

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 12, 2022

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

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

Attendees: Nilofar Gardezi representing Leshar Foundation; Jason Chan, Sr. Deputy CAO; Jami Morritt, Chief Asst Clerk of the Board; Lawrence Kohl; Alicia Nuchols; Marija representing Town of Danville; Lauren Hull; Rick Stein representing Arts Orange County; Jill Ray, District II Supv Office; Darien Key; Jenny Balisle representing ArtsCCC; Unidentified Caller 1; Unidentified Caller 2; Ben Miyaji; Margot Melcon; Lara DeLaney, Sr. Deputy CAO

1. Introductions

***Chair Burgis called the meeting to order at 10:30 a.m.***

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 July 11, 2022 IOC meeting.

***The Committee approved the record of action for the July 11, 2022 meeting as presented.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

4. INTERVIEW Darien Key and CONSIDER recommending to the Board of Supervisors the appointment of Mr. Key to the Local Enforcement Agency Independent Hearing Panel to a term that will expire on March 31, 2026.

***The Committee interviewed Darien Key for the Public at Large seat and after verifying that Mr. Key had no conflicts of interest between his employment and the hearing panel, approved his nomination for the vacant seat. Staff was directed to forward the nomination to the Board of Supervisors.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

5. RECOMMEND to the Board of Supervisors the establishment of an Ad Hoc Arts Council Steering Committee; RECOMMEND to the Board of Supervisors the membership composition of the Ad Hoc Arts Council Steering Committee; and PROVIDE directions to staff regarding the recruitment process for appointing members to the Ad Hoc Arts Council Steering Committee.

***Lara DeLaney presented the staff report and options and noted written public comment submitted by Jenny Balisle. The following individuals commented:***

- ***Caller 1, who supports the arts initiative but was concerned that it would be used to promote political agendas.***
- ***Lawrence Kohl, who expressed support for the staff recommendation.***
- ***Nilofar Gardezi who said that the myriad arts throughout our diverse county need public support, networking capability, and a place to showcase their art.***
- ***Rick Stein, who considered it a privilege to have been selected to work with Contra Costa County on this process, and is eager to bring his organization's expertise to bear.***

***The Committee approved proceeding to the Board of Supervisors with the formation of an Ad Hoc Arts Council Steering Committee, as proposed, and supported a three-week recruitment period for Steering Committee members.***

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

6. The next meeting is currently scheduled for October 10, 2022.
7. Adjourn

***Chair Burgis adjourned the meeting at 10:56 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

3.

**Meeting Date:** 09/12/2022  
**Subject:** RECORD OF ACTION FOR THE JULY 11, 2022 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 July 11, 2022 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the July 11, 2022 IOC meeting.

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

None.

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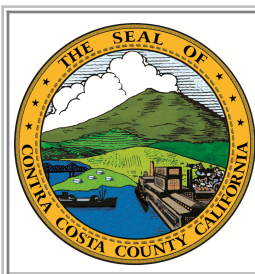
#### **Attachments**

DRAFT Record of Action IOC 7-11-22

#### **Minutes Attachments**

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 11, 2022

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

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

Attendees: Ann Elliott, Human Resources Director; Gigi Crowder; Paul Reyes, Sr. Deputy CAO; Melvin Russell, Probation Dept.; David Twa; Dawn Morrow, District III Supv Office; Jill Ray, District II Supv Office; Colleen Awad; Michael Kent, Health Services Dept.; Jo-Anne Linares, Health Services Dept.; Gail McPartland, Library Dept.; Patrice Guillory, Probation Dept. (ORJ); Brian ?; Jason Chan, Sr. Deputy CAO; Unidentified Caller 1; Diana Becton, District Attorney; Deidra Dingman, DCD; Erika Jenssen, Health Services Dept.; Lara DeLaney, Sr. Deputy CAO

DRAFT

1. Introductions

*Chair Burgis called the meeting to order at 10:32 a.m.*

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 June 16, 2022 Special IOC meeting.

