



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
November 8, 2021

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Dean Barbieri; Josh Klein; Lea Castleberry, District III Supervisor's Office; Michael Kent, Exec Asst to HazMat Commission; Unidentified Caller

### 1. Introductions

***Chair Andersen called the meeting to order at 10:45 a.m. and received introductions from attendees.***

### 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 11, 2021 IOC meeting.

***The Committee approved the Record of Action for the October 11, 2021 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. INTERVIEW applicants for the Member of the Bar seat on the Public Law Library Board of Trustees for a one-year term expiring on December 31, 2022, and DETERMINE recommendation for appointment.

***The Committee interviewed two applicants for the Member of the Bar seat on the Public Law Library board of trustees: incumbent Dean E. Barbieri (out of county) and from Joshua Klein (Moraga). Mr. Klein indicated that he wished to withdraw his application in favor of reappointment of incumbent Mr. Barbieri. Mr. Klein indicated that he applied only in case the incumbent***

***decided not to reapply.***

***Staff suggested that the Committee share Mr. Klein's application with the Superior Court, which currently has two vacancies in trustee seats appointed by the Court, and Mr. Klein consented to the sharing of his application. Mr. Barbieri offered to collaborate in encouraging the Court to consider allowing the County to appoint to a third trustee seat in favor of Mr. Klein, which might facilitate the board of trustees in achieving a meeting quorum.***

***An unidentified caller questioned Mr. Barbieri's eligibility for the trustee seat because he does not reside in Contra Costa County. Chair Andersen clarified that the board's policy for eligibility is that an applicant must reside or work within the County, unless statute or the pertinent bylaws specify otherwise. Mr. Barbieri performs work in Contra Costa County.***

***The Committee directed staff to forward to the Board of Supervisors its recommendation to reappoint Mr. Barbieri to the Member of the Bar seat.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. RECOMMEND to the Board of Supervisors the appointment of Mark Hughes to the Business #2 seat and Amy McTigue to the Business #2 Alternate seat, and reappointing George Smith to the Environmental Engineer seat and Ron Chinn to the Environmental Engineer Alternate seat on the Hazardous Materials Commission, all to terms that will expire on December 31, 2025.

***The Committee reviewed the recommendations for appointment with Michael Kent. An unidentified caller asserted that one of the appointees might have a conflict of interest in that he works for an industry with interests in hazardous materials. Chair Andersen explained that the Hazardous Materials Commission is advisory and that certain seats are designated for industry representatives who bring valuable knowledge and insights to the Commission. Mr. Kent explained that the Commission bylaws acknowledge these interests and provide that members must recuse themselves from any decision or discussion for which a conflict of interest exists.***

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

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. REVIEW the Committee's work for 2021 and identify issues to be referred to the 2022 Internal Operations Committee

***The Committee approved the draft year-end report as prepared by staff and directed staff to forward the report to the Board of Supervisors for approval.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The meeting scheduled for December 13, 2021 is canceled. No further meetings of the 2021 IOC are scheduled.
8. Adjourn

***Chair Andersen adjourned the meeting at 11:05 a.m.***

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For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 11/08/2021  
**Subject:** RECORD OF ACTION FOR THE OCTOBER 11, 2021 IOC MEETING  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 655-2056

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#### **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 October 11, 2021 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the October 11, 2021 IOC meeting.

#### **Fiscal Impact (if any):**

None.

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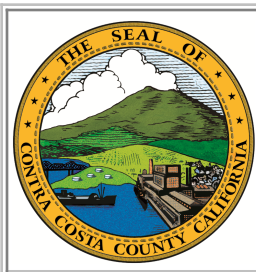
#### **Attachments**

DRAFT Record of Action for the October 11, 2021 IOC Meeting

#### **Minutes Attachments**

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
October 11, 2021

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Beth Ward, Animal Services Director; Rebecca Myer, AHFC applicant; Cynthia Shehorn, PW Purchasing Svcs Mgr; Arturo Castillo, Animal Services Dept.; Yasaman Lee, AHFC applicant; Carrie Ricci, Deputy PW Director; Steve Burdo, Animal Services Dept.; Kristin Sherk, Dept of Conservation & Development; Amalia Cunningham, Dept of Conservation & Developm; Willie Robinson, AFHC applicant; Unidentified #1 (3005); Unidentified #2 (7776); Unidentified #3 (9980)

DRAFT

1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and welcomed all in attendance.***

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. Staff confirmed that no written public comment had been received prior to the start of the meeting.***

3. RECEIVE and APPROVE the Record of Action for the September 13, 2021 IOC meeting.

***The Committee approved the record of action for the September 13, 2021 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. CONSIDER recommending to the Board of Supervisors the reappointment of Willie Robinson to the West Unincorporated Representative seat to a new three-year term ending on June 30, 2024, the appointment of LaTonia People-Stokes to the East Unincorporated Representative seat to a two-year term ending on June 30, 2023 and appointment of Valerie Bernardo to the West City Representative seat to a three-year term ending on June 30, 2024;

INTERVIEW applicants for the East City Representative and Central City Representative seats and DETERMINE recommendations.

#### **East City Representative Applicants**

- Rebecca Myer, Brentwood
- Alaric Robinson, Oakley

#### **Central City Representative Applicants**

- Julia Dozier, Pleasant Hill
- Yazaman Lee, Orinda
- Matthew Parkins, Danville
- Frances Sorrondegui, San Ramon (incumbent)

***Kristin Sherk presented the staff report and recommendations. The Committee interviewed two applicants, Rebecca Myer and Yazaman Lee, and determined the following recommendations for board of supervisors consideration:***

***REAPPOINT Willie Robinson to the West Unincorporated Representative seat and Frances Sorrondegui to the Central City Representative seat to three-year terms ending on June 30, 2024; and APPOINT LaTonia People-Stokes to the East Unincorporated Representative seat and Rebecca Myer to the East City Representative seat to complete the unexpired terms ending on June 30, 2023, and Valerie Bernardo to the West City Representative seat to a three-year term ending on June 30, 2024.***

***Staff was directed to forward this recommendation to the board on October 19.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period January 1 - June 30, 2021

***Cynthia Shehorn presented the staff report. The Committee accepted the report as presented and directed staff to forward the report to the board of supervisors on the Consent agenda.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. ACCEPT the 2020/21 Animal Benefit Fund Department Report.

