractor for claims arising out of County's performance under this contract.

Approval of Agreement #29-812-4 will allow County to receive additional funds for homeless outreach services through June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the County will not receive funding and the CORE program may have to operate at a reduced capacity.

ATTACHMENTS





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Department of Community Services and Development, Community Services Block Grant, Amendment 1 Resolution

---

**RECOMMENDATION(S):**

ADOPT Resolution 2020/269 to approve and authorize the Employment and Human Services Director, or designee, to execute a revenue agreement Community Services Block Grant, Amendment 1, with the California Department of Community Services and Development to increase the total amount to pay County from \$850,578 to \$900,084 and extend the term from January 1, 2020 through December 31, 2020 to January 1, 2020 through May 31, 2021.

**FISCAL IMPACT:**

County to receive \$900,084. The County receives a pass through of Federal funding from the California Department of Community Services and Development. (100% Federal) (No County match requirement)

**BACKGROUND:**

The Employment and Human Services Department, Community Services Bureau regularly receives Community Services Block Grant funding to operate self-sufficiency programs with the goal of ameliorating poverty in Contra Costa County through programs that address housing, economic development, and food security. Examples of programs to receive funding include those that provide employment training, housing payment assistance, and food distribution.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:

BACKGROUND: (CONT'D)

A board order for this increase in funds and extension of term was originally approved by the Board of Supervisors, May 26, 2020 (Agenda Item C.25) as a standard form board order. Since that approval, a resolution has been requested by the California Department of Community Services and Development. This board order with resolution is to address that request.

CONSEQUENCE OF NEGATIVE ACTION:

The Department will be hampered in its ability to operate self-sufficiency programs in the community and establish partnerships with community based agencies and public organizations.

AGENDA ATTACHMENTS

Resolution 2020/269

MINUTES ATTACHMENTS

signed Res 2020/269

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

Adopted this Resolution on 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text"/>	
<b>ABSENT:</b>	<input type="text"/>	
<b>ABSTAIN:</b>	<input type="text"/>	
<b>RECUSE:</b>	<input type="text"/>	



**Resolution No. 2020/269**

**In The Matter Of:** Department of Community Services and Development, Community Services Block Grant Revenue Contract, Amendment 1

**WHEREAS**, the Employment and Human Services Department (EHSD), Community Services Bureau (CSB) regularly receives Community Services Block Grant funding from California Department of Community Services and Development (CDCSD), and **WHEREAS**, EHSD CSB provides services to operate self-sufficiency programs with the goal of ameliorating poverty in Contra Costa County through programs addressing housing, economic development, and food security, and **WHEREAS**, EHSD CSB has been notified by CDCSD grant funding has been increased from \$850,578 to \$900,084 for those programs including services that provide employment training, housing payment assistance, and food distribution, and **WHEREAS**, EHSD CSB has been notified by CDCSD the term of the grant for funding services will be extended from the period January 1, 2020 through December 31, 2020 to a new term of January 1, 2020 through May 31, 2021.

**Now, Therefore, Be It Resolved:** the Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute revenue agreement Amendment 1 with the California Department of Community Services and Development to increase the total amount to pay County from \$80,578 to \$900,084 and extend the term from January 1, 2020 through December 31, 2020 to January 1, 2020 through May 31, 2021.

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: October 13, 2020**

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

**Contact: Elaine Burres 608-4960**

By: Laura Cassell, 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 10/13/2020 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="0"/>	
<b>ABSENT:</b>	<input type="text" value="0"/>	
<b>ABSTAIN:</b>	<input type="text" value="0"/>	
<b>RECUSE:</b>	<input type="text" value="0"/>	



**Resolution No. 2020/269**

**In The Matter Of:** Department of Community Services and Development, Community Services Block Grant Revenue Contract, Amendment 1

**WHEREAS**, the Employment and Human Services Department (EHSD), Community Services Bureau (CSB) regularly receives Community Services Block Grant funding from California Department of Community Services and Development (CDCSD), and **WHEREAS**, EHSD CSB provides services to operate self-sufficiency programs with the goal of ameliorating poverty in Contra Costa County through programs addressing housing, economic development, and food security, and **WHEREAS**, EHSD CSB has been notified by CDCSD grant funding has been increased from \$850,578 to \$900,084 for those programs including services that provide employment training, housing payment assistance, and food distribution, and **WHEREAS**, EHSD CSB has been notified by CDCSD the term of the grant for funding services will be extended from the period January 1, 2020 through December 31, 2020 to a new term of January 1, 2020 through May 31, 2021.

**Now, Therefore, Be It Resolved:** the Contra Costa County Board of Supervisors approve and authorize the Employment and Human Services Director, or designee, to execute revenue agreement Amendment 1 with the California Department of Community Services and Development to increase the total amount to pay County from \$80,578 to \$900,084 and extend the term from January 1, 2020 through December 31, 2020 to January 1, 2020 through May 31, 2021.

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: October 13, 2020**

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

*Laura Cassell*

By: Laura Cassell, Deputy

**Contact: Elaine Burres 608-4960**

**cc:**



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Grant Agreement #28-658-4 the State of California, Office of Traffic Safety

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Agreement #28-658-4 (State #OP21003) with the State of California, Office of Traffic Safety, to pay the County an amount not to exceed \$83,000, for child passenger safety information and education to clients of the Public Health Nursing Home Visiting Program, for the period from October 1, 2020 through September 30, 2021.

**FISCAL IMPACT:**

Approval of this agreement will result in \$83,000 of State funding. There is no required County match.

**BACKGROUND:**

This Project will provide child passenger safety information and education to Contra Costa County's low income clients of the Public Health Division's Nursing Home Visiting Program. The Nursing Home Visiting Program will provide child safety seat distribution and education as part of a home visit. The program goals are to increase child safety seat use and decrease misuse in an effort to reduce child injuries and fatalities resulting from motor vehicle collisions. The program will also provide child passenger safety basic awareness training and technician certification for selected Public Health Division staff.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Daniel Peddycord,  
925-313-6712

BACKGROUND: (CONT'D)

On September 24, 2019, the Board of Supervisors approved Grant Agreement #28-658-3 with the State of California, Office of Traffic Safety to allow County to receive funds to provide child passenger safety information and education, for the period October 1, 2019 through September 30, 2020.

Approval of Grant Agreement #28-658-4 will allow the County to receive funds to provide child passenger safety information and education, through September 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Public Health Division will not be able to provide child passenger safety information in effort to reduce children killed or injured in traffic collisions.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in child safety seat usage and reduction in child deaths and injuries in traffic collisions.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Agreement #29-805-4 with the City of Antioch

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Agreement #29-805-4 with the City of Antioch, to pay the County an amount not to exceed \$30,000 for the provision of homeless outreach services for the Coordinated Outreach, Referral and Engagement (CORE) Program, for the period from July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

Approval of this agreement will allow the County to receive an amount not to exceed \$30,000 from the City of Antioch to provide homeless outreach services. There is no required County match.

**BACKGROUND:**

The CORE Program locates and engages homeless residents throughout Contra Costa County. CORE teams serve as an entry point into the County’s coordinated entry system for unsheltered persons and work to locate, engage, stabilize and house chronically homeless individuals and families.

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Lavonna Martin,  
925-608-6701

BACKGROUND: (CONT'D)

On March 6, 2018, the Board of Supervisors approved Agreement #29-805-1 (as amended by Amendment Agreements #29-805-2 and #29-805-3) to receive funds from the City of Antioch to provide homeless outreach services for the period July 1, 2017 through June 30, 2020. This agreement includes indemnity to hold harmless the City for claims arising out of County's performance under this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, County will not receive funding and the CORE program may have to operate at a reduced capacity.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Quality Rating Improvement System Mini-Grant Funding

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept a grant in an amount not to exceed \$4,025 from Contra Costa County Office of Education for the Quality Matters Program for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

County is to receive \$4,025 from Contra Costa County Office of Education for Quality Rating Improvement Program.  
No County match is required.

**BACKGROUND:**

On September 24, 2020 the Department of Employment and Human Services was notified of the award from Contra Costa County Office of Education for Quality Rating and Improvement System (QRIS) mini-grants in the amount of \$4,025. The funds are to be used to enhance classroom environments and teacher training at the following Contra Costa County children's centers: Ambrose: \$1400; Marsh Creek: \$1400; and Contra Costa College: \$1225

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, childcare classrooms will not be able to execute valuable classroom enhancements and teacher training.



Contra  
Costa  
County

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: October 13, 2020

Subject: Center for Tech and Civic Life Grant Agreement

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to apply fo, and execute a contract with Center for Tech and Civic Life, a nonprofit organization, to accept grant funding in the amount of \$913,444, for the planning and administration of a safe and secure November election in Contra Costa County.

**FISCAL IMPACT:**

100% grant funded through the Center for Tech and Civic Life; no County match required.

**BACKGROUND:**

The Center for Tech and Civic Life, a nonprofit organization under IRC 501(c)(3), is providing grant funding to local election offices to help ensure they have the critical resources needed to safely serve every voter in 2020. Contra Costa County Clerk-Recorder applied for and was awarded a grant for the 2020 election. The Clerk-Recorder will expend grant funds on costs related to drive-through voting, non-partisan voter education, poll worker recruitment funds, essential business continuity stipends, training expenses, temporary staffing and other public purposes listed in the grant application.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County will not be able to provide additional voter services for the 2020 election.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: 925-335-7898

cc:

ATTACHMENTS

CTCL Grant  
Agreement



CENTER FOR  
TECH AND  
CIVIC LIFE

September 24, 2020

Contra Costa County, California  
County Clerk-Recorder  
555 Escobar Street  
Martinez, CA 94553

Dear Deborah Cooper,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Contra Costa County, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of the Contra Costa County Clerk-Recorder’ (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$913,443.75 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Contra Costa County in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Drive-through voting, Non-partisan voter education, Poll worker recruitment funds, hazard pay, and/or training expenses, and Temporary staffing. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Clerk (“the Election Department”) or fail to



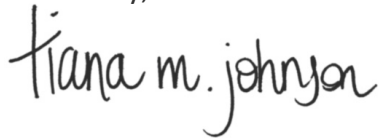
appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: \_\_\_\_\_



Title: \_\_\_\_\_

Date: \_\_\_\_\_



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment Agreement #28-924-1 with the California Department of Public Health

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #28-924-1 with the California Department of Public Health (CDPH), effective October 13, 2020, to allow the CDPH to provide additional COVID-19 contact tracing assistance with no change in the term of June 28, 2020 through December 31, 2020.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

California Governor Gavin Newsom issued a Proclamation of a State of Emergency on March 4, 2020 based on the spread of the COVID-19 pandemic; and the County proclaimed a local emergency on March 10, 2020, which was ratified by its Board of Supervisors on March 10, 2020; and those emergency declarations remain in effect based on ongoing emergency conditions relating to COVID-19.

On July 14, 2020, the Board of Supervisors approved Memorandum of Understanding #28-924 with the CDPH will assign up to thirty (30) State employees to assist Contra Costa County with critically needed case investigation and contact tracing to contain the spread of COVID-19, through December 31, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Anna Roth,  
925-957-5403

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of Amendment Agreement #28-924-1 will allow the CDPH to provide up to fifty (50) State employees to assist Contra Costa County with COVID-19 case investigation and contact tracing, through December 31, 2020.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Grant Agreement #28-916-1 with the Sierra Health Foundation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Agreement #28-916-1 (Grantor #GA20APS007) with the Sierra Health Foundation, to pay the County in an amount not to exceed \$528,558, for the Public Health Division and Contra Costa Health Plan to provide asthma home visiting services in Contra Costa County, for the period from August 1, 2020 through May 15, 2023.

**FISCAL IMPACT:**

This agreement could result in an amount not to exceed \$528,558 in funding from the Sierra Health Foundation. (No County match is required)

**BACKGROUND:**

The 2019 – 2020 California State budget allocated \$15 million dollars to support asthma prevention and environmental remediation services to be administered by the California Department of Health Care Services. The California Department of Health Care Services contracted with the Sierra Health Foundation, a 501(c)(3) non-profit foundation, to administer distribution of the funds. The one-time funding will support

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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 Diane Burgis, District III Supervisor  
 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Michael Kent,  
925-250-3227

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

local health departments, medical providers and community-based organizations to offer asthma home visiting services, including education and environmental trigger mitigation. Many potential recipients of this funding are children with severe asthma. This program can potentially reduce the frequency and severity of asthma exacerbation, prevent Emergency Room visits and hospitalizations, and reduce the number of days missed of school due to asthma exacerbation.

On April 28, 2020, the Board of Supervisors approved submission of Grant Application #28-916 which allowed the Health Service Department to apply for funds from Sierra Health Foundation.

Approval of Grant Agreement #28-916-1 will allow the County to receive the funds awarded for provision of asthma home visiting services to Medi-Cal recipients with severe asthma conditions in Contra Costa County through May 15, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the County will not receive State funding to support asthma home visiting services to Medi-Cal recipients with severe asthma conditions in Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This agreement supports the following community outcomes: (1) Children Ready for and Succeeding in School and (2) Children and Youth Healthy and Preparing for Productive Adulthood.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: New American Economy, Gateways for Growth Program Technical Assistance Grant

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Department Director, or designee, to accept a non-financial grant from New American Economy, Gateways for Growth Program, to provide technical assistance for strategic planning services to support immigrant inclusion for the period of January 1, 2021 through December 31, 2021.

**FISCAL IMPACT:**

Non-financial grant for technical assistance from the New American Economy, Gateways for Growth Program to support preparation of tailored economic research and a community-wide strategic planning process. There is a suggested \$20,000 in-kind match by applicants to be leveraged from Contra Costa Regional Health Foundation.

**BACKGROUND:**

In early 2019, Contra Costa County Thrives (CCC Thrives), which included support from the Zellerbach Family Foundation, came together to conduct a community assessment of immigrant and refugee assets and needs, and identify public and private opportunities to support effective immigrant inclusion in Contra Costa County. In June 2019, CCC Thrives members partnered with Contra Costa Community Colleges District and First 5 Contra Costa County to launch a research brief entitled, New Americans in Contra Costa:

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine burres  
608-4960

cc:

## BACKGROUND: (CONT'D)

Contributions of Immigrants in the County. This launch event included a presentation of research findings and stories of impacted community members and multi-sector leaders at the event made action suggestions. Applying for the Gateways for Growth (G4G) Program was identified as the ideal next step. In December 2019 an additional presentation on CC Thrives and the anticipated opportunity to apply for the G4G opportunity was made to the Public Protection committee of the Board of Supervisors. In addition, the Government Alliance for Racial Equity (GARE) cohort included a focus on immigrant inclusion in the Racial Equity Action Plan (REAP) submitted in a report to the FHS committee.

The goal of the Gateways for Growth grant is to receive technical assistance on economic research and a community engagement process, resulting in a strategic plan for immigrant inclusion. EHSD will embed and link this effort in a community planning process being considered around racial equity as well as existing task forces that contribute toward the County's efforts on racial equity.

This technical assistance grant will be used to:

1. Update the research brief with new information about the COVID-19 impact on immigrant communities
2. Provide consultation on a community planning process, help troubleshoot challenges, and connect communities to resources as appropriate.
3. Receive one site visit from New American Economy (NAE) and Welcoming America (WA) representatives as part of the consulting engagement.
4. Facilitate community engagement in the planning process – sharing best practices and models for developing an integration strategy or recommendations or consultation on public messaging campaigns for immigrant inclusion.

EHSD's Policy & Planning Division will partner with Contra Costa Health Services and community-based partners to deliver the research, planning and activities outlined in the proposal application to Gateways for Growth. Additional partners may be identified and added as needed.

### **Pros and cons of request:**

Pros:

- Engages immigrant communities and community-based organizations who serve them in a community planning process to understand experiences and needs of diverse immigrant communities in our county
- Contributes to understanding the COVID-19 impacts on immigrant communities
- Leverages existing County services and community partners to address gaps in services to immigrant communities.
- Builds upon existing partnerships between local agencies including County partners, health services, philanthropy, community and faith-based organizations.

Cons:

- Uncertainty about the sustainability of activities to be identified in the strategic plan.

CONSEQUENCE OF NEGATIVE ACTION:

Without additional technical assistance, the experiences and voices of immigrants may not be heard, and an increasing number of immigrants from historically marginalized communities may not have access to vital health and human services especially under the COVID pandemic.



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: October 13, 2020

Subject: CONTRACT WITH GORDON & REES, LLP, FOR SPECIALIZED LEGAL SERVICES

---

**RECOMMENDATION(S):**

RESCIND Board action of September 8, 2020, Item C.62, which pertained to a contract amendment with Gordon & Rees, LLP; and APPROVE and AUTHORIZE the County Counsel or her designee to execute a contract amendment effective March 1, 2020 with Gordon & Rees, LLP, to increase the payment limit by \$75,000 to a new payment limit of \$225,000 for specialized professional legal services.

**FISCAL IMPACT:**

100% County General Fund. All costs for outside service are offset by settlement proceeds.

**BACKGROUND:**

On December 1, 2018, the County Counsel engaged outside legal counsel Gordon & Rees, LLP, to assist the County with resolving a dispute with cFive Solutions, Inc., pertaining to the development of a new case management system for the Probation Department. The fees for Gordon & Rees's services have exceeded the contract payment limit. Approval of this amendment will increase the payment limit to \$225,000 to pay the final invoices of outside counsel in resolution of the case.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Eric Gelston  
925-335-1892

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Contract with Metropolitan Van and Storage

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Metropolitan Van and Storage Inc., in an amount not to exceed \$700,000 to provide archival records storage, and office furniture and equipment storage, for the period February 1, 2020 through January 31, 2022.

**FISCAL IMPACT:**

This contract will increase expenditures by up to \$700,000, and will be paid out of Administrative Overhead (5% County, 51% State, 44% Federal).

**BACKGROUND:**

Contractor has been providing archival records storage and furniture storage services to the Employment and Human Services Department (EHSD) for a number of years. Contractor stores, retrieves, and maintains EHSD files. Contract also provides storage space for office furniture and equipment. Contractor continues to provide services in an acceptable manner.

In 2009, EHSD issued a Request For Proposal (RFP) for archival records and furniture storage.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: L. Gonzales,  
608-4968

cc:

BACKGROUND: (CONT'D)

At that time, the Contractor stored over 200,000 cartons of stored media (80,00 individual files). The department discovered, as a result of this RFP, that the cost to move files and furniture to another facility would be cost prohibitive including such costs as a fee of \$3.00 per box to pull cartons (approximately \$600,000), stocking fees of new contract, and charges of new contractor to enter inventory into a computer system. EHSD determined that for the immediate future, it will be more cost effective to continue with the current contractor.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be unable to enter into this contract to maintain archival records.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Contract with Seneca Family of Agencies for Wraparound Program Services to Increase Stability of Children

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Seneca Family of Agencies, a non-profit corporation, in an amount not to exceed \$360,000 to provide wraparound program services to youth for increased residential placement stability, for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This contract will increase expenditures by \$360,000 that will be funded 30% with County General Funds revenue and 70% with State 2011 Realignment revenue.

**BACKGROUND:**

Seneca Family of Agencies was selected through the competitive bid process, Request For Proposal (RFP) 1162. The Contractor will operate a community-based intervention program that provides children with service alternatives to group home care through expanded family-based services. These wraparound services will be provided

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
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Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: C. Youngblood, (925) 608-4964

cc:

BACKGROUND: (CONT'D)

to children living with their birth parent, relative, adoptive parent, foster parent or guardian. The services build on the strengths of each child and family and are tailored to address their unique and changing needs. The contract is subject to approval by County Counsel as to legal form.

CONSEQUENCE OF NEGATIVE ACTION:

At-risk youth in restrictive group home settings will have fewer opportunities to transition into family-based services.

CHILDREN'S IMPACT STATEMENT:

This contract supports four of the five community outcomes 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"; (3) "Families that are Economically Self-Sufficient"; and (4) "Communities that are Safe and Provide a High Quality of Life for Children and Families" by placing at risk youth into family-based or less restrictive service settings.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Interagency Agreement with Contra Costa Community College District - Contra Costa College for Resource Family Heritage Training

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an agreement with Contra Costa Community College District – Contra Costa College (CCC) in an amount not to exceed \$15,000 to provide foster parent and relative caregiver Heritage training for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This interagency agreement will increase department expenditures by \$15,000 to be funded 7.5% County, 17.5% State, and 75% Federal funding.

**BACKGROUND:**

In response to the increasing magnitude of problems related to perinatal exposure to alcohol and other drugs, an interagency collaboration was formed that involved the California Departments of Alcohol and Drug Programs, Health Services, and Social Services. This collaboration was previously named Options for Recovery (OFR), now known as the “Heritage” project.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Lisa Gonzales  
925-766-9179

cc:

### BACKGROUND: (CONT'D)

The mission was to promote the recovery of pregnant, postpartum, and parenting chemically dependent women and the enhancement of the health of their children by providing comprehensive and coordinated alcohol and other drug treatment, case management, and specialized recruitment and training of foster parents and relative caregivers.

The Heritage Project in Contra Costa County is a program designed to train caregivers of the needs of babies and children who are born exposed to drugs and/or alcohol, which may also be HIV exposed, are court dependents and are under six years of age. Heritage training for foster caregivers requires 33 hours of classroom training in the areas of Childhood HIV and AIDS, Comforting the Drug Exposed Infant and Special Medical Needs and the Effects of Drugs and Alcohol on Infants.

### CONSEQUENCE OF NEGATIVE ACTION:

If the Heritage training is not delivered to foster caregivers, there will be less available specially-trained families who are able to care for babies and children born exposed to drugs and/or alcohol, and/or who may be HIV exposed.

### CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes 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"; 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" by preparing caregivers to better meet the specialized needs of vulnerable children in the foster care system and allows transition to family reunification.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: APPROVE and AUTHORIZE Amendment No. 3 with Interactive Resources, Inc., for as-needed Architectural Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Interactive Resources, Inc., effective October 13, 2020, to extend the term from October 13, 2020 to October 13, 2021, with no change to the payment limit of \$1,000,000, to continue to provide as-needed architectural services for various facilities projects, Countywide.

**FISCAL IMPACT:**

100% various funds as projects are awarded.

**BACKGROUND:**

On October 13, 2015, the Board of Supervisors approved an as-needed Consulting Services Agreement with Interactive Resources, Inc. in the amount of \$500,000.

On February 14, 2017, the Board of Supervisors approved Amendment No. 1 with Interactive Resources, Inc., to increase the payment limit by \$400,000 to a new payment limit of \$900,000, and to extend the term to October 13, 2019.

On December 17, 2019, the Board of Supervisors approved Amendment No. 2 with Interactive Resources, Inc., to increase the payment limit by \$100,000

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Ramesh Kanzaria  
925-957-2480

cc:

BACKGROUND: (CONT'D)

to a new payment limit of 1,000,000, and to extend the term to October 13, 2020 to provide architectural services for various on-going projects.

It is necessary to provide architectural services associated with the completion of ongoing projects.

Interactive Resources, Inc., is familiar with these active projects, and the design and construction of County facilities; therefore, it is recommended that the contract amendment be awarded.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment 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: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: APPROVE and AUTHORIZE Amendment No. 1 to Consulting Services Agreement with Loving Campos Associates, Architects, Inc. d/b/a LCA Architects, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Loving Campos Associates, Architects, Inc. d/b/a LCA Architects, Inc., effective October 13, 2020, to increase the payment limit by \$205,000 to a new payment limit of \$400,000 and to extend the term from November 11, 2022 to November 11, 2023 to provide as-needed architectural services for various County projects.

**FISCAL IMPACT:**

100% various funds as projects are awarded.

**BACKGROUND:**

Amendment No. 1 is necessary for LCA Architects, Inc. to continue to provide as-needed architectural services associated with the completion of ongoing and future new projects. LCA is familiar with the countywide projects for design and construction. Therefore, it is recommended that the contract amendment be awarded at this time.

**CONSEQUENCE OF NEGATIVE ACTION:**

If Amendment No. 1 is not approved, projects currently in process will be delayed, which will ultimately result in higher project costs.

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Ramesh Kanzaria  
925-957-2480

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: APPROVE and AUTHORIZE Amendment No. 1 to Consulting Services Agreement with Zeiger Engineers, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Zeiger Engineers, Inc., effective October 13, 2020, to increase the payment limit by \$205,000 to a new payment limit of \$300,000 and to extend the term from October 9, 2021 to October 9, 2023 to provide as-needed electrical engineering services for various county projects.

**FISCAL IMPACT:**

100% various funds as projects are awarded.

**BACKGROUND:**

Amendment No. 1 is necessary for Zeiger Engineers, Inc., to continue to provide as-needed electrical engineering services associated with the completion of ongoing and future new projects. Zeiger Engineers, Inc., is familiar with the Countywide projects for design and construction of health care and other facilities. Therefore, it is recommended that the contract amendment be awarded at this time.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without Board approval, the consultant will not be able to provide as-needed electrical engineering services to continue necessary capital projects.

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Ramesh Kanzaria  
925-957-2480

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #27-565-22 with DocuStream, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-565-22 with DocuStream, Inc., a corporation, in an amount not to exceed \$1,100,000, to provide electronic claims processing services and to license related Software to County, for Contra Costa Health Plan (CCHP) and Behavioral Health Services Division (BHSD), for the period November 1, 2020 through October 31, 2021.

**FISCAL IMPACT:**

This Contract is funded by 80% CCHP Enterprise Fund II and 20% Mental Health Services Act.

**BACKGROUND:**

On October 8, 2019, the Board of Supervisors approved Contract #27-565-21 with DocuStream, Inc., to provide claims processing services including, scanning, storage encryption and retrieval for the period November 1, 2019 through October 31, 2020.

Approval of Contract #27-565-22 will allow Contractor to continue to provide claims processing for CCHP and BHSD through October 31, 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey,  
925-313-6104

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCHP and BHSD will not receive electronic claims processing services from Contractor. Providers may experience delays in payment and CCHP may be out of compliance and subject to sanctions and civil penalties per California and Federal law.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #77-307 with Center for Elder's Independence

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-307 with Center for Elders' Independence, a non-profit corporation, in an amount not to exceed \$2,000,000, to provide community-based adult services (CBAS) for Contra Costa Health Plan (CCHP) Members, for the period October 1, 2020 through September 30, 2022.

**FISCAL IMPACT:**

This Contract is funded 100% by CCHP Enterprise Fund II.

**BACKGROUND:**

Under Contract #77-307, Contractor will provide CBAS services to CCHP Medi-Cal Members including non-physician medical services, physical, occupational and speech therapies, mental health services, therapeutic activities, social services, and personal care in order to prevent unnecessary institutionalization and reestablish capacity for self-care, for the period October 1, 2020 through September 30, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the above specialty health care services will not be provided.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey,  
925-313-6104



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #77-125-2 with Center for Autism and Related Disorders, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-125-2 with Center for Autism and Related Disorders, LLC, a limited liability partnership, in an amount not to exceed \$2,500,000, to provide applied behavior analysis (ABA) services for Contra Costa Health Plan (CCHP) Members for the period from October 1, 2020 through September 30, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by CCHP Enterprise Fund II.

**BACKGROUND:**

On September 10, 2019, the Board of Supervisors approved Contract #77-125-1 with Center for Autism and Related Disorders, LLC to provide ABA services to CCHP Members for the period October 1, 2019 through September 30, 2020.

Approval of Contract #77-125-2 will allow the Contractor to continue to provide ABA services to CCHP Members through September 30, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialized health care services will not be provided.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey,  
925-313-6104





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Private Adoption Agency Reimbursement Program

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue payments to Private Adoptions Agencies, per California State Assembly Bill 1301 in an amount not to exceed \$880,000 for reimbursements to Private Adoptions Agencies serving youth who would otherwise be in Foster Care for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

\$880,000 for Private Adoption Agency Reimbursement Program, Assembly Bill 1301 (50% State 2011 Realignment Funds, 50% Federal)

**BACKGROUND:**

The Private Adoption Agency Reimbursement Program (PAARP) is an incentive program for private adoption agencies to recruit adoptive families for children who would otherwise remain in foster care because of age, membership in a sibling group, medical or psychological disability or other circumstance that would make adoptive placement of these children especially difficult, reference Welfare and Institutions Code (W&IC)

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Elaine Burres  
608-4960

cc:



BACKGROUND: (CONT'D)

Section 16122. Since the initial implementation in 1999, the California Department of Social Services (CDSS) has been responsible for collecting and processing claims from private adoption agencies, including reimbursement of standardized rates to the private adoption agencies for adoption support. With the recent passage of Assembly Bill (AB) 1301, the claiming and reimbursement process has shifted to the county child welfare agencies.

Effective July 1, 2020 as outlined in All County Letter 20-85 dated August 20, 2020, county child welfare agencies will assume local control of the PAARP and be required to compensate licensed private adoption agencies for the costs associated with supporting families through the process of adopting children and Non-Minor Dependents eligible for Adoption Assistance Program benefits.

The new PAARP reimbursement for children adopted by resource families approved by dually licensed private nonprofit foster family and adoptions agencies is eight thousand dollars (\$8,000) each; and the new PAARP reimbursement for dually licensed private nonprofit foster family and adoption agencies that, upon the request of the county, provide adoption support activities for adoptive placement and/or finalization for resource families that were approved by the County or another Foster Family Agency (FFA), is six thousand six hundred dollars (\$6,600) each.

CONSEQUENCE OF NEGATIVE ACTION:

County would not be in compliance with Assembly Bill (AB) 1301.

CHILDREN'S IMPACT STATEMENT:

This contract supports one community outcome established in the Children's Report Card: "Children and Youth Healthy and Preparing for Productive Adulthood"; by placing youth who would otherwise remain in foster care into adoptive families.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Cancellation Agreement #23-138-14 with HCS, Incorporated (dba The Abaris Group)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Cancellation Agreement #23-138-14 with HCS, Incorporated (dba The Abaris Group), a corporation, effective at the close of business on July 15, 2020.

**FISCAL IMPACT:**

This contract is funded 100% by Measure H funding.

**BACKGROUND:**

On July 14, 2020, the Board of Supervisors approved Contract #23-138-13 with HCS, Incorporated (dba The Abaris Group) to provide its employee Mike Williams to act as Interim Emergency Medical Services (EMS) Director for County's Health Services Department, EMS Agency, for the period from April 1, 2020 through March 31, 2021.

In accordance with General Conditions Paragraph 5 (Termination), of the Contract, the Department and Contractor have agreed to a mutual cancellation of this Contract. Approval of Cancellation Agreement #23-138-14 will accomplish this termination.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: David Goldstein,  
925-608-5454



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #76-620-1 with Christian Eisert, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-620-1 with Christian Eisert, M.D., an individual, in an amount not to exceed \$800,000, to provide otolaryngology services for Contra Costa Regional Medical Center (CCRMC) and Health Centers patients, for the period from October 1, 2020 through September 30, 2022.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

On September 18, 2018, the Board of Supervisors approved Contract #76-620 with Christian Eisert, M.D., to provide otolaryngology services at CCRMC and Health Centers, for the period October 1, 2018 through September 30, 2020.

Approval of Contract #76-620-1 will allow Contractor to continue to provide otolaryngology services at CCRMC and Health Centers through September 30, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, patients requiring otolaryngology services at CCRMC and Contra Costa Health Centers will not have access to Contractor's services.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Samir Shah, M.D.,  
925-370-5525





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment #26-583-28 with Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute of Valencia)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-583-28 with Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute), a corporation, effective September 1, 2020, to amend Contract #26-583-25 (as amended by Amendment Agreements #26-583-26 and #26-583-27), to increase the payment limit by \$8,000,000, from \$9,000,000 to a new payment limit of \$17,000,000, to provide additional testing for COVID-19, with no change in the original term of January 1, 2019 through December 31, 2020.

**FISCAL IMPACT:**

This amendment is funded by 100% Federal Coronavirus Aid, Relief and Economic Security (Cares) Act.

**BACKGROUND:**

On January 15, 2019, the Board of Supervisors approved Contract #26-583-25 (as amended by Amendment Agreements #26-583-26 and #26-583-27) with Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute), for the provision of outside clinical laboratory services, for the period of January 1, 2019 through December 31, 2020.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,  
925-370-5501

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #26-583-28 will allow the Contractor to provide approximately 1,000 COVID-19 tests per day in addition to other outside laboratory testing services, through December 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, patients requiring outside laboratory services will not have access to the Contractor's services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Contract with Goodwill Industries of the Greater East Bay, Inc. for Subsidized Temp Work Experience

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Goodwill Industries of the Greater East Bay, Inc., in an amount not to exceed \$684,279.27, to provide for Subsidized Temporary Experience with/without Pay for the Under-Employed Program (STEP-UP) Services for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This will increase department expenditures by \$684,279.27 to be funded by California Work Opportunity and Responsibility to Kids (CalWORKs) which is designated 15% State revenue and 85% Federal revenue.

**BACKGROUND:**

Goodwill Industries of the Greater East Bay, Inc. (Goodwill) was selected from a competitive procurement Request for Proposal (RFP) #1161 to provide Subsidized Temporary Experience with/without Pay for the Under-Employed Program (STEP-UP) Services Countywide. STEP-UP is designed to provide entry-level work experience to designated CalWORKs Welfare-to-Work (WTW) participants who are not meeting their WTW participation requirements by immediately placing them into Work

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Gina Chenoweth 8-4961  
or 812-6795

cc:

BACKGROUND: (CONT'D)

Experience (WEX) assignments for up to 180 days. The goal of STEP-UP, when coupled with other necessary WTW activities and services, is to immediately engage participants by providing exposure to work and basic job skills and ultimately leading to a participant's successful, long-term job placement.

Under this Contract, Goodwill will develop, implement, and monitor Countywide paid and unpaid WEX opportunities. Provisions of this Contract include two components: Contractor acting as the Employer of Record and Job Development/Placement for both paid and unpaid WEX assignments.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County will not be able to provide the STEP-UP Program of CalWORKs.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #76-706 with Janet M. Goldman, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-706 with Janet M. Goldman, M.D., an individual, in an amount not to exceed \$735,000, to provide maternal fetal medicine services for Contra Costa Regional Medical Center (CCRMC) and Health Center patients, for the period October 1, 2020 through September 30, 2023.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

Under Contract #76-706, Contractor will provide maternal fetal medicine services for CCRMC and Health Center patients for the period October 1, 2020 through September 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, County's patients will not have access to the Contractor's services.

- 
- APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: 10/13/2020  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Samir Shah, M.D.,  
925-370-5525



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #23-648-4 with Vickie Lee Scharr

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-648-4 with Vickie Lee Scharr, an individual, in an amount not to exceed \$205,000, to provide consultation, technical support and planning services with regard the West Contra Costa Health Care District (WCCHCD), for the period from January 1, 2021 through December 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by West Contra Costa Healthcare District Funds.

**BACKGROUND:**

On December 4, 2018, the Board of Supervisors approved Contract #23-648 (as amended by Amendment Agreements #23-648-1 through #23-648-3) with the Contractor to will provide consultation, technical support and planning services to the Chief Operating Officer with regard to the transition of the WCCHCD to Contra Costa County including financial planning and operational improvement, through December 31, 2020.

Approval of Contract #23-648-4 will allow the Contractor to continue to provide services, through December 31, 2021.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Patrick Godley,  
925-957-5405

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Services Department will not be able to use Contractor's expertise in the transition of WCCHCD to Contra Costa County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #23-646-4 with Eighty 20 Healthcare Consulting, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-646-4 with Eighty 20 Healthcare Consulting, LLC, a limited liability company, in an amount not to exceed \$339,000, to provide consultation, technical support and planning services with regard to transitioning the West Contra Costa Health Care District (WCCHCD) to County, for the period from January 1, 2021 through December 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by West Contra Costa Health Care District Funds.

**BACKGROUND:**

On December 4, 2018, the Board of Supervisors approved Contract #23-646 (as amended by Amendment Agreements #23-646-1 through #23-646-3) with the Contractor to will provide consultation, technical support and planning services to the Chief Operating Officer with regard to the transition of the WCCHCD to Contra Costa County including but not limited to financial planning and operational improvement, through December 31, 2020.

Approval of Contract #23-646-4 will allow the Contractor to continue to provide services, through December 31, 2021.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Patrick Godley,  
925-957-5405

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Services Department will not be able to use Contractor's expertise in the transition of WCCHCD to Contra Costa County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: Contract with the Contra Costa Resource Conservation District, Countywide. Project No. 7517-6W7078

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract, including modified indemnification, with the Contra Costa Resource Conservation District, in an amount not to exceed \$410,000, to provide watershed coordination and outreach services for the period of September 20, 2020 to September 30, 2023, Countywide.

**FISCAL IMPACT:**

This project is funded by 100% Stormwater Utility Assessment Revenue Funds.

**BACKGROUND:**

Agency to provide on-call technical and support services related to education, outreach, and other activities required by the current and reissued NPDES (National Pollutant Discharge Elimination System) stormwater permit issued by the San Francisco Bay Region of the California Regional Water Quality Control Board (RWQCB).

**CONSEQUENCE OF NEGATIVE ACTION:**

Without the approval of this agreement by the Board of Supervisors, Contra Costa County will be out of compliance with its stormwater permit from the RWQCB.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

Contact: Melinda Harris, (925)  
313-2037

By: Laura Cassell, Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment #77-005-6 with David S. Gee, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #77-005-6 with David S. Gee, M.D., an individual, effective October 1, 2020 to amend Contract #77-005-5 to increase the payment limit by \$90,000, from \$250,000 to a new payment limit of \$340,000, with no change in the term of December 1, 2019 through November 30, 2020.

**FISCAL IMPACT:**

This amendment is funded 100% by Contra Costa Health Plan (CCHP) Enterprise Fund II. (No rate increase)

**BACKGROUND:**

On October 8, 2019, the Board of Supervisors approved Contract #77-005-5 with David S. Gee, M.D., for the provision of consultation and technical assistance to the CCHP medical management team services, for the period from December 1, 2019 through November 30, 2020.

Approval of Contract Amendment Agreement #77-005-6 will allow the Contractor to provide additional consultation and technical assistance to the CCHP medical management team through November 30, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharon Mackey,  
925-313-6004

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, certain health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment #76-544-5 with Dayana Carcamo-Molina, M.D., Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #76-544-5, with Dayana Carcamo-Molina, M.D., Inc., a corporation, effective October 1, 2020, to amend Contract #76-544-4, to increase the payment limit by \$155,000, from \$1,470,000 to a new payment limit of \$1,625,000 with no change in the term August 1, 2019 through July 31, 2022.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I. (Rate increase)

**BACKGROUND:**

On August 6, 2019, the Board of Supervisors approved Contract #76-544-4 with Dayana Carcamo-Molina, M.D., Inc., for the provision of gastroenterology services, including, clinic coverage, on-call coverage and medical procedures at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from August 1, 2019 through July 31, 2022. Approval of Contract Amendment Agreement #76-544-5 will allow the Contractor to provide additional gastroenterology services through July 31, 2022.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Samir Shah, M.D.,  
925-370-5525

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor will not perform additional gastroenterology duties at CCRMC and Contra Costa Health Centers.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Novation Contract #74-377-11 with RYSE, Inc., A California Nonprofit Corporation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Novation Contract #74-377-11 with RYSE, Inc., a California Nonprofit Corporation, in an amount not to exceed \$503,019, to provide Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) services for the period from July 1, 2020 through June 30, 2021, which includes a six-month automatic extension through December 31, 2021, in an amount not to exceed \$251,506.

**FISCAL IMPACT:**

This contract is funded 100% by MHSA funding. (No rate increase)

**BACKGROUND:**

This contract meets the social needs of County's population by engaging youth at risk of mental illness or severe emotional disturbance in transformative work that recognizes and addresses the histories and inequitable burden of trauma and violence experienced in West Contra Costa County, including programs aimed at greater youth acceptance of Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQQ) students in schools by providing harm reduction presentations: in schools; facilitates access and linkage to mental health treatment and improves timely access to mental health treatment utilizing strategies which are non-stigmatizing and non-discriminatory; to community organizations and public agencies; at monthly cultural events, and during monthly membership meetings.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

By: Laura Cassell, Deputy



BACKGROUND: (CONT'D)

On September 24, 2019, the Board of Supervisors approved Contract #74-377-10 with RYSE, Inc., A California Nonprofit Corporation, for the provision of MHSA-PEI services for the period July 1, 2019 through June 30, 2020, which included a six-month automatic extension through December 31, 2020. Approval of Contract #74-377-11 replaces the automatic extension under the prior Contract and allows the Contractor to continue providing services through June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not provide the health and wellness program which provides youth centered assessment goal setting, support and wellness services or the trauma response and resilience system providing support and response to incidents of violence to diverse cultural communities in West Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

This MHSA-PEI program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include increases in social connectedness, communication skills, parenting skills, and knowledge of the human service system in Contra Costa County.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #24-681-96(3) with JVTCM Care, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of County Contract #24-681-96(3) with JVTCM Care, LLC, a limited liability company, in an amount not to exceed \$208,068, to provide augmented board and care services for mentally ill older adults, for the period from August 1, 2020 through July 31, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by Mental Health Realignment funding.

**BACKGROUND:**

This Contract meets the social needs of the County's population by providing augmentation of room and board, and twenty-four hour emergency residential care and supervision, to eligible mentally disordered clients, who are specifically referred by the Mental Health Program staff and who are served by County Mental Health Services.

On October 22, 2019, the Board of Supervisors approved Contract #24-681-96(2), with JVTCM Care, LLC, to provide augmented board and care services for County referred mentally disordered clients for the period from August 1, 2019 through July 31, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

By: Laura Cassell, Deputy

BACKGROUND: (CONT'D)

Approval of Contract #24-681-96(3) will allow the Contractor to continue providing augmented board and care services, through July 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, augmented board and care services will not be provided to the County referred mentally disordered adult clients by this contractor.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #72-158 with Lifelong Medical Care

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-158 with Lifelong Medical Care, a corporation, in an amount not to exceed \$497,111, to provide COVID-19 contact investigation and contact tracing services for Contra Costa Health Services (CCHS), for the period from November 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

**BACKGROUND:**

This contract will establish a relationship between CCHS and Contractor to reduce the spread of COVID-19 in vulnerable communities with contact investigation and contact tracing.

Under Contract #72-158, Contractor will provide COVID-19 contact investigation and contact tracing services for CCHS for the period November 1, 2020 through June 30, 2021.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Randy Sawyer,  
925-335-3210

cc: L Walker



CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County will not have access to Contractor's COVID-19 contact investigation and contact tracing services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Esa Ehmen-Krause, County Probation Officer  
Date: October 13, 2020

Subject: Contract with Contra Costa County Office of Education

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Probation Officer, or designee, to execute a contract with Contra Costa County Office of Education (CCCOE) in an amount not to exceed \$180,000 to continue to provide assistance to individuals as they transition from the County's adult detention facilities for the period of July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

100% Community Corrections Performance Incentive funds (SB 678)

**BACKGROUND:**

Under this contract, CCCOE provides a full time Equivalent (FTE) Reentry Transition Specialist, supported by a 0.75 FTE office assistant, to assist individuals as they transition from the County's adult detention facilities back into Contra Costa County communities. They support incarcerated individuals by identifying and addressing barriers to employment, education and community reintegration; providing incarcerated individuals individualized case management services. They link students with appropriate support resources, including reentry centers, social services, housing authorities, drug/alcohol rehabilitations services, DMV, health services and other appropriate community based resources and providers.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Danielle Fokkema,  
925-313-4195

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, key linkages will be unavailable for Contra Costa's adult reentry population.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #76-649-1 with Syserco, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-649-1 with Syserco, Inc., a corporation, in an amount not to exceed \$326,706, to provide maintenance, repair and training services at Contra Costa Regional Medical Center (CCRMC), for the period November 1, 2020 through October 31, 2023.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

Under Contract #76-649-1, the Contractor will provide maintenance, repair and training services at CCRMC for the period November 1, 2020 through October 31, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, CCRMC will not have access to Contractor's services.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

cc: A Floyd, M Wilhelm



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Purchase Order with Bay Cities Produce, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a purchase order with Bay Cities Produce, Inc., in an amount not to exceed \$550,000 for the purchase of perishable pre-prepared produce and dairy products for the Contra Costa Regional Medical Center (CCRMC), for the period from November 1, 2020 through October 31, 2022.

**FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

Fresh fruits and vegetables are required to prepare meals that meet American Dietetic Association (ADA) requirements for balanced nutrition for the patients of the CCMRC. Bay Cities Produce, Inc. has been working with local farms and the Brentwood Agricultural Land Trust to certify and purchase from local farmers. They operate their own processing plant which meets all government and Hazard Analysis and Critical Control Points (HACCP) requirements. This allows the CCRMC to purchase locally grown products that are guaranteed to be safe and fulfill the mandate from the Contra Costa Board of Supervisors to purchase as much local produce as possible. These products are used to feed CCRMC's patient population and employees, and the vendor is willing to deliver to CCRMC six days a week as needed.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved the CCRMC will not be able to meet the ADA requirements for balanced nutrition for its patients.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment to Purchase Order with ASD Specialty Healthcare, LLC (dba ASD Healthcare)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Department, to execute an amendment to Purchase Order #17679 with ASD Specialty Healthcare, LLC (dba ASD Healthcare) to increase the payment limit by \$100,000 for a new payment limit of \$295,000 for the purchase of Remdesivir, for the period from January 1, 2020 through December 31, 2020.

**FISCAL IMPACT:**

This amendment is 100% funded by the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act.

**BACKGROUND:**

Contra Costa Regional Medical Center's Pharmacy Unit has been purchasing Remdesivir for the treatment of COVID-19 patients from ASD Healthcare. ASD Healthcare is the only Federal Government authorized distributor.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, CCRMC will not be able to purchase Remdesivir, that is needed for treating COVID-19 patients, which could cause a negative impact in the health of patients at CCRMC.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

cc: Marcy Wilhelm, Irene Segovia



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Renewal of Experian Health Inc. Subscription and Support Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a Price Change Amendment and a Purchase Order with Experian Health Inc., in an amount not to exceed \$247,688 to renew subscription and support services for Electronic Claims and Remittance Systems Software, for the period from July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

Contra Costa Health Services (CCHS) Patient Accounting Department has used Experian Health Electronic Claims and Remittance Systems Software to simplify claims processing, ensure accurate posting of payments and adjustments, and expedite receipt of payments since 2001. CCHS uses the following Experian Health modules for accurate posting of payments and adjustments: (1) Electronic Claims Processing, (2) Remittance and Payment Processing, (3) Real-time Transactions Eligibility, and (4) Financial Reporting. This software meets Epic guidelines for Medicare Rules. The

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Patrick Wilson,  
925-335-8700

cc: Marcy Wilhelm, Alan Ly



BACKGROUND: (CONT'D)

subscription and support services are governed by the existing Master Customer Agreement between the County and Experian. The Price Change Amendment to the Master Customer Agreement provides updated pricing for the various software modules. This is renewing previous Purchase Order F016313.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the Purchase Order for this renewal will interrupt electronic claims remittance software services resulting in a significant loss of revenue to CCHS.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #27-594-9 with Steven A. Harrison, M.D., A Professional Corporation

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-594-9, with Steven A. Harrison, M.D., A Professional Corporation, in an amount not to exceed \$1,125,000, to provide ophthalmology services to Contra Costa Health Plan (CCHP) members, for the period from December 1, 2020 through November 30, 2023.

**FISCAL IMPACT:**

This contract is funded 100% by CCHP Enterprise Fund II. (No rate increase)

**BACKGROUND:**

On December 4, 2018, the Board of Supervisors approved Contract #27-594-8, with Steven A. Harrison, M.D., A Professional Corporation, for the provision of ophthalmology services to CCHP members, for the period from December 1, 2018 through November 30, 2020.

Approval of Contract #27-594-9 will allow the Contractor to continue to provide ophthalmology services for CCHP members through November 30, 2023.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey,  
925-313-6104

cc: Kimberley Mullen

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #27-162-9 with Juan R. Sequeira, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-162-9 with Juan R. Sequeira, M.D., an individual, in an amount not to exceed \$450,000, to provide primary care services to Contra Costa Health Plan (CCHP) members for the period from December 1, 2020 through November 30, 2023.

**FISCAL IMPACT:**

This contract is funded 100% by CCHP Enterprise Fund II.

**BACKGROUND:**

On December 4, 2018, the Board of Supervisors approved Contract #27-162-8 with Juan R. Sequeira, M.D., for the provision of primary care services to CCHP members, for the period from December 1, 2018 through November 30, 2020.

Approval of Contract #27-162-9 will allow the Contractor to continue to provide primary care services for CCHP members through November 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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  
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Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey,  
925-313-6104

cc: Kimberley Mullen





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #72-153 with Aspiranet

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-153 with Aspiranet, a non-profit corporation, in an amount not to exceed \$250,000, to implement the Partners in Pregnancy Fatherhood Program to promote positive birth outcomes and develop strong family bonds for babies in the African American Community for the period from October 1, 2020 through September 30, 2022.

**FISCAL IMPACT:**

This contract is funded 100% by the California Department of Public Health funding.

**BACKGROUND:**

Under Contract #72-153, Contractor will provide a Fatherhood Program for expectant, new and non-custodial fathers who are parents with Black women to infants younger than one year of age to promote positive birth outcomes and to develop strong family bonds for babies in the African American community of Contra Costa County for the period October 1, 2020 through September 30, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, Contractor will not provide services to promote positive birth outcomes and to develop strong family bonds for babies in the African American community of Contra Costa County.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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ATTESTED: October 13, 2020

Contact: Daniel Peddycord,  
925-313-6712

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

By: , Deputy

cc: L Walker, M Wilhelm





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #72-154 with The Tides Center

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-154 with The Tides Center, a non-profit corporation, in an amount not to exceed \$500,000, to act as fiscal sponsor for Building Blocks for Kids (BBK) and to support the development of the Contra Costa Health Services (CCHS) Doula Program, which provides prenatal, birth, and postpartum support services, for the period from October 1, 2020 through September 30, 2022.

**FISCAL IMPACT:**

This contract is funded 100% by California Department of Public Health funds.

**BACKGROUND:**

The CCHS Perinatal Equity Initiative has identified the community-based doula program as an intervention to address perinatal health disparities in the African American community. This intervention is specifically for African American community members to address the perinatal health disparities of prematurity, low birthweight, and fetal demises that occur within the population. This intervention targets these community members to offer emotional and practical supports during pregnancy to reduce stress, offer health education, labor and delivery support, and guidance to mom and baby during the immediate postpartum period.

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 Federal D. Glover, District V Supervisor

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

By: Laura Cassell, Deputy

Contact: Daniel Peddycord,  
925-313-6712



BACKGROUND: (CONT'D)

Under Contract #72-154, Contractor will act as fiscal sponsor and support the development of the CCHS Doula Program which provides prenatal, birth, and postpartum support services for the period October 1, 2020 through September 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not provide support to the CCHS Doula program.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 13, 2020

Subject: Contract with Star View Children and Family Services, Inc. for Residential Placement Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Star View Behavioral Health, Inc., a non-profit corporation, in an amount not to exceed \$425,981 to provide residential placement services for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This contract will increase expenditures by \$425,981 funded 30% by County General Fund and 70% by State Realignment funds.

**BACKGROUND:**

Star View Behavioral Health, Inc. (Star View) provides residential placement services for youth who cannot live safely in family homes or lower level group care because of the nature and severity of their emotional and behavioral needs. Star View's locked Psychiatric Health Facility (PHF) and Community Treatment Facility (CTF) offer alternatives to repeated psychiatric hospitalization and placement failures. Star View stabilizes, provides treatment, and then transitions youth to less restrictive placements, including with family, foster families, or lower level group homes as part of each youth's long-term permanency plan.

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Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: C. Youngblood, (925)  
608-4964

cc:

### BACKGROUND: (CONT'D)

The sixteen (16) bed locked PHF will provide 24-hour intensive services to adolescents with severe emotional needs. This program provides intensive evaluation and treatment services, including the preparation of comprehensive multidisciplinary assessments by a psychiatrist, psychologist, social worker, rehabilitation therapist, and licensed nurse, the development of a coordinated treatment plan, and the provision of quality acute rehabilitative treatment services by a well qualified staff in a therapeutic milieu.

The CTF program will provide residential treatment services for clients under the age of 18 on a 24-hour/7-day/week basis to youth requiring a secured treatment facility due to their severe emotional needs. CTF residential services will include 24-hour supervision and nursing care, activity program, social services supports, and room and board. Mental health services will be provided as medically necessary and designated per treatment plan.

### CONSEQUENCE OF NEGATIVE ACTION:

Dependent youth in need of integrated treatment services will not receive the skills to effectively manage the behavior(s) or symptoms that are a barrier to achieving and/or maintaining a residence in less restrictive environments, such as with a resource family.

### CHILDREN'S IMPACT STATEMENT:

This contract supports all five of the community outcomes 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"; 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" by providing residential placement services to youth who cannot live safely in family homes.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Amendment #24-259-69 with Center for Human Development

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #24-259-69 with Center Human Development, a non-profit corporation, effective July 1, 2020, to amend Contract #24-259-68 to increase the payment limit by \$16,407, from \$608,538 to a new payment limit of \$624,945, with no change in the term of July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by Federal Substance Abuse Prevention and Treatment (SAPT) Primary Prevention. (No rate increase)

**BACKGROUND:**

On August 11, 2020, the Board of Supervisors approved Contract #24-259-68 with Center for Human Development to provide substance abuse primary prevention services for the period from July 1, 2020 through June 30, 2021.

Approval of Contract Amendment Agreement #24-259-69 will allow the Contractor to provide additional substance abuse primary prevention services, through June 30, 2021.

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APPROVE  OTHER  
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Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5210

By: Laura Cassell, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County's Clients will not receive substance abuse prevention and educational and environmental strategies for high risk youth.

CHILDREN'S IMPACT STATEMENT:

This prevention and treatment program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include addicted youth being provided an opportunity to prevent or recover from the effects of alcohol or other drug use, become self-sufficient, and return to their families as productive individuals.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: October 13, 2020

Subject: Contract for Election Security Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract containing modified indemnification with Admiral Security Services in an amount not to exceed \$100,000 for security services, to protect and safeguard voting supplies and equipment at the Tent/Outdoor Regional Voting sites, for the period October 29, 2020 to November 4, 2020.

**FISCAL IMPACT:**

Expenses will not exceed \$100,000; 100% Federal and State monies allocated to the County to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.

**BACKGROUND:**

Due to the COVID pandemic, the Elections Division must provide safe, accessible in-person voting locations. To help alleviate any bottlenecks caused by distancing protocols at polling places on Election Day, we are expanding our early voting sites to include 10 outdoor locations.

A successful “outdoor” operation requires shelter, power, and staging support. Standard Party Rentals can provide tents, generators, lighting, an ADA restroom/sink, and on-demand support at all locations.

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 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Scott O. Konopasek,  
925-335-7808

cc:

BACKGROUND: (CONT'D)

However, each tent location is only staffed for 9 hours a day and the voting equipment and voting material must be secured when staff is not present. To secure each tent site we need a two-person security guard team for each location to be on site continuously. Admiral Security will provide that service.

CONSEQUENCE OF NEGATIVE ACTION:

Voter materials and equipment will not be secured.

ATTACHMENTS

Service Agreement



Admiral Security Services, Inc.

Legal Division

Service Agreement

Department

Client Relations

Address

2151 Salvio St, Suite 260 Concord CA 94520

SERVICE AGREEMENT

THIS SERVICE AGREEMENT

BETWEEN:

the "Customer"

Contra Costa County  
555 Escobar Street,  
Martinez CA 94553

the "Service Provider"

Admiral Security Services,  
Inc.  
2151 Salvio Street, Suite 260  
Concord, CA 94520

Service Type: Security/Event Staff total: See Budget

the "Site"

DOIT Contract- Voting Polls  
See Budget

the "Date(s)"

10/29/20-11/4/20

the "Time(s)"

See Budget

the "Fees"

- The rate of \$<sup>34.00</sup>/per hour is agreed on for Unarmed Guard
- The rate of \$NA /per hour is agreed on for NA
- The rate of \$NA/per hour is agreed on for NA

6 hour(s) minimum per shift.

**Terms of Service**

The Service Provider agrees to provide security services to the Customer at the Site on the specified Dates of Service. The Service Provider has the necessary qualifications, experience and abilities to provide security services in connection with the aforementioned business.

**1) Engagement**



The Customer understands that there are no guarantees that the Service Provider can prevent crimes, fires, accidents, solve crimes or resolve protection problems. In consideration of the provisions herein stated the Service Provider and its agents agree to provide their services to the fullest extent possible.

## 2) Indemnification

Service Provider agrees to indemnify and hold Customer, its officers, directors, shareholders, employees, clients and agents harmless from any liability, loss or damage that they may suffer as a result of claims, demands, costs or judgments against them arising out of any injury and/or property damage, including without limitation death, damage, expense or loss, sustained by Service Provider's employees, personnel, agents, affiliates or servants due to the negligent act/omission and/or reckless or willful misconduct of Service Provider, its employees, subcontractors, personnel, agents, affiliates or servants; provided however:

- i. Service Provider will not indemnify and will not hold Customer, its officers, directors, shareholders, employees, clients and agents harmless from any liability, loss or damage that they may suffer as a result of claims, demands, costs or judgments against them arising out of any injury and/or property damage caused by any cause or circumstance beyond Service Provider's control.
- ii. Customer shall remain liable for any claims, demands, costs, judgments, loss and damage caused by its own negligence/contributory negligence or the negligence/contributory negligence of its officers, directors, shareholders, employees, clients and agents.
- iii. Customer must notify Service Provider of any claim for indemnification promptly but in no event later than thirty (30) days after receipt of notice of the injury, damage, demand, or claim or suit, in writing via e-mail to Mgmt@AdmiralSS.com at Service Provider. Otherwise, Service Provider is not required to indemnify and hold Customer harmless for any claim, demand, cost, judgment, or liability as discussed above.

## 3) Agreement of Fees

Services provided to the Customer will entail the following agreement of fees per the rates listed above as "Fees". Details of payment are indicated on the invoices.

Payment terms will be **75% Deposit. Remaining NET 14**

## 4) California Labor Law

The Customer acknowledges and understands that Admiral Security abides to the regulations of California Labor Laws. If Admiral employees are unable to be relieved from his or her post, then a "Meal Penalty" fee must be imposed.

"The California Labor Code and the Wage Orders prohibit an employer from employing a non-exempt employee for more than five hours without providing an unpaid meal period of at least 30 minutes. If the employee works more than 10 hours per day, he or she must be given a second 30-minute meal period. If an employer fails to provide an employee with a meal or rest period in accordance with the Wage Orders, the employer must pay the employee one hour of premium pay at the employee's regular rate of compensation for each workday that the meal or rest period is not provided." DLSE (Division of Labor Standards Enforcement)

## 5) Short Notice & Holiday Rates

The Customer agrees to pay an overtime premium of time and half the agreed rate when additional hours above and beyond regularly scheduled coverage are requested within 72 hours of scheduled start time. The time and half rate also apply to the following holidays: New Year's Day, Fourth of July, Martin Luther King, Jr. Day, Labor Day, President's Day, Thanksgiving Day, Memorial Day, Christmas Day.

6) **Cancellation Policy**

The Customer agrees to pay 4 hours per scheduled officer cancellation charge if cancelled within 48 hours from scheduled start time.

7) **Non-Solicitation**

Customer acknowledges and agrees that Admiral Security uses employees to provide Services and that all are valuable assets to Admiral Security. Accordingly, Customer agrees that as long as Admiral Security provides Service and for two years after, neither Customer nor any of its affiliates will actively solicit any employee of Admiral Security's to become an employee, consultant, or Subcontractor of Customer. Furthermore, Customer agrees not to communicate with any employee, of Admiral Security other than the designated point of contact for each specific job and for purposes only related to that job. Any Violation could be subject to a penalty up to \$6,000 depending on damages.

The Service Provider and the Customer agree to provide such services on the terms and conditions as set out in this agreement. In Witness whereof the parties have duly executed this service agreement.



---

Kaylyn Rowell  
Authorized Agent(s)  
Admiral Security Services, Inc

CONFIDENTIAL



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #24-958-29 with Rubicon Programs Incorporated

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-958-29 with Rubicon Programs Incorporated, a non-profit corporation, in an amount not to exceed \$355,221, to provide mental health services for CalWORKs clients, for the period July 1, 2020 through June 30, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by CalWORKs funds.

**BACKGROUND:**

On August 19, 2019, the Board of Supervisors approved Contract #24-958-27, (as amended by Amendment Agreement #24-958-28), with Rubicon Programs Incorporated, to provide mental health services to recipients of the CalWORKs Program and their children, including individual, group and family collateral counseling and case management services to reduce barriers to employment, for the period July 1, 2019 through June 30, 2020. Approval of Contract #24-958-29 will allow the Contractor to continue to provide mental health services to CalWORKs recipients through June 30, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, CalWORKs recipients will not have sufficient access to the mental health services they need.

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Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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 Diane Burgis, District III Supervisor  
 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

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ATTESTED: October 13, 2020

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5169

By: Laura Cassell, Deputy





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #74-610-3 with WestCare California, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-610-3 with WestCare California, Inc., a non-profit corporation, in an amount not to exceed \$1,521,380, to provide substance use disorder prevention, treatment, and detoxification services for Contra Costa County residents in West County, for the period October 1, 2020 through September 30, 2021.

**FISCAL IMPACT:**

This contract is funded by 46% Substance Abuse Treatment and Prevention Block Grant, and 54% Federal Medi-Cal.

**BACKGROUND:**

This Contract meets the social needs of County's population by providing specialized substance use disorder treatment services, so that men and women, including women with children, are provided an opportunity to achieve and maintain sobriety and to experience the associated benefits of self-sufficiency, family reunification, cessation of criminal activity and productive engagement in the community.

On November 5, 2019, the Board of Supervisors approved Contract #74-610, (as amended by Amendment

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

By: Laura Cassell, Deputy

Contact: Suzanne Tavano, Ph.D,  
925-957-5169

BACKGROUND: (CONT'D)

Agreements #74-610-1 and #74-610-2) with WestCare California, Inc. for the provision of substance use disorder prevention, treatment, and detoxification treatment services for County residents in West County who are referred through the Behavioral Health Access Line, for the period October 1, 2019 through September 30, 2020.

Approval of Contract #74-610-3 will allow the Contractor to continue providing substance use disorder prevention, treatment, and detoxification services through September 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's Clients will not receive substance use disorder treatment from Contractor, resulting in an overall reduction of services to a community at risk for incarceration.

CHILDREN'S IMPACT STATEMENT:

This Alcohol and Drug Abuse prevention program supports the Board of Supervisors' "Families that are Safe, Stable, and Nurturing" and "Communities that are Safe and Provide a High Quality of Life for Children and Families" community outcomes by providing individual, group, and family counseling; substance abuse education; rehabilitation support services; and substance abuse prevention services. Expected outcomes include increased knowledge about the impact of addiction; decreased use of alcohol, tobacco and other drugs; increased use of community-based resources; and increased school and community support for youth and parents in recovery.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract #27-791-9 with Cotiviti, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-791-9 with Cotiviti, Inc., doing business in California as Cotiviti I, Inc., a corporation, in an amount not to exceed \$300,000, to provide a license to use healthcare encounter data software and consultation services for Contra Costa Health Plan (CCHP), for the period November 1, 2020 through October 31, 2021.

**FISCAL IMPACT:**

This contract is funded 100% by Contra Costa Health Plan Enterprise Fund II.

**BACKGROUND:**

On February 25, 2020, the Board of Supervisors approved Contract #27-791-8 with Cotiviti, Inc., doing business in California as Cotiviti I, Inc., for the provision of consultation and technical assistance with regard to data analysis services for Healthcare Effectiveness Data and Information Set (HEDIS) projects and annual reports for the period from November 1, 2019 through October 31, 2020.

Approval of Contract #27-791-9 will allow the Contractor to provide software and consultation services, and to license software to County, through October 31, 2021.

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

By: Laura Cassell, Deputy

Contact: Sharon Mackey,  
925-313-6104

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not provide services, and the Contra Costa Health Plan will not be able to meet its contractual and State requirements.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 13, 2020

Subject: Contract with Matrix HG, Inc., a California Corporation, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Matrix HG, Inc., in an amount not to exceed \$8,000,000, to provide on-call maintenance and repairs of heating, ventilation and air conditioning (HVAC) systems at various County facilities, for the period October 13, 2020 through September 30, 2023, Countywide.

**FISCAL IMPACT:**

Facilities Maintenance Budget (100% General Fund)

**BACKGROUND:**

Public Works Facilities Services is responsible for maintenance and repairs of all County buildings and facilities. Originally bid on BidSync #2006-412, Matrix HG, Inc., was one of three lowest, responsive and responsible vendors awarded for this work. The contract will have a term of three (3) years with the option of two (2) one-year extensions and will be used as needed, with no minimum amount that has to be spent.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Facilities Services is requesting a contract with Matrix HG, Inc., to be approved for a period covering the next three years.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, heating, ventilation and air conditioning repair services with Matrix HG,

APPROVE  OTHER  
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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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Kevin Lachapelle, (925)  
313-7082

cc:

Inc., will be discontinued.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: October 13, 2020

Subject: APPROVE Fourth Amendment to Power Purchase Agreement with MFP CO II, LLC, 5555 Giant Hwy, Richmond area

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to execute on behalf of the County, an amendment to a power purchase agreement between the County and MFP CO II, LLC, and a related bill of sale, to pay MFP \$3,000,000 to purchase solar facilities at 5555 Giant Highway, Richmond and terminate the agreement as to those facilities, effective November 1, 2020.

AUTHORIZE the Auditor-Controller to make any arrangements necessary to remit payment to MFP CO II, LLC to facilitate the purchase of the solar facilities.

**FISCAL IMPACT:**

\$3,000,000; 100% General Fund upfront to purchase the panels from the existing Power Purchase Agreement. Accumulated expenditures paid by the County General Fund will be offset by future utility savings from owning the system outright over the next 11 years.

**BACKGROUND:**

In October 2010, the

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: Timothy Ewell, (925)  
655-2043

cc:

## BACKGROUND: (CONT'D)

County's Board of Supervisors approved the Power Purchase Agreement with Main Street Power Company, Inc. ("Agreement") for the installation of photovoltaic panels at 13 County-owned sites, including 5555 Giant Highway, Richmond, and the sale of all electricity produced by the panels to the County. The Agreement was subsequently assigned to MFP CO II, LLC. The Agreement has a term of 20 years. The Agreement includes a Termination Option during the ninth year, which enables the County to evaluate the benefits of ownership. The County has the option to purchase the photovoltaic panels at fair market value, or at a pre-determined rate per watt, as identified in Exhibit 1A, Termination Price, of the Agreement. The Agreement is in its ninth year allowing for a buy-out of 899,990 kilowatts at a rate of \$3.44/kilowatts for a total buy-out price of \$3,095,965.60 for the 5555 Giant Highway, Richmond site effective January 1, 2021. Staff has negotiated a discounted buyout arrangement whereby the County would pay \$3,000,000 for the panels effective November 1, 2020. In addition to saving \$95,965 in purchase price the earlier effective date will result in two months of utility cost savings which would have been previously payable to AES.

The County is the owner of real property located at 5555 Giant Highway, Richmond and would benefit from reduced utility costs related to the purchase of the photovoltaic panels. In addition, the County Energy Manager has identified further benefits of ownership which have been taken into account:

1. The County receives full retail value of electricity produced, as previously stated;
2. The County can add energy storage without consent from MFP CO II, LLC reducing possible impact from power disruptions;
3. The County has the ability to add EV chargers physically to the structure of the parking lot arrays without consent from MFP CO II, LLC;
4. The County has the ability to shut down systems for whatever reason without paying a penalty to MFP CO II, LLC and to upgrade the system at any time to generate more power;
5. The County will have full ownership of the Renewable Energy Credits (REC). Currently there is no active market in California for RECs but this could change.

The Agreement will remain effective as to all of the remaining solar facilities.

## CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, the County will not be able purchase the photovoltaic panels located at 5555 Giant Highway, Richmond and will not be able to benefit from the related utility cost savings.

## CHILDREN'S IMPACT STATEMENT:

No impact.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Unpaid Student Training Agreement #22-983-5 with Mt. Diablo Unified School District, Adult Education

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Contract #22-983-5, the Unpaid Student Training Agreement with Mt. Diablo Unified School District, Adult Education, an educational institution, to provide supervised field instruction in the County's Public Health Division to dental assistant students for the period from July 1, 2020 through June 30, 2023.

**FISCAL IMPACT:**

This is a non-financial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Mt. Diablo Unified School District, Adult Education dental assistant students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefiting from the students' services to patients.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Dan Peddycord,  
925-313-6712

BACKGROUND: (CONT'D)

On August 14, 2018, the Board of Supervisors approved Contract #22-983-4 with Mt. Diablo Unified School District, Adult Education for the period from July 1, 2018 through June 30, 2020 for the provision of supervised fieldwork instruction experience with health services.

Approval of Unpaid Student Training Agreement #22-983-5 will allow Mt. Diablo Unified School District, Adult Education dental assistant students to receive supervised field instruction to dental assistant students in the County's Public Health Division for the period July 1, 2020 through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive supervised fieldwork instruction experience in the County's Public Health Division.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Contract Extension #23-055-23 with San Ramon Valley Fire Protection District

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment #23-055-23 with the San Ramon Valley Fire Protection District to extend the term through October 30, 2021, for continued emergency ambulance service in the County's Emergency Response Area IV.

**FISCAL IMPACT:**

No General Fund impact; this is a nonfinancial agreement.

**BACKGROUND:**

Emergency Response Area IV is one of five ambulance operating areas in Contra Costa County. On December 9, 2008, the Board of Supervisors approved an ambulance services contract with the San Ramon Valley Fire Protection District (Contract No. 23-055-19) for the provision of emergency ambulance services in Emergency Response Area IV (San Ramon Valley area) through October 31, 2018.

On June 5, 2018, the Board of Supervisors approved Contract #23-055-20 (as amended by Amendment Agreements #23-055-21 and #23-055-22) with the San Ramon Valley Fire Protection District for the provision of emergency ambulance services in

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

Contact: David Goldstein,  
925-608-5454

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

By: , Deputy

cc: E SUISALA, M WILHELM

BACKGROUND: (CONT'D)

Emergency Response Area IV, for the period November 1, 2018 through October 31, 2020.

Approval of this Contract Extension #23-055-23 of the ambulance services contract with the San Ramon Valley Fire Protection District will allow the fire district to continue providing emergency ambulance services in Emergency Response Area IV through October 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

Emergency ambulance services would not be provided in Emergency Response Area IV.

CLERK'S ADDENDUM

**CONTINUED to a future date uncertain.**





Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: October 13, 2020

Subject: Planned Repairs at the Concord Library

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian, or designee, to close the Concord Library from November 9, 2020 through and including November 28, 2020 in order for the City of Concord to perform asbestos abatement and install new flooring in the second floor of the building.

**FISCAL IMPACT:**

No Library Fund impact.

**BACKGROUND:**

This is a planned refresh of the flooring at the Concord Library. The flooring is old, worn and also contains asbestos. The project will be done in two phases, with two rounds of asbestos removal. The City of Concord is funding the replacement of the flooring and the asbestos abatement.

The Library will close on Monday, November 9th, 2020 and reopen on Monday, November 30th, 2020. The downstairs book drop will not be open, and holds will not be available for pickup during the closure. Those needing library services during the closure can visit the nearby Pleasant Hill and Martinez libraries and or any other Contra Costa County Library.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: June McHuen, Deputy

Contact: Walt Beveridge  
925-608-7730

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Unpaid Student Training Agreement #22-052-10 with Holy Names University

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Unpaid Student Training Agreement #22-052-10 with Holy Names University, an educational institution, to provide supervised field instruction at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers to nursing students for the period November 1, 2020 through October 31, 2023.

**FISCAL IMPACT:**

This is a non-financial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Holy Names University nursing students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, to benefit from the students' services to patients.

On August 1, 2017, the Board of Supervisors approved Contract #22-052-9 with Holy Names University

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: June McHuen, Deputy

Contact: Daniel Peddycord,  
925-313-6712

cc: A Floyd, M Wilhelm

BACKGROUND: (CONT'D)

for the provision of clinical field experience and instruction from County's Health Services Department for the period from November 1, 2017 through October 31, 2020.

Approval of Unpaid Student Training Agreement #22-052-10 will allow Holy Names University students to receive supervised fieldwork instruction and experience at CCRMC and Contra Costa Health Centers, through October 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive clinical field experience and instruction at CCRMC and Contra Costa Health Centers.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: October 13, 2020

Subject: Conflict of Interest Code of the Central Contra Costa Sanitary District

---

**RECOMMENDATION(S):**

APPROVE amended Conflict of Interest Code for the Centra Contra Costa Sanitary District ("District"), including the List of Designated Positions.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The District has amended its Conflict of Interest Code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code section 87306 and 87306.5.

The revised code includes updates to the List of Designated Positions to file conflict of interest statements. These changes are shown on the attached "red-line" version. (See Exhibit B)

**CONSEQUENCE OF NEGATIVE ACTION:**

None.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/13/2020**  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: October 13, 2020  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Cynthia A. Schwerin, Deputy  
County Counsel, (925) 655-2200

By: June McHuen, Deputy

ATTACHMENTS

Exhibit A - Conflict of Interest Code of the Central Contra Costa Sanitary District

Exhibit B - Conflict of Interest Code of the Central Contra Costa Sanitary District

REDLINED

## CONFLICT OF INTEREST CODE

Adopted: November 15, 2012  
Last Revised: August 20, 2020



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### CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

- A. Incorporation of FPPC Regulation by Reference**  
Title 2, Section 18730 of the California Code of Regulations and any amendments to that regulation subsequently adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated in this Conflict of Interest Code by reference.
- B. Code-Reviewing Body**  
The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest Code.
- C. Place of Filing**
1. Those individuals who are required to file a Statement of Economic Interests (Form 700) shall do so as follows:
    - a. File Directly with the County  
The Board Members, employees and officers listed in Section F below shall file a Form 700 electronically with Contra Costa County using NetFile's paperless system and shall also provide a courtesy copy of the Form 700 to the Secretary of the District. The Secretary of the District is considered the "filing official" for those holding these positions.
    - b. File with the Secretary of the District  
Employees listed in Section G below shall file an original Form 700 with the Secretary of the District. The Secretary of the District is considered the "filing officer" and shall retain the original statements.
- D. Public Records**  
Form 700s are public records subject to Government Code Section 81008 and are available for public inspection not later than the second business day following the day on which the statement was received.

**E. Disqualification**

Board Members, employees, and officials in positions designated in Sections F and G below shall disqualify themselves from making or participating in the making of any governmental decision when it is reasonably foreseeable that a financial interest of the individual may be materially affected by the decision. The individual shall not be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without the individual's participation.

**F. Officials Who Manage Public Investments**

In accordance with Government Code Sections 87200 and 87314, certain positions are required to file a Form 700; specifically, those who direct the investment of public monies, formulate or approve investment policies, approve or establish guidelines for asset allocations, or approve investment transactions. It has been determined that the positions listed below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that official's interest in investments, real property, and income designated as reportable under the disclosure category to which the official's position is assigned. Officials who manage public investments shall be disqualified from participation as described above:

	<b><u>Designated Positions</u></b>	<b><u>Disclosure Category</u></b>
1.	Member, Board of Directors	1
2.	General Manager	1
3.	Secretary of the District	1
4.	Counsel for the District	1
5.	Director of Operations	1
6.	Director of Finance and Administration	1
7.	Director of Engineering and Technical Services	1
8.	Finance Manager	1

**G. Disclosure Statement and Designated Positions**

Each employee in the positions designated below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that employee's interest in investments, real property, and income designated as reportable under the disclosure category to which the employee's position is assigned. Employees in these "designated positions" are those who the District has determined will make or participate in making governmental decisions and who could foreseeably be affected materially by those decisions.

	<b><u>Designated Positions</u></b>	<b><u>Disclosure Category</u></b>
9.	Capital Projects Division Manager	1
10.	Collection System Operations Division Manager	1
11.	Plant Operations Division Manager	1
12.	Plant Maintenance Division Manager	1
13.	Planning and Development Services Division Manager	1

	<b><u>Designated Positions</u></b>	<b><u>Disclosure Category</u></b>
14.	Environmental and Regulatory Compliance Division Manager	1
15.	Human Resources and Organizational Development Manager	1
16.	Communication Services and Intergovernmental Relations Manager	1
17.	Information Technology Manager	1
18.	Resource Recovery Program Manager	1
19.	Purchasing and Materials Manager	1
20.	Consultant (see Section H below)	1
21.	Employees or consultants hired as financial advisor or underwriter	1
22.	Risk Management Administrator	1
23.	Utility Systems Engineer	1
24.	Senior Engineer	1
25.	Associate Engineer	1
26.	Senior Materials Coordinator	2
27.	Contracts Specialist	2
28.	Senior Buyer	2
29.	Material Services Supervisor	2
30.	Maintenance Planner	2
31.	Pumping Stations Supervisor	2
32.	Plant Operations Superintendent	2, 4
33.	Field Operations Superintendent	2, 4
34.	Plant Maintenance Superintendent	2, 4
35.	Laboratory Superintendent	2, 4
36.	Environmental Compliance Superintendent	2, 4
37.	Senior Environmental Compliance Inspector	2, 4
38.	Environmental Compliance Inspector	2, 4
39.	Construction Inspector	2, 4
40.	Right of Way Agent	2, 3
41.	Senior Right of Way Agent	2, 3
42.	Land Surveyor	3
43.	Development Services Supervisor	3, 4

**H. Consultants**

Only those Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District's Conflict of Interest Code, unless the General Manager determines that a less broad category is appropriate.

For purposes of the District's Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with the District:



1. Makes a governmental decision whether to:
  - a. Approve a rate, rule, or regulation;
  - b. Adopt or enforce a law;
  - c. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  - d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
  - e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
  - f. Grant agency approval to a plan, design, report, study, or similar item;
  - g. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
  
2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPPC Regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the Sections F and G above. (FPPC Regulation 18701.)

The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a "designated position." The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

**I. Disclosure Category Index**

**Category 1** – Officials and employees whose duties are broad and indefinable:

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District's jurisdiction.

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District's jurisdiction.

**Category 2** – Officials and employees whose duties involve contracting or purchasing for the District:

All investments and business positions in business entities, and income (including gifts, loans and travel payments) from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by this District.

**Category 3 – Officials and employees whose decisions may affect real property interests:**

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District.

**Category 4 – Officials and employees with regulatory powers:**

All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the District.

# CONFLICT OF INTEREST CODE

Adopted November 15, 2012

Last Revised ~~September 20, 2018~~ August 20, 2020



---

## CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

- A. Incorporation of FPPC Regulation by Reference**  
Title 2, Section 18730 of the California Code of Regulations and any amendments to that regulation subsequently adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated in this Conflict of Interest Code by reference.
- B. Code-Reviewing Body**  
The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest Code.
- C. Place of Filing**
1. Those individuals who are required to file a Statement of Economic Interests (Form 700) shall do so as follows:
    - a. File Directly with the County  
The Board Members, employees and officers listed in Section F below shall file a Form 700 electronically with Contra Costa County using NetFile's paperless system and shall also provide a courtesy copy of the Form 700 to the Secretary of the District. The Secretary of the District is considered the "filing official" for those holding these positions.
    - b. File with the Secretary of the District  
Employees listed in Section G below shall file an original Form 700 with the Secretary of the District. The Secretary of the District is considered the "filing officer" and shall retain the original statements.
- D. Public Records**  
Form 700s are public records subject to Government Code Section 81008 and are available for public inspection not later than the second business day following the day on which the statement was received.

**E. Disqualification**

Board Members, employees, and officials in positions designated in Sections F and G below shall disqualify themselves from making or participating in the making of any governmental decision when it is reasonably foreseeable that a financial interest of the individual may be materially affected by the decision. The individual shall not be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without the individual's participation.

**F. Officials Who Manage Public Investments**

In accordance with Government Code Sections 87200 and 87314, certain positions are required to file a Form 700; specifically, those who direct the investment of public monies, formulate or approve investment policies, approve or establish guidelines for asset allocations, or approve investment transactions. It has been determined that the positions listed below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that official's interest in investments, real property, and income designated as reportable under the disclosure category to which the official's position is assigned. Officials who manage public investments shall be disqualified from participation as described above:

	<u>Designated Positions</u>	<u>Disclosure Category</u>
1.	Member, Board of Directors	1
2.	General Manager	1
3.	Secretary of the District	1
4.	Counsel for the District	1
5.	<del>Deputy General Manager</del> Director of Operations	1
6.	Director of Finance and Administration	1
7.	Director of Engineering and Technical Services	1
8.	Finance Manager	1

**G. Disclosure Statement and Designated Positions**

Each employee in the positions designated below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that employee's interest in investments, real property, and income designated as reportable under the disclosure category to which the employee's position is assigned. Employees in these "designated positions" are those who the District has determined will make or participate in making governmental decisions and who could foreseeably be affected materially by those decisions.

	<u>Designated Positions</u>	<u>Disclosure Category</u>
9.	Capital Projects Division Manager	1
10.	Collection System Operations Division Manager	1
11.	Plant Operations Division Manager	1
12.	Plant Maintenance Division Manager	1
13.	Planning and Development Services Division Manager	1

	<u>Designated Positions</u>	<u>Disclosure Category</u>
14.	Environmental and Regulatory Compliance Division Manager	1
15.	Human Resources and Organizational Development Manager <del>Human Resources Manager</del>	1
16.	Communication Services and Intergovernmental Relations Manager	1
17.	Information Technology Manager	1
18.	Resource Recovery Program Manager	1
19.	Purchasing and Materials Manager	1
20.	Consultant (see Section H below)	1
21.	Employees or consultants hired as financial advisor or underwriter	1
22.	Risk Management Administrator	1
23.	<del>Control Systems Engineer</del> Utility Systems Engineer	1
24.	Senior Engineer	1
25.	Associate Engineer	1
26.	Senior Materials Coordinator	2
27.	Contracts Specialist	2
<del>27-28</del>	Senior Buyer	2
<del>28-29</del>	Material Services Supervisor	2
<del>29-30</del>	Maintenance Planner	2
<del>30-31</del>	Pumping Stations Supervisor	2
<del>31-32</del>	Plant Operations Superintendent	2, 4
<del>32-33</del>	Field Operations Superintendent	2, 4
<del>33-34</del>	Plant Maintenance Superintendent	2, 4
<del>34-35</del>	Laboratory Superintendent	2, 4
<del>35-36</del>	Environmental Compliance Superintendent	2, 4
<del>36-37</del>	Senior Environmental Compliance Inspector	2, 4
<del>37-38</del>	Environmental Compliance Inspector	2, 4
<del>38-39</del>	Construction Inspector	2, 4
<del>39-40</del>	Right of Way Agent	2, 3
<del>40-41</del>	Senior Right of Way Agent	2, 3
<del>41-42</del>	Land Surveyor	3
<del>42-43</del>	Development Services Supervisor	3, 4

H. Consultants

Only those Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District's Conflict of Interest Code, unless the General Manager determines that a less broad category is appropriate.

For purposes of the District's Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with the District:

1. Makes a governmental decision whether to:
  - a. Approve a rate, rule, or regulation;
  - b. Adopt or enforce a law;
  - c. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  - d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
  - e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
  - f. Grant agency approval to a plan, design, report, study, or similar item;
  - g. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
  
2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPPC Regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the Sections F and G above. (FPPC Regulation 18701.)

The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a “designated position.” The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

**I. Disclosure Category Index**

**Category 1 – Officials and employees whose duties are broad and indefinable:**

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District’s jurisdiction.

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District’s jurisdiction.

**Category 2 – Officials and employees whose duties involve contracting or purchasing for the District:**

All investments and business positions in business entities, and income (including gifts, loans and travel payments) from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by this District.

**Category 3** – Officials and employees whose decisions may affect real property interests:

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District.

**Category 4** – Officials and employees with regulatory powers:

All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the District.



CENTRAL CONTRA COSTA SANITARY DISTRICT

5019 IMHOFF PLACE, MARTINEZ, CA 94553-4392

PHONE: (925) 228-9500  
FAX: (925) 335-7744  
www.centernalsan.org

September 8, 2020



ROGER S. BAILEY  
General Manager

KENTON L. ALM  
Counsel for the District  
(510) 375-4571

KATIE YOUNG  
Secretary of the District

Ms. Stephanie Mello  
Deputy Clerk of the Board  
1025 Escobar Street, First Floor  
Martinez, CA 94553

Subject: Biennial Conflict of Interest Code Notice

Dear Ms. Mello:

At its meeting of August 20, 2020, the Board of Directors of the Central Contra Costa Sanitary District adopted Resolution 2020-026 approving changes to the District's Conflict of Interest Code. A strikeout showing those changes is attached, together with a clean, revised copy of the Code and a copy of the executed resolution. The 2020 Local Agency Biennial Notice is also attached.

In accordance with Government Code Section 87303, this information is being transmitted to you for your file. Please let me know if you have any questions or require additional information.

Please notify me when the Board of Supervisors has acted on the proposed amendment. Thank you.

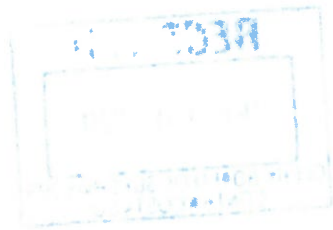
Sincerely,

*Katie Young*

Katie Young  
Secretary of the District

Attachments: Resolution 2020-026  
Conflict of Interest Code  
2020 Local Agency Biennial Notice







Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: October 13, 2020

Subject: Conflict of Interest Code for the Contra Costa County Schools Insurance Group

---

**RECOMMENDATION(S):**

APPROVE amended Conflict of Interest Code for the Contra Costa County Schools Insurance Group ("CCCSIG"), including the list of designated positions.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

CCCSIG has amended its Conflict of Interest Code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code section 87306 and 87306.5.

The code has been revised to update the list of positions designated to file conflict of interest statements, and these changes are shown on the attached "red-line" version. (See Exhibit B)

**CONSEQUENCE OF NEGATIVE ACTION:**

None.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **10/13/2020**  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: October 13, 2020

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

Contact: Cynthia A. Schwerin, Deputy County Counsel, (925) 655-2200

By: June McHuen, Deputy

ATTACHMENTS

Exhibit A - Conflict of Interest Code of the Contra Costa County Schools Insurance Group

Exhibit B - Conflict of Interest Code of the Contra Costa County Schools Insurance Group

REDLINED

**CONFLICT OF INTEREST****AP207**

The Agency shall adopt a Conflict of Interest Code pursuant to California Government Code, Section 81000 et seq., Political Reform Act and Government Code, Section 87300 thereafter.

The Agency is a separate public entity formed pursuant to a joint exercise of powers agreement and within the meaning of the Government Code.

## **CONFLICT OF INTEREST**

**AR207.1**

### ***PROCEDURES***

The Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Contra Costa County Schools Insurance Group.

Designated officials and employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions; and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original.

Pursuant to section (b)4 of the standard Code, designated officials and employees shall file statements of economic interests with the Executive Director of the Agency who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). The original statements submitted by the Executive Director, Board members, and Alternate Board members will be forwarded to the Clerk of the Board of Supervisors of Contra Costa County and the original statements of all other designated employees will be retained by the Contra Costa County Schools Insurance Group.

**CONFLICT OF INTEREST**

**AR207.1 (cont.)**

**APPENDIX**

<b><u>Designated Employees</u></b>	<b><u>Disclosure Categories</u></b>
<b>Directors of the Board .....</b>	<b>One</b>
<b>Board Alternates .....</b>	<b>One</b>
<b>Executive Director .....</b>	<b>One</b>
<b>Chief Financial Officer .....</b>	<b>One</b>
<b>Health &amp; Safety Services Manager.....</b>	<b>One</b>
<b>Human Resources/Communications Manager .....</b>	<b>One</b>
<b>Claims Manager.....</b>	<b>One</b>
<b>Claims Supervisor .....</b>	<b>One</b>
<b>Consultants* .....</b>	<b>One</b>
<b>Controller.....</b>	<b>One</b>
<b>Accountant .....</b>	<b>One</b>
<b>Senior Claims Examiner .....</b>	<b>Two</b>
<b>Claims Examiner.....</b>	<b>Two</b>
<b>Executive Assistant .....</b>	<b>Two</b>
<b>IS Coordinator .....</b>	<b>Two</b>
<b>Sr. Accounting/Payroll Specialist.....</b>	<b>Two</b>

**DISCLOSURE CATEGORIES**

**General Rule**

An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee's position.

- ***Designated Employees in Category "One" must report:***
  - All investments, interests in real property, and income, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the designated employee) or has done business within the County at any time during the two years prior to the filing of the statement.
  - Investments in any business entity, income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted or foreseeably may contract with the Agency, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery or equipment to either party.

## **CONFLICT OF INTEREST**

**AR207.1 (cont.)**

- **Designated Employees in Category "Two" must report:**
  - Investments in any business entity, income from any source, and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract, with the Contra Costa County Schools Insurance Group to provide services, supplies, materials, machinery or equipment to the Agency.

*\*With respect to Consultants, the Chairperson of the Board or the Executive Director, however, may determine in writing that a particular consultant, although a "designated person", is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by Contra Costa County Schools Insurance Group. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.*

### **WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS & DISCLOSURE RESPONSIBILITIES FOR THE AGENCY**

#### **Designations**

The positions noted under "Designated Employees" have been designated as those positions subject to provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the Agency's decision-making process or policy.

#### **Disclosure Responsibilities**

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to the Agency business which is confined to providing Workers' Compensation and Health Benefits coverage to member districts.

**Revised: August 30, 2018**

**Revised: August 27, 2020**

**CONFLICT OF INTEREST**

**AP207**

The Agency shall adopt a Conflict of Interest Code pursuant to California Government Code, Section 81000 et seq., Political Reform Act and Government Code, Section 87300 thereafter.

The Agency is a separate public entity formed pursuant to a joint exercise of powers agreement and within the meaning of the Government Code.



## **CONFLICT OF INTEREST**

**AR207.1**

### ***PROCEDURES***

The Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Contra Costa County Schools Insurance Group.

Designated officials and employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions; and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original.

Pursuant to section (b)4 of the standard Code, designated officials and employees shall file statements of economic interests with the Executive Director of the Agency who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). The original statements submitted by the Executive Director, Board members, and Alternate Board members will be forwarded to the Clerk of the Board of Supervisors of Contra Costa County and the original statements of all other designated employees will be retained by the Contra Costa County Schools Insurance Group.

**CONFLICT OF INTEREST**

**AR207.1 (cont.)**

**APPENDIX**

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Directors of the Board .....	<del>A</del> <u>One</u>
Board Alternates .....	<del>A</del> <u>One</u>
Executive Director .....	<del>A</del> <u>One</u>
Chief Financial Officer .....	<del>A</del> <u>One</u>
Health & Safety Services Manager.....	<del>A</del> <u>One</u>
Human Resources/Communications Manager .....	<del>A</del> <u>One</u>
Claims Manager.....	<del>A</del> <u>One</u>
Claims Supervisor .....	<del>A</del> <u>One</u>
Consultants* .....	<del>A</del> <u>One</u>
<u>Controller.....</u>	<u>One</u>
Accountant.....	<del>A</del> <u>One</u>
Senior Claims Examiner .....	<u>Two</u>
Claims Examiner.....	<del>Two</del> <u>Two</u>
Executive Assistant .....	<u>Two</u>
IS Coordinator .....	<u>Two</u>
<u>Sr. Accounting/Payroll Specialist.....</u>	<u>Two</u>

**DISCLOSURE CATEGORIES**

**General Rule**

An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee's position.

- **Designated Employees in Category "~~A~~One" must report:**
  - All investments, interests in real property, and income, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the designated employee) or has done business within the County at any time during the two years prior to the filing of the statement.
  - Investments in any business entity, income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted or foreseeably may contract with the Agency, or with any public agency within Contra Costa County, to provide services, supplies, materials, machinery or equipment to either party.

## CONFLICT OF INTEREST

AR207.1 (cont.)

- **Designated Employees in Category "2Two" must report:**
  - Investments in any business entity, income from any source, and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract, with the Contra Costa County Schools Insurance Group to provide services, supplies, materials, machinery or equipment to the Agency.

*\*With respect to Consultants, the Chairperson of the Board or the Executive Director, however, may determine in writing that a particular consultant, although a "designated person", is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by Contra Costa County Schools Insurance Group. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.*

### **WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS & DISCLOSURE RESPONSIBILITIES FOR THE AGENCY**

#### **Designations**

The positions noted under "Designated Employees" have been designated as those positions subject to provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the Agency's decision-making process or policy.

#### **Disclosure Responsibilities**

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to the Agency business which is confined to providing Workers' Compensation and Health Benefits coverage to member districts.

**Revised: August 30, 2018**

**Revised: August 27, 2020**



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Unpaid Student Training Agreement #26-141-12 with Peralta Community College District on behalf of its Merritt College

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Unpaid Student Training Agreement #26-141-12 with Peralta Community College District on behalf of its Merritt College, an educational institution, to provide supervised field instruction at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers to ultrasound students for the period January 1, 2021 through December 31, 2023.

**FISCAL IMPACT:**

This is a non-financial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Peralta Community College District on behalf of its Merritt College radiology students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefiting from the students' services to patients.

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-957-5101

cc: A Floyd, M Wilhelm

BACKGROUND: (CONT'D)

On January 9, 2018, the Board of Supervisors approved Contract #26-141-11 with Peralta Community College District for the provision of clinical field experience and instruction from County's Health Services Department for the period from January 1, 2018 through December 31, 2020.

Approval of Unpaid Student Training Agreement #26-141-12 will allow Peralta Community College District on behalf of its Merritt College students to receive supervised fieldwork instruction and experience at CCRMC and Contra Costa Health Centers, through December 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive clinical field experience and instruction at CCRMC and Contra Costa Health Centers.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: October 13, 2020

Subject: Conflict of Interest Code for the Workforce Development Board

---

**RECOMMENDATION(S):**

APPROVE amended Conflict of Interest Code for the Workforce Development Board of Contra Costa County ("WDB"), including the list of designated positions.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The WDB has amended its Conflict of Interest Code and submitted the revised code, attached as Exhibit A, to the Board for approval pursuant to Government Code section 87306 and 87306.5. The changes include the name change from Workforce Investment Board to Workforce Development Board throughout and an updated list of positions designated to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure used by the WDB. A strike-out version of the Conflict of Interest Code is attached as Exhibit B.

**CONSEQUENCE OF NEGATIVE ACTION:**

None.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **10/13/2020**  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: October 13, 2020  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Cynthia A. Schwerin, Deputy  
County Counsel, (925) 655-2200

By: June McHuen, Deputy

ATTACHMENTS

Exhibit A - Conflict of Interest Code of the Workforce Development Board

Exhibit B - Conflict of Interest Code of the Workforce Development Board

REDLINED

Adopted \_\_\_\_\_

(Date)

CONFLICT OF INTEREST CODE  
OF THE  
WORKFORCE DEVELOPMENT BOARD  
OF  
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce DEVELOPMENT Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).



APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Development Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
Adult & Dislocated Worker Program Manager – Workforce Services Specialist	1,2
Youth Program Manager – Workforce Services Specialist	1,2
Business Services Manager – Workforce Services Specialist	1,2
Subsidized Employment Program Manager	1,2
Business Systems Analyst	1,2
Contracts & Fiscal Manager – Administrative Services Assistant III	1,2
Consultants *	1,2
* The Chair of the Workforce Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa .County, or if the business entity is doing business or planning to do

business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Development Board of Contra Costa County or the County of Contra Costa.

A1c

Adopted \_\_\_\_\_  
(Date)

CONFLICT OF INTEREST CODE  
OF THE  
WORKFORCE ~~INVESTMENT-DEVELOPMENT~~ BOARD  
OF  
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce ~~Investment DEVELOPMENT~~ Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce <del>Investment Development</del> Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
<del>Special Projects/ Program Planning &amp; Policy Adult &amp; Dislocated Worker Program Manager – Workforce Services Specialist</del>	1,2
<del>Youth Services Coordinator Youth Program Manager – Workforce Services Specialist</del>	1,2
<del>Vitality Coordinator Business Services Manager – Workforce Services Specialist</del>	1,2
<del>Director, Small Business Development Center</del>	1
<del>Special Projects Coordinator Subsidized Employment Program Manager</del>	1,2
<del>Labor Market Information Coordinator Business Systems Analyst</del>	1,2
<del>Workforce Systems Analyst Contracts &amp; Fiscal Manager – Administrative Services Assistant III</del>	1,2
Consultants *	1,2
* The Chair of the Workforce <del>Investment Development</del> Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

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APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing

business within Contra Costa County, or if the business entity is doing business or planning to do business with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce ~~Investment~~ Development Board of Contra Costa County or the County of Contra Costa.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 13, 2020

Subject: Correction of Payment Limit Amount of Contract for Environmental Impact Report Preparation Services for the Bayview Residential Project

**RECOMMENDATION(S):**

APPROVE correction to the contract payment limit with Environmental Science Associates (ESA) from \$375,869 to \$357,869 for the Environmental Impact Report for the Bayview Residential Project located in the Martinez/Vinehill area, with no change to the term of February 7, 2020 to August 7, 2021. (County Files# SD04-8809, GP04-0013, RZ04-3148, DP04-3080)

**FISCAL IMPACT:**

No impact to the County General Fund. The contract is 100% funded by the applicant.

**BACKGROUND:**

On September 8, 2020, with Item C.54, the Board of Supervisors approved a contract amendment to allow the Environmental Science Associates to continue to prepare the Environmental Impact Report for the aforementioned project. The Board Order contained a typographical error, which cause the contract payment limit to be misstated as "\$375,869". This Board Order corrects the amount of the payment limit, which is \$357,869.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the correction is not made, the contract cannot be executed and the contractor would not be able to complete the Environmental Impact Report.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Gary Kupp, (925)  
674-7799

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: October 13, 2020

Subject: Waiver of Printing Charges at County Libraries During Pandemic Emergency

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian to temporarily waive printing charges at County Libraries on a limited basis for the duration of the Public Health Emergency.

**FISCAL IMPACT:**

If approved, this will result in an annual cost of approximately \$4,200 to the Library Fund. There will be no fiscal impact to the County General Fund.

**BACKGROUND:**

Due to the global pandemic and public health emergency, Contra Costa County Libraries are currently only offering Front Door Service (FDS) to the public. FDS does not allow the public to enter library facilities. However, library patrons may order materials online and pick them up at the front door. Since the public is not allowed to enter Library facilities, the public does not have access to the libraries' computers or printers. Though, one of the most frequent requests library staff have received during the public health emergency is the request to be able to print and or copy documents.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: 925-608-7790

cc:

BACKGROUND: (CONT'D)

To address this need, the Library will temporarily waive printing costs, and allow the public to email documents to be printed at no cost. The public will also have the option of asking staff to scan a document and print it out for them. This service will be limited to 10 black and white double sided pages per day, per person. Initially, the service will pilot for at least two weeks at the following community libraries, based on the highest need: Antioch, Bay Point, Concord, Hercules, Pittsburg, San Pablo. During the pilot period, staff will refine procedures and work flow. After the initial pilot period, the service will then be implemented countywide at all community library branches.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County residents, especially those in low income areas, who do not have access to a printer and or copier will experience significant barriers to having their documents printed or copied.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 13, 2020

Subject: Correct Board Order Item #C.62 with David Grant Medical Center

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**RECOMMENDATION(S):**

APPROVE clarification of Board action of December 8, 2015 (C.62) which authorized the Health Services Director to execute Training Affiliation Agreement #26-631-1 with David Grant Medical Center, a government agency, to correct the contract term of December 1, 2015 through December 31, 2020 to reflect the intent of the parties that the agreement continue until terminated by either party.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

On December 8, 2015, the Board of Supervisors approved Contract #26-631-1 with the David Grant Medical Center for specialized clinical training for U.S. Air Force trainee students in preparation for residency certification, at Contra Costa Regional Medical Center's Family Practice Program, through December 31, 2020.

The purpose of this Board Order is to correct an error in termination date on the Board Order which should have read to continue until terminated by either party by a thirty (30) day written notice instead of December 1, 2015 through December 31, 2020, to reflect the intent of the parties.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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

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ATTESTED: October 13, 2020

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

By: June McHuen, Deputy

Contact: Samir Shah, M.D.,  
925-370-5525

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this correction is not approved, the termination dates on the Board Order will remain incorrect.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Robert Campbell, Auditor-Controller  
Date: October 13, 2020

Subject: Adoption of 2020-21 Secured Property Tax Rates and Authorization to Levy the 2020-21 Property Tax Roll

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**RECOMMENDATION(S):**

ADOPT the fiscal year 2020-21 secured property tax rates as shown on Exhibit A, attached; AUTHORIZE the levy of these rates and those adopted by cities and multi-county districts, as shown in Exhibit B, against the taxable secured property within the County that is subject to each rate (anticipated revenues specified in Exhibit A are subject to changes in the secured roll); and ADOPT and levy the 2020-21 tax rate as shown on Exhibit B for the Unitary and Operating Non-Unitary property assessed by the State Board of Equalization with a single countywide value, as recommended by the Auditor-Controller.

**FISCAL IMPACT:**

Adoption of the attached property tax rates will generate over \$2.5 billion in property tax revenues to be apportioned to the County, Cities, Schools and other eligible agencies.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/13/2020**  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: October 13, 2020

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

By: June McHuen, Deputy

Contact: Joanne Bohren,  
925-335-8610

cc:

BACKGROUND:

Under Government Code Section 29100, the Board of Supervisors (Board) is responsible for the adoption by resolution of the tax rates for the current year secured property tax roll. Because of delays caused by COVID-19 and pursuant to Revenue and Taxation Code Section 155.3, the State Controller's Office granted a 40 day extension to the County Auditor-Controller (Exhibit C). The General Obligation Bond rates are provided by the Auditor-Controller at a level adequate to support the annual debt service requirements and necessary bond reserves. Government Code Section 29101 requires that the Board levy these rates on the appropriate taxable property in the County. Revenue and Taxation Code Section 100(b) provides for the tax rate to be applied to the Unitary and Operating Non-Unitary property.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this action will result in the County not being in compliance with Government Code Section 29101 and this will result in the loss of over \$2.5 billion in property tax revenues.

ATTACHMENTS

Exhibit A

Exhibit B

Exhibit C

Exhibit A

COUNTYWIDE TAX AND TAX RATES CALCULATED BY THE AUDITOR-CONTROLLER

Government Code Section 29142 allows a collection fee for debt service requirements on bonds authorized and issued by special districts up to one-fourth of one percent. The tax amounts and rates for special districts include an additional one-fourth of one percent as the County's collection fee.

	Amount to be raised on Secured Roll	Rate as Percentage of Full Value
Countywide tax	\$2,203,294,000	1.0000 %
<u>LOCAL SPECIAL DISTRICTS</u>		
Contra Costa Water Land Levy	726,200	.0025
Pleasant Hill Rec. & Park 2009	1,503,900	.0171
<u>SCHOOL DISTRICTS</u>		
ELEMENTARY:		
Brentwood Elementary 1997	1,811,900	.0155
Brentwood Elementary 2003	2,048,800	.0175
Brentwood Elementary 2016	1,339,900	.0115
Byron Elementary 2006	932,700	.0276
Lafayette Elementary 1995	1,796,800	.0176
Lafayette Elementary 2016	2,093,000	.0205
Moraga Elementary 1995	710,200	.0150
Moraga Elementary 2016	617,400	.0131
Oakley Elementary 1998	528,900	.0112
Oakley Elementary 2004	1,014,000	.0214
Oakley Elementary 2016	952,200	.0201
Orinda Elementary	913,700	.0119
Orinda Union 2018E	1,796,800	.0234
Orinda Union 2018I	1,918,400	.0250
Walnut Creek Elementary 1995	981,500	.0061
Walnut Creek Elementary 2002	819,800	.0051
Walnut Creek Elementary 2016	2,457,000	.0152
HIGH SCHOOL:		
Acalanes Union 1997	4,163,100	.0107
Acalanes Union 2002	8,533,200	.0220
Liberty Union 2001	3,779,400	.0183
Liberty Union 2016	3,865,100	.0187
UNIFIED SCHOOL DISTRICTS:		
Antioch USD SFID 2008	3,232,600	.0458
Antioch USD SFID 2012	2,338,600	.0331
John Swett 2002	579,700	.0218
John Swett 2008	1,409,000	.0529
John Swett 2016-P	1,112,300	.0418
John Swett 2016-Q	768,200	.0289
Martinez Unified 2010	3,368,400	.0505
Martinez Unified 2016	3,772,500	.0565
Mt Diablo 2002	11,941,800	.0269
Mt Diablo 2010	21,845,300	.0492
Mt Diablo 2018	6,567,500	.0148
Pittsburg Unified 1995	0	.0000
Pittsburg Unified 2004	0	.0000
Pittsburg Unified 2006	1,830,800	.0351
Pittsburg Unified 2010	2,046,000	.0393
Pittsburg Unified 2014	1,388,100	.0267
Pittsburg Unified 2018	2,480,100	.0476
San Ramon Unified 2002	26,277,600	.0493
San Ramon Unified 2012	13,649,900	.0257
West Contra Costa Unified 1998	1,072,400	.0032
West Contra Costa Unified 2000	5,330,600	.0159
West Contra Costa Unified 2002	20,190,400	.0600
West Contra Costa Unified 2005	26,045,600	.0774
West Contra Costa Unified 2010	15,243,800	.0453
West Contra Costa Unified 2012	13,931,400	.0414
COMMUNITY COLLEGE:		
CC Community College 2002	12,534,300	.0058
CC Community College 2006	2,247,000	.0011
CC Community College 2014	19,921,300	.0092

**Exhibit B**

**TAX RATES ADOPTED BY OTHER DISTRICTS**

Per certifications received from the governing body of each district.

Rate as Percentage  
of Full Value

MULTI-COUNTY DISTRICTS:

Bay Area Rapid Transit 2004	.0071 %
Bay Area Rapid Transit 2016	.0068
East Bay Regional Park	.0014
Livermore Joint Unified 1999	.0183
Livermore Jt 2016	.0508
Chabot-Las Positas Comm Coll 2004	.0067
Chabot-Las Positas Comm Coll 2016	.0147

CITIES:

Orinda Roads Bond 2014	.0135
Orinda Roads Bond 2016	.0187
Brentwood, City of	.0048
Lafayette, City of	.0060
Richmond Pension Tax	.1400
Martinez Park Bond 2008	.0182

**TAX LEVY FOR UNITARY AND OPERATING NON-UNITARY PROPERTY FOR [2020/21](#)**

Rate as Percentage  
of Full Value

Countywide Tax (UNITARY)	1.8320 %
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**BETTY T. YEE**  
**California State Controller**

June 1, 2020

Mr. Robert Campbell  
Auditor – Controller  
Contra Costa County  
625 Court Street Room 103  
Martinez, CA, 94553-1282

**SUBJECT: Request for 40 day Extension to Complete Local Assessment Roll**

Dear Mr. Campbell:

The State Controller's Office (SCO) is in receipt of your letter dated May 28, 2020, requesting a time extension due to the fact the State Board of Equalization granted an extension of time for the Assessor of Contra Costa County to submit the local assessment roll.

Pursuant to Revenue and Taxation Code section 155.3, the SCO is granting the requested extension of 40 days, as the act of the Auditor-Controller and Treasurer-Tax Collector are dependent on the local assessment roll for which the time has been extended.

Sincerely,

A handwritten signature in black ink, appearing to read "Lacey Baysinger", is written over a horizontal line.

LACEY BAYSINGER  
Supervisor  
Tax Programs Unit

Enclosure(s)

cc: Honorable Russell V. Watts, Treasurer-Tax Collector  
Honorable Gus S. Kramer, County Assessor