*The Committee approved the Record of Action from the June 16, 2022 special IOC meeting as presented.*

AYE: Chair Diane Burgis  
Vice Chair Candace Andersen

4. APPROVE recommendation to the Board of Supervisors to appoint Brian Oftedal to the At Large #2 seat and Susanna Thompson to the Alternate #3 seat of the Contra Costa County Fire Protection District Advisory Fire Commission to four year terms ending on June 30, 2026.

*Chair Burgis introduced the item and she and staff indicated that the matter was relisted from the prior meeting agenda to permit an opportunity for public comment, since technical issues may have prevented some public comment on this item at the prior meeting.*

*Vice Chair Andersen raised a related issue about the desired role of AFC Alternates and said she would recommend to the BOS on July 12, 2022 that the AFC Bylaws be modified to reflect that*

*Alternate members shall be able to fully participate in AFC discussions but will only be permitted to vote in the absence of a regular member, and on a rotating basis to be established by the AFC.*

*An unidentified caller commented that all of the candidates appeared to be well qualified.*

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

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

5. RECOMMEND to the Board of Supervisors appointment of Jack Bean to the General Public Alternate seat to complete the current term that will expire on December 31, 2023 and Maureen Brennan to the Environmental Justice seat to complete the current term that will expire on December 31, 2024 on the Hazardous Materials Commission.

*Chair Burgis introduced the item. Michael Kent described the outreach that was conducted to recruit applicants and also confirmed that Alternates are encouraged to fully participate in meeting discussions.*

*Chair Burgis encouraged prospective advisory body members to attend meetings of the advisory bodies to gain a better understanding of the commitment necessary.*

*An unidentified caller commented that the HazMat Commission seemed to be heavily regulated by Supervisor Gioia because of his District, and requested public disclosure if there were any connections between the applicants and the Supervisor or connections between applicants and specific political objectives.*

*Vice Chair Andersen thanked the HazMat Commission for vetting applicants and noted that the County's application process seeks to identify potential conflicts of interest, whether financial or familial. Michael Kent commented that HazMat Commission seats have specific eligibility requirements and applicants are reviewed closely in terms of the eligibility requirements. It is not uncommon for one or more County Supervisors to know or have interacted with prospective advisory body applicants.*

*The Committee unanimously approved the recommended appointments and directed staff to forward the recommendation to the Board of Supervisors.*

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

6. PROVIDE direction to staff following Advisory Body Review of the Racial Justice Oversight Body.

*Paul Reyes provided background on the RJOB and RJTF. He then identified four issues that were hindering the RJOB: (1) the existing RJOB charge is vague; (2) staff support is insufficient to the RJOB's needs; (3) RJOB subcommittees are self-forming and, therefore, not always balanced; and (4) there is high interest in participation and no term limits.*

*Vice Chair Andersen commented that much of the work currently undertaken by the RJOB and Probation, as support to the RJOB, is meant to be shifted to the ORESJ, once established. She said the BOS had set aside funding for the ORESJ, conducted a series of listening sessions, asked about the timeline for establishing the ORESJ, and noted that the BOS had not received a status update for a couple of years. She sees the ORESJ as bringing together the many interrelated issues that are being presently worked on in silos. She prefers to continue to define the RJOB mission broadly so as not to constrain the RJOB. She prefers to maintain a diverse range of community and County members, but said that the number of subcommittees could be limited in number, membership, and required to be balanced. She prefers not to have term limits.*

*She recognized the Probation Department's limited ability to compel data collection and reporting by non-County agencies -- another reason for hastening the establishment of the ORESJ.*

*Chair Burgis observed the importance of meeting attendance to achieve a quorum. She thought that term limits might be counterproductive since it can take years for community members to acquire the body of knowledge about the issues that County officials readily have. She likewise prefers to keep the RJOB charge broad so as not to limit public input, but suggested that the RJOB voluntarily select a few issues to focus on over the next two years -- in other words, focus its efforts within its resources and make a two-year work plan.*

*Patrice Guillory agreed that it would be more productive for the RJOB to prioritize and focus on a limited set of issues rather than try to work on all issues at once. She said that narrowing the charge of the RJOB, particularly at the subcommittee level, could help the RJOB prioritize its work within the resources allocated to support the work. She supports the TJTF policy recommendations but believes that the actions needed to research, analyze, develop and implement program and policy changes require more resources than are currently dedicated to the RJOB and that many such activities may be beyond the authority or jurisdiction of the RJOB and even the County. She said that some of the subcommittees are not balanced between county and community membership. She suggested that a planning consultant might help facilitate development of a strategic work plan consistent with allocated resources.*