***Beth Ward presented the annual report. The Committee accepted the report as presented and directed staff to forward the report to the board of supervisors on the Consent calendar.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The next meeting is currently scheduled for November 8, 2021.

***The Committee confirmed its next meeting date of November 8, 2021.***

8. Adjourn

***Chair Andersen adjourned the meeting at 11:15 a.m.***

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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:** 11/08/2021  
**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE PUBLIC LAW LIBRARY BOARD OF TRUSTEES  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 21/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 655-2056

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#### **Referral History:**

Board Resolution Nos. 2011/497 and 2011/498 stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

#### **Referral Update:**

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez. The Law Library also operates a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

Staff opened a four-week recruitment for the Member of the Bar seat (see attached media release) on September 27 and received two applications, attached: from incumbent Dean E. Barbieri (out of county) and from Joshua Klein (Moraga).

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

INTERVIEW applicants for the Member of the Bar seat on the Public Law Library Board of Trustees for a one-year term expiring on December 31, 2022, and DETERMINE recommendation for appointment.

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**Attachments**

NEWS RELEASE PUBLIC LAW LIBRARY OPPORTUNITY

Application Dean Barbieri Law Library

Application Joshua Klein Law Library

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

County Administrator's Office • 1025 Escobar St. • Martinez, CA 94553 • [www.contracosta.ca.gov](http://www.contracosta.ca.gov)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Friday, September 27, 2021

Contact: Julie DiMaggio Enea  
Phone: (925) 655-2056  
Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA COUNTY PUBLIC LAW LIBRARY BOARD OF TRUSTEES ?

The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term beginning January 1, 2022 and ending on December 31, 2022. The Board of Trustees normally meets on the first Monday of the month at 1:00 p.m. in Martinez.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or the application can be completed online by visiting the County website at <https://www.contracosta.ca.gov/3418>. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than by 5 p.m. on Friday, October 22, 2021.

Applicants should plan to be available for public interviews in Martinez on Monday, November 8, 2021. Interviews will likely be conducted telephonically.

More information about the Contra Costa Public Law Library can be obtained by calling Carey Rowan at (925) 646-2783 or visiting the Law Library website at <http://www.cccplib.org>.

###

# Application Form

## Profile

Dean \_\_\_\_\_ E \_\_\_\_\_ Barbieri \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Piedmont \_\_\_\_\_ CA \_\_\_\_\_ 94611 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

N/A - Out of County

Self \_\_\_\_\_ Attorney \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

#### How long have you lived or worked in Contra Costa County?

Combined over 50 years

#### Are you a veteran of the U.S. Armed Forces?

Yes  No

## Board and Interest

#### Which Boards would you like to apply for?

Public Law Library Board of Trustees (BOS appointee): Submitted

#### Seat Name

Dean E Barbieri

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

Yes  No

If Yes, how many meetings have you attended?

40+

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## Education

Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended

University of CA, Davis

Degree Type / Course of Study / Major

Bachelor of Arts

Degree Awarded?

Yes  No

### College/ University B

Name of College Attended

University of San Francisco School of Law

Degree Type / Course of Study / Major

Juris Doctor

Degree Awarded?

Yes  No

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### College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

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## Other Trainings & Occupational Licenses

### Other Training A

---

Certificate Awarded for Training?

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Yes  No

### Other Training B

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Certificate Awarded for Training?

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Yes  No

Occupational Licenses Completed:

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## Qualifications and Volunteer Experience

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

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I have served on the Board of Trustees of the Public Law Library for several years. I am currently the President of the Board of Trustees. Previously I oversaw the libraries at John F. Kennedy University.

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

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I have served on the Board for several years. Also, please see my resume which is attached.

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[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

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Yes  No

Do you have any obligations that might affect your attendance at scheduled meetings?

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Yes  No

If Yes, please explain:

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

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Yes  No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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Public Law Library Board of Trustees

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

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Please see my attached resume for such advisory boards.

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### **Conflict of Interest and Certification**

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

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Yes  No

If Yes, please identify the nature of the relationship:

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

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Yes  No

If Yes, please identify the nature of the relationship:

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### **Please Agree with the Following Statement**

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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 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.

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I Agree

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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 2021/234, 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:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Dean E. Barbieri  
, Piedmont, California 94611

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## **PROFESSIONAL EXPERIENCE**

### **Law Office of Dean E. Barbieri, 2019-Present**

- Civil litigation and transactional practice.
- Appointed by Contra Costa County Superior Court to serve as a Temporary Judge, and have presided over Traffic, Small Claims and Unlawful Detainer matters in Richmond, Walnut Creek and Pittsburg Superior Court courthouses.

### **Contra Costa County Public Law Library Board of Trustees President, Vice President and Member, 2017-Present**

- Seven-member board (five Contra Costa County judges and two public members).
- Appointed by Contra Costa County Board of Supervisors.
- Board oversees the governance, budgeting and operation of the Contra Costa County law library and branches.

### **John F. Kennedy University, Dean of the College of Law, 2010-2019, and Senior Vice President for Academic Affairs, 2013-2017**

- As SVPAA, was chief academic officer for all University colleges and programs.
- As Dean, was responsible for all phases of college operation, and faculty and staff performance.
- Member, Committee of State Bar Accredited and Registered Schools of The State Bar of California.
- Member, Law School Council and Rules Advisory Committee of The State Bar of California.

### **The State Bar of California, Office of Admissions, San Francisco, CA, 2001-2010 Director for Examinations**

- Responsible for development and grading of the California Bar Examination and the California First-Year Law Students' Examination.
- Management, oversight, and supervision of examination drafting teams comprised of law school deans, professors and practicing attorneys.
- Extensive interaction with California law school administrators, faculty and students in matters associated with law school accreditation and regulation, bar examination and admission to practice matters.
- Acting Director, Moral Character Determinations.
- Regular speaker on bar examination, accreditation and education matters to law school faculty and administrators, law students and bar admissions administrators.
- Continuing Education of the Bar (CEB), Governing Board Member 2005-2010.



- Member, National Conference of Bar Examiners Education Committee and Uniform Bar Examination Committee.
- Council of Bar Admissions Administrators, Chair, Testing and Technology Committees.

**City of Piedmont, CA, 2004-2012**

**Mayor, Vice Mayor and City Councilmember**

- 2004-Elected to first four-year term, 2008-re-elected to second four-year term.
- 2010-Elected Mayor for two-year term.
- 2008-Elected Vice Mayor.
- Responsible for \$26 million annual balanced budget and negotiation of employment contracts with union, and non-union city personnel and staff.
- Council Liaison to Audit, Pension, Planning, Parks, and Recreation Commissions.
- Member, Piedmont City Council/Piedmont Board of Education Joint Committee.
- Member, numerous regional boards and agencies.
- 1998-2004, Piedmont Recreation Commissioner, Vice Chair 2002-2004.

**American Arbitration Association, 1989-present**

**Mediator and Arbitrator**

- Successfully mediated over 300 cases involving business, commercial, construction, contract, personal injury and real estate law matters.
- Sole arbitrator in over 75 cases involving business, commercial, construction, contract, franchise, personal injury, probate and real estate law matters.

**First California Real Estate & Mortgage, Alamo, CA, 1998-2001**

**Broker and General Counsel**

- Organized the formation, and served as chief legal counsel, of successful real estate and mortgage loan brokerage firm.
- Originated commercial and residential mortgage loans totaling over \$200 million.

**Sellar, Hazard, Snyder, Fitzgerald, McNeely & Alm, Walnut Creek, CA, 1994-1998**

**Attorney**

- Civil litigation and transactional practice with emphasis on ADR, banking, construction, corporate, public entity, and real estate matters.
- Firm representative to civic and professional organizations.

**Watson, Hoffe and Barbieri, Richmond CA**

**Partner & Associate, 1981-1994**

- Civil litigation and transactional practice with emphasis on ADR, banking, business, commercial, corporate, probate, and real estate law matters.
- Principal outside general counsel to multi-branch regional bank.
- Managing partner responsible for firm's hiring and human resources' matters, budget, insurance, library, facilities, and IT operations.

**The State Bar of California, Office of Admissions, San Francisco, CA, 1982-2000**

- Grader for the California Bar Examination and California First-Year Law Students' Examination.
- Adjunct Reappraiser involved with special projects and bar examination development and grading activities.

**EDUCATION**

University of San Francisco, School of Law, J.D. 1980

University of California, Davis, B.A. Political Science/Public Service 1977

**PERSONAL and PROFESSIONAL AFFILIATIONS**

The State Bar of California Member, 1980-present

Robert G. McGrath Contra Costa County Chapter American Inn of Court, 2011-Present,  
(President 2016-18 and Executive Board 2012-2021)

Board of Directors, Contra Costa County Bar Association, 2012-2016

President, Rotary Club of Richmond, CA 1991-1992

Member, Rotary Clubs of Richmond, CA and Walnut Creek, CA, 1981-1998

Rotary International District 5160, Chair, Ambassadorial Scholarship Committee 1996-1998; awarded scholarships to college students totaling \$350,000.

## Application Form

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### Profile

Joshua \_\_\_\_\_ A. \_\_\_\_\_ Klein \_\_\_\_\_  
First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Moraga \_\_\_\_\_ CA \_\_\_\_\_ 94556 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

California Department of Justice \_\_\_\_\_ Deputy Solicitor General \_\_\_\_\_  
Employer Job Title

#### Length of Employment

7 years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

#### How long have you lived or worked in Contra Costa County?

7 years

#### Are you a veteran of the U.S. Armed Forces?

Yes  No

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### Board and Interest

#### Which Boards would you like to apply for?

Public Law Library Board of Trustees (BOS appointee): Submitted

**Seat Name**

Vacant seat Jan 2022 - Dec 2022

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

Yes  No

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

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**Education**

**Select the option that applies to your high school education \***

High School Diploma

**College/ University A**

**Name of College Attended**

Amherst College

**Degree Type / Course of Study / Major**

BA / Interdisciplinary

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

Stanford Law School

**Degree Type / Course of Study / Major**

JD

**Degree Awarded?**

Yes  No

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**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

---

Yes  No

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**Other Trainings & Occupational Licenses****Other Training A**

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Natl Institute for Trial Advocacy - course in trial advocacy

**Certificate Awarded for Training?**

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Yes  No

**Other Training B**

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U.S. Department of Justice National Advocacy Center - trial advocacy training

**Certificate Awarded for Training?**

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Yes  No

**Occupational Licenses Completed:**

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California State Bar # 226480

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**Qualifications and Volunteer Experience**

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

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I view California's public law libraries as fulfilling three important roles. First, they are obviously resources for practicing lawyers -- and particularly for solo practitioners and those in small firms, who have limited library resources of their own. Second, they are resources for judges, court staff, and public agencies located near the library. Third, they can serve an important role in improving access to justice among underserved Californians -- a goal which members of the state judiciary, state bar, and Legislature have all recognized must be a priority for the legal profession and legal institutions as a whole. I am applying to the Public Library Board of Trustees in order to help the Library further those goals. I would look forward to speaking with Library staff about their current user-base, and considering ways to maintain, and (where appropriate) expand, the services available to those users. One step in that process might be to undertake a survey of judges, bar members, and county and municipal offices to better understand how those groups of users use the library, and the kinds of resources they may lack themselves that the library could reasonably help supply. A further step could be to confer with community groups and public legal services groups to find out ways that the library could better serve unrepresented litigants, in cooperation with the Superior Court's Self-Help Resources Centers.

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

I have been a licensed California lawyer since 2003. I have served as court staff, have been in private practice, and have practiced public law for both the state and federal Department of Justice. My mode of practice relies heavily on library resources, and I am well positioned to evaluate how the Public Law Library can best serve the needs of its diverse users. In addition, I have a long history of service to the bar and the profession -- including as past Chair of the Federal Courts Committee of the State Bar and the California Lawyers Association, a current member of the Executive Committee of the Appellate Section of the Bar Association of San Francisco.

Upload a Resume

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

Yes  No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

Yes  No

**If Yes, please explain:**

I might be unable to attend meetings that happen to conflict with scheduled court dates.

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

Yes  No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

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

Member of Executive Committee, Appellate Section of the Bar Association of San Francisco (2015-present). Past member (2014-2016), vice-chair (2016-2017), and chair (2017-2018), Committee on Federal Courts of the California State Bar and California Lawyers Association

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**Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

Yes  No

If Yes, please identify the nature of the relationship:

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

---

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 understand 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.

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I Agree

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#### 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 2021/234, 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:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**Professional Experience**

2014 – present **Deputy Solicitor General**, California Department of Justice. Litigation in civil and criminal cases on behalf of the State of California and its officers and agencies. Special emphasis on cases at the U.S. Supreme Court and the Supreme Court of California. Received 2019 and 2020 Attorney General’s Awards as member of teams defending Deferred Action for Childhood Arrivals program (DACA) and California Values Act. Significant matters include:

- *U.S. Supreme Court*: Co-authored certiorari- and merits-stage briefs in *Trump v. Sierra Club*, No. 20-138 (challenging border-wall construction); co-authored brief in *S. Bay Pentecostal Church v. Newsom*, 140 S. Ct. 1613 (2020) (defending COVID-related restrictions); presented oral argument and wrote certiorari- and merits-stage briefs in *Nat’l Inst. of Family & Life Advocates v. Becerra*, 138 S. Ct. 2361 (2018) (defending pregnancy clinic disclosure statute against First Amendment challenge); principal author of multi-state amicus briefs in *Knick v. Township of Scott*, 139 S. Ct. 2162 (2019), and *Murr v. Wisconsin*, 137 S. Ct. 1933 (2017) (Takings Clause); principal author of petition-stage briefs resulting in summary reversal in *Johnson v. Lee*, 136 S. Ct. 1802 (2016) (federal habeas); co-authored merits-stage briefs in *Davis v. Ayala*, 135 S. Ct. 2187 (2015) (federal habeas; received Best Brief Award from National Association of Attorneys General).
- *California Supreme Court*: Wrote merits brief and presented argument in *In re Humphrey*, No. S247278 (unconstitutionality of unaffordable bail); wrote merits brief in *People v. Kopp*, No. S257844 (unconstitutionality of unaffordable court user fees); wrote amicus brief in *In re Webb*, 7 Cal. 5th 270 (2019) (conditions of release as alternative to high bail); presented oral argument and was principal author of merits briefs in *People v. Morales*, 63 Cal. 4th 399 (2016) (Proposition 47 interpretation); co-author of merits briefs in *People v. Rinehart*, 1 Cal. 5th 652 (2016), cert. den. 138 S. Ct. 635 (2016) (defending state environmental law against federal preemption challenge).
- *Other Courts*: Drafted briefs and presented oral arguments in *Givens v. Newsom*, 830 F. App’x 560 (9th Cir. 2020) (defending COVID-related restrictions against First Amendment challenge), *San Francisco v. Barr*, 965 F.3d 753 (9th Cir. 2020) (challenging immigration-related conditions on federal grants to state law enforcement), and *Higginson v. Becerra*, 786 F. App’x 705 (9th Cir. 2019) (defending California Voting Rights Act against constitutional challenge); presented en banc oral argument and drafted related brief in *Retail Digital Network LLC v. Prieto*, 861 F.3d 839 (9th Cir. 2017) (defending alcohol regulations against First Amendment challenge).

2011 – 2014 **Assistant United States Attorney**, U.S. Attorney’s Office for the Central District of California. Served in Violent & Organized Crime Section and General Crimes Section. Investigations, trials, and appeals involving racketeering, gangs, drug conspiracies, child exploitation, fraud, identity theft, computer hacking, and other federal crimes. Significant matters include:

- Presented oral argument and co-authored briefs in *United States v. Christensen*, 801 F.3d 970 (9th Cir. 2015) (complex case with six appellants and 24 issues presented, regarding Anthony Pellicano wiretapping conspiracy).
- Successful recusal motion in *United States v. Perez*, No. 11-1238 (C.D. Cal.) (recusing federal judge for appearance of bias).
- Investigation and indictment in *United States v. Laredo*, No. 13-537 (C.D. Cal.) (31-defendant RICO-conspiracy case against members/associates of Mexican Mafia and affiliated gang); superseding indictment and multi-defendant trial in *United States v. Garcia-Reyes*, No. 12-606 (C.D. Cal.) (drug-conspiracy case resulting in conviction of 15 out of 17 defendants, including two convictions at trial).
- Investigation and indictment in *United States v. Sears*, No. 14-274 (C.D. Cal.) (31-count indictment charging child exploitation, computer hacking, and identity theft offenses involving dozens of underage victims).



- 2008 – 2011 **Assistant United States Attorney**, U.S. Attorney’s Office for the District of Columbia. Served in Felony Major Crimes Section and General Crimes Section. Prosecuted cases involving violent crime, drug and gun offenses, and drug-diversion healthcare fraud. Made regular court appearances and conducted frequent trials in D.C. Superior Court. Major cases include *United States v. Tornero*, No. 2009-CF3-6524 (D.C. Super. Ct.) (four-week jury trial resulting in convictions on 12 charges and 24-year sentence).
- 2005 – 2008 **Associate**, Baker Botts LLP (Washington, D.C.). Trial and appellate litigation in civil and criminal cases, including *Free Enterprise Fund v. PCAOB*, 2007 WL 891675 (D.D.C. 2007), and 537 F.3d 667 (D.C. Cir. 2008) (defended federal regulatory agency against separation-of-powers challenge); *United States v. Rasberry*, No. 05-50190 (5th Cir.) (as court-appointed appellate counsel, wrote brief resulting in negotiated six-year sentence reduction); *SEC v. Jones*, 476 F. Supp. 2d 374 (S.D.N.Y. 2007) (defended individual from securities fraud claims); *Polymer Dynamics, Inc. v. Bayer Corp.*, 341 F. App’x 771 (3d Cir. 2009) (wrote briefs in cross-appeals from jury verdict); and *United States v. Davis*, No. 06-193 (D.D.C.) (second-chaired defense in criminal bank fraud trial; conviction subsequently reversed based on objections raised at trial).
- 2004 – 2005 **Law Clerk to the Honorable Sandra Day O’Connor**, Supreme Court of the United States.
- 2003 – 2004 **Associate**, O’Melveny & Myers LLP (Washington, D.C.). Litigation in federal and state courts, in cases including *Pliler v. Ford*, 542 U.S. 225 (2004) (amicus brief on behalf of National Association of Criminal Defense Lawyers).
- 2002 – 2003 **Law Clerk to the Honorable Merrick B. Garland**, U.S. Court of Appeals for the D.C. Circuit.
- Summer, 2001 **Summer Associate**, Mayer, Brown & Platt LLP (Chicago, Illinois), and Jenner & Block LLP (Washington, D.C.).
- 1997 – 1999 **Case Assistant**, Goodwin, Procter & Hoar LLP (Boston, Massachusetts).
- 1996 – 1997 **Deputy Campaign Manager**, Committee to Elect Martha Coakley (Boston, Massachusetts).

## **Education**

- 1999 – 2002 **Stanford Law School** (Palo Alto, California). J.D. 2002.
- Graduated first in class, Order of the Coif, and with distinction. GPA: 3.98.
  - First Year Prize, Second Year Prize, and Nathan Abbott Prize. Belcher Prize in Evidence.
  - Executive Editor, *Stanford Law Review*. Wrote student note: *Commerce Clause Questions After Morrison: Notes on the New Formalism and the New Realism*, 55 STAN. L. REV. 571 (2002).
  - Research and Teaching Assistant to Dean Kathleen Sullivan. Research Assistant to Professor Deborah Rhode.
  - Member, university-wide disciplinary panel. Volunteer, East Palo Alto Community Law Center.
  - Violin and chamber music studies with members of the St. Lawrence String Quartet. Recipient, Brest-LaFollette-Culley music scholarship.
- 1992 – 1996 **Amherst College** (Amherst, Massachusetts). A.B. 1996.
- Graduated *magna cum laude*, Phi Beta Kappa. Interdisciplinary major in Theories of Politics and Literature. Honors thesis: “Political Understandings: An Essay on Reason, Interpretation, and Consensus.” Crowell and Billings Latin Prizes. Member, Amherst College Orchestra and Amherst College Water Polo.

## Selected Presentations

- Panelist, *Litigation Update – Part 2*, Attorney General Alliance (Online: July 28, 2020).
- Presenter, *Oral Advocacy in State and Federal Appellate Courts*, California Department of Justice (San Diego and Oakland: September 24 and October 3, 2019).
- Speaker at brown-bag lunch for U.C. Hastings students interested in public and government service (San Francisco: February 26, 2019).
- Moderator, *New Developments for Federal Litigators*, California Lawyers Association Litigation Summit (San Francisco: October 5, 2018).
- Panelist, *Preview of 2017 U.S. Supreme Court Term*, Bar Association of San Francisco (San Francisco: October 10, 2017).
- Presenter, *Review Granted: Now What? Writing Effective Merits Briefs for the California Supreme Court*, California Department of Justice (San Francisco and San Diego: August 17 & 22, 2017).
- Panelist, *U.S. Supreme Court: Review of 2015 Term and Preview of 2016 Term*, Contra Costa Bar Association (Walnut Creek: November 18, 2016).
- Presenter, *Discretionary Review and Policymaking Courts*, California Department of Justice (San Francisco, Oakland, and Sacramento: August 16-18, 2016).
- Panelist, *Great Expectations: What Appellate Lawyers Expect from Appellate Judges, and Vice Versa*, American Bar Association Annual Meeting (San Francisco: August 5, 2016).
- Panelist, *California Supreme Court: Looking Back and Looking Forward*, Bar Association of San Francisco (San Francisco: April 27, 2016).

## Other

- Member, American Constitution Society, Bar Association of San Francisco, California Lawyers Association Litigation Section, Contra Costa County Bar Association, Federal Bar Association, and Jewish Bar Association of San Francisco. Honorary Member, Commercial Bar Association of England and Wales.
- Member of Executive Committee, Appellate Section of the Bar Association of San Francisco (2015-present); past member (2014-2016), vice-chair (2016-2017), and chair (2017-2018), Committee on Federal Courts of the California State Bar and California Lawyers Association.
- Member, Edward J. McFetridge Inn of Court (San Francisco); past member, Los Angeles Criminal Justice Inn of Court (2012-2014), Edward Bennett Williams Inn of Court (2009-2011), and American Inns of Court Temple Bar Scholarship Committee (2013); Temple Bar Scholar (London: 2005).
- Trial-advocacy training through the National Institute for Trial Advocacy (NITA) and the U.S. Department of Justice National Advocacy Center (NAC).
- Personal interests include violin and chamber music, history, and literature.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 11/08/2021

**Subject:** RECOMMENDATION FOR APPOINTMENTS TO THE HAZARDOUS MATERIALS COMMISSION

**Submitted For:** Anna Roth, Health Services Director

**Department:** Health Services

**Referral No.:** IOC 21/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Michael Kent, Ex Asst to Hazmat  
Commission

**Contact:** Michael Kent (925)  
313-6712

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### **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 to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on Board referrals.

### **Referral Update:**

The term of Business seat #2 and its alternate will expire on December 31, 2021. The bylaws of the Commission provide that Business seat #2 and its alternate be nominated by the Industrial Association of Contra Costa County, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Industrial Association of Contra Costa County has nominated Mark Hughes for Business seat #2 and Amy McTigue as the Business seat #2 Alternate. Their applications and letter of support are attached. The terms for these seats will expire on December 31, 2025.

The term of the Environmental Engineer Seat and its alternate will expire on December 31, 2021.

The bylaws of the Commission provide for one representative of environmental engineering firms located in Contra Costa County, nominated by such firms, screened by the Internal Operations Committee, and appointed by the Board of Supervisors. Advertisements for the upcoming expired seats were promoted via the County's Web site, social media and other venues for five weeks. The Commission received two applications. The Commission recommends re-appointing George Smith for the Environmental Engineer seat and Ron Chinn for the Environmental Engineer alternate seat. Their applications are attached. The terms for these seats will expire on December 31, 2025.

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

RECOMMEND to the Board of Supervisors the appointment of Mark Hughes to the Business #2 seat and Amy McTigue to the Business #2 Alternate seat, and reappointing George Smith to the Environmental Engineer seat and Ron Chinn to the Environmental Engineer Alternate seat on the Hazardous Materials Commission, all to terms that will expire on December 31, 2025.

**Fiscal Impact (if any):**

None.

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**Attachments**

Media Release HazMat Env Engineer

Media Release HazMat Env Engineer Alternate

IACCC Letter of Recommendation

Application Mark Hughes HazMat

Application Amy McTigue HazMat

Application George Smith HazMat

Application Ron Chinn HazMat

**Minutes Attachments**

*No file(s) attached.*

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**\*\* 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 an **Environmental Engineer Seat**.

You may apply if you ...

- are nominated by an environmental engineering organization or firm;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues; and
- can commit to regular attendance at monthly 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 14 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) 250-3227 or [mkent@cchealth.org](mailto:mkent@cchealth.org)

Applications may also be obtained from the Clerk of the Board located at 1025 Escobar Street 1<sup>st</sup> Floor, Martinez CA 94553.

You may also submit an application by mail, e-mail or on-line:

<https://ca-contracostacounty3.civicplus.com/3418/Appointed-Bodies-Committees-Commissionshttp://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

**Filing Date: Applications must be received by August 31, 2021 and be submitted to the Clerk of the Board.**

**Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on September 10, 2021 on Zoom.**

*Members: Fred Glueck – Chair, Jonathan Bash, Marielle Boortz, Don Bristol, Ken Carlson, Audrey Comeaux, Sara Gurdian, Mark Hughes, Steve Linsley, Jim Payne, Gabe Quinto, Mark Ross, George Smith,*

**597 Center Avenue, Suite 110, Martinez CA 94553, (925) 250-3227, [mkent@cchealth.org](mailto:mkent@cchealth.org)**

**\*\* 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 an **Environmental Engineer Alternate Seat**.

You may apply if you ...

- are nominated by an environmental engineering organization or firm;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues; and
- can commit to attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable.

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 14 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) 250-3227 or [mkent@cchealth.org](mailto:mkent@cchealth.org)

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**597 Center Avenue, Suite 110, Martinez CA 94553, (925) 250-3227, [mkent@cchealth.org](mailto:mkent@cchealth.org)**



Contra Costa County Board of Supervisors  
1025 Escobar Street  
Martinez, CA 94553

September 29, 2021

Contra Costa County Board of Supervisors,

The Industrial Association of Contra Costa County is recommending Mark Hughes to serve on the Hazardous Materials Commission, Business Seat #2, and Amy McTigue as his Alternate.

Mark Hughes has served on the Hazardous Materials Commission since 2019, and Amy has served as his Alternate for the past 7 months. Attached are Commission applications and resumes for both Mark and Amy.

I appreciate your consideration. Please let me know if you have any questions.

Peter McGaw  
President  
Industrial Association of Contra Costa County



# Contra Costa County

**Print Form**

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

## **BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

<b>First Name</b> Mark	<b>Middle Initial</b> C.	<b>Last Name</b> Hughes		
<b>Home Address - Street</b>	<b>City</b> Benicia	<b>State</b> CA	<b>Postal Code</b> 94510	
<b>Primary Phone (best number to reach you)</b>	<b>Email Address</b>			
<b>Resident of Supervisorial District</b> (if out of County, please enter N/A): NA <a href="#">District Locator Tool</a>				
<b>Do you work in Contra Costa County?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, in which District do you work?</b> ALL				
<b>Current Employer</b> Industrial Association	<b>Job Title</b> Industrial Association	<b>Length of Employment</b> 2 years, 9 months		
<b>How long have you lived or worked in Contra Costa County?</b> 2 years, 9 m				

<b>Board, Committee, or Commission</b> Hazardous Materials Commission	<b>Seat Name</b> Business Seat #2
<b>Have you ever attended a meeting of the advisory board for which you are applying?</b>	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, how many?</b> Approximately 35	

## **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	Degree Type/ Course of Study/Major	Degree Awarded	
University of San Francisco	B.S. Business Economics	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Golden Gate University	MBA, Human Resources Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Occupational Licenses Completed:**

<b>Other Trainings Completed:</b>	Stanford University's Executive	<b>Certificate Awarded for Training?</b>	
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Do you have any obligations that might affect your attendance at scheduled meetings?**  Yes  No

If Yes, please explain:

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**  Yes  No

**Are you a veteran of the U.S. Armed Forces?**  Yes  No



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

I have served on the Hazardous Materials Commission for the past 3 years. As the Executive Director of the Industrial Association of Contra Costa County, I am able to actively participate in the discussions on various topics, and provide a perspective from the business/industrial sector of the County.

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

\* I have served on the Hazardous Materials Commission for the past 3 years.  
\* I served for 13 years on the Benicia City Council  
\* As the Executive Director of the Industrial Association of Contra Costa County, I am well connected to the businesses in Contra Costa County.

**I am including my resume with this application:**

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Hazardous Materials Commission

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

\* Hazardous Materials Commission, Contra Costa County - 2019-Present  
\* Benicia City Council - 2005-2018  
\* Benicia Parks & Recreation Commission - 1993-2005

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 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 2021/234, 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: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



# Contra Costa County

**Print Form**

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

<b>First Name</b> Amy	<b>Middle Initial</b> E	<b>Last Name</b> McTigue		
<b>Home Address - Street</b> [ ]	<b>City</b> Lafayette	<b>State</b> CA	<b>Postal Code</b> 94549	
<b>Primary Phone (best number to reach you)</b> [ ]	<b>Email Address</b> [ ]			
<b>Resident of Supervisorial District</b> (if out of County, please enter N/A): 2 <a href="#">District Locator Tool</a>				
<b>Do you work in Contra Costa County?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, in which District do you work?</b> 4				
<b>Current Employer</b> Principal Engineer	<b>Job Title</b> Principal Engineer	<b>Length of Employment</b> 30 years		
<b>How long have you lived or worked in Contra Costa County?</b> 31 years				

<b>Board, Committee, or Commission</b> Hazardous Materials Commission	<b>Seat Name</b> Business Seat 2 Alternate - Industrial Association
<b>Have you ever attended a meeting of the advisory board for which you are applying?</b>	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, how many?</b> ~5	

## 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	Degree Type/ Course of Study/Major	Degree Awarded	
University of California, Irvine	Civil Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of California, Berkeley	Geotechnical Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Occupational Licenses Completed:** Professional Civil Engineer, California

<b>Other Trainings Completed:</b>	40 hour HAZWOPER	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Annual 8 hour HAZWOPER refereshers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Do you have any obligations that might affect your attendance at scheduled meetings?**  Yes  No

If Yes, please explain: I work full time, but can usually work around the scheduled meeting times.

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**  Yes  No

**Are you a veteran of the U.S. Armed Forces?**  Yes  No

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

I have lived and worked in Contra Costa County for over 30 years. My career has been as an environmental consultant working on many different types of contaminated land projects. So this committee aligns well with my interests and experience. As a Board member for the IACCC, I have been involved with many issues that impact Contra Costa County's industrial manufacturing community. I have served on the hazardous materials commission since March 2021, and I would like to continue to participate on the commission and learn more about hazardous waste issues that arise in Contra Costa County.

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

I am a licensed civil engineer working for Stantec in Walnut Creek, California. I have worked as an environmental consultant for 31 years in Contra Costa County. I currently manage Stantec's remediation practice in Northern California. I have held HAZWOPER certification for my entire career, and I have supported industrial, municipal and federal clients with many different types of contaminated land issues, including hazardous waste sites. I have participated on the Board of the Industrial Association of Contra Costa County for over 4 years, working with local manufacturers. I have been serving in the alternate seat for the IACCC on the Hazardous Materials Commission since March 2021. My resume is attached and includes additional information about my specific experience.

**I am including my resume with this application:**

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Hazardous Materials Commission - Business Seat 2 (alternate)

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

I have served on the Hazardous Materials Commission, Business Seat 2 (alternate) since March 2021. I have been a board member for the Industrial Association of Contra Costa County for the past 4 years, representing Stantec (a consulting firm with an office in Walnut Creek, CA). I have been involved with Girl Scouts for 13 years as a troop co-op leader, assistant leader, and in various other roles. I was involved with Boy Scouts and Cub Scouts for about 12 years in various positions including secretary and merit badge leader for the boy scout troop, but this volunteer role ended about 5 years ago. I have periodically volunteered at the Contra Costa County Food Bank.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

See attached page for details.

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:

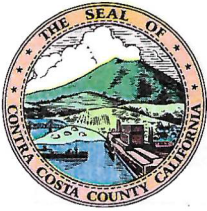
9/29/2021

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at  
ClerkofTheBoard@cob.cccounty.us*

### **Important Information**

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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.
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Contra  
Costa  
County

**Print Form**

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Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

First Name GEORGE Middle Initial B Last Name SMITH

Home Address - Street \_\_\_\_\_ City WALNUT CREEK State CA Postal Code 94596

Primary Phone (best number to reach you) \_\_\_\_\_ Email Address \_\_\_\_\_

Resident of Supervisorial District (if out of County, please enter N/A): 2

Do you work in Contra Costa County?  Yes  No If Yes, in which District do you work? 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	Degree Type/Course of Study/Major	Degree Awarded	
<u>HARVARD UNIVERSITY</u>	<u>MASTERS BUSINESS ADMIN.</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>UNIVERSITY OF ARKANSAS</u>	<u>B.S. CHEMICAL ENGINEERING</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: \_\_\_\_\_ Certificate Awarded for Training?  
 Yes  No

Board, Commission, or Committee HAZARDOUS MATERIALS COMMISSION Seat Name ENVIRONMENTAL ENGINEER

Have you ever attended a meeting of the advisory board for which you are applying?  
Please check one:  Yes  No If Yes, how many? 150 over 16 YEARS.

Please explain why you would like to serve on this particular board, committee, or commission. (2005)

I WORKED FOR OVER 30 YEARS AS A ENVIRONMENTAL ENGINEER/ MANAGER FOR CONSULTING/ENGINEERING COMPANIES IN CONTRA COSTA COUNTY. I HAVE A PASSION FOR A HEALTHY, CLEAN ENVIRONMENT AND QUALITY OF LIFE FOR THOSE WHO RESIDE IN CONTRA COSTA COUNTY.

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

I HAVE SERVED ON THE HAZARDOUS MATERIALS COMMISSION SINCE JANUARY, 2005. I SERVED AS THE CHAIRPERSON FOR THE COMMISSION FROM 2012 TO 2021. I WAS ORIGINALLY SELECTED FOR THE ENVIRONMENTAL ENGINEER SEAT.

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

HAZARDOUS MATERIALS COMMISSION

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

I AM THE COMMITTEE CHAIR FOR THE SENIORS PROGRAM (AGE 75+) AT COMMUNITY PRESBYTERIAN CHURCH. WE SERVE THE SENIORS, WHO ARE OFTEN LONELY AND IN POOR HEALTH.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234).

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 appointment, or commission in Contra Costa County.

Signed:

Date:

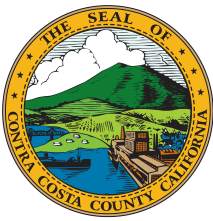
8/27/21

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Contra  
Costa  
County

Print Form

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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name** 
**Middle Initial** 
**Last Name**

**Home Address - Street** 
**City** 
**State** 
**Postal Code**

**Primary Phone (best number to reach you)** 
**Email Address**

**Resident of Supervisorial District** (if out of County, please enter N/A):

**Do you work in Contra Costa County?**  Yes  No
 **If Yes, in which District do you work?**

**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	Degree Type/Course of Study/Major	Degree Awarded	
University of Arizona	BS Civil / Environmental Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Training Completed:** 
**Certificate Awarded for Training?**  
 Yes  No

**Board, Commission, or Committee** 
**Seat Name**

**Have you ever attended a meeting of the advisory board for which you are applying?**  
 Please check one:  Yes  No
 **If Yes, how many?**

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

As a long standing member of the Hazardous Materials Commission, and I believe that it is important to lend the expertise and knowledge that I have developed over the years as an environmental engineer in order to help inform the County and facilitate the decision making processes. I believe that my expertise can contribute to the safety and wellbeing of the members of the community, and help to balance the needs and demands of industry with the safety and prosperity of all demographics within the County.

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

I am the President and CEO of Innovex Environmental Management, Inc., headquartered in Concord, California. Innovex primarily focuses on the investigation and remediation of contaminants in soil and groundwater, with clients including individual gasoline service stations and dry cleaners, major oil companies, public utilities, and the US Navy. Personally, I hold the following certifications & licenses: Professional Engineer, Professional Project Manager, Certified Hazardous Materials Manager, and Associate Safety Professional. Additionally, I hold multiple certifications in asbestos abatement and investigation, as well as a California Contractor's License (Class A - Engineering).

**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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Hazardous Materials Commission

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

Multiple Task Forces, State Water Resource Control Board

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234).

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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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: September 17, 2021

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 11/08/2021

**Subject:** 2021 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** N/A

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

**Contact:** Julie DiMaggio Enea (925) 655-2056

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#### **Referral History:**

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

#### **Referral Update:**

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2021 and recommending matters for referral to the 2022 Committee.

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

REVIEW the Committee's work for 2021 and identify issues to be referred to the 2022 Internal Operations Committee

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

DRAFT 2021 IOC Year-End Report

#### **Minutes Attachments**

*No file(s) attached.*

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To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: November 23, 2021



Contra  
Costa  
County

Subject: 2021 YEAR-END REPORT ON INTERNAL OPERATIONS COMMITTEE REFERRALS  
AND THEIR DISPOSITION

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**RECOMMENDATION(S):**

1. ACCEPT the 2021 Annual Report of the Internal Operations Committee of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. CONTINUE the following referrals 2022 IOC: (1) Small Business Enterprise (SBE) and Outreach Programs, (2) County Financial Audit Program, (3) Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles, (4) Local Bid Preference Program, (5) Advisory Body Recruitment, (6) Process for Allocation of Propagation Funds by the Fish and Wildlife Committee, (7) Advisory Body Triennial Review, and (8) Animal Benefit Fund Review.
4. TERMINATE the following referrals: (9) Language Interpretation Services for Public Meetings, (10) Cut the Commute Challenge, (11) Mental Health Commission Bylaws Changes, (12) Anti-Nepotism Policy Revisions, (13) Advisory Body Application Form Review and Update, and (14) Affordable Housing Finance Committee Bylaws Changes.

DRAFT

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/23/2021**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 23, 2021

Contact: Julie DiMaggio Enea  
(925) 655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

None.

BACKGROUND:

The 2021 Internal Operations Committee (IOC) was composed by Supervisor Candace Andersen, who served as Chair, and Supervisor Diane Burgis, who served as Vice Chair. During 2021, the Internal Operations Committee (IOC) met eight times, worked on 14 referrals, made 13 reports to the Board, interviewed candidates and made recommendations to fill 15 seats for certain advisory bodies whose composition requirements must be monitored.

Our Committee appreciates the time and effort taken by the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

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, 2020 through June 30, 2021, and reported out to the Board of Supervisors on September 21 and October 19, 2021. This is a standing referral. **REFER**

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 its 2020 audit work and proposed 2021 Audit Schedule to the IOC on February 8, 2021, which the IOC accepted and approved, and reported to the Board on March 2, 2021. This is a standing referral. **REFER**

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 2019/20 fleet report on March 9, 2021 and reported out to the Board of Supervisors on March 23, 2021. This is a standing referral. **REFER**

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, 2020 through June 30, 2021, and reported out to the Board of Supervisors on September 21 and October 19, 2021. This is a standing referral. **REFER**

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 Committee, 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 2021, the IOC submitted recommendations to the Board of Supervisors to fill 15 vacant seats on various committees and commissions. The IOC interviewed individuals for seats on the Affordable Housing Finance Committee, County Connection CAC, and the Advisory Fire Commission to the Contra Costa Fire Protection District.

In 2022, the IOC will need to recruit and interview for the East Bay Regional Parks District Citizens Advisory Committee, Retirement Board, Fish & Wildlife Committee, Integrated Pest Management Committee, Local Enforcement Agency Independent Hearing Panel (Solid Waste), Law Library Board of Trustees, Planning Commission, Treasury Oversight Committee, and the Contra Costa Fire Protection District Advisory Fire Commission. This is a standing referral. **REFER**

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 12, 2021, the IOC received a report from DCD proposing, on behalf of the FWC, the 2021 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and recommended grant awards for seven projects totaling \$60,831, which the Board of Supervisors unanimously approved on April 20, 2021. This is a standing referral. **REFER**

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 first phase report of the current Triennial Review Cycle was completed on March 8, 2021 and reported out to the Board on March 23, 2021. This is a standing referral. **REFER**

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 11, 2021, the IOC received the fifth annual report on the Animal Benefit Fund covering FY 2020/21 and reported to the Board on October 19, 2021. This is a standing referral. **REFER**

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. On March 8, 2021, the IOC received an extensive report from the Clerk of the Board on language interpretation and closed captioning services, and subsequently made to the Board related recommendations which, on March 23, 2021, the Board approved. **TERMINATE**

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 particular 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 was, at the time of the referral, engaged in negotiations with the Labor Coalition on a Remote Work Policy. The IOC provided the Board with a status report on May 18, 2021 outlining the many other employer and public service programs provided by the County to encourage alternatives to the daily commute, as well as ongoing community planning for such alternatives. The County in August 2021 adopted a Remote Work Policy that provides opportunities for remote work arrangements at the discretion of County department heads, but does not contain specific goals as suggested by the BAAQMD challenge. **TERMINATE**

11. Mental Health Commission Bylaws Changes. In the early spring of 2021, the Executive Committee of the Mental Health Commission (MHC) discussed the fact that its Bylaws were not consistent with the current practices of how members of the Board of Supervisors appoint Mental Health Commissioners. The Internal Operations Committee discussed the proposed amendments at its regular July and September meetings and made additional changes to the amendments proposed by the MHC. Following several meetings at which the appointment process was further examined and discussed, the IOC recommended to the Board changes to the MHC bylaws pertaining to meeting attendance and member recruitment and selection, which the board approved on September 21, 2021. **TERMINATE**

12. Anti-Nepotism Policy Revisions. Ten years ago, the Board adopted an anti-nepotism / anti-favoritism policy. The Internal Operations Committee reviewed the policy at its regular meeting on July 12, 2021. The Committee determined that the 2011 policy was too restrictive and was unnecessarily limited the applicant pool for County advisory bodies. The IOC recommended narrowing the exclusions in the policy and the Board, by Resolution No. 2021/234 adopted the modifications. **TERMINATE**

13. Advisory Body Application Form Review and Update. The Clerk of the Board, on August 4, received a request to add back the job experience portion of the advisory body application form and to harmonize the PDF and Online application forms. Upon review and consideration, the IOC directed the Clerk of the Board to modify the advisory body application form to additionally capture current employer, job title and length of employment; relevant occupational licenses possessed by the applicant; if the applicant is a veteran of the U.S. Armed Forces; how long the applicant has resided/worked in Contra Costa County; and whether or not the applicant has any obligations that might affect his/her attendance at scheduled meetings. **TERMINATE**

14. Affordable Housing Finance Committee Bylaws Changes. In October 2020, the Internal Operation Committee (IOC) received an update on Affordable Housing Finance Committee's membership status and directed staff to report back with draft bylaws that better aligned membership categories with affordable housing finance experience. On March 2, 2021, the IOC recommended to the Board, and the Board approved, AHFC bylaws designating a Committee of seven members representing cities, the County, and the community at large, with membership predicated on experience in the field of affordable housing

finance, design, development, or property management (whether retired or active). **TERMINATE**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2022.

DRAFT