



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 8, 2021

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Sandra Bewley, Auditor's Office; Joanne Bohren, Auditor's Office; Amalia Cunningham, DCD; Kristin Sherk, DCD; Cheryl Sudduth; Lea Castleberry, District III Supervisor's Office; Deidre Hodgers, DCD; John Kopchik, DCD Director; Tony Bravo; Melika Panbehchi; Linda Olvera

1. Introductions

Chair Andersen called the meeting to order at 10:33 a.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).

The following individuals spoke during the public comment period regarding language interpretation at Board of Supervisors meetings: Tony Bravo, Melika Panbehchi, Linda Olvera and Chery Sudduth.

Following public comment, Chair Andersen directed staff to add language to the board agendas regarding the availability of Spanish interpretation and closed captioning at board meetings. She requested that an announcement with the same information be prepared and made available to Supervisors when reaching out to constituents. She also requested a follow-up report from the Clerk of the Board's Office at the March 8 IOC meeting.

3. RECEIVE and APPROVE the Record of Action for the November 9, 2020 IOC meeting.

The Record of Action for the November 9, 2020 IOC meeting was approved as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. ACCEPT report on the Auditor-Controller's audit activities for 2020 and APPROVE the proposed schedule of financial audits for 2021.

Sandra Bewley presented the staff report, which the Committee accepted and approved. The Committee directed staff to forward the report to the Board of Supervisors for information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors meeting.

Kristin Sherk presented the staff report, which the Committee approved. DCD will prepare an order for Board consideration in preparation for a summertime recruitment.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. APPROVE the proposed 2021 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended except that the Committee requested a follow-up report on March 8 from the Clerk of the Board's Office on language interpretation at Board meetings.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. 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.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for March 8, 2021.

The Committee confirmed the next meeting date of March 8, 2021.

9. Adjourn

Chair Andersen adjourned the meeting at 11:04 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 02/08/2021
Subject: RECORD OF ACTION FOR THE NOVEMBER 9, 2020 IOC MEETING
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

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 November 9, 2020 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the November 9, 2020 IOC meeting.

Fiscal Impact (if any):

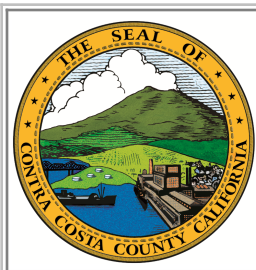
None.

Attachments

DRAFT Record of Action for the November 9, 2020 Meeting

Minutes Attachments

No file(s) attached.



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
November 9, 2020

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Julie DiMaggio Enea, Staff

Present:

Attendees: See Attendance Record, attached.

1. Introductions

Chair Andersen called the meeting to order at 10:30 a.m. and introduced the Committee.

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 general public comment period.

3. RECEIVE and APPROVE the Record of Action for the October 12, 2020 IOC meeting.

The Committee approved the Record of Action for the October 12, 2020 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors appointments and reappointments to the Hazardous Materials Commission. (Michael Kent, Health Services Department)

The Committee approved the appointments as recommended and directed staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

5. 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, 2021.

The Committee approved the appointment as recommended and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. RECOMMEND the reappointment of Neil Tsutsui to the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for a new two-year term that will expire on December 31, 2022.

The Committee approved the appointment as recommended and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. RECOMMEND the reappointment of Chris Cowen to the At Large 2 seat and Darryl Young to the At Large 3 seat on the Mosquito & Vector Control District Board of Trustees to new four-year terms ending on January 6, 2025.

The Committee approved the appointments as recommended and directed staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. RECOMMEND reappointment of Lorena Castillo of Martinez to the Director 1 seat, Renee Fernandez-Lipp of Pittsburg to the Director 3 seat, and Igor Skaredoff of Martinez to the Director 4 seat on the Contra Costa Resource Conservation District Board of Directors to new four-year terms expiring on November 30, 2024.

The Committee approved the appointments as recommended and directed staff to forward the recommendations to the Board of Supervisors.

RCD Director Igor Skaredoff commented about the gender, ethnic and geographic diversity of the RCD Board. He noted that individuals had recently signed on to become non-voting associate directors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

9. INTERVIEW the following candidates for the At Large #3 and #4, and At Large Alternate #1 seats for four-year terms ending on December 31, 2024, and DETERMINE recommendations for Board of Supervisors consideration:

Group 1:

Jhon Arbelaez-Novak
Scott Cashen
Sandy Devoto
Nicole Kozicki (Incumbent, At Large Alternate #1)

Group 2:

Dave Kwinter
James Monroe
Samantha Moy
Robert Peoples

Group 3:

Catherine Rogers
John Rudolph
Felipe Solis
Bob Joe
Thomas Morehouse

The Committee interviewed 10 candidates. Candidate Sandy Devoto withdrew her application. Candidates James Monroe and John Rudolph did not participate; their candidacy was considered on the basis of their applications.

At the conclusion of the interviews, the Committee decided to recommend to the Board of Supervisors the appointments of Nicole Kozicki to the At Large 3 seat, Catherine Rogers to the At Large 4 seat, and Felipe Solis to the At Large Alternate seat, to terms that will commence on January 1, 2021 and expire on December 31, 2024.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

10. ACCEPT report on language interpretation services at Board of Supervisors meetings and PROVIDE direction to staff regarding next steps.

Chief Assistant Clerk of the Board Jami Napier presented the staff report, noting that this report is the third such report to the Committee with an additional report to the full Board over the last 18 months as this was being studied. The original intention was to put a policy and process in place when the Board moved to its new chambers; however, COVID-19

interrupted that plan.