*Erika Jenssen mentioned the Health Services Dept Equity Officer and the importance of the various linkages between data and programs. She is looking forward to the advent of the ORESJ as a clearinghouse for these linkages.*

*An unidentified caller commented that she judges people by their character rather than skin color and believes that this program isn't going to protect a certain race over other races -- and that we have a very diverse community, not just black/white. She said we need to see beyond the narrative that racial injustice is just a black/white issue. She advocates for counseling or plea deals for first offenders to give these offenders a chance to learn coping skills and self-regulate. She said Andrew Hall should not have been convicted as he was trying to protect the public welfare. She said she could support the County's ORESJ program if it was personal character-rather than race-based.*

*Vice Chair Andersen commented that we need to examine how help the RJOB be effective in its charge, and may need to modify the bylaws to provide better representation on the subcommittees, to modify the charge of the committee to remove mandate language (such as must and shall) if activities are beyond the authority of the RJOB and/or County. She discouraged narrowing the RJOB charge significantly because that could undermine outreach currently underway relative to the creation of the ORESJ. She sees the ORESJ being organized under the County Administrator's Office rather than under Probation. She is not inclined to set term limits but said we should monitor member participation and replace members who do not regularly participate.*

*Lara DeLaney reported that the BOS can expect to receive a status report on the creation of the ORESJ in September, and then staffing would need to be determined and recruitment conducted so, if fast-tracked, the ORESJ might be established in the early part of 2023. Recommendations may include more emphasis on contract consultants than County staff.*

*Chair Burgis suggested that we change the name of the seats designated for Criminal Justice Involved individuals to remove any stigma. The eligibility requirement can be maintained but the seat name can be modified, as we did for certain seats on the Mental Health Commission.*

*Paul Reyes said he will work with ORJ to modify the RJOB bylaws for IOC consideration at a future date.*

7. RECEIVE presentation from the Human Resources Director about options for quickly filling key permanent staff vacancies.

Ann Elliott presented the staff report, reviewing the recent challenges the County has faced in staff attrition and hiring, contrasting the hiring experience between entry level positions and high-level positions. She said that the County has lately been seeing many people at the beginning of their careers and the end of their careers but not many in between who have the minimum requisite knowledge, skills and experience to transition to higher level roles. She also noted an increasing number of private sector candidates, which presents learning curve challenges and also a misalignment of job expectations. Overall, we are seeing a significant decrease in the number of applications received and the frequency of "ghosting", where applicants do not respond to invitations to interview for jobs. The time elapsed between application submittal and invitation to interview will vary depending on the type of recruitment, and the time period likely impacts the level of applicant response. Public sector agencies cannot be as agile as private sector agencies due to the many due process requirements applicable to public agencies. Also, for recruitments that incorporate testing in addition to interviews, it is not practical or efficient to test individually. Tests are generally conducted in batches/groups after a deadline has been set, and this may also add time between application submittal and invitation to test/interview. Time elapsed could be several weeks, during which time applicants find other employment.

Vice Chair Andersen contrasted the County's practice with the private sector, which in many instances will contact a new applicant in 2-3 days.

Ann summarized the initial recruitment steps: open/filing period, minimum qualifications review, notification to applicants, appeal period. If the initial candidate pool is too small, the filing date may be extended in an effort to enlarge the pool, which adds more time between submittal and next steps for early appliers. HR sometimes conducts continuous recruitments that can accelerate the timeline if there is no requirement for testing. She indicated that HR does send an acknowledgement upon receipt of an application but not upon determination of eligibility in terms of meeting the minimum qualifications.

Vice Chair Andersen asked if HR actively scours LinkedIn to find candidates and Ann responded that the volume of County recruitment makes such an effort infeasible. She gave an example of a recruitment that garnered over 600 applicants whose qualifications had to be reviewed by HR staff for eligibility.

Chair Burgis asked if HR did any cross recruitment of applicants, in other words, a candidate qualifications bank that might match an applicant for one job with another job. Ann explained that the only and closest mechanism the County has to matching candidates with appropriate qualifications to an array of job opportunities is the Alternative Certification process, which is subject to very specific rules. She noted that while educational degrees are reasonably easy to evaluate, qualifying experience is not reasonably easy to evaluate for specific jobs. The exam process can reveal if candidates have exaggerated skills and depth of prior training and experience.

Ann explained that County departments are already, by necessity, hiring individuals who do not have the desired knowledge, skills and experience needed for their positions but have the bare minimum qualifications. This increases the learning/training curve for these new hires and adds stress for the hiring department, which has already endured the added pressure of contending with the position vacancy for several months.

Ann reported that the County's retirement age is decreasing, with COVID contributing to that trend. The County has also experienced an uptick in short-notice separations and retirements. Chair Burgis asked if the County has a policy requiring prospective retirees to provide a minimum amount of advanced notice of their retirement in order to be considered for temporary County employment following retirement. Staff advised that PEPRA prohibits any pre-determined rehire arrangements between prospective retirees and the County.

Ann said that succession planning is a strategy to address some of these challenges and the County is working towards offering opportunities to employees to cross train (short of working out of class) and work on projects that involve higher level duties or are in areas outside of their



*normal assignments. It would also behoove the County to involve prospective retirees in developing the transition plans for their job duties.*

*Another strategy that can be employed when enough notice of separation/retirement is provided, is advance recruitment. The risk, however, is that the departing employee may rescind his/her plans and voiding a position vacancy.*

*Ann described some of the tools HR has employed during the last two years to improve and accelerate the hiring process. HireVue is a talent experience platform designed to automate workflows and make hiring easier, improve how employers engage, screen and hire talent with text recruiting, assessments, and video interviewing software HireVue enables candidates to complete their interviews in a recorded session at a time most convenient for the candidate, and enables raters to view the interviews at a time convenient to the rater. HireVue has increased participation all around. HR also uses SkillSurvey, which is an automated reference check program.*

*HR established a Professional and Organizational Development Team to assist County employees with progressing through their career path and stay with the County rather than simply work at the County for 2-3 years as a resume builder. The Team is updating management development program and working with Departments to develop customized training and help new hires navigate the County's onboarding process.*

*Ann said that HR is working on a Countywide onboarding process, pre-boarding process and off-boarding (exit survey) process. Presently, HR receives only anecdotal exit information provided by departments. The Committee agreed that exit survey data is very important for employee retention and labor negotiating.*

*Ann discussed the impact of Remote Work or telecommuting on the County's recruitment efforts. Some positions are not suited for Remote Work but the County will need to continuously review how Remote Work can fit into its service delivery models.*

*Ann is very interested in receiving feedback from the IOC and BOS and considers today's discussion as the first in a series. The Committee appreciates that HR recognizes the challenges and needs of the County and the setting of realistic expectations. Vice Chair Andersen said it would be very helpful to communicate timelines to prospective candidates.*

*An unidentified caller expressed appreciation for the candid staff report and discussion. She asked if it would be possible to offer unpaid internships to high school seniors to expose them to government careers.*

*Chair Burgis confirmed that the County offers paid internship programs for students.*

8. The next meeting is currently scheduled for September 12, 2022.

*Chair Burgis confirmed the next meeting date of September 12, noting the cancelation of the August IOC meeting.*

9. Adjourn

*Chair Burgis adjourned the meeting at 12:30 p.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)

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**Contra Costa County  
Board of Supervisors**

## Subcommittee Report

## INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 09/12/2022

**Subject:** NOMINATION TO THE LOCAL ENFORCEMENT AGENCY INDEPENDENT HEARING  
PANEL

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

**Department:** County Administrator

**Referral No.:** IOC 22/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Julie Enea

**Contact:** Julie DiMaggio Enea 925.655.2056

**Referral History:**

In 1992, the Board of Supervisors, in its capacity as the governing body of the County Local Enforcement Agency, adopted Resolution No. 92/153, which, among other things, appointed the full Board to serve as the hearing panel, a body that implements enforcement and permitting activities at local solid waste facilities, pursuant to a statute that was later repealed. Under current law, hearings regarding the above matters may be conducted by either a hearing officer or by a hearing panel, which may be either (1) a panel of three members of the LEA governing body or (2) an independent three-member panel appointed. (Pub. Resources Code, § 44308.) The Panel will hear matters related to solid waste enforcement, permits, and appeals.

The California Code of Regulations requires the appointment of either an independent hearing panel or hearing officer when in the jurisdiction of the LEA there exists a publicly owned or operated solid waste facility or disposal site. In Contra Costa County, the following jurisdictions own solid waste facilities: City of El Cerrito (Registration Tier Permit Transfer Station), City of Brentwood (Brentwood Transfer Station), City of Martinez (Martinez City Rubbish-closed landfill), City of Richmond (Naval Fuel Depot Pt. Molate-closed landfill), the City of Antioch (Antioch City Landfill-closed landfill), and the California Department of Water Resources (Banks Delta Pumping-closed dump site in Byron). For this reason, CalRecycle recommended that an independent hearing panel be established. CalRecycle also advised that there can be only one LEA hearing panel.

On November 5, 2013, the Board of Supervisors adopted Resolution No. 2013/423, establishing the Contra Costa County Local Enforcement Agency Independent Hearing Panel. The Board, at that time, decided that it would not appoint one of its members to the LEA Hearing Panel and subsequently referred to the IOC the recruitment of three County resident nominees, for BOS consideration, to serve on the panel. As a result of the 2013 recruitment, the Board of Supervisors appointed the first Independent LEA Hearing Panel, composed by Daryl Young, Larry Sweetser (technical expert), and Ana Cortez. Ana Cortez was later replaced by Victoria Smith.

On March 22, 2022, the Board of Supervisors appointed Victoria Smith and Joe Doser to the Panel to terms that will expire on March 31, 2026. The IOC continued recruitment to fill the third and remaining vacancy.

### Referral Update:

Among the specific duties of the County LEA are the permitting of solid waste facilities. Solid waste facilities include solid waste transfer or processing stations, composting facilities, transformation facilities and disposal facilities. The permitting process includes the issuance of solid waste facilities permits as well as the denial, revision, modification, suspension and revocation of permits. The County LEA also performs regular inspections of solid waste facilities. A solid waste facility is required to comply with applicable laws and regulations and the terms and conditions of any solid waste facilities permit issued by the County LEA to the facility. Compliance is usually achieved through inspection reports and compliance schedules. Where violations are found, the County LEA works with affected parties on corrective measures as long as those parties make a good faith effort to comply with the requirements.

Public Resources Code section 44308 governs appointments to the Hearing Panel as follows:

1. No more than one member of the Board of Supervisors shall serve on the Hearing Panel.
2. Members of the Hearing Panel shall be selected for their legal, administrative, or technical abilities in areas relating to solid waste management.
3. At least one member shall be a technical expert with knowledge of solid waste management methods and technology.
4. At least one member shall be a representative of the public at large.
5. A member shall serve for a term of four years and may not serve more than two consecutive terms.

Since its establishment in 2013, the Hearing Panel has met twice in Concord (one hearing, split into two evening sessions).

On July 19, the County received the application (attached) of Darien Key of Pleasant Hill for the Public at Large seat on the LEA Independent Hearing Panel. Mr. Key has served as a public agency/environmental attorney for four years advising on public agency issues such as Brown Act, Conflicts of Interest, SB 1383 (organics recycling, CEQA, and Propositions 218 (property related fees and assessments) and 26 (supermajority vote for new taxes). Mr. Key has been invited to be interviewed by the IOC today for the vacant Public at Large seat on the LEA Independent Hearing Panel.

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

INTERVIEW Darien Key and CONSIDER recommending to the Board of Supervisors the appointment of Mr. Key to the Local Enforcement Agency Independent Hearing Panel to a term that will expire on March 31, 2026.

**Fiscal Impact (if any):**

None.

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**Attachments**

Application Key Darien (LEAIHP) 07-07-22 Redacted

Media Release LEA Independent Hearing Panel

**Minutes Attachments**

*No file(s) attached.*

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Application Form

Profile

Darien	Darien	Key
First Name	Middle Initial	Last Name

Home Address	Suite or Apt
Pleasant Hill	CA
City	State
	Postal Code
	94523

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 4

Adams Broadwell	Attorney
Employer	Job Title

Length of Employment

1.5 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

At home - District 4

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

2.5 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Enforcement Agency Independent Hearing Panel: Submitted

**Seat Name**

Darien Key

**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?**

**Education**

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

☒ High School Diploma

**College/ University A**

**Name of College Attended**

San Diego State University

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

History/ BA

**Degree Awarded?**

☒ Yes ☐ No

**College/ University B**

**Name of College Attended**

University of San Diego School of Law

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

JD

**Degree Awarded?**

☒ Yes ☐ No

**College/ University C**

**Name of College Attended**

Darien Key

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

Darien Darien Key Key

### Degree Awarded?

☐ Yes ☐ No

### Other Trainings & Occupational Licenses

#### Other Training A

#### Certificate Awarded for Training?

☐ Yes ☐ No

#### Other Training B

#### Certificate Awarded for Training?

☐ Yes ☐ No

### Occupational Licenses Completed:

California State Bar License 324353

### Qualifications and Volunteer Experience

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

I have served as a public agency/environmental attorney for 4 years advising on public agency issues such as Brown Act, Conflicts of Interest, SB 1383, CEQA, Prop 218 and 26. This type of work has given me experience with the type of work committees perform and the subject matter they cover.

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

Please see resume

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:**

**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:**

California

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

California

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

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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:**

**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:**

Represent labor unions and community coalitions involved in the construction trade who are occasionally involved with projects which go before the Contra Costa County Planning Commission and BOS. The boards selected should have no conflicts of interest since they do not involve decisions regarding the construction trades



## 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 undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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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.

# DARIEN KEY

Pleasant Hill, 94523 •

## CERTIFICATION

Licensed to Practice in California: State Bar Number 324353

Licensed to Practice in Eastern and Central Districts of California

## EDUCATION

**University of San Diego School of Law**, San Diego, CA

Juris Doctor May 2018

*Honors:* GPA 3.31; CALI Award (Highest Grade) Animal Law and Ocean & Coastal Law;  
Student Leadership Scholarship 2016 – 2018; Sherwood and Janet Roberts Blue  
Memorial Scholarship 2015 – 2018;

*Activities:* Former Editor-In-Chief of Journal of Climate & Energy Law

**San Diego State University**, San Diego, CA

Bachelor of Arts in History with Arabic and Islamic Studies minor, *cum laude*, May 2014

*Honors:* GPA 3.54; Dean's list six consecutive semesters

## EXPERIENCE

**Adams Broadwell, PC**, South San Francisco, CA

*Attorney*

February 2021 – Current

Participated in the administrative process practicing land use and environmental law, including CEQA with various municipalities particularly drafting CEQA comment letters. Participated in the administrative rule-making process before the California Public Utilities Commission. Assisted clients in navigating municipal processes particularly Brown Act, Prop 218, Public Records requests, and conflicts of interest compliance.

**Hanson Bridgett, LLP**, San Francisco, CA

*Attorney*

December 2019 – January 2021

Served as assistant general counsel and special counsel to California special districts, particularly in Brown Act, Prop 218, Public Records requests, and conflicts of interest compliance. Assisted client staff in drafting and managing public procurements and procurements for public works projects. Assisted public entity clients in litigation defense by drafting answers, motions, legal memorandums, and settlements as well as propounding and responding to discovery in California and federal court.

**Klein DeNatale Goldner, LLP**, Bakersfield, CA

*Attorney/Law Clerk*

September 2018 – November 2019

Served as general counsel to California water and sanitary districts, particularly in SGMA, Brown Act, Prop 218, Public Records requests, and conflicts of interest compliance. Drafted and prepared pleadings such as complaints, answers, motions, legal memorandums, and settlements as well as propounded and responded to discovery in California and federal court.

**Environmental Protection Agency**, Washington D.C.

June 2017 – July 2017

*Law Clerk*

Clerked in the Office of Enforcement and Compliance for Safe Drinking Water. Researched and drafted statutory, regulatory, and administrative interpretation memