



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 10, 2020

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: George Smith, HazMat Commission; Sandi Bewley, Auditor-Controller's Office;
Joanne Bohren, Auditor-Controller's Office; Jami Napier, Chief Asst Clerk of the
Board; Emlyn Struthers, Clerk of the Board's Office; Jill Ray, BOS District II
Representative; Mark Goodwin, District III Chief of Staff

1. Introductions

Chair Andersen called the meeting to order at 10:35 a.m. and invited attendees to introduce themselves. She announced that Vice Chair Burgis would arrive shortly.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the December 9, 2019 IOC meeting.

The Committee approved the Record of Action for the December 9, 2019 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Audrey Comeaux (Richmond) to the General Public seat and reappointment of Tim Bancroft (Danville) to the Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

Approved as recommended.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. ACCEPT report on the Auditor-Controller's audit activities for 2019 and APPROVE the proposed schedule of financial audits for 2020.

Sandra Bewley presented the staff report. The Committee accepted the report and approved the 2020 schedule of audits as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. Given the longevity and repetition of these compliance issues, staff recommends that the Commission be given a hard and fast deadline to address these issues to the satisfaction of the IOC, with consideration for dissolution of the Commission as a County advisory body should there be a failure to do so.

The Committee discussed several compliance issues associated with agenda and minutes posting, meeting location, fund management, annual reporting to the Board, member application process, and transparency via the Commission website. The Committee reiterated the need for an arms length separation between the Friends of the Commission and the Commission. The current relationship between the two organizations continues to be unclear.

The Committee directed staff to provide the Commission a list of corrective actions necessary to come into compliance with the Commission bylaws and County policy, and to request the Commission to report to the IOC in 60 days on the status of the compliance issues.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. APPROVE the proposed 2020 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Approved as recommended except that the Committee directed staff to extend the application filing period for the Planning Commission by two weeks. Chair Andersen offered to propose to the Retirement Administrator changing the term expiration of one of the County appointed seats so that only two of the four primary County seats would expire in the same year.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

9. The next meeting is currently scheduled for March 9, 2020.
10. Adjourn

Chair Andersen adjourned the meeting at 11:55 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 02/10/2020
Subject: RECORD OF ACTION FOR THE DECEMBER 9, 2019 IOC MEETING
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

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

Referral Update:

Attached is the Record of Action for the December 9, 2019 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the December 9, 2019 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action 12-9-19

Minutes Attachments

No file(s) attached.



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
December 9, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Wade Finlinson, IPM Coordinator; Michael Kent, HazMat Ombudsman; Jami Napier, Chief Asst Clerk of the Board; Russell Watts, Treasurer-Tax Collector; Stephen Pree; Jack Weir; Kirk Schumacher; Susan Captain; Paula Troy; Renee Zeimer; Representative, I Am Hope; Kathy Chang; Bev Owawi; Mark Goodwin, District III Chief of Staff; Ed Morales; Ali Saidi; Dan Saffron

DRAFT

1. Introductions

Chair Burgis called the meeting to order at 1:03 p.m. and invited attendees to introduce themselves.

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the October 21, 2019 IOC meeting.

Approved as presented.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

4. INTERVIEW the following two candidates for the Public Member #3 and Public Member Alternate seats on the Integrated Pest Management Advisory Committee for terms that will expire on December 31, 2023, and DETERMINE recommendations for Board of Supervisors consideration:

- Susan Captain, Moraga (Incumbent, Public Member 1)

- Stephen Pree, Richmond

The Committee interviewed incumbent Susan Captain and Stephen Pree and decided to recommend their appointment.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

5. INTERVIEW the following five candidates for the BOS Representative and BOS Alternate Representative seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration:

- Kathy Chang, Antioch
- Ian Deas, Walnut Creek
- Kirk Schumacher, Richmond
- Paula Troy, Martinez
- Jack Weir, Pleasant Hill

The Committee interviewed Kathy Chang, Kirk Schumacher, Paula Troy, and Jack Weir, and also considered the application of Ian Deas, and decided to recommend the appointment of Kirk Schumacher to the primary seat and Paula Troy to the alternate seat.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

6. CONSIDER recommending the the Board of Supervisors the appointment of Clayton Laderer to the At Large Alternate #3 seat on the Contra Costa County Fire Protection District - Advisory Fire Commission to a term that will expire on June 30, 2022.

Approved as recommended.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

7. RECOMMEND to the Board of Supervisors the reappointment of Jim Payne to the Labor #2 seat and Tracy Scott to the Labor #2 Alternate seat, and the appointment of Ed Morales to the Environmental Organizations #2 Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

Approved as recommended. The Committee also clarified that a new seat for the Sustainability Commission could follow the same process for screening and appointment as At Large Commission seats.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

8. RECOMMEND reappointment of Dean E. Barbieri to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term expiring on December 31, 2020.

Approved as recommended.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

9.
 1. ACCEPT report update on further study of potential services and exploration of policies or procedures in Contra Costa cities.
 2. DETERMINE whether there is enough information to direct staff to draft a policy or bid related to interpretation services, or if more research required.

The Committee discussed the staff report and received public testimony from Dan Saffron, Ali Saidi, Renee Ziemer, and a representative from I Am Hope, and directed staff to prepare a report for Board discussion on January 21, 2020, recommending implementation of language interpretation services at BOS meetings held in the new Board Chambers beginning in or around June 2020. The Committee also directed staff to confer with DoIT and Susan Shiu to determine if this service could feasibly be provided in the current BOS Chambers, and also directed staff to price systems and explore the feasibility of providing BOS agendas in Spanish as well as English.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

10. No additional meetings are scheduled for the 2019 Internal Operations Committee.
11. Adjourn

Chair Burgis adjourned the meeting at 2:15 p.m.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 02/10/2020

Subject: RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 20/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Exec Asst. to the
Commission

Contact: Michael Kent (925)
313-6712

Referral History:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and analyzing and developing recommendations regarding hazardous materials issues with consideration to broad public input, and reporting back to the Board on Board referrals.

Referral Update:

The terms of the General Public and Alternate seats expired on December 31, 2019. The bylaws of the Commission provide that the General Public seat and Alternate be appointed by the Board of Supervisors. The Commission advertised for these seats (attached) and interviewed seven candidates for the positions. The Commission met on December 5, 2019 and voted unanimously to recommend Audrey Comeaux for the General Public seat and Tim Bancroft for the Alternate seat. Their applications, and the application of the other five candidates, are attached. The new terms for these seats will expire on December 31, 2023.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Audrey Comeaux (Richmond) to the General Public seat and reappointment of Tim Bancroft (Danville) to the Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

Attachments

HMC General Public Seat Announcement

HMC General Public Alternate Seat Announcement

HMC Recruitment Letter

HMC Applications

HMC Roster

Minutes Attachments

No file(s) attached.

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill a **General Public Seat**.

You may apply if you ...

- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy;
- can attend regular Commission meetings and a monthly Committee meeting.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

Filing Date: Applications must be received by August 30, 2019 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on September 13, 2019 at the North Richmond Center for Health, 1501 Fred Jackson Way, North Richmond.

Members: George Smith – Chair, Rick Alcaraz, Jonathan Bash, Don Bristol, Fred Glueck, Frank Gordon, Mark Hughes, Steven Linsley, Jim Payne, Gabe Quinto, Mark Ross, Ralph Sattler, Leslie Stewart,

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill a **General Public Seat Alternate**.

You may apply if you ...

- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy;
- can periodically attend regular Commission meetings and a monthly Committee meeting when needed.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553. You may also download an application from the County's website:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

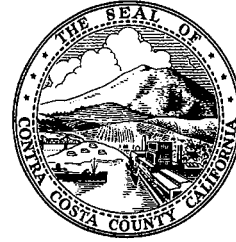
Filing Date: Applications must be received by August 30, 2019 and mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on September 13, 2019 at the North Richmond Center for Health, 1501 Fred Jackson Way, North Richmond.

Members: George Smith – Chair, Rick Alcaraz, Jonathan Bash, Don Bristol, Fred Glueck, Frank Gordon, Mark Hughes, Steven Linsley, Jim Payne, Gabe Quinto, Mark Ross, Ralph Sattler, Leslie Stewart,

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



July 5, 2019

Dear Colleague:

The Contra Costa Hazardous Materials Commission is seeking applicants for an open Environmental Seat Alternate, a General Public Seat and a General Public Seat alternate.

Applications must be received by August 30, 2019.

Appointed by the Board of Supervisors to advise them on hazardous materials issues, including accident prevention and warning, the 13-member Commission is comprised of representatives of industry, labor, environmental groups, civic groups, the public, engineers/industrial hygienists, and elected officials. Members serve four-year terms, and must live or work in Contra Costa County.

Enclosed you will find flyers for posting and/or distribution. I hope you will share these flyers as widely as possible. The Commission offers a chance for direct participation in creating county policy on vital issues of great public concern and safety.

The Commission would also like to extend an invitation to any interested party to attend Commission meetings, which are generally held the 4th Thursday of every month from 4:00 to 6:00 at the County Connection, 2477 Arnold Industrial Way, in Concord. Refer to the Commission web site for specific details, <https://cchealth.org/hazmat/hmc/>.

Applications may be obtained from the Clerk of the Board located at 651 Pine Street, 1st Floor, Martinez CA 94553. Applications can also be downloaded from the County's website:

<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on September 13, 2019 at the North Richmond Center for Health, 1501 Fred Jackson Way, North Richmond.

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

A handwritten signature in black ink that reads "Michael Kent". The signature is fluid and cursive, with the first name "Michael" being larger and more prominent than the last name "Kent".

Michael Kent
Executive Assistant to the Hazardous Materials Commission

Enclosure

Members: George Smith - Chair, Rick Alcaraz, Jonathan Bash, Don Bristol, Fred Glueck, Frank Gordon, Mark Hughes, Steven Linsley, Jim Payne, Gabe Quinto, Mark Ross, Ralph Sattler, Leslie Stewart,

597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Audrey

Last Name

Comeaux

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

1

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

San Jose State University

Chemistry

☒ Yes

☐ No

Penn State University

Psychology of Leadership

☐ Yes

☒ No

☐ Yes

☒ No

Other Training Completed:

Pharmacy Technician

Board, Committee or Commission Name

Seat Name

County Hazardous Materials Commission

General Public Seat

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

My continued desire to serve my community and ensure that District 1 has adequate representation on the Hazardous Materials Commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

During my employment at EBMUD, I worked as a Wastewater Control Inspector for 12 years. During that time I inspected industrial and commercial facilities for compliance with federal and state EPA compliance regarding the discharge of regulated pollutants of concern. Also, as a Wastewater Control Representative, I managed industrial discharge permits which assured that dischargers complied with the EBMUD Wastewater Discharge Ordinance, along with federal, state and local regulations.
During my tenure on the West County Wastewater District Board of Directors, the Board adopted its first Environmental Justice Policy.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☒ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

In 2014, I was elected to the West County Wastewater District Board of Directors and served until 2018.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Audrey L. Comer

Date:

8-30-19

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).

2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.

3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.

4. Meetings may be held in various locations and some locations may not be accessible by public transportation.

5. Meeting dates and times are subject to change and may occur up to two (2) days per month.

6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.

8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Audrey L. Comeaux
Email: audrey@ebmud.org
Cell: (925) 938-1111

Public Service

Board Member	West County Wastewater District	Richmond, CA	2014-2018
--------------	---------------------------------	--------------	-----------

Education

Bachelor of Arts	San Jose State University	Chemistry	San Jose, CA
------------------	---------------------------	-----------	--------------

Employment

2004-2016	East Bay Municipal Utility District (EBMUD)	Oakland, CA
-----------	---	-------------

Wastewater Control Representative

Managed wastewater discharge permits for industrial, commercial, and institutional stakeholders to ensure compliance with the EBMUD Wastewater Control Ordinance, in conjunction with state and federal pre-treatment programs regarding discharge limits and pollution prevention. Reviewed, evaluated, and monitored pollutants of concern in wastewater processes and discharges, and recommended permit terms and conditions using appropriate analytical studies, technical information and other standards. Mitigated the impacts of pollutants such as FOG (fats, oil & grease), mercury, metals, household hazardous wastes, and bio-solids.

Managed 10 EBMUD sponsored Pharmaceutical Take-Back sites for the safe disposal of expired and unused residential medication.

1995-2004	East Bay Municipal Utility District (EBMUD)	Oakland, CA
-----------	---	-------------

Wastewater Control Inspector

Performed varied and difficult inspection including contacts with various agencies to investigate and explain the District's wastewater source control program.

Collected and inspected samples of wastewater and water of commercial, industrial, and institutional permitted accounts concerning water pollution control laws and regulations. Investigated the source of illegal waste discharges entering the District's wastewater collection system. Performed physical, chemical, biological, and bacteriological tests on samples collected. Prepared written, oral, tabular, and graphical reports, prepared and issued Notices of Violation.

1991-1995

East Bay Municipal Utility District

Oakland, CA

Laboratory Technician II

Performed physical, chemical, biological and bacteriological analyses of water, wastewater, industrial waste, and related materials. Assisted chemists on analytical projects; maintained QA/QC records; collected and preserved samples, prepared standard chemical solutions: reagents, stains, and bacteriological media.

Prepared glassware for sample collection; sterilized bacteriological glassware and media; prepared sample collection kits.

Collected and analyzed water samples, throughout the EBMUD water distribution area, for compliance with state and federal water quality standards.

Application Form

Submit Date: Aug 14, 2019

Profile

Timothy

First Name

A

Middle Initial

Bancroft

Last Name

Home Address

Danville

City

Suite or Apt

CA

State

94526

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 2

Education

Select the option that applies to your high school education *

☒ High School Dipoloma

College/ University A

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

B.S./Chemical Engineering

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

California State University Chico

Timothy A Bancroft

Degree Type / Course of Study / Major

B.S. / Chemistry

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Modesto Junior College

Degree Type / Course of Study / Major

A.S./Physical Science

Degree Awarded?

☒ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Alternate to General Public Seat

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If you have attended, how many meetings have you attended?

10

Please explain why you would like to serve on this particular board, committee, or commission.

I wish to serve my local community in the area of Hazardous Materials, Environmental Justice, and the protection of the public.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☒ Yes ☐ No

List any volunteer or community experience, including any advisory boards on which you have served.

I currently hold the position as the Alternate Member to the General Public Seat Member on the Hazardous Materials Commission

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have over fifteen years of Environmental, Hazardous Materials, and related Chemical Engineering experience including an extensive regulatory background focusing on hazardous materials handling, waste treatment, and code compliance in the Biopharmaceutical, Semiconductor and Renewal Energy industries.

[Tim Bancroft - IES Resume.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**

TIMOTHY BANCROFT, P.E.

Principal

Chemical Engineering

PROFESSIONAL EXPERIENCE

Mr. Bancroft has over fifteen years of Environmental, Hazardous Materials and related Chemical Engineering experience, including an extensive regulatory background focusing on hazardous materials handling, waste treatment and code compliance (e.g., Uniform & International Building, Fire and Mechanical Codes.). His experience has involved conducting compliance audits, developing regulatory guidelines, and performing building occupancy and related chemical process plan reviews. He has actively participated on code rewrite and adoption committees. In addition, Mr. Bancroft has engineering design experience in hazardous materials and specialty gas systems, as well as planning and design for biopharmaceutical laboratories and manufacturing facilities.

PROJECT EXPERIENCE

- ◆ Consultant to Major Corporations: Applied Materials, Amgen, Abbott, Novartis, Genentech, Roche, Headway Technology, California State and UC Systems, Princeton University, Bayer, Gallo Winery, & Tesla Motors
- ◆ Assistant Instructor Pipe Trades Training Center – Local 393 – Toxic Gas Piping, Process Piping, High Purity Piping.
- ◆ Permitting and regulatory requirements for SPCC plans, HMBPs, HMIS, RMPs, USTs, ASTs, SWPPP, wastewater discharge permits, air quality discharge permits, and the Toxic Gas Ordinance (TGO)
- ◆ I.C.C., California State Fire Marshal, NFPA, certification and experience with the requirements of the International Fire, Building, Mechanical, and Electrical codes
- ◆ Experience with the implementation of NFPA standards, the 2016 CBC, CFC, CMC, BAAQMD, EPA, The Resource Conservation and Recovery Act (RCRA), local Bay Area City regulatory codes, OSHA safe practice requirements, and GMP standards
- ◆ Mechanical design of exhausted systems such as chemical hoods, valve manifold boxes, gas cabinets, and biological safety cabinets
- ◆ Regulation and design of Biosafety areas (CDC levels) in Microbiological, Biomedical Laboratories
- ◆ Mechanical design of process piping distribution systems, instrumentation and controls, P&ID's, & PLC's
- ◆ Mechanical design of Hazardous Occupancy areas including explosion control & rated electrical classification
- ◆ Extensive experience with analytical laboratory equipment, Liquid & Gas chromatography, HPLC, GC, MS.
- ◆ Experience handling, storing, dispensing, and permitting of controlled chemical substances including the precursor compliance program, Flammable, Corrosive, Highly Toxic, Pyrophoric, Solids, Liquids & Gases.



EDUCATION

B.S. Chemical Engineering
San Jose State University
B.S. Chemistry
California State University, Chico

PROFESSIONAL REGISTRATION

State of California Registered
Professional Engineer, Chemical,
License No. CH6225, NCEES record
#46770.
40-Hour Hazardous Waste Site Worker
CFR Section 1910.120(c)(9),
Management and Supervision of
Hazardous Waste Operators per CFR
1910.120(c)(4), and as a Qualified
Trainer per CFR 1910.120(c)(5).
State of California Qualified Industrial
Storm Water Practitioner (QISP)

YEARS AT IES

Principal in 2001

PROFESSIONAL AFFILIATIONS

National Fire Protection Association
(NFPA)
International Society Pharmaceutical
Engineering (ISPE)
Contra Costa County Hazardous
Materials Commission, (Public Seat,
Alternate Commissioner)

ABOUT IES

Founded in Silicon Valley in 1995,
Integrated Engineering Services (IES) is
an engineering and design firm
specializing in innovative designs for
the Microelectronics, Green Tech, and
Life Sciences industries. Our
experienced team of professionals
provides cost-effective and timely
solutions that meet our clients'
engineering and business objectives—
from project inception through
completion and on-going operations.

IESengineering.net

SANTA CLARA OFFICE: 70 Saratoga Avenue, Suite 200, Santa Clara, CA 95051 • 408-261-3500
ATLANTA OFFICE: 2 Ravinia Drive, Suite 1580, Atlanta, GA 30346 • 678-783-3016





Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkOfTheBoard@cob.cccounty.us

Emily Smathers

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Alan (Len)

Last Name

Welsh

Home Address - Street

City

Zip Code

1

Kensington

94707

Phone (best number to reach you)

Email

Resident of Supervisorial District:

1

EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded
Rugers University	B.A. Sociology and Spanish (double major)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
U.C. Berkeley	M.S. Environmental Health Sciences	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
U.C. Hastings College of the Law	J.D., Law	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Other Training Completed:

City College SF, UC Berkeley, undergrad premed sciences/biochemistry, 3 years of study

Board, Committee or Commission Name

Contra Costa County Hazardous Materials Commission

Seat Name

General Public

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

I am very concerned about the ongoing need to regulate polluting and potentially polluting operations, and especially in connection with groundwater and estuary pollution, in the county and in the state. At Cal/OSHA I was heavily involved in the agency's efforts to regulate oil refineries, including those in Contra Costa County. At Cal/OSHA I had a reputation for developing labor/management/environmental consensus on environmental regulations proposed for adoption, and as a result I achieved consensus-based adoption of several first-in-the-nation standards and amendments that have been emulated by Federal OSHA and other state OSH agencies ever since. I believe I can add significant value by bringing opposing parties together for win-win improvement in protecting the environment of Contra Costa County and neighboring areas.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My entire career since 1980 has been in the field of environmental law and regulation. Though I've mostly concentrated on environmental issues related to occupational health, there has always been significant overlap between general environmental and occupational environmental issues in my work, and enforcement of the Cal/OSHA hazardous waste operations standard from the time it was adopted in 1991 until I left the agency was a significant part of my work. Much of my work at Cal/OSHA focused on protecting the most vulnerable workers—in this sense it has been all about environmental justice. For example, I drafted and successfully proposed to the Cal/OSHA Standards Board for emergency adoption in 2005 the nation's first outdoor heat illness protection standard. The primary motivation for and focus of that standard was protecting agricultural workers, who are among the poorest, most disadvantaged, and most unprotected workers in the state. Please see my resume.

I am including my resume with this application:

Please check one:



Yes



No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:



Yes



No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

Kensington Police Protection and Community Services District Board of Directors, 2/2013 through 12/2018—3-years as Board President, 1/2015 through 12/2017. President, Stitch in Time Animal Rescue, a 501(c)(3) non-profit organization, since 1/2018; over 10 years' prior experience in animal rescue working with Good Newz Pittie Pups Rescue, Rocket Dog, and others.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Don Welsh

Date:

7/10/2019

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Len Welsh

Kensington, CA 94707

Education

M.S., Environmental Health Sciences, University of California, Berkeley, 1979-1984. Thesis Title: "The relationship of hearing loss to on-the-job noise exposure of San Francisco firefighters"

J.D., Hastings College of the Law, 1980-1983

U.C. Berkeley, course work in biochemistry, 1978-1979

City College of San Francisco, 1977-1978, course work in calculus, physical, chemical, and biological sciences

B.A., Sociology and Spanish, Rutgers University, 1973-1977

Bar Memberships

State Bar of California; U.S. District Courts, Northern and Southern Districts of California

Recent Accomplishments

- Spearheaded the complete re-design of State Compensation Insurance Fund's newly launched Loss Prevention Program, 2013 to present.
- Developed strategy for and orchestrated the California adoption of the nation's first comprehensive standard to protect Ironworkers at reinforcing steel construction projects, 2017-2018.

Major Cal/OSHA Accomplishments

Standards Adoption/amendment:

- Nation's first anti-needlestick protection added to Bloodborne Pathogens Standard, 1998.
- Nation's first Heat Illness Prevention Standard, adopted 2005, amended 2006 and 2010.
- California's first Concrete and Masonry Silica Dust Control Standard, adopted 2008.
- Nation's only Aerosol Transmissible Disease and Zoonotics Standards, adopted, 2009.
- Nation's only Diacetyl (artificial butter flavoring) Exposure Control Standard adopted, 2010.
- Over 30 exposure limits (PELs) for toxics amended or adopted for the first time since 2000.

Administrative:

- Obtained salary parity with Cal/OSHA safety engineers for Cal/OSHA industrial hygienists, 2007.
- Spearheaded creation of a new funding structure for Cal/OSHA that replaced General Fund support with assessments on workers' compensation premium/premium equivalent, 2008.
- Implemented statewide heat illness prevention program, consisting of partnerships with major industry organizations for training and education, together with intelligence-driven, targeted enforcement and professionally-contracted media strategies, 2005 through 2010.
- Negotiated a compromise at the Governor's Office between the California Air Resource Board and the Occupational Safety and Health Standards Board to avert a major legal conflict over retrofitting of off-road construction vehicles to reduce particulate emissions, 2009.

Legislative:

- Negotiated a legislative compromise on AB 1208 (Migden), requiring use of anti-stick needles in healthcare settings, so that the hospital industry and SEIU could agree on a workable approach, 1998.
- Negotiated language in SB 783 (Torlakson) revising safety requirements for amusement rides, 2007.
- Drafted AB 2774 (Swanson) and negotiated its final wording with the author and major stakeholders, resulting in fundamental redefinition of “serious” citations issued by Cal/OSHA, 2010.

Work Experience

Baker & Welsh, LLC

Principal Consultant, policy, rulemaking, and legislation, August 2018 to present

Len Welsh, Attorney

Legal Affairs and Litigation Management Consultant, June 2012 to present

State Compensation Insurance Fund

Consultant to the President for Workplace Safety, February 2012 to present

Board of Directors, Kensington Police Protection and Community Services District

Director and Three-term President, January 2012 through 2018

Department of Industrial Relations, Office of the Director:

Special Counsel and Acting Chief Counsel, April 2011 to June 2012

Division of Occupational Safety and Health (Cal/OSHA):

Chief: October 2007 to April 2011, confirmed by CA Senate in 2008

Acting Chief: April 2003 to October 2007

Staff Counsel, Special Counsel, and Deputy Chief, 1986-1987, 1990-2003

Foreign Language: Spanish—fluent writing, functionally fluent speaking



Contra
Costa
County



Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Glenn

Last Name

Goldbeck

Home Address - Street

City

Moraga

Zip Code

94556

Phone (best number to reach you)

Email

Resident of Supervisorial District:

2

EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of California, Davis	Chemical Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of California, Berkeley Extension	Hazardous Materials Management	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
University of San Francisco	Economics	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Other Training Completed:

40-hr OSHA 29 CFR 1910.120; AHERA Asbestos Control TSCA Title II

Board, Committee or Commission Name

Hazardous Materials Commission

Seat Name

General Public

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

As a Contra Costa County resident, I would like to help guide future or revised current policies associated with the creation, movement and disposal of hazardous materials within our County. I believe my background will support informed and balanced policy recommendations to the Board. Meeting various concerned groups and understanding their concerns would be interesting.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Resume attached. Brief applicable summary of qualifications:

CA Registered Professional Chemical Engineer with experience with Hazardous Materials Management, California Registered Environmental Assessor (inactive), Hazardous Materials Management Certificate from UCB Extension (240 Hours).

I am including my resume with this application:

Please check one:



Yes



No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:



Yes



No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:

☐ Yes

☒ No

List any volunteer and community experience, including any boards on which you have served.

None.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one:

☐ Yes

☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Glenn Goldbeary

Date:

7/25/19

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Glenn E. Goldbeck, P.E.

P r o f e s s i o n a l E x p e r i e n c e

Owner – California Wholesale Energy Markets Consultancy

Nov. 2017 – Present

Community Choice Aggregation – Energy Procurement

Provide wholesale energy procurement consulting and implementation support within the California wholesale energy markets. Services include: 1. Power procurement and portfolio management services including energy and storage resources and contracts 2. Load forecasting, analysis and bidding 3. California Independent System Operator (CAISO), California Public Utilities Commission (CPUC) and Federal Energy Regulatory Commission (FERC) market design and advocacy 4. Risk management activities including development and implementation of Congestion Revenue Rights (CRRs), Virtual Bid hedging and other energy related strategies 5. Procurement related regulatory compliance and reporting

PG&E Manager – STES Planning & Strategy

Oct. 2015 – Nov 2017

Energy Policy & Procurement – Short Term Electric Supply

Managed staff (5) and efforts associated with the following areas: Risk and regulatory compliance monitoring; STES internal procedures, operational metrics and specialized automated reporting; Energy Resource Recovery Account (ERRA) Least Cost Dispatch testimony, workpapers and coordination; Real-Time Automated Communications development and implementation; operational and risk review aspects of new Power Purchase Agreements (PPAs); and wholesale market policy and design advocacy.

PG&E Energy Trading Consultant (Principal, 2005)

2001 – Sept. 2015

Energy Procurement – Short Term Electric Supply (STES)

Developed and advocated policies and positions related to the ISO market design and redesign efforts and developed recommendations on associated implementation strategies. Created external support for positions with CAISO, CPUC, FERC and other market participants; issues included resource adequacy, CRRs, Locational Marginal Prices (LMPs), market mitigation, congestion management. Have been a testimony witness at FERC and have presented positions at the CAISO and CPUC forums many times. Developed and implemented convergence bidding strategies and continued to defend quarterly with the CPUC Procurement Review Group. Participated and helped guide storage management, optimization and future procurement efforts.

Supported the post-bankruptcy re-establishment of PG&E's electric procurement in 2003. Participated in the development of trading optimization and support tools. Established daily procurement targets. Developed strategies, testimony, responses, data and analysis to support FERC refunds and CPUC procurement reasonableness proceedings. These efforts included FERC Show Cause proceedings associated with market gaming.

PG&E Energy Trading Representative - Energy Trading Consultant

4 yrs

Gas and Electric Supply - Utility Electric Supply (UES)

Participated in the development of the UES Energy Trading department needed to support PG&E's market and operational activities with the California Power Exchange (PX) and CAISO. Functions included the forecasting, bidding, scheduling and real time operations activities for PG&E's electric demand (15,000MW) and must take generation (6,000MW). Post implementation work included operational analysis, procurement optimization, hydro optimization, scheduling and dispatch. Principle energy buyer for PX day ahead energy.

PG&E Senior Business Analyst

2 yrs

Distribution Business Unit (DBU) - Information Technology

Developed and implemented project management processes and procedures for information technology projects within DBU. Performed analysis, developed and communicated recommendations on cross-project integration and effective project management issues. Evaluated and audited Information Technology (IT) projects. Outage Information System (OIS), Automated Meter Reading (AMR), Field Automation System (FAS), Work Management (WM). Prepared testimony for CPUC hearings.

PG&E Cost & Performance Engineer

2 yrs

Nuclear Power Generation - Budget & Performance Management

Responsible for the establishment and monitoring of business unit and Diablo Canyon Power Plant (DCPP) performance targets in the areas of operations, costs, regulatory performance, and strategic initiatives. Efforts included industry benchmarking, performance analysis, progress reporting, and on-line communications.

PG&E Senior Project Management Engineer

2 yrs

Nuclear Power Generation (NPG) - Nuclear Business & Financial Management

Facilitated the implementation of the NPG integrated planning process. Efforts included: the nuclear strategic planning program, project and contract management for specialized planning software, department budget coordinator, PG&E corporate benchmarking facilitator, and NPG IT Applications Evaluator. Matrixed Team member of Client Satisfaction, Dept. Redesign, Office Technology, NPG Information Technology.

Glenn E. Goldbeck, P.E. (cont.)

PG&E Senior Business Coordinator

2 yrs

Engineering and Construction Business Unit (ENCON) - Business Planning

Supervised group of three and managed the development and implementation of an integrated management planning system throughout ENCON. Team member on the development of the ENCON Business Plan and ENCON Client Survey. Conducted numerous planning presentations, workshops and training courses. Participated as ENCON representative on the PG&E benchmarking team and efforts.

PG&E Steam Generation Environmental Engineer

2 yrs

Electric Supply Business Unit - Power Generation - Steam Generation

Developed and coordinated fuel oil related quality, safety and environmental issues for PG&E power plants. Responsibilities included regulatory oversight, guidance and support to power plants for fuel oil transportation (tanker and pipeline), storage, inspections, characterization, management and use. Reviewed, analyzed, and established PG&E positions on proposed legislation & regulations; Interpreted and identified management/operational changes required by new regulations. Represented PG&E with Electric Power Research Institute (EPRI) and oil spill coops. Maintained interfaces with regulatory agencies and industry groups. Position entailed extensive field visits.

PG&E Lead Project Management Engineer

4 yrs

Nuclear Power Generation - Nuclear Services

Supervised a group of five and participated and supervised in the development and implementation of a comprehensive management information system whereby all nuclear work efforts were represented by quantifiable objectives and routinely monitored through schedule plans and performance indicators. The integrated planning system was recognized by Institute of Nuclear Power Operations (INPO) "Good Practice" for implementation at all nuclear facilities (award). Conducted numerous training classes, presentations and workshops on management planning and effectiveness. Provided project managers support in the development and analysis project schedules, cost plans, resource plans, manpower plans and status reports using Formal PG&E Project Management. Supervised the project, consultants and contracts for the design and development of computer programs to automate the production of action plans/performance indicators.

PG&E Project Management Engineer

3 yrs

Nuclear Power Generation - Nuclear Services

Supported project managers and project participants in the development and analysis of detailed project schedules, cost plans, resource plans, manpower plans and status reports. Supported the engineering and construction phases of DCPD projects. Conducted numerous training classes, presentations and workshops on formal project management. Developed systems and software used to track, monitor and approve Nuclear Power Generation consultant contract expenditures. Supported and supervised in the development and implementation of PG&E's first PC based budgeting system.

TOSCO Corporation - Process/Project Engineer

3 yrs

Avon/Golden Eagle Refinery (125,000 BPD Capacity)

Managed the project, consultants and contracts for the engineering evaluation and design by Fluor Corporation of gas and electric energy conservation projects for all major refinery process units. Total engineering budget of \$3.5 million, responsible for the direction of nine engineers.

Managed the project, consultants and contracts for the engineering evaluation and design by Flaregas Corporation of a refinery-wide flare system modification necessary to double the capacity of the existing system. Engineering budget of \$550,000, responsible for the direction of five engineers.

Developed and implemented process to determine and report daily, all refinery storage tank hydrocarbon emissions to BAAQMD. Designed and installed numerous projects to mitigate refinery fugitive air emissions.

E d u c a t i o n / P r o f e s s i o n a l D e v e l o p m e n t

B.S. Chemical Engineering - University of California, Davis

Registered Professional Chemical Engineer, California #4476

Registered Environmental Assessor, California #06077/inactive

Application Form

Profile

Erika

First Name

Michelotti

Middle Initial

Last Name

Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

Home: 925 8857

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 5

Education

Select the option that applies to your high school education *

☒ High School Dipoloma

College/ University A

Name of College Attended

Willamette University

Degree Type / Course of Study / Major

BA/Environmental Science

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

Master of environmental science and management

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

40 HR HAZWOPPER

Hours Completed

40

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

General Public

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I have a passion and have dedicated my career to protecting human health and the environment and I would like to get involved locally. My experience as a regulator in other parts of the state have taught me the importance of local involvement and the value of an individual who can examine situations from a variety of perspectives. I feel my education and professional experience have prepared me to be a voice for my community.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Empower work volunteer, Co-treasurer of the City of Fremont Employee Association, Board member of Goleta Valley Beautiful, Secretary of Air and Waste Management Association Central Coast Chapter,

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see attached resume.

[resume_2019.docx](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**

Erika Michelotti

1001 1001 1001 1001 1001 1001 1001 1001 1001 1001

TECHNICAL EXPERIENCE

Hazardous Materials Inspector, City of Fremont, Fremont, CA, 2016 - Present

- Conduct official inspections to assess compliance pursuant to state and federal laws including California Accidental Release Program, California Fire Code, hazardous waste control law, above ground petroleum storage tanks act, underground storage tanks, and hazardous materials
- Process permit applications and issue permits for repair work and new facilities
- Reviews hazardous materials business plans to ensure compliance with governing regulations

Hazardous Materials Specialist, Santa Barbara County, Santa Barbara, CA, 2016 - 2017

- Conduct official inspections to assess compliance pursuant to state and federal laws including hazardous waste control law, above ground petroleum storage tanks act, underground storage tanks, and hazardous materials
- Provide Countywide technical emergency response to hazardous material spills, leaks, and other reported hazardous material emergencies
- Perform inspections of underground storage tanks (UST) and associated ancillary equipment. Performs the review and evaluation of construction plans submitted for new installation, modification and removal
- Author publications to explain Santa Barbara County, State and Federal regulations to the public

Environmental Scientist II, Associate Project Manager, URS, Santa Barbara, CA, 2014 - 2016

- Environmental regulatory reporting and permit applications for air quality, hazardous waste, and storm water
- Utilized scientific principles, theories, and existing technologies to develop technical solutions to a wide range of difficult problems
- Interpreted and records data, conduct analyses, compare findings to relevant studies for local, state, and federal regulations to ensure compliance
- Conducted environmental compliance audits for air, water, fire code, and hazardous waste
- Award: URS Central Coast Quality Management System Award for "attention to detail and promoting quality"

Graduate and Post- Graduate, Los Alamos National Laboratory, Los Alamos, NM, 2011 - 2014

- Perform field work including soil, water, and air sample collection
- Participate in Emergency Response Drills to predict dispersion of chemicals and suggest appropriate responses
- Develop statistically defensible and cost effective sample collection and analysis plans
- Communicate environmental surveillance data and concepts in presentations and publications
- Research the aeolian transport of radionuclides in soil resulting in multiple publications in peer reviewed journals

Life Science Social Technician, New Mexico Environment Department, Santa Fe, NM, Summer 2008

- Collected water samples as part of a regional analysis of PCBs and plutonium in storm water runoff

LEADERSHIP EXPERIENCE

Co-Treasurer of the City of Fremont Employee Association, CA 2019- Present

Volunteer Empower Work, CA 2018- Present

Vice President of Public Relations, Mission Chapter of Toastmasters International, CA 2016 - 2017

Secretary, Channel Islands Chapter of Air and Waste Management Association, CA, 2017

Conflict Resolution and Mediation Training, Conflict Resolution Center, Santa Barbara, CA, 2016

Member, URS Quality Management Systems Committee, Santa Barbara, CA, 2015 -2016

Board of Directors, Goleta Valley Beautiful, Goleta, CA, 2014

Web Content Coordinator, Center for Marine Assessment and Planning, Santa Barbara, CA, 2012

Teaching Assistant, Willamette Biology Department, Salem, OR, 2009

International Peer Coach, Tokyo International University of America, Salem, OR, 2008 - 2009

PUBLICATIONS

- Michelotti E. et al., 2013. "Comprehensive Air Monitoring Report for Measurements during the Las Conchas Fire at Los Alamos National Laboratory." Los Alamos National Laboratory.
- Michelotti E. et al., 2013. "Modeling Aeolian Transport of Soil-Bound Plutonium: Considering Infrequent but Normal Environmental Disturbances is Critical in Estimating Future Dose." Journal of Environmental Radioactivity. 120: 73-80.
- Michelotti E. et al., 2012. "Validation Test for CAP88 Predictions of Tritium Dispersion at Los Alamos National Laboratory." Operational Radiation Safety.
- Michelotti E. and Green A., 2012. "Test of Clean Air Act Assessment Package-1988 Predictions of Oxidized Tritium for Los Alamos National Laboratory." Los Alamos National Laboratory.
- Michelotti E. and Cruz R., 2010. "Student Summary of Environmental Surveillance at Los Alamos during 2009." Los Alamos National Laboratory.
- Michelotti E. and Liguori S., 2009. "Environmental Surveillance at Los Alamos during 2008." Los Alamos National Laboratory.

PRESENTATIONS

- Michelotti E. 2016 "The Power of Fear". Toastmasters Division E Contest.
- Michelotti E., Eisele B., & Whicker J.J., 2012. "Modeling Aeolian Transport of Los Alamos National Laboratory Derived Plutonium." Student display at the 2012 American Planning Association California Conference.
- Michelotti E. and Liguori S., 2009. "Environmental Surveillance Report 2008." Presentation to the Northern New Mexico Citizens Advisory Board.

SKILLS & INVOLVEMENT

Certifications: Aboveground Petroleum Tank Inspector, California Underground Storage Tank Inspector, CFC Fire Inspector 1A Classes, First Responder, ICS, National Incident Management System, 40 HAZWOPER

Computer: Adobe, Aloha, EdgeSoft, Envision Connect, Microsoft Office Suite, Web Site Design

Involvement: Air and Waste Management Association, Backpacking, Homesteading, Toastmasters, Triathletes

EDUCATION

Master of Environmental Science and Management, Bren School of Environmental Science & Management - University of California, Santa Barbara, 2013

Focus: Pollution Prevention and Remediation and Water Resource Management

Group Project: Santa Ynez River Water Conservation District: Water Supply Management Recommendations

- o Constructed a model (currently in use) to determine system reliability as a function of supply and demand
- o Assessed impacts of new water quality regulations and climate change on system reliability and resilience

Bachelor of Arts in Earth and Environmental Science, Willamette University, 2011

Thesis Topic: Evaluation of Approaches to Himalayan Blackberry Removal in Riparian Habitat

International Education: Semester at University of Eastern Finland, Joensuu 2010

Awards: Haynes-McDale Academic Scholarship, Lamp of Knowledge Award for Academic Achievement

Application Form

Profile

DAVID

First Name

L

Middle Initial

WYATT

Last Name

Home Address

Suite or Apt

OAKLEY

City

CA

State

94561

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 3

Education

Select the option that applies to your high school education *

☒ High School Dipoloma

College/ University A

Name of College Attended

UC Davis Extension

Degree Type / Course of Study / Major

Certification/Hazardous Materials Management

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

General Public Seat

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☐ No

If you have attended, how many meetings have you attended?

2

Please explain why you would like to serve on this particular board, committee, or commission.

Born and raised in East County, I've always wanted to give back and help where and when I can. I have worked with hazardous materials for the last 30 years in both public and private sectors. I am very interested in the safe handling and management of hazardous materials and wastes. I believe my experience can be of assistance to the Commission.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☐ Yes ☒ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

My experience as a community volunteer is limited to youth sports. I've coached, refereed, and umpired baseball, basketball, and club level and high school soccer. I was a board member and registrar of AJAX East Bay Soccer Club in Brentwood for four years, all of which was as a volunteer.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I believe my 13 years of private and 18 years of public work experience relating to environmental, health and safety allows me to better understand some of the complex projects and initiatives that the Commission may work on.

[David Wyatt Resume 7-2019.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**

David Wyatt

Oakley, California 94561

PROFILE:

A hazardous materials professional with a wide range of experience in environmental compliance, waste management, manufacturing, pollution prevention, and health and safety. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. Demonstrated analytical, design, and problem solving skills.

ACCOMPLISHMENTS:

- Led team to design and implement residential recycled water fill station as a drought response. Then managed the program where more than 55,000 visits to the fill station and 16 million gallons of recycled water were provided to residents between May and October 2015. The program continues today even when not in drought conditions.
- Developed and implemented a public program to collect unwanted or expired pharmaceuticals at 13 local police departments. The program has properly disposed of more than 135,000 pounds of medications from Contra Costa County residents since 2009.
- Developed and implemented a retail collection program for universal wastes at eight hardware stores. Since 2008, the retail program has collected more than 525,000 feet of fluorescent lamps, 155,000 pounds of household batteries, and over 22,000 compact fluorescent lamps (CFL's) from the public.

CAREER SUMMARY:

12/2006 to Household Hazardous Waste Program Supervisor
Present Central Contra Costa Sanitary District - Martinez, California

Responsibilities:

- Plan, negotiate, and administer contracts for a variety of services.
- Produce annual regulatory reports to County and State agencies, as well as local programs.
- Receive and interpret laboratory data from hazardous waste and environmental samples; apply results to regulatory requirements
- Assist other public agencies and members of the public with waste management issues.
- Prepare and administer the HHW program budget; identifying personnel and capital equipment and improvement needs; forecast if additional funds are needed for equipment, materials, and supplies; administer the approved budget; monitor and approve expenditures.
- Review, recommend, and comment on legislation pertaining to hazardous materials, hazardous wastes, pharmaceutical disposal, and residential recycled water.

- Maintain a safe working environment for staff, the public, and the environment while handling hazardous materials that are corrosive, flammable, and poisonous; identify highly reactive and explosive compounds that require special handling; prepare and issue emergency response directives to mitigate the hazardous situations.

10/2001 to Senior Household Hazardous Waste Technician
12/2006 Central Contra Costa Sanitary District - Martinez, California

Responsibilities:

- Hazardous Waste Management – Categorization, labeling, manifesting, shipping and reporting.
- HHW Program reporting for Mt. View Sanitary District, the District's partner agency.
- Implementation of the District's Mercury Thermometer Exchange Program.
- Liaison between District Management and emergency response personnel.
- Supervise facility and contract staff in the absence of supervisor.
- Conduct safety tailgates and ensure compliance with District safety directives.
- Regulatory reporting including: Hazardous Material Business Plan, CalRecycle Form 303 reporting, CCCSD's HHW Annual Report and assist with the CCCSD's and MVSD's pollution prevention plan
- Interact with regulating agencies and the public on a continuous basis
- CESQG program administrator
- Ensure facility compliance with 49CFR, Title 22, CIWMB, Title 8, and District regulations and directives
- Conduct accident investigations

3/1995 to Health, Safety & Environmental Specialist
10/2001 Loctite Corporation (Dexter, Henkel)– Adhesive & Coating Systems - Bay Point, CA

Responsibilities:

- Emergency Response Team – Team Leader/Incident Commander/Response Member
- Perform monthly safety meetings and training
- Confined Space Supervisor
- Hazardous Materials Management – profiling and shipment of hazardous wastes
- SWPPP and NPDES sampling, monitoring and reporting
- Facility and TSD Environmental, Health & Safety audits
- Generation of MSDSs for products produced for foreign and domestic trade
- Establish and oversee the contractor safety program
- Manage facility PPE Program
- Perform process hazard analysis, job hazard analysis, management of change reviews, and root cause analysis
- TSCA compliance reviews and notification
- DOT / IATA / IMDG compliance
- Ergonomic review and implementation

9/1988 to Environmental Technician
3/1995 Dexter Hysol Aerospace - Bay Point, CA

PROFESSIONAL CERTIFICATIONS / TRAINING:

Certified Occupational Health and Safety Technologist (OHST), expired
Certified DOT, IATA, IMDG
HAZCAT 4-day Basic Training – Haztech Systems
40 hour HAZWOPER and related annual 8-hour refreshers
Emergency Response – Incident Commander and Operations Level
Certified First Aid / CPR

PROFESSIONAL ORGANIZATIONS:

North American Hazardous Materials Management Association

EDUCATION:

1995 to 1997 UC Davis Extension - Hazardous Materials Management Certification



Contra
Costa
County



Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Neil

Last Name

Bellenie

Home Address - Street

1

City

Concord

Zip Code

94518

Phone (best number to reach you)

Email

Resident of Supervisorial District:

EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded
University of Surrey	Physics and Chemistry	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cranfield University	Post Grad Operations and Business	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

The Contra Costa County Hazardous Materials Commission

Seat Name

Public seat

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

1

Please explain why you would like to serve on this particular board, committee, or commission.

I am very interested in protecting our environment. The correct policy and actions on hazardous materials is a key part of ensuring human activity and environmental protection can co-exist in a sustainable manner. The Hazmat commission is an important part of this. Serving on the commission is a meaningful way of serving our community.
I currently volunteer for a non profit organization focused on helping entrepreneurs develop their CleanTech focused companies. (The Cleantech Open, <https://www.cleantechopen.org>). I see these 2 activities as complementary ways for me to help in an aspect of modern life that is crucial to us all.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

My resume is attached. Here are some key points in my qualifications:
BS in Chemistry and Physics.
Post graduate studies in operations, manufacturing and business.
Many years work experience in the industrial gases and chemicals industry developing physical systems for the safe and environmentally responsible delivery and abatement of hazardous materials used in the semiconductor industry.
Executive Business Development experience working with global companies.
I am a US Citizen, I came to California in 1995 from the UK.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☒ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

I am the Mentor Chair for The CleanTech Open. Since 2005 Cleantech Open (CTO) has trained over 1200 early-stage clean technology startup entrepreneurs through its annual business accelerator. A majority of CTO alumni have survived the merciless technology startup "valley of death" and gone on to raise \$1.2 billion and create over 3,000 clean economy jobs.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

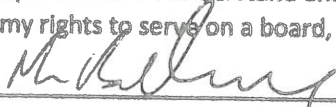
Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date: 08/22/2019

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Neil Bellenie

Email:

Global Strategic Business Leadership

- Created \$200m + of direct business by leading multi disciplinary teams to define, develop and deliver new Products and Services solutions to strategic semiconductor customers' that leveraged my company's technical, IP, business and operational resources.
- Enabled \$500m + of business via formal joint development and qualification programs with key semiconductor OEMs.
- Develop and deploy long-range penetration strategies for existing and new Products and Services.
- Drive global product and technology development via long-range joint roadmaps with lighthouse customers.
- Lead international business, operations, technology and services teams of >100 personnel to success, meeting the customers' satisfaction metrics in all areas

Professional Experience

CleanTech Open. Mentor Chair.

2017 to date

Recruiting, and training experienced entrepreneurs and technologists to volunteer as Mentors to Startups in the CleanTech (Energy, Environment etc) space. 400 + Mentors and 50 Startups per year.

Lam Research. Senior Business Manager.

2013 to 2017

Developed new hi-tech materials, critical to Lams products, and developed their international supply chains to ensure reliable, lowest cost supply.

The Munras Group. Vice President.

2010 to date

Consultancy focusing on: Enterprise turn-around and right-sizing, industry insights to Private Equity and other investors, startup venture strategic plan development. Business Development consultancy services to the semiconductor capital equipment and renewable energy market sectors.

Quantum Clean Technologies. Global Account Manager, OEM.

2012 to 2013

Business Development activities with Global OEM customers. Created strategic account plans that created new opportunities via capabilities and services development and that protected current business.

Edwards Vacuum Inc. (BOC Edwards). Vice President – Technology & Business Development.

2008 to 2009

Directed product marketing, product management, business development and applications teams for all Edwards' products for the semiconductor and solar PV markets. Exceeded business targets of >\$150m annually.

- Drove development of solutions by aligning development roadmaps with the customer needs.
- Member of global solar energy strategy team. Restructured product ranges, sales, service and technical support teams. Grew revenue 300% in a year.
- Drove share at OEM and end-user accounts via key product penetrations.
- Member of the Senior Management Team.

BOC Edwards. Vice President - Intel Global Account.

2005 to 2008

Created and deployed strategic account plans covering long-range product and technology development programs, engineering and service support, IP development and protection, competitive positioning and sales resources. Exceeded annual sales targets of >\$100m. The global account team had >100 personnel. I was responsible for all aspects of our worldwide business with this major strategic customer.

- Increased market share and developed new business opportunities worth >\$36m annually.
- Member of the Senior Management team.

Neil Ballantine

Email:

Concord, CA (925) 948 5154

- Negotiated \$300+ million, 3 year supply contract.
- Ensured customer satisfaction by driving excellence in execution in all areas of interaction.

Vice President - OEM Accounts.

2000 to 2005

Created and deployed penetration and go to market strategies to maximize the company's complex market position with OEM customers.

- Created and directed BOC Edwards' product and business strategy with the semiconductor OEMs via aligned product and technology roadmaps and establishing and achieving business objectives.
- Enabled >\$500m annual end user market by qualifying end user products with the OEMs.
- Negotiated multi year, global scope supply and services contracts. Value of >\$100 million annually.
- Managed and protected The BOC Group's IP position.
- Created a joint market development and communications program with largest OEM customer, creating multiple channels to market and enhancing our market position.
- Member of M&A team.
- Member of global semiconductor strategy development group.

Global Account Manager, Applied Materials.

1995 to 2000

Created Strategic Account global support team and best practices. Managed all aspects of our relationship with this strategic customer, direct sales ~\$100 million annually.

- Increased market share via targeted penetrations and product qualifications.
- Established multilateral relationships that resulted in opportunities in new business areas.
- Negotiated multi year, global scope supply and services contracts. Value of >\$100 million annually.
- Member of global semiconductor strategy development group.

International Service Business Manager. Sussex, UK.

1992 to 1994

Lead the Services strategy development and implementation, including marketing, business development, operations, and customer service contracts.

- Once implemented, the global services strategy transformed the company's services offering into a profitable, strategic differentiator. Service sales grew from \$50m to > \$100m annually.

Education

Cranfield School of Management.

Fellowship in Manufacturing Management

Postgraduate Diploma in management with an emphasis on operations & manufacturing.

University of Surrey B.Sc. Hon.s degree - Chemical Physics

Publications

Patent US 7500822 [B2 Combined vacuum pump load-lock assembly](#)

Hazardous Materials Commission

<u>Seat</u>	<u>Appointee</u>		<u>Term End</u>
Business Seat 1 - West Co. Council of Industries	Fred Glueck	26-Feb-19	31-Dec-22
Business Seat 1 Alt. - West Co. Council of Ind.	Aaron Winer	26-Feb-19	31-Dec-22
Business Seat 2 - Industrial Association	Mark Hughes	26-Feb-19	31-Dec-21
Business Seat 2 Alternate - Industrial Association	Peter Dahling	19-Mar-19	31-Dec-21
Business Seat 3 - Contra Costa Taxpayers Assoc.	Don Bristol	7-Mar-17	31-Dec-20
Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.	Marjorie Leeds	21-Mar-17	31-Dec-20
City Seat 1	Gabriel Quinto	12-Feb-19	31-Dec-22
City Seat 1 Alternate	David Hudson	12-Feb-19	31-Dec-22
City Seat 2	Mark Ross	29-Mar-16	31-Dec-19
City Seat 2 Alternate	Rich Kinney	29-Mar-16	31-Dec-19
Environmental Engineering Firms	George Smith	27-Feb-18	31-Dec-21
Environmental Engineering Firms Alternate	Ronald Chinn	27-Feb-18	31-Dec-21
Environmental Organizations Seat 1	Ralph Sattler	27-Feb-18	31-Dec-21
Environmental Organizations Seat 1 Alternate	Lisa Park	27-Feb-18	31-Dec-21
Environmental Organizations Seat 2	Jonathan Bash	16-Apr-19	31-Dec-23
Environmental Organizations Seat 2 Alternate	Ed Morales	1-Jan-20	31-Dec-23
Environmental Organizations Seat 3	Stephen Linsley	7-Mar-17	31-Dec-20
Environmental Organizations Seat 3 Alternate	Linus Eukel	18-Oct-16	31-Dec-20
General Public	Frank Gordon	3-Mar-16	31-Dec-19
General Public Alternate	Tim Bancroft	8-Mar-16	31-Dec-19
Labor Seat 1 - Central Labor Council	Henry Alcaraz	26-Feb-19	31-Dec-22
Labor Seat 1 Alternate - Central Labor Council	Vacancy	N/A	31-Dec-22
Labor Seat 2 - Local 8-5, Pace	Jim Payne	1-Jan-20	31-Dec-23
Labor Seat 2 Alternate - Local 8-5, PACE	Tracy Scott	1-Jan-20	31-Dec-23
League of Women Voters	Leslie Stewart	7-Mar-17	31-Dec-20
League of Women Voters Alternate	Rita Xavier	7-Mar-17	31-Dec-20



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 02/10/2020

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2020

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 20/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Sandra Bewley, Supv
Auditor/Acctnt

Contact: Joanne Bohren 925-335-8610

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2019 and transmitting the proposed schedule of financial audits for 2020, which are already in progress.

In past years, the Auditor's Office sometimes found a lack of adherence to several of the County's administrative requirements for cash collection; discharge of delinquent accounts; inventories of materials, supplies and capital assets; and petty cash. Noncompliance with procurement card policies, contracting policies and procedures, and MAC fiscal procedures have also been among past findings.

Supervising Accountant-Auditor Sandra Bewley will present the 2020 report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2019 and APPROVE the proposed schedule of financial audits for 2020.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

2020/21 Schedule of Financial Audits

Minutes Attachments

No file(s) attached.

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller




Harjit S. Nahal
Assistant Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 335-8600
Fax (925) 646-2649

February 10, 2020

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne Bohren, CPA, Auditor-Controller Division Manager 

SUBJECT: Internal Audit – Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed examination schedule for 2020, and the attached "*Schedule of Internal Audit Examinations for 2019*" summarizes the status of the 2019 examinations.

In 2019, the Internal Audit Division completed all thirty-one (31) of the scheduled examinations.

Examination Report General Findings

There is an overall lack of adherence to several of the County's administrative requirements. Many of the departmental examinations included the following recommendations:

- Comply with the Administrative Bulletins established for the cash collection process, inventories of capital assets, incentives for County programs and services, County volunteer programs, and petty cash;
- Adhere to the procurement card manual;
- Adhere to the Contra Costa County Purchasing Guide; and,
- Adhere to the Municipal Advisory Council (MAC) Fiscal Procedures and Board of Supervisors Resolution 2011/497, "Adopting policy governing appointments to, formation of, and requirement of boards, committees, and commissions that are advisory to the Board of Supervisors."

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, gifts, services, memberships, printing services, internet, meal payments, and use of procurement cards by non-cardholders. Per the Procurement Card Manual, Section V.G., the use of a procurement card for recurring payments, gifts, services, memberships, printing services, internet, and meals is prohibited. Per Section V.M., of the Procurement Card Manual, the

only individual authorized to use the Procurement Card is the cardholder whose name appears on the card. Cardholders are also prohibited from using the procurement card for purchases not authorized in the County's Administrative Bulletins. Additionally, the required supporting documentation for payments often is missing or inadequate.

2020 Scheduled Examinations

The Auditor-Controller Division Manager of the Internal Audit division and the Auditor-Controller performed a thorough review of existing and recurring examinations as well as identifying potential new examinations that should be incorporated in the 2020 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts, reoccurring examinations, and new examinations. Twenty-eight (28) examinations have been scheduled for calendar year 2020.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Auditor-Controller Division Manager or the Auditor-Controller, a reoccurring examination may be planned prior to it being due based on the preferred cycle.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Attachments

**Schedule of Internal Audit Examinations
Calendar Year 2020**

Department		Historical		Prefd.	Scheduled	Exam
Project Description		Estimated	Last Done	Examination	For	Hours
		Hours	Through	Cycle (yrs)	2020	2020
Risk Management						
0043	General Department Examination	250	05/14	2	X	250
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	06/19	1 (Law)	X	60
0116	Medical & Dental Premium Payments	220	04/14	2	X	220
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	50	03/19	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	05/19	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	07/19	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	08/19	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	11/19	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	03/19	1/4	X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	05/19	1/4	X	20
0151-A	Tax Collector Cash on Hand - July 1	20	07/19	1/4	X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	08/19	1/4	X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	11/19	1/4	X	20
0154	Supplemental Tax Collection	200	12/13	2	X	200
0172	Treasury Oversight Committee (calendar year)	175	12/17	1 (Law)	X	175
Clerk-Recorder						
3551	General Department Examination	420	05/15	2	X	420
Probation						
3081	General Department Examination	240	01/18	2 (Law)	X	240
Agriculture						
3351	General Department Examination	120	03/13	4	X	120
Conservation and Development (DCD)						
3571	General Department Examination	500	04/12	2	X	500
Public Works						
0791	Craft inventories and Custodial Supplies Inventory (combined)	100	06/14	3	X	100
0632	Vehicle Inventory	150	06/13	3	X	150
Purchasing						
1493	Procurement Card Program - 4th qtr	110	12/19	1/4 (CAO)	X	110
1493	Procurement Card Program - 1st qtr	110	03/20	1/4 (CAO)	X	110
1493	Procurement Card Program - 2nd qtr	110	06/20	1/4 (CAO)	X	110
1493	Procurement Card Program - 3rd qtr	110	09/20	1/4 (CAO)	X	110
Veterans Affairs						
0580	General Department Examination (Do in 2020; Giftcards)		NEW	5	X	100
Contra Costa Fire Protection District						
9502	General Department Examination	300	03/14	2	X	200

Schedule of Internal Audit Examinations for 2019

Department		Last Done	Prefd.	Scheduled	Estimated	Exam
Project Description		Through	Examination	For	Hours	Hours
			Cycle (yrs)	2019	2019	2019
Completed Examinations as Scheduled						
Board of Supervisors						
1103	District 3 General Department Audit (Including MACs)	06/16	4	X	100.00	95.00
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	06/18	1 (Law)	X	60.00	3.00
0007	General Department Audit	12/10	4	X	250.00	198.50
0112	Fund 8109	01/10	5		100.00	101.00
0113	Miscellaneous Trust Funds	01/10	4	X	320.00	296.00
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	06/18	1	X	60.00	22.00
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr (2019)	03/19	1/4 (Law)	X	50.00	19.50
0151	Treasury Cash & Investments - 2nd qtr (2019)	05/19	1/4 (Law)	X	50.00	21.00
0151	Treasury Cash & Investments - July 1 (2019)	07/19	1/4 (Law)	X	50.00	20.00
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation) (2019)	08/19	1/4 (Law)	X	50.00	26.50
0151	Treasury Cash & Investments - 4th qtr (2018)	11/19	1/4 (Law)	X	50.00	26.00
0151-A	Tax Collector Cash on Hand - 1st qtr (2019)	03/19		X	20.00	5.00
0151-A	Tax Collector Cash on Hand - 2nd qtr (2019)	05/19		X	20.00	6.00
0151-A	Tax Collector Cash on Hand - July 1 (2019)	07/19		X	20.00	8.00
0151-A	Tax Collector Cash on Hand - 3rd qtr (2019)	08/19		X	20.00	8.50
0151-A	Tax Collector Cash on Hand - 4th qtr (2019)	11/19		X	20.00	8.00
0172	Treasury Oversight Committee (calendar year)	12/18		X	175.00	155.00
County Counsel						
0030	General Department Audit	New	5	X	120.00	86.00
Public Defender						
2431	General Departmental Audit	04/09	5	X	120.00	267.50
Sheriff-Coroner						
2552	Revolving Fund	05/12	2	X	100.00	129.20
3591	Coroner	01/10	5	X	120.00	241.00
Health Services						
5402	Hospital and Clinics (Collections and Petty Cash)	06/15	2	X	200.00	252.20
Employment & Human Services						
5001	Workforce Services Division	01/09	2	X	325.00	429.70
0111	Welfare Accounting (formerly w/Auditor Controller)	07/12	3	X	240.00	249.50
County Libraries						
6201	General Departmental Audit	12/12	4	X	275.00	247.20

Schedule of Internal Audit Examinations for 2019

			Prefd.	Scheduled	Estimated	Exam
Department		Last Done	Examination	For	Hours	Hours
Project Description		Through	Cycle (yrs)	2019	2019	2019
	Public Works					
1492	Capital Leases	06/13	3	X	240.00	311.50
	Purchasing:					
1493	Procurement Card Program - 4th qtr	12/18	1/4 (CAO)	X	110.00	122.00
1493	Procurement Card Program - 1st qtr	03/19	1/4 (CAO)	X	110.00	128.00
1493	Procurement Card Program - 2nd qtr	06/19	1/4 (CAO)	X	110.00	105.00
1493	Procurement Card Program - 3rd qtr	09/19	1/4 (CAO)	X	110.00	97.00
	Crockett-Carquinez FPD					
9650	General Departmental Audit	12/09	5	X	100.00	128.50



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 02/10/2020

Subject: Commission for Women Follow-up

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter: Julie DiMaggio Enea

Contact: Julie DiMaggio Enea (925) 335-1077

Referral History:

Phase I of the Triennial Review noted several areas of non-compliance with County policies. Over the course of several meetings with the Internal Operations Committee, additional issues were discussed, and instructions were provided to the Commission.

All advisory body members serve at the pleasure of the Board of Supervisors, and it is the responsibility of appointees to ensure that they comply with County policies. An advisory body Handbook, available online, includes the policies described below, and contact information for the Clerk of the Board's office is included as a resource whenever staff, members, or the public have questions.

Over the course of the last two years, directions given to the Commission for Women in the Internal Operations meetings have included:

- Address potential and actual conflicts of interest by requiring Commissioners who also have membership in an organization that provides funding to the Commission recuse themselves from any discussion and/or vote pertaining to the use of those funds.
- Take down the non-County website (<https://www.womenandgirlscommission.com/>), or ensure that the following issues are clearly addressed:
 - Agendas need to be current (or can link to the County's Public Meetings Agenda Center).
 - References to funds or fundraising need to include an explanation of how funds will be used.
 - Potential applicants should be directed to the official County application materials and instructed to submit their applications to the Clerk of the Board.
- Complete remedial Brown Act/Better Government Ordinance Training with the Clerk of the Board's Office
- Send agendas directly to the Clerk of the Board's office, at least 5 days ahead of the meeting to ensure posting 96-hours ahead of scheduled meetings

Referral Update:

The Chart below indicates some of the Actions that the Commission has been asked to take, along with the general status. Items in green are thought to be in compliance or have made substantial progress towards compliance. Items in yellow or red are out of compliance, or appear to be out of compliance with County policies. Additionally, the advisory role of the Commission is still unclear, as the Commission has not provided the Supervisors with any formal update on its advisory activities. This formal update often takes shape as an Annual Report, as required by Resolution No. 2011/497 and its successor Resolution No. 2020/1; informally, it might be evidenced by recommendations to the Board of Supervisors on pending legislation or County initiatives.

Additionally, the website has a couple of other functional problems that should be addressed:

- **211 Contra Costa Link:** Is not functional.

- **Speaker's Bureau:** The website offers speakers on women's topics at various public events. However, clicking the Book Now button takes you nowhere else but back to the top of the current page. Since there is no other information on the website, it is unclear if speakers are available on a volunteer basis or whether honoraria is expected.

Action	Status	Notes
Send agendas to Clerk of the Board at least 5 days ahead of meetings	In Compliance (on-going)	Current Chair Kirsten Upshaw has been proactive and timely about sending agendas to the Clerk of the Board for posting. This is an ongoing item, as each meeting must comply with the County's posting requirements.
Complete remedial Brown Act Training/Better Government Ordinance Training	In Compliance	An in-person refresher training was conducted at the September 2019 meeting. This is an ongoing challenge because in addition to attending a training, appointees must know and be able to apply the policies. While attending a training is a great step towards compliance, simply attending a training is not enough on its own to ensure compliance. Members are encouraged to actively learn about, and ask questions, about County policies.
Website - Agendas	Appears to be in compliance	The Agendas Link was updated recently and prior to January 2020 was not compliant. The Commission's website now links to the County's Agenda Center: https://www.contracosta.ca.gov/AgendaCenter/Commission-For-Women-102/
Bylaw updates	Completed May 2019	The Board approved the Commission's bylaws, as recommended by the IOC, in May 2019.
Fund Management	Appears to be not in Compliance	Website indicates that the Commission will be fundraising through the Hall of Fame event. There is no further information on how the funds will be used. (See screenshot A.) CAO has received no funds from the Commission for deposit. Meeting minutes reflect neither election of a treasurer nor recusals from discussion or voting; it is unclear if recusals were necessary (see attached minutes). The extent to which the Commission manages funds, and dual membership on the Commission and Friends group needs to be verified.
Website – Application Materials	Not in Compliance	When visitors click “Become a Commissioner”, they are directed to the Contact Us page rather than to the County's application. (See screenshot B)
Annual Report to the Board of Supervisors	Not in Compliance	Advisory bodies are required to submit annual reports to the Board of Supervisors (Resolution 2011/497 and successor 2020/1). Reminders were sent to all advisory body liaisons, including the Chair, on 11/8/2019.

Recommendation(s)/Next Step(s):

Given the longevity and repetition of these compliance issues, staff recommends that the Commission be given a hard and fast deadline to address these issues to the satisfaction of the IOC, with consideration for dissolution of the Commission as a County advisory body should there be a failure to do so.

Fiscal Impact (if any):

No fiscal impact.

Agenda Attachments

Commission for Women ByLaws May 2019

Screenshots from Commission Website

Commission for Women December 2019 Minutes

Minutes Attachments

Public Comment Kirsten Upshaw 2-10-2020

From: [Kirsten Upshaw](#)
To: [Julie Enea](#); [Emlyn Struthers](#)
Subject: IOC meeting
Date: Monday, February 10, 2020 6:50:04 AM
Attachments: [Shailaja Dixit.pdf](#)

Good morning, Julie and Emlyn,

I have to work today and am unable to make the meeting so please give my regrets to the IOC. Since reading the concerns you sent over, I have requested that we link the county's application to our site and have asked that the HOF information be taken down. I do have some questions that I hope can be answered.

1. When I talked to you regarding the commission wanting to do away with the Treasurer position, I was told that you "fully expected the commission to fundraise". If that is the case, can you please tell me the correct way to do that so that we can have proper wording on the website?
2. The payment information for the Hall of Fame was directing people to an Eventbrite page that is controlled by the Friends of the commission, are we allowed to direct people to that page so that they can pay for their tickets? If not, how are we expected to get that information out to the public? And how do other commissions work around this dilemma i.e. the Arts commission?
3. We have three potential commissioners who sent their applications to the county. Can you look into Dr. Michelle Hernandez application status? She was forwarded by me for review by the BOS in October and we have not heard or seen anything regarding her status and potential commissioner Silvia S. Young says that she submitted her application to the county back in November and I haven't seen it come through to me so I'm wondering if you all received it? She submitted it through the county website. Finally, Shailaja Dixit applied for the commission and has attended the required two meetings. Her application is attached and I would like her submitted to the BOS for their review.
4. It is my fault the Annual Review was not submitted to the BOS. I did not add it to my calendar and forgot to write it. I will have it completed by Thursday, 2/13/2020.

I look forward to hearing from you all.

Thank you,
Kirsten Upshaw

BYLAWS OF THE
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS
PROPOSED REVISED APRIL 2019

ARTICLE I. NAME

Section 1.

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

Section 2.

This body was formed in 1984 as the Advisory Committee on the Employment and Economic Status of Women. In 2000, the Contra Costa County Board of Supervisors approved the Advisory Committee’s request that the association be renamed the Contra Costa Commission for Women.

ARTICLE II. PURPOSE

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, County, State and federal levels. Areas of focus will include, but are not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

ARTICLE III. MEMBERSHIP

Section 1. Members

The Commission shall not exceed fifteen (15) members plus one Alternate At Large member, and the membership shall be broadly representative of the racial, ethnic, age, religious affiliation, gender, and sexual orientation diversity of the community at large.

Members must be at least 18 years of age and work and/or reside in Contra Costa County. The Alternate At Large member is a non-voting member except that he/she shall fill in for a regular At Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

Section 2. Member Responsibilities. Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376. Commissioners who also have

membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the project.
- If appointed to the specific geographic District in which they work or reside, i.e.: District I, II, III, IV, and V; also referred to as “District Members”, meet and/or communicate regularly with the Supervisor for their District. District Members shall commit to meeting quarterly with their Supervisors.
- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women’s and girls’ issues and in the work of the Commission.

Section 3. Appointment

District Members and At Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

Section 4. Terms of Appointment

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats in one (1) year, five (5) seats plus the alternate in the second (2nd) year and five (5) seats in the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made.

Section 5. Vacancies

The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for review by the Commission.

The Membership Committee will present Applicants to the District Supervisors or the Board’s Internal Operations Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

The Membership Committee shall also engage in onboarding of new members as well as monitoring of the terms of appointment and meeting attendance.

Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. **Resignation.** Members who wish to resign shall do so in writing to the Commission Chair.

2. **Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year.** Members who miss three (3) consecutive meetings and/or whose attendance rate falls below forty-five percent (45%) will trigger an automatic recommendation notice to the Executive Committee. The Membership Committee shall monitor meeting attendance.
3. **Lack of participation on Standing and Special Committees.** The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Membership Committee will take this information into consideration should a meeting attendance recommendation be triggered under number two (2) above.
4. **Poor Conduct.** Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook.

ARTICLE IV. OFFICERS

The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.

Section 1. Nomination of Officers

For annual appointment of Commission Chairperson, and Vice Chairperson the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly-scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

Section 2. Election of Officers

A Membership Committee and Chair shall be elected by Commission members at the regularly scheduled Commission meeting each January.

A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.

Election of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee. The election of each officer will carry with a

majority vote. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No commissioner shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a commissioner.

Section 3. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No commissioner shall serve in the same executive officer position for more than two consecutive years and as a member of the Executive Committee for more than four consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

Section 4. Duties

1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

Section 5. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the third (3rd) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year. Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

Section 3. Action at a Meeting: Quorum and Required Vote

A quorum is one person more than one-half of the authorized membership, or 8 members. Each member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by approval by a simple majority of the total number of voting members (at least 5 members).
3. Proxy voting is not permitted.
4. The Alternate At Large Member may only vote in the absence of one At Large Member.

Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a Committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: Events, Legislative, Membership, and Public Relations. The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

1. **Events Committee.** The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- Collaborate with outside groups, as needed.

2. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
 - Board of Supervisors' State and Federal Legislative Platforms.
 - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
 - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

Membership Committee. The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election to office. The Membership Committees responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview applicants and make recommendations to the Commission regarding applicants.
- Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment, and keep the Executive Committee apprised of the status of pending appointments.
- Engage onboarding with a new Member.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

Public Relations Committee. The Public Relations Committee’s responsibilities are as follows:

- Serve as a link between the public and the Commission.
- Maintain the Commission’s social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (Listserv) of individuals interested in the Commission’s work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission’s website.
- Design and update the Commission’s logo as needed.

Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees (“ad hoc” or “select” committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.

Section 5. Accountability of Committees

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee’s area of expertise. Only the Commission may take action on Committee recommendations.

ARTICLE VIII. GOVERNANCE

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

ARTICLE IX. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting.

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, and [2017].

Screenshot A:

Hall of Fame 2020

Save the date of March 19 for the Hall of Fame 2020 event. This is the biggest fundraiser for the work of the Women's Commission and is an annual must-attend event.

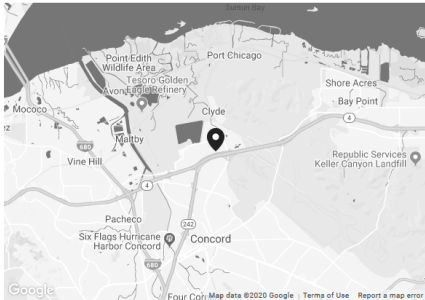
Want to support the Hall of Fame? You can sponsor the event! Reach out to us at info@womenscommission.com!

Screenshot B:

https://www.womenandgirlscommission.com/contact

HOME CONTACT ABOUT US EVENTS RESOURCES

Commission for Women & Girls



Attend a Meeting

Meetings are held monthly, typically on the third Tuesday of the month at the Gayle B. Uilkema Memorial Board Room.

Check our calendar for the most recent information.

EVENTS

Contact Us

We would love to hear from you. Contact us for additional information, to receive the current meeting agenda, or with comments or questions.

If you are interested in joining the commission, please use the below note and include your interest.

Contra Costa Commission for Women
PO Box 6695 | Concord, CA 94520

Name *

First NameLast Name

Email *

Subject *

Message *



December 2019 Minutes

Gayle B. Uilkema Memorial Board Room Room
2477 Arnold Industrial Way, Concord, Ca, 94520
Tuesday, December 10, 2019
7:00 pm – 8:30 pm

Meeting Minutes

Present: Kirsten Upshaw, Joey Smith, Kelly Clancy, Argentina Davila-Luevano, Deborah Cowan, Ariana Rickard, Dayanna Macias-Carlos, Hannah Brown

Absent: Argentina Davila-Luevano, Lauren Babb, Lanita Mims

Guests: Dr. Michelle Hernandez, Silvia Young, Shailaja Dixit

1. Call to Order and Roll Call

- Meeting called to order at 7:03 p.m. by Kirsten Upshaw

2. Approval of Minutes from November Meeting

- Motion: To approve the minutes of the November meeting, as circulated
- Motioned by Phyllis Gordon
- Seconded by Ariana Rickard, motion carried

3. Public Comment

- There was no public comment

4. Additions to the Agenda

- *No additions to the agenda*
- *Motion to approve agenda* by Hannah Brown
- *Seconded by Deborah Cowans*, motion carried

5. New Business

- There was no new business for the December meeting.

6. Old Business

- Hall of Fame
 - Phyllis has begun talking with Mark DeSaulnier to be presented an award for his help in starting the commission.
 - Phyllis has centerpieces, and we have people who can be judges.
 - Deborah may have a partner to help with invitations and printing.
 - Motion to move application deadline to January 10
 - Need to know the final pricing and the budget by January 10 to know the cost of the tickets and the overall discussion of pricing.
 - Hannah to post eventbrite when we have the cost per person
 - Phyllis needs to share the contact with us so that we can look it over and create a pricing plan



December 2019 Minutes

Gayle B. Uilkema Memorial Board Room Room
2477 Arnold Industrial Way, Concord, Ca, 94520
Tuesday, December 10, 2019

7:00 pm – 8:30 pm

- Joey and Deborah to contemplate invitation
- Friends will call a HOF meeting so that we can get on the phone (Between Jan 6 - 9)
- Suffragist anniversary curriculum
 - Co-sponsorship for **suffragist movement** is something we may back off of because the curriculum is not up to standards
- Voices of American Women
 - Need to make sure our collection is showing diversity. We need to promote to folks who are outside of white women. Deadline has been extended to Feb 1

7. Committee Reports

- Membership
 - Waiting for members to be approved some applications coming in
- Legislation
 - No report.
- Public Relations
 - Not much to report
- Events
 - Events Committee - The only event that we're planning as of right now is the Hall of Fame and we talked about that in old business.
- Announcements
 - KPFA Benefit Craft Fair at Craneway, December 21
 - Ad Hoc needs to be formed in January - needs to be discussed in the next meeting. Who is eligible?
 - Annual Report needs to be on the BOS meeting agenda so that we can be in the meeting and we can present and discuss. Jan 7 is next supervisor's meeting.

Adjournment

- Motion: To adjourn the meeting
- Motion by Hannah Brown
- Seconded by Deborah Cowan, motion carried

8. Next Meeting January 21, 2019

- 7 p.m. at the Gayle B. Uilkema Memorial Board Room



December 2019 Minutes

Gayle B. Uilkema Memorial Board Room Room

2477 Arnold Industrial Way, Concord, Ca, 94520

Tuesday, December 10, 2019

7:00 pm – 8:30 pm

- *County Connection, 2477 Arnold Industrial Way, Concord*

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 02/10/2020

Subject: 2020 MEETING SCHEDULE AND WORK PLAN

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: N/A

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Board of Supervisors made the following referrals to the 2020 Internal Operations Committee, which are described in **Attachment B:**

Standing Referrals

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual financial audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
4. Local Bid Preference Program
5. Advisory Body Candidate Screening/Interview
6. Fish and Wildlife Propagation Fund Allocation
7. Advisory Body Triennial Review
8. Animal Benefit Fund Review

Non-Standing Referral

9. Language Interpretation Services for Public Meetings

The Committee members have selected the second Monday of each month at 10:30 a.m. as the standing meeting date/time for 2020.

Referral Update:

Attached for the Committee's review is the proposed meeting schedule and the proposed work plan for hearing each of the 2020 referrals (**Attachment A**).

Recommendation(s)/Next Step(s):

APPROVE the proposed 2020 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.

Attachments

Proposed 2020 IOC Discussion Schedule

Summary of 2020 IOC Referrals

Minutes Attachments

No file(s) attached.

ATTACHMENT “A”

2020 Internal Operations Committee Discussion Schedule 2nd Monday at 10:30 a.m. As of February 5, 2020

Meeting Date	Subject	Staff Contacts
February 10	<ul style="list-style-type: none"> ◆ HazMat Comm nominations ◆ Internal Audit Work Plan for 2020 ◆ Women’s Commission Follow-up ◆ IOC Schedule and Work Plan for 2020 ◆ IOC Advisory Body Recruitment Schedule 	Michael Kent Joanne Bohren/Sandi Bewley Emlyn Struthers Julie Julie
March 9	<ul style="list-style-type: none"> ◆ Planning Commission Interviews ◆ Treasury Oversight Committee Interviews ◆ Airport Land Use Commission Interviews ◆ Fleet ISF/Low Mileage Vehicles ◆ Phase III Triennial AB Review Intro 	Julie Rusty Watts/Ronda Boler Jamar Stamps Charlie Velasquez/Joe Yee Jami Napier/Emlyn Struthers
April 13	<ul style="list-style-type: none"> ◆ Fish & Wildlife Propagation Fund Allocations ◆ SBE/Outreach July-December 2019 ◆ Local Bid Preference Program Semi-Annual Report 	Maureen Parkes Carrie Ricci Carrie Ricci
May 11	<ul style="list-style-type: none"> ◆ CCCERA Interviews ◆ CCCFPD Fire Advisory Commission Interviews 	Julie Julie/Latonia Ellingsworth
June 8	<ul style="list-style-type: none"> ◆ Affordable Housing Finance Cte Nominations 	Kristen Lackey
July 13	◆	
August 10	◆	
September 14	<ul style="list-style-type: none"> ◆ Local Bid Preference Program Semi-Annual Report ◆ SBE/Outreach Jan-Jun 2020 report 	Carrie Ricci Carrie Ricci
October 12	<ul style="list-style-type: none"> ◆ Resource Conservation District Interviews ◆ Animal Benefit Fund PY Review 	Patty Pell (RCD) Beth Ward/Steve Burdo
November 9	<ul style="list-style-type: none"> ◆ Law Library interviews ◆ Fish & Wildlife Comm Interviews ◆ EBRPD Interviews ◆ Resource Conservation District Interviews ◆ HazMat Nominations 	Julie Maureen Parkes Julie Julie Michael Kent
December 14	<ul style="list-style-type: none"> ◆ Multiple Languages for BOS Materials – Status Update 	Jami Napier

“ATTACHMENT B”

INTERNAL OPERATIONS COMMITTEE SUMMARY OF 2020 REERRALS

The 2020 Internal Operations Committee (IOC) received nine referrals from the Board of Supervisors. Following is a summary of each referral and its status.

Standing Referrals

1. Small Business Enterprise (SBE) and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. Businesses included under these programs include:

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)

The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE. It does not establish a requirement for awarding contracts.

In 2019, the IOC accepted two reports from the Purchasing Services Manager, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2018 audit work and proposed 2019 Audit Schedule to the IOC on March 11, 2019. The IOC transmitted the Audit Schedule to the Board of Supervisors on March 19, 2019.

3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2018/19 fleet report on March 11, 2019 and reported out to the Board of Supervisors on March 19, 2019.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the

County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee. The IOC received two reports, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019.

5. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2019, the IOC submitted recommendations to the Board of Supervisors to fill 33 vacant seats on various committees and commissions. The IOC interviewed 32 individuals for seats on the 2020 Census Complete Count Steering Committee, the Retirement Board, the Airport Land Use Commission, and the Contra Costa County Fire Protection District Advisory Commission.

In 2020, the IOC will need to recruit and interview for the Airport Land Use Commission, Treasury Oversight Committee, CCCFPD Advisory Fire Commission, the Fish & Wildlife Committee, County Planning Commission, the East Bay Regional Parks Advisory Committee, the Law Library, and the Retirement Board.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 8, 2019, the IOC received a report from DCD proposing, on behalf of the FWC, the 2019 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 16, 2019, recommended grant awards for ten projects totaling \$67,267, which the Board of Supervisors unanimously approved. The Board subsequently approved an allocation of \$4,962 from the Fish and Wildlife Propagation Fund to cover expenditures related to hosting the 6th Quadrennial Creek and Watershed Symposium.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The second phase report of the current Triennial Review Cycle was completed on April 8, 2019 and reported out to the Board on April 16, 2019.

8. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year

2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 21, 2019, the IOC received the third annual report on the Animal Benefit Fund covering FY 2018/19 and reported out to the Board of Supervisors on November 5, 2019.

Non-Standing Referral

9. Language Interpretation Services for Public Meetings. On March 26, 2019, the Board requested the IOC to develop a policy on language interpretation services at the Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocates to the new Administration Building. The IOC gave staff direction to report back with additional information to assist the Committee in determining the best model for providing these services. The IOC received a follow-up report on December 9, and directed staff to prepare a report for Board discussion on January 21 with recommendations to consider implementing language translation services at BOS meetings upon 72 hours' prior notice once the Board begins using its new meeting chambers, estimated to be in or around June 2020. Staff was asked to confer with DoIT on the feasibility of implementing language translation in the current BOS Chambers.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 02/10/2020
Subject: PLAN FOR SCHEDULED ADVISORY BODY RECRUITMENTS
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 20/5
Referral Name: ADVISORY BODY RECRUITMENT
Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCFPD) Fire Advisory Commission, the County Planning Commission, the Local Enforcement Agency Independent Hearing Panel (Solid Waste), and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees and the the East Contra Costa County Fire Protection District Board of Directors.

Additionally, the IOC has conducted public interviews for vacancies on the following bodies: Airport Land Use Commission, County Connection Citizens' Advisory Committee, East Bay Regional Parks Advisory Committee, Fish and Wildlife Committee, Integrated Pest Management Committee, Mosquito & Vector Control District Board (if requested), Resource Conservation District (if requested), the Law Library Board of Trustees, and the Treasury Oversight Committee.

In 2020, the IOC will need to conduct public interviews to fill the following scheduled vacancies:

Advisory Body	Seat(s)	Term/yr	Expiration Date
Planning Commission	At Large 2	4	VACANT
Treasury Oversight Committee	BOS Member, Public 3	4	4/30/2020
Contra Costa County FPD Fire Advisory Commission	At Large 1, At Large Alternates 1 & 2	4	6/30/2020
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointees 5, 6, 9 and Alternate	3	6/30/2020
Resource Conservation District Board of Directors	Directors 1, 3 and 4	4	11/30/20
East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2020
Fish & Wildlife	At Large 3 & 4, At Large Alternate	4	12/31/2020
Law Library Bd of Trustees	Member of the Bar	1	12/31/2020

Also, attached for the Committee's information is a listing (**Attachment A**) of all advisory body seats that are screened by the Internal Operations Committee and their current status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

Referral Update:

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms. Staff proposes the following recruitment schedules:

Immediate Planning Commission Vacancy:

January 10	Issue press release advertising vacancies
February 7	Application Deadline for vacancy (4 week application period)
February 10 - 21	Staff to screen applications and schedule all interviews for March 9

March 9	IOC Committee Meeting: Interview candidates for the At Large 2 vacancy
March 24	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
March 25	Planning Commission appointment takes effect
April 1	Treasury Oversight Committee appointment takes effect

Treasury Oversight Committee vacancy (4/30/20) and Airport Land Use Commission vacancy (5/4/20):

March 6	Issue press release advertising vacancies
April 3	Application Deadline for vacancy (4 week application period)
April 6-8	Staff to screen applications and schedule all interviews for April 13
April 13	IOC Committee Meeting: Interview candidates for the vacancies
April 28	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
May 1	TOC appointment takes effect
May 5	ALUC appointment takes effect

Seats With Terms That Will Expire on 6/30/20:

March 27	Issue press release advertising vacancies
April 24	Application Deadline for vacancy (4 week application period)
April 27 - May 5	Staff to screen applications and schedule all interviews for May 11
May 11	IOC Committee Meeting: Interview candidates for the vacancies
June 2 or 16	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
July 1	Appointments take effect

Seats With Terms That Will Expire on 11/30/20 and 12/31/20:

September 25	Issue press release advertising vacancies
October 23	Application Deadline for vacancies (4 week application period)
Oct 26-Nov 4	Staff to screen applications and schedule all interviews for November 9
November 9	IOC Committee Meeting: Interview candidates for the vacancies
December 8 or 15	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
January 1	Appointments take effect

Recommendation(s)/Next Step(s):

APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Fiscal Impact (if any):

None.

Attachments

Attachment A: 2020 IOC Interview/Screening Responsibilities

Minutes Attachments

No file(s) attached.

ATTACHMENT "A"

<u>Per BOS Reso</u>	<u>Per IOC</u>	<u>BOS Res</u>	<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	
Interview	Interview	2011/498	Airport Land Use	Appointee 1 BOS	5/4/2020
Interview	Interview	2011/498	Airport Land Use	Appointee 2 BOS	5/1/2023
Interview	Interview		Airport Land Use	At Large 1	5/6/2019
Interview	Interview	2011/498	Contra Costa County FPD Fire Advisory Commission	At Large 1	6/30/2020
Interview	Interview	2011/498	Contra Costa County FPD Fire Advisory Commission	At Large 2	6/30/2022
Interview	Interview		Contra Costa County FPD Fire Advisory Commission	At Large Alternate 1	6/30/2020
Interview	Interview		Contra Costa County FPD Fire Advisory Commission	At Large Alternate 2	6/30/2020
Interview	Interview	2011/498	County Connection Citizens Advisory	County seat	6/30/2021
Interview	Interview	2011/498	East Bay Regional Parks District Advisory	Appointee 1	12/31/2020
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	6/30/2022
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	6/30/2020
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	6/30/2020
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	6/30/2020
Interview	Interview	2011/498	Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	6/30/2020
Interview	Interview	2011/497	Fish & Wildlife	At Large 1	12/31/2022
Interview	Interview	2011/497	Fish & Wildlife	At Large 2	12/31/2022
Interview	Interview	2011/497	Fish & Wildlife	At Large 3	12/31/2020
Interview	Interview	2011/497	Fish & Wildlife	At Large 4	12/31/2020
Interview	Interview	2011/497	Fish & Wildlife	At Large Alternate	12/31/2020
Interview	Interview	2011/497	Integrated Pest Management	At Large 1	12/31/2023
Interview	Interview	2011/497	Integrated Pest Management	At Large 2	12/31/2023
Interview	Interview	2011/497	Integrated Pest Management	At Large 3	12/31/2022
Interview	Interview	2011/497	Integrated Pest Management	Public Member Alternate	12/31/2022
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	3/31/2022
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	3/31/2022
N/A	Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	3/31/2022
	Interview		Los Medanos Health Advisory Committee	Public Member	
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 1	1/2/2023
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 2	1/2/2021
Interview	Review	2011/498	Mosquito & Vector Control District Bd of Trustees	At Large 3	1/2/2021
Interview	Interview	2011/497	Planning Commission	At Large 1	6/30/2022
Interview	Interview	2011/497	Planning Commission	At Large 2	6/30/2020
Interview	Interview	2011/497	Treasury Oversight	BOS Member	4/30/2024
Interview	Interview		Treasury Oversight	BOS Member Alternate	4/30/2022
Interview	Interview	2011/497	Treasury Oversight	Public 1	4/30/2022
Interview	Interview	2011/497	Treasury Oversight	Public 2	4/30/2022
Interview	Interview	2011/497	Treasury Oversight	Public 3	4/30/2020
Review	Review	2011/498	Affordable Housing Finance	Community 1	6/30/2020
Review	Review	2011/498	Affordable Housing Finance	Community 2	6/30/2021
Review	Review	2011/498	Affordable Housing Finance	Community 3	6/30/2022
Review	Review	2011/498	Affordable Housing Finance	County 1	6/30/2020
Review	Review	2011/498	Affordable Housing Finance	County 2	6/30/2021
Review	Review	2011/498	Affordable Housing Finance	County 3	6/30/2022
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	12/31/2022
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	12/31/2021
Review	Review	2011/498	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	12/31/2021
Interview	Review	2011/497	Hazardous Materials	Env Engineering Firms	12/31/2021
Interview	Review	2011/497	Hazardous Materials	Env Engineering Firms Alt	12/31/2021
Interview	Review	2011/497	Hazardous Materials	Env Organizations 1	12/31/2021
Interview	Review	2011/497	Hazardous Materials	Env Organizations 1 Alt	12/31/2021
Interview	Review	2011/497	Hazardous Materials	Env Organizations 2	12/31/2023
Interview	Review	2011/497	Hazardous Materials	Env Organizations 2 Alt	12/31/2019
Interview	Review	2011/497	Hazardous Materials	Env Organizations 3	12/31/2020
Interview	Review	2011/497	Hazardous Materials	Env Organizations 3 Alt	12/31/2020
Interview	Review	2011/497	Hazardous Materials	General Public	12/31/2019
Interview	Review	2011/497	Hazardous Materials	General Public Alt	12/31/2019
Interview	Review	2011/498	Housing Authority Board of Commissioners	Tenant #1 (age 62 or above)	3/31/2018
Interview	Review	2011/498	Housing Authority Board of Commissioners	Tenant #2	4/1/2020
Review	Review	2011/497	Law Library Bd of Trustees	Member of the Bar	12/31/2020
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 1	11/30/2020
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 2	11/30/2020
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Director 3	11/30/2020
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	President	11/30/2020
Interview	Review	2011/498	Resource Conservation District Bd of Trustees	Vice President	11/30/2020
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Crockett	12/31/2020
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Crockett Alt	12/31/2018
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Rodeo	12/31/2020

<u>Per BOS</u>	<u>Per</u>	<u>BOS Res</u>	<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	
<u>Reso</u>	<u>IOC</u>				
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	Rodeo Alt	12/31/2018
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	San Pablo	12/31/2020
Interview	Review	2011/498	Western CC Transit Auth Bd of Directors	San Pablo Alternate	12/31/2018
	Review		CCTA Bicycle and Pedestrian Adv Cte	County	12/31/2019
	Review		CCTA Bicycle and Pedestrian Adv Cte	County Alternate	12/31/2019

Key:	currently vacant
	will have a 20/21 vacancy requiring recruitment in 2020
	filled