She described how the meetings are currently being conducted using an interpreter in the Board chambers who provides consecutive interpretation for public comment. She asked for input from the Committee on the future direction both for virtual and in-person board meetings. Direction was requested with regard to the meetings and meeting agendas. Chair Andersen commented that this would be an excellent topic for the annual Board retreat in January. Vice Chair Burgis commented that in addition to serious challenges, COVID-19 also presented unique opportunities to conduct business in ways that may have increased public accessibility to board meetings.

Chair Andersen asked how much it would cost to hire someone to provide simultaneous Spanish interpretation of the entire board meeting rather than just consecutive interpretation of public comment. Chief Asst. CAO Tim Ewell advised that two interpreters are typically required to translate a full board meeting and estimated the cost to be \$2,600 per meeting or double the current cost, using the Truth Forum as a comparison. He noted that the cost represents the services of conference level accredited interpreters. Chair Andersen asked for some statistics as to how many people logged in for the Spanish interpretation of the Truth Forum and staff agreed to follow up with that information. Staff also noted that it is preferable to have the interpreter be present in the room rather than a virtual presence, and that there is not a significant cost difference to have the interpreter present. Vice Chair Burgis emphasized that the County is not attempting to be cheap or tight with money, but wants to ensure that any investment will be well utilized. She observed that the County has some legal standards for interpretation services so our interpreters must be accredited.

Chair Andersen invited public comment:

- Dick Offerman commented about the need for interpreter services, and asked that the County not use Google Translate but choose simultaneous Spanish interpretation of the entire board meeting rather than just consecutive interpretation of public comment. He also asked that any such services implemented be broadly publicized to increase usage.*
- Tony Bravo commented that during previous budget discussions, the interpretation services were inaccurate and that simultaneous interpretation is important to help non-English speakers to understand what is happening during a meeting.*
- Mariana Moore referenced a letter submitted to the Board on August 31 by the Budget Justice Coalition. She discussed principles of inclusion and civic participation and suggested that with any interpretation services, instruction needs to be provide to those who require those services, e.g., how long they should speak before they*

pause. She suggested that if an RFP gets issued for these services, that references from local community-based organizations be required. She also suggested good promotion of these services.

- Hector Malvido commented about the importance of inclusion and how an English-only platform undermines inclusion. He commented that the decision should not be made around cost but around community participation.*
- Kristi Laughlin commented that the Board is making life and death decisions around COVID-19, eviction moratoriums and people at risk of losing their homes, and people are desperate to feel a connection and be heard about their plight. She mentioned the message of Census 2020, that everyone counts and said the Board needs to carry that message of inclusion in their governance.*
- Dan Safran commented on the culture change that must occur in adopting such a policy and suggested engaging faith-based and other nonprofit organizations to help promote the new technology.*
- Renee Zeimer suggested that the County could use the Census process as a model and that interpretation services in Spanish and other languages may be available within the county's community-based organizations rather than an independent third party.*

Chair Andersen agreed that we want to provide not only accessibility but empowerment to participate. She asked for examples of good models. Jami Napier reported that in consultation with clerks of the board of other counties, the majority just have something on their agenda that says if you request services or need information in another language, to reach out to the clerk of the board. There are not many examples from which to draw. Some counties have indicated that they are waiting to see what Contra Costa County will do.

Tim Ewell noted that one of the important considerations with simultaneous interpretation is providing a space/place for Spanish speaking populations to listen to the meeting whether it be a live stream via the County website or a YouTube channel. Another consideration with simultaneous interpretation is how to provide listening capability once the board returns to in-person meetings in terms of headsets. Chair Andersen suggested we could run a banner on the CCTV broadcast directing the Spanish population to whatever platform the County decides to use to transmit the Spanish interpretation.

Vice Chair Burgis then mentioned a program provided by the City of Oakley in which each city department provided education in Spanish about what they do.

The Committee directed staff to develop recommendations for a six-month pilot program that encompasses the following, with the intention that the County would initiate a pilot process, promote it, and

measure how extensively it is utilized:

- ***Simultaneous Spanish interpretation of Board meetings***
- ***Consecutive Spanish interpretation of public comment***
- ***Consecutive interpretation of public comment in other languages upon advance request by a designated deadline***
- ***Spanish translation of the board agenda only***
- ***Translation of individual agenda items upon advance request by a designated deadline***
- ***Modification to either the Better Government Ordinance or ramifications of backing up the internal staff submittal deadlines for agenda items and agenda publication dates.***

Staff should also estimate the cost of such a pilot program, project the annual cost, and identify any operational changes or obstacles to enacting such a program.

In addition to agreeing on a pilot program, the Board can discuss how it wants to operate in this regard post-COVID-19 and whether it wants to continue to offer public comment virtually in addition to in-person once COVID restrictions are lifted.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

11. The December 14, 2020 has been canceled. No further meetings are scheduled for the 2020 Internal Operations Committee.
12. Adjourn

Chair Andersen adjourned the meeting at 12:42 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 02/08/2021

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2021

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 21/2

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 2020 and transmitting the proposed schedule of financial audits for 2021, 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 2021 report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2020 and APPROVE the proposed schedule of financial audits for 2021.

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

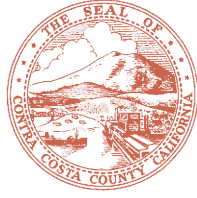
2020/21 Schedule of Financial Audits

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 8, 2021

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 2021, and the attached "*Schedule of Internal Audit Examinations for 2020*" summarizes the status of the 2020 examinations.

In 2020, the Internal Audit Division completed twenty-three (23) of the twenty-eight (28) scheduled examinations. Five (5) examinations were postponed to calendar year 2021 due to the COVID-19 pandemic.

Examination Report

Objectives:

The necessary tests and procedures were conducted to determine if, within the scope of the examinations, the following financial conditions existed:

- Assets were adequately safeguarded.
- Appropriate internal controls were in place and functional.
- Records were accurate and reliable.
- Statutory, contractual, and administrative requirements were followed.

General Findings:

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

- Lack of compliance with the Administrative Bulletins established for the cash collection process, inventories of capital assets, service recognition and awards for County employees, discharge of delinquent accounts, expense reimbursement, and petty cash;
- Lack of adherence to the procurement card manual; and,
- Subsidiary ledgers not maintained and reconciliations to the finance ledger not performed.

Conditions:

Approximately fifty-six percent (56%) of the findings in 2020 were repeated from previous examinations. Common examination conditions included:

- Lack of segregation of duties over cash handling;
- Lack of timeliness of deposits when receiving and depositing cash;
- Nonuse of a mail/transfer record to record cash received;
- Lack of annual replenishment of petty cash;
- Lack of adequate procurement card supporting documentation and lack of approving official authorization of cardholder charges; and,
- Lack of an official County asset tag affixed to capital assets.

In order to timely correct issues and mitigate repetitive findings, the Internal Audit division follows-up with auditees six months after the issuance of the examination report to determine if the recommendations were implemented. No data is available yet on the status of the 2020 findings.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases. Per the Procurement Card Manual, Section V.G., the use of a procurement card for recurring payments, services, memberships, printing services, meal payments, software, and capital asset purchases is prohibited. 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.

2021 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 identified potential new examinations that should be incorporated in the 2021 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. Thirty-three (33) examinations have been scheduled for calendar year 2021.

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 2021

Department		Historical		Prefd.	Scheduled	Exam
Project Description		Estimated	Last Done	Examination	For	Hours
		Hours	Through	Cycle (yrs)	2021	2021
Board of Supervisors						
1102	District 2 General Department Examination (Including MACs)	100	06/13	4	X	100
Assessor						
0016	General Department Examination	160	12/16	4	X	160
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	06/20	1 (Law)	X	60
0016	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	02/20	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	06/20	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	07/20	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	08/20	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	12/20	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20	02/20	1/4	X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20	06/20	1/4	X	20
0151-A	Tax Collector Cash on Hand - July 1	20	07/20	1/4	X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20	08/20	1/4	X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20	12/20	1/4	X	20
0154	Supplemental Tax Collection	200	12/13	2	X	200
0172	Treasury Oversight Committee (calendar year)	175	12/19	1 (Law)	X	175
Department of Information Technology						
0147	General Department Examination	120	04/14	3	X	120
Sheriff-Coroner						
3005	Inmates' cash	400	12/13	2	X	400
Agriculture						
3351	General Department Examination	120	03/13	4	X	120
Conservation and Development (DCD)						
3571	North Richmond Mitigation Fund	250	06/17	4	X	250
Animal Services						
3661	General Department Examination	350	05/17	2	X	350

Schedule of Internal Audit Examinations
Calendar Year 2021

Department		Historical		Prefd.	Scheduled	Exam
Project Description		Estimated	Last Done	Examination	For	Hours
		Hours	Through	Cycle (yrs)	2021	2021
Health Services						
4521	Environmental Health-Hazardous Materials Div	250	04/16	2	X	250
5403	Materials Management	200	03/13	3	X	200
Employment & Human Services						
5001	Administration	200	06/16	3	X	200
Public Works						
1481	Print and Mail Inventory	120	06/14	3	X	120
Public Works-Purchasing Division						
1493	Procurement Card Program - 4th qtr	60	12/19	1/4 (CAO)	X	60
1493	Procurement Card Program - 1st qtr	60	03/20	1/4 (CAO)	X	60
1493	Procurement Card Program - 2nd qtr	60	06/20	1/4 (CAO)	X	60
1493	Procurement Card Program - 3rd qtr	60	09/20	1/4 (CAO)	X	60
Veterans Affairs						
0580	General Department Examination	100	NEW	4	X	100
Contra Costa Fire Protection District						
9502	General Department Examination	300	03/14	2	X	300
9501	Other Supplies Inventory	80	06/13	3	X	80

Schedule of Internal Audit Examinations for 2020

Department Project Description		Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2020	Estimated Hours 2020	Exam Hours 2020
Completed Examinations-Scheduled						
Risk Management						
0043	General Department Examination	05/14	2	X	250	274
Auditor-Controller						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	06/19	1 (Law)	X	60	13
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)		1	X	60	10
Treasurer-Tax Collector						
0151	Treasury Cash & Investments - 1st qtr	03/19	1/4 (Law)	X	50	35
0151	Treasury Cash & Investments - 2nd qtr	05/19	1/4 (Law)	X	50	48
0151	Treasury Cash & Investments - July 1	07/19	1/4 (Law)	X	50	30
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	08/19	1/4 (Law)	X	50	22.5
0151	Treasury Cash & Investments - 4th qtr	11/19	1/4 (Law)	X	50	32.5
0151-A	Tax Collector Cash on Hand - 1st qtr	03/19	1/4	X	20	16
0151-A	Tax Collector Cash on Hand - 2nd qtr	05/19	1/4	X	20	15
0151-A	Tax Collector Cash on Hand - July 1	07/19	1/4	X	20	15
0151-A	Tax Collector Cash on Hand - 3rd qtr	08/19	1/4	X	20	16
0151-A	Tax Collector Cash on Hand - 4th qtr	11/19	1/4	X	20	14
0172	Treasury Oversight Committee (calendar year)	12/18	1 (Law)	X	175	276
Clerk-Recorder						
3551	General Department Examination	05/15	2	X	420	226
Probation						
3081	General Department Examination	01/18	2 (Law)	X	240	126.5
Conservation and Development (DCD)						
3571	General Department Examination	04/12	2	X	500	505
Public Works						
0791	Craft inventories and Custodial Supplies Inventory (combined)	06/14	3	X	100	105
0632	Vehicle Inventory	06/13	3	X	150	81
Purchasing						
1493	Procurement Card Program - 4th qtr	12/18	1/4 (CAO)	X	110	120
1493	Procurement Card Program - 1st qtr	03/19	1/4 (CAO)	X	110	110
1493	Procurement Card Program - 2nd qtr	06/19	1/4 (CAO)	X	110	115
1493	Procurement Card Program - 3rd qtr	09/19	1/4 (CAO)	X	110	116
Examinations carried to 2021						
Auditor-Controller						
0016	Medical & Dental Premium Payments	04/14	2	X	220	0

Schedule of Internal Audit Examinations for 2020

Department		Last Done	Prefd.	Scheduled	Estimated	Exam
Project Description		Through	Examination	For	Hours	Hours
			Cycle (yrs)	2020	2020	2020
Treasurer-Tax Collector						
0154	Supplemental Tax Collection	12/13	2	X	200	0
Agriculture						
3351	General Department Examination	03/13	4	X	120	0
Veterans Affairs						
0580	General Department Examination	NEW	5	X	100	0
Contra Costa Fire Protection District						
9502	General Department Examination	03/14	2	X	200	0



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 02/08/2021

Subject: AFFORDABLE HOUSING FINANCE COMMITTEE COMPOSITION AND BYLAWS UPDATE

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.:

Referral Name: AFFORDABLE HOUSING FINANCE COMMITTEE COMPOSITION AND BYLAWS UPDATE

Presenter: Kristin Sherk, Senior Housing Planner

Contact: Amalia Cunningham
925-674-7869

Referral History:

In October 2020, the IOC considered a request of the Conservation and Development Department to reconfigure the membership of the Affordable Housing Finance Committee. The AHFC has struggled in the past with filling the City seats and also with attracting applicants who have technical knowledge and experience recommended to be effective and contributing members of the Committee.

For these reasons, DCD staff offered several recommendations for the IOC's consideration:

- Taking member applications to just one body for approval – either all to the IOC or all to the Board.
- Keeping three “city” seats, one per sub-region, and allow them to be self-nominated residents within an incorporated city.
- Keeping three “county” seats, one per sub-region, and maintain status-quo of self-nomination by residents of unincorporated Contra Costa.
- Keeping one “community” seat, an “at-large” resident from anywhere in the county; for a total of seven seats overall.
- Developing bylaws for the committee that require members to have professional or personal experience with affordable housing finance, and affirming they must be residents of the county.

The Committee agreed with these recommendations, provided suggestions about where to recruit future members, and suggested that it might be appropriate to consider Pittsburg with the Central County rather than East County region. The Committee directed staff to return to the IOC in February 2021 with proposed bylaws to effect the recommended changes.

Referral Update:

Attached is a staff report with recommendations for new AHFC bylaws and recommending a modified seat configuration in terms of how the members are recruited and appointed.

Recommendation(s)/Next Step(s):

APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors meeting.

Attachments

Staff Report

Attachment A: Draft AFHC Revised Bylaws

Attachment B: AHFC Roster Feb 2021

Minutes Attachments

No file(s) attached.



CONTRA COSTA COUNTY
Department of Conservation and Development
Housing and Community Improvement Division
30 Muir Road
Martinez, CA 94553

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 8, 2021
Subject: AFFORDABLE HOUSING FINANCE COMMITTEE BYLAWS
From: Amalia Cunningham, Assistant Deputy Director
By: Kristin Sherk – Senior Housing Planner

Referral History:

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

In October 2020, the Internal Operation Committee (IOC) received an update on Affordable Housing Finance Committee's membership status directed staff to bring bylaws that better aligned membership categories with affordable housing finance experience back to the IOC in February 2021.

Referral Update:

With the approval of the proposed bylaws, the AHFC Committee membership would contain seven members in three categories:

- City Membership: Three members, one per each sub-region on the County, currently residing in an incorporated City within the County.
- County Membership: Three members, one per each sub-region of the County, currently residing in an unincorporated area of the County.
- Community Membership: One at large member, currently residing in the County, either incorporated or unincorporated.

As proposed, all AHFC membership categories will be self-nominated with applications solicited by DCD and the Clerk of the Board in accordance with law and Contra Costa County policies and procedures. All representative appointments to the AHFC are screened by the IOC and then appointed by the Board of Supervisors.

The subregions of the County are proposed to be defined as follows:

<u>West Cities:</u>	El Cerrito, Hercules, Pinole, Richmond, San Pablo
<u>Central Cities:</u>	Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pittsburg ¹ , Pleasant Hill, San Ramon, Walnut Creek
<u>East Cities:</u>	Antioch, Brentwood, Oakley, Pittsburg
<u>West Unincorporated:</u>	Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo, Rollingwood, Tara Hills
<u>Central Unincorporated:</u>	Alamo, Bay Point, Blackhawk, Contra Costa Centre, Clyde, Diablo, unincorporated Martinez, Mountain View, Pacheco/Vine Hill, Saranap, Tassajara, unincorporated Walnut Creek
<u>East Unincorporated:</u>	Bay Point, Bethel Island, Byron, Discovery Bay, Knightsen

All AHFC members will be appointed to a three-year term and may be reappointed to serve one additional consecutive three-year term, beginning on July 1st, and ending on June 30th. As noted above, all members shall reside in Contra Costa County and any change of residence outside of the County will automatically terminate membership. Due to the technical nature of the committee's charge, all members are required to have experience in the field of affordable housing finance, design, development, or property management (whether retired or active).

Attached is the current AHFC member list with the proposed membership changes as Attachment B. With the proposed membership changes, there would be three vacancies: East County City #1, West County City #2, and East County Unincorporated #1. Seven applications for AHFC membership have been received in 2020. Pending Committee action to approve the new bylaws, DCD staff will bring forward applicants who meet the criteria at a future IOC meeting for the IOC's consideration.

Recommendation(s)/Next Step(s):

APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors Meeting.

Attachments:

- Attachment A: Draft Affordable Housing Finance Committee Bylaws
- Attachment B: Draft Affordable Housing Finance Committee Membership List

¹ Reflecting input from the October 2020 IOC meeting, staff is proposing that residents of Pittsburg and Bay Point are eligible for appointment as members from both Central and East County.



CONTRA COSTA COUNTY
AFFORDABLE HOUSING FINANCE COMMITTEE
BYLAWS

Approved _____, 2021

In compliance with a Board Order of the Contra Costa County Board of Supervisors, the Affordable Housing Finance Committee (AHFC) was established on June 19, 1995.

Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
(925) 674-7208

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1 NAME

The name of this committee is the Affordable Housing Finance Committee (AHFC). The AHFC is governed by the Ralph M. Brown Act and the Contra Costa County Better Government ordinance.

2 AUTHORITY

The AHFC was established by the Contra Costa County Board of Supervisors (“Board”) on June 19, 1995.

3 PURPOSE

The Affordable Housing Finance Committee (AHFC) advises the Board on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG), and Housing Opportunities for Persons with AIDS (HOPWA)¹ funds for affordable housing development and/or preservation in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. Potential state or local affordable housing development funds may be considered by the AHFC, as needed. It typically convenes once annually in the spring to review County staff’s recommendations for project funding of applications received through a public Request for Proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

4 MEMBERSHIP

4.1 MEMBERSHIP CATEGORIES

The AHFC is composed of seven (7) members. The AHFC members are in three (3) different categories, self-nominated as indicated below in Section VII. Filling Vacancies:

City Membership: Three (3) City members, one per each sub-region of the County, currently residing in an incorporated City within the County.

County Membership: Three (3) County members, one per sub-region of the County, currently residing in an unincorporated area of the County.

Community Membership: One (1) at large member, currently residing in the County, either incorporated or unincorporated.

¹ Pursuant to the National Affordable Housing Act, HOPWA funds are allocated on an annual basis to the City of Oakland for the Oakland Primary Metropolitan Statistical Area (PMSA), which includes Alameda and Contra Costa County. Contra Costa receives a formula share of HOPWA funds annually through the City of Oakland.

4.2 SUBREGIONS OF THE COUNTY

The subregions of the County are defined as follows:

<u>West Cities:</u>	El Cerrito, Hercules, Pinole, Richmond, San Pablo
<u>Central Cities:</u>	Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pittsburg ² , Pleasant Hill, San Ramon, Walnut Creek
<u>East Cities:</u>	Antioch, Brentwood, Oakley, Pittsburg
<u>West Unincorporated:</u>	Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo, Rollingwood, Tara Hills
<u>Central Unincorporated:</u>	Alamo, Bay Point, Blackhawk, Contra Costa Centre, Clyde, Diablo, unincorporated Martinez, Mountain View, Pacheco/Vine Hill, Saranap, Tassajara, unincorporated Walnut Creek
<u>East Unincorporated:</u>	Bay Point, Bethel Island, Byron, Discovery Bay, Knightsen

4.3 TERMS OF OFFICE

All AHFC members will be appointed to a three-year term and may be reappointed to serve one additional consecutive three-year term, beginning on July 1st, and ending on June 30th.

4.4 RESIDENCY, AGE, AND EXPERIENCE REQUIREMENT

All members shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the AHFC. All members shall be at least the age of eighteen (18). All members shall have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

5 CONFLICT OF INTEREST

Upon becoming an AHFC member, and annually thereafter, each AHFC member shall submit a Statement of Economic Interest (FPPC Form 700) with the Clerk of the Board annually in April.

The Board approved a "Conflict of Interest Code of the AHFC" on March 5, 1996.

² Residents of Pittsburg and Bay Point are eligible for appointment as members from both Central and East County.

5.1 CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Clerk of Contra Costa County, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount and the date on which the gift was received.

(c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- (3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts

from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Managements Positions Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (f), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

5.2 DISQUALIFICATION

AHFC members must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No AHFC member shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

6 RESIGNATIONS

A member may resign from the AHFC at any time by submitting written notice to County staff. The resignation will be effective upon receipt of the written request.

7 FILLING VACANCIES

Vacancies will be filled as soon as practicable. Applications for all Membership Categories are solicited by the Department of Conservation and Development (DCD) and Clerk of the Board in accordance with law and Contra Costa County policies and procedures. Mid-year vacancy terms will commence the following July 1st. All representative appointments to the AHFC are screened by the Internal Operations Committee and then appointed by the Board.

8 MEETINGS

8.1 SCHEDULED MEETINGS

The AHFC typically convenes once annually in the spring to consider applications for CDBG, HOME, and HOPWA funds. Additional meetings will be held later in the

year if applications are received during the year and there are available funds to reallocate/recommend to additional projects.

8.2 NOTIFICATIONS, AND AGENDA

The agenda for regularly scheduled meetings will be delivered via email to the AHFC members in advance of the meetings. At a minimum, the agenda must contain the date, time, and location of the meeting and the items of business to be considered. The agenda will be posted 96 hours in advance of each meeting at the DCD office entrance and on the department website at <http://www.contracosta.ca.gov/AHFC>.

8.3 PUBLIC PARTICIPATION

All AHFC meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 5490). Members of the public may address the AHFC; however, each person is limited to three (3) minutes unless an extension is granted.

8.4 QUORUM

A quorum is a simple majority of the total statutory membership. A quorum of the AHFC must be present to approve any Action on the agenda. Any action of the AHFC must be adopted by the affirmative votes of at least a majority of the quorum present.

8.5 COMPENSATION

Members volunteer to serve on the AHFC. Members will not receive any compensation for their service.

9 AMENDMENT OF BYLAWS

These bylaws may be amended when necessary based on recommendations by County staff and/or the AHFC and are subject to the approval of the Internal Operations Committee and then the Board for final approval.

10 ADOPTION AND CERTIFICATION

The above bylaws were approved by the Board on _____, 2021.

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

Current Members in Good Standing and Proposed Membership Category
Under New Bylaws for IOC Consideration

City Representatives	
East County Rep. (City #1)	Term Expires: June 30, 2023
Vacant	
West County Rep. (City #2)	Term Expires: June 30, 2024
Vacant	
Central County Rep. (City #3)	Term Expires: June 30, 2021
Frances Sorrondegui San Ramon	

County Representatives (Unincorporated)	
East County Rep. (County #1)	Term Expires: June 30, 2023
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2021
Willie J. Robinson El Sobrante	
Central County Rep. (County #3)	Term Expires: June 30, 2022
Warren D. Ritter Pacheco	

Community/At-Large Representative	
Community Rep. (Community #1)	Term Expires: June 30, 2022
Lisa Caronna Kensington	



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 02/08/2021

Subject: 2021 MEETING SCHEDULE AND WORK PLAN

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 2021 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
10. Cut the Commute Challenge

The Committee members have selected the second Monday of each month at 10:30 a.m. as the standing meeting date/time for 2021.

Referral Update:

Attached for the Committee's review is the proposed meeting schedule and the proposed work plan for hearing each of the 2021 referrals (**Attachment A**).

Recommendation(s)/Next Step(s):

APPROVE the proposed 2021 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.

Attachments

Attachment A: Proposed 2021 IOC Meeting and Discussion Schedule

Attachment B: Summary of 2021 Referrals

Minutes Attachments

No file(s) attached.

ATTACHMENT “A”

2021 Internal Operations Committee Discussion Schedule 2nd Monday at 10:30 a.m. As of January 12, 2021

Meeting Date	Subject	Staff Contacts
February 8	<ul style="list-style-type: none"> ◆ Affordable Housing Finance Cte Bylaws/Restructure ◆ Internal Audit Work Plan for 2021 ◆ IOC Schedule and Work Plan for 2021 ◆ IOC Advisory Body Recruitment Schedule 	Amalia Cunningham/Kristen Sherk Joanne Bohren/Sandi Bewley Julie Julie
March 8	<ul style="list-style-type: none"> ◆ CCCFPD Advisory Fire Commission interviews ◆ Fleet ISF/Low Mileage Vehicles ◆ Phase I Triennial AB Review Intro 	Latonia Ellingberg/Julie Charlie Velasquez/Joe Yee Jami Napier/Lauren Hull
April 12	<ul style="list-style-type: none"> ◆ Fish & Wildlife Propagation Fund Allocations 	Maureen Parkes
May 10	<ul style="list-style-type: none"> ◆ Cut the Commute Challenge status report ◆ County Connection CAC interviews ◆ Affordable Housing Finance Cte nominations 	Julie/Lisa Driscoll Julie Amalia Cunningham/Kristen Sherk
June 14		
July 12	<ul style="list-style-type: none"> ◆ SBE/Outreach July-December 2020 ◆ Local Bid Preference Program Semi-Annual Report ◆ Multiple Languages for BOS Materials – Status Update 	Carrie Ricci/Cindy Shehorn Carrie Ricci/Cindy Shehorn Jami Napier
August 9		
September 13		
October 11	<ul style="list-style-type: none"> ◆ Animal Benefit Fund PY Review ◆ SBE/Outreach Jan-Jun 2021 report ◆ Local Bid Preference Program Semi-Annual Report 	Beth Ward/Steve Burdo Carrie Ricci/Cindy Shehorn Carrie Ricci/Cindy Shehorn
November 8	<ul style="list-style-type: none"> ◆ Law Library interviews 	Julie
December 13		

“ATTACHMENT B”

INTERNAL OPERATIONS COMMITTEE SUMMARY OF 2021 REERRALS

The 2021 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 IOC accepted two reports from the new Purchasing Services Manager, together covering the period July 1, 2019 through June 30, 2020, and reported out to the Board of Supervisors on July 20 and October 20, 2020. This is a standing referral.
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 2019 audit work and proposed 2020 Audit Schedule to the IOC on February 10, 2020, which the IOC accepted and approved. This is a standing referral.
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, 2020 and reported out to the Board of Supervisors on March 31, 2020. This is a standing referral.
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, 2019 through June 30, 2020, and reported out to the Board of Supervisors on July 20 and October 20, 2020. This is a standing referral.

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, and the Fish & Wildlife Committee, as well as other advisory bodies as the need should arise; 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 2020, the IOC submitted recommendations to the Board of Supervisors to fill 23 vacant seats on various committees and commissions. The IOC interviewed 14 individuals for seats on the County Planning Commission, Integrated Pest Management Advisory Committee, and the Fish and Wildlife Committee.

In 2021, the IOC will need to recruit and interview for the County Connection Citizens Advisory Committee, Affordable Housing Finance Committee, Law Library Board of Trustees, and the Contra Costa Fire Protection District Advisory Fire Commission. This is a standing referral.

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. In May 2020, the County Administrator (CAO) received a report from DCD proposing, on behalf of the FWC, the 2020 Fish and Wildlife Propagation Fund Grant awards. The CAO approved the proposal and recommended grant awards for ten projects totaling \$85,891, which the Board of Supervisors unanimously approved on May 12, 2020. The Board on July 28, 2020 approved, at the recommendation of the IOC, an out of cycle allocation totaling \$27,023 from the Fish and Wildlife Propagation Fund for two additional projects. This is a standing referral.

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. The third phase report was completed on March 9, 2020. The COVID-19 pandemic interrupted work on the

next triennial review cycle. Work on the review will recommence in 2021. This is a standing referral.

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 12, 2020, the IOC received the fourth annual report on the Animal Benefit Fund covering FY 2019/20 and approved recommendations for program modification. Recommendations will be proffered to the Board of Supervisors later this month. This is a standing referral.

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 follow-up reports on December 9, 2019 and November 19, 2020, and directed staff to develop recommendations for a six-month pilot program providing limited interpretation and translation services, with the intention that the County would initiate a pilot process, promote it, and measure how extensively it is utilized. The IOC agreed to propose this as a discussion topic for the Board's annual retreat on January 26, 2021.

10. Cut the Commute Challenge. On November 3, 2020, the Board referred to the IOC the Bay Area Air Quality Management District's (BAAQMD) challenge to Contra Costa County employers to "Cut the Commute", to identify issues and determine the feasibility of accepting the Challenge. Employers that accept the BAAQMD Challenge must commit to actively study and determine what strategies will work best for their workforce to facilitate remote work opportunities. The BAAQMD has challenged employers to extend remote work options by at least 25 percent (or 1-2 days a week) for employees whose work requirements allow for that flexibility. The County is currently engaged in negotiations with the Labor Coalition on a Remote Work Policy, which would need to be in place before the County could consider further remote work strategies. Consequently, the 2020 IOC did not take up this referral.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 02/08/2021
Subject: PLAN FOR SCHEDULED ADVISORY BODY RECRUITMENTS
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 21/5
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: 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 2021, the IOC will need to conduct public interviews to fill the following scheduled vacancies:

Advisory Body	Seat(s)	Term/ yrs	Expiration Date
Contra Costa County FPD Fire Advisory Commission	At Large Alternates #1	4	VACANT
County Connection Citizens Advisory Committee	County seat	2	6/30/21
Law Library Board of Trustees	Member of the Bar	1	12/31/21

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 CCCFPD Advisory Fire Commission Vacancy:

January 15	Issue press release advertising vacancy
February 12	Application Deadline for vacancy (4 week application period)
February 10 - 21	Staff to screen applications and schedule all interviews for March 8
March 8	IOC Committee Meeting: Interview candidates for the At Large 1 Alternate vacancy
March 23	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
March 24	Appointment takes effect

County Connection CAC Seat With Term That Will Expire on 6/30/21:

March 26	Issue press release advertising vacancy
April 23	Application Deadline for vacancy (4 week application period)
April 26 - May 5	Staff to screen applications and schedule all interviews for May 10
May 10	IOC Committee Meeting: Interview candidates for the vacancy
May 18 or June 8	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
July 1	Appointment takes effect

Law Library Seat With Term That Will Expire on 12/31/21:

September 24	Issue press release advertising vacancy
October 22	Application Deadline for vacancy (4 week application period)
Oct 25-Nov 3	Staff to screen applications and schedule all interviews for November 9
November 8	IOC Committee Meeting: Interview candidates for the vacancy
November 16 or 30	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
January 1	Appointment takes 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: 2021 IOC Interview/Screening Responsibilities

Minutes Attachments

No file(s) attached.

INTERNAL OPERATIONS

Ad Hoc Census 2020 Complete Count Steering
Affordable Housing Finance
Bay Area Library & Info Sys Lay Adv Board
BBK Union Cemetery Distict Bd of Trustees (if needed)
CCTA Citizens Advisory Committee
County Connection Citizens Advisory
Countywide Redevelopment Successor Agency Oversight Board
East Bay Regional Parks District Advisory
Employees Retirement Assos. Bd of Trustees (CCCERA)
Fire Advisory Commission (CCCFPD)
Fish & Wildlife
Hazardous Materials
Housing Authority Board of Commissioners
Integrated Pest Management
Law Library Bd of Trustees
Local Enforcement Agency Independent Hearing Panel
Mosquito & Vector Control District Bd of Trustees
Planning Commission
Resource Conservation District Bd of Trustees
Treasury Oversight
Tri-Delta Transit Auth Bd of Directors
Western CC Transit Auth Bd of Directors

In Suspense

Agricultural Advisory Task Force

FAMILY & HUMAN SERVICES

Alcohol & Other Drugs
Arts & Culture
Aging, Advisory Council on
Women's and Girls' Commission
Homelessness, Interjurisdictional Council on
Developmental Disabilities
Emergency Medical Care
Family and Children's Trust
In-Home Supportive Services Public Authority Advisory
Local Child Care Planning Council
Managed Care Commission
Mental Health Commission
Workforce Development Board

HO2

Advisory Council on Equal Employment Opportunity

SUSTAINABILITY COMMITTEE

Sustainability Commission

AIRPORTS COMMITTEE

Airport Land Use Commission
Aviation Advisory Committee

PUBLIC PROTECTION COMMITTEE

Community Corrections Partnership
Juvenile Justice Coordinating Council
Racial Justice Oversight

TWIC

Regional Measure 3 Independent Oversight Committee

ATTACHMENT "A"

<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Term Length</u>	<u>Staff Contact</u>
Contra Costa County FPD Fire Advisory Commission	At Large 1	4	6/30/2024 Latonia Ellingsberg
Contra Costa County FPD Fire Advisory Commission	At Large 2	4	6/30/2022 Latonia Ellingsberg
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #1	4	6/30/2024 Latonia Ellingsberg
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #2	4	6/30/2024 Latonia Ellingsberg
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #3	4	6/30/2022 Latonia Ellingsberg
County Connection Citizens Advisory	County seat	2	6/30/2021 Diane Bodon, 925-256-4720
East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2022 Pfuehler Erich, EBRPD (510) 544-2006
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2022 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	3	6/30/2023 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	3	6/30/2023 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	3	6/30/2023 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2023 Gail Strohl/Julie Enea
Fish & Wildlife	At Large 1	4	12/31/2022 Maureen Parkes, DCD
Fish & Wildlife	At Large 2	4	12/31/2022 Maureen Parkes, DCD
Fish & Wildlife	At Large 3	4	12/31/2024 Maureen Parkes, DCD
Fish & Wildlife	At Large 4	4	12/31/2024 Maureen Parkes, DCD
Fish & Wildlife	At Large Alternate	4	12/31/2024 Maureen Parkes, DCD
Integrated Pest Management	At Large 1	4	12/31/2023 Wade Finlinson
Integrated Pest Management	At Large 2	4	12/31/2023 Wade Finlinson
Integrated Pest Management	At Large 3	4	12/31/2022 Wade Finlinson
Integrated Pest Management	Public Member Alternate	4	12/31/2022 Wade Finlinson
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	4	3/31/2022 Enid Mendoza
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	4	3/31/2022 Enid Mendoza
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	4	3/31/2022 Enid Mendoza
Planning Commission	At Large 1	4	6/30/2022 Hiliana Li, DCD
Planning Commission	At Large 2	4	6/30/2024 Hiliana Li, DCD
Treasury Oversight	BOS Member	4	4/30/2024 Rusty Watts
Treasury Oversight	Public 1	4	4/30/2022 Rusty Watts
Treasury Oversight	Public 2	4	4/30/2022 Rusty Watts
Treasury Oversight	Public 3	4	4/30/2024 Rusty Watts
Affordable Housing Finance	Community 1	3	6/30/2020 Amalia Cunningham, DCD
Affordable Housing Finance	Community 2	3	6/30/2021 Amalia Cunningham, DCD
Affordable Housing Finance	Community 3	3	6/30/2022 Amalia Cunningham, DCD
Affordable Housing Finance	County 1	3	6/30/2020 Amalia Cunningham, DCD
Affordable Housing Finance	County 2	3	6/30/2021 Amalia Cunningham, DCD
Affordable Housing Finance	County 3	3	6/30/2022 Amalia Cunningham, DCD
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	4	12/31/2022 Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	4	12/31/2021 Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	4	12/31/2021 Lea Castleberry
Hazardous Materials	Env Engineering Firms	4	12/31/2021 Michael Kent
Hazardous Materials	Env Engineering Firms Alt	4	12/31/2021 Michael Kent
Hazardous Materials	Env Organizations 1	4	12/31/2024 Michael Kent
Hazardous Materials	Env Organizations 1 Alt	4	12/31/2024 Michael Kent
Hazardous Materials	Env Organizations 2	4	12/31/2023 Michael Kent
Hazardous Materials	Env Organizations 2 Alt	4	12/31/2023 Michael Kent
Hazardous Materials	Env Organizations 3	4	12/31/2024 Michael Kent
Hazardous Materials	Env Organizations 3 Alt	4	12/31/2024 Michael Kent
Hazardous Materials	General Public	4	12/31/2023 Michael Kent
Hazardous Materials	General Public Alt	4	12/31/2023 Michael Kent
Housing Authority Board of Commissioners, if needed	Tenant #1 (age 62 or above)	2	Joseph Villarreal
Housing Authority Board of Commissioners, if needed	Tenant #2	2	Joseph Villarreal
Law Library Bd of Trustees	Member of the Bar	1	12/31/2021 Carey Rowan, Sup Court
Mosquito & Vector Control District Bd of Trustees	At Large 1	4	1/2/2023 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 2	4	1/2/2021 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 3	4	1/2/2021 Allison Nelson or Craig Downs
Resource Conservation District Bd of Trustees, if needed	Director 1	4	11/30/2024 Hunter Teresa, RCD, (925) 672-6522

2014 IOC designated these seats for in-person interview by IOC.

Resource Conservation District Bd of Trustees, if needed	Director 2	4	11/30/2022	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 3	4	11/30/2024	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 4	4	11/30/2024	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 5	4	11/30/2022	Hunter Teresa, RCD, (925) 672-6522
Tri-Delta Transit Auth Bd of Directors	Member 1	2	12/31/2019	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 1 Alt	2	12/31/2019	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2	2	12/31/2018	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2 Alt	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett Alt	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo Alt	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo	2	12/31/2020	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo Alt	2	12/31/2020	Jamar Stamps, DCD

Key:

currently vacant
will have a 2021 vacancy
filled

Advisory Body

Local Enforcement Agency Independent Hearing Panel (Solid Waste)
Local Enforcement Agency Independent Hearing Panel (Solid Waste)
Local Enforcement Agency Independent Hearing Panel (Solid Waste)
Contra Costa County FPD Fire Advisory Commission
Planning Commission
Redevelopment Successor Oversight Board
East Bay Regional Parks District Advisory
Law Library Bd of Trustees

Seat

At Large
Public Member
Technical Expert
At Large 2
At Large 1
Public Member
Appointee 1
Member of the Bar

<u>Term/ys</u>	<u>Expiration Date</u>
4	3/31/2018
4	3/31/2018
4	3/31/2018
4	6/30/2018
4	6/30/2018
N/A	6/30/2018
2	12/31/2018
1	12/31/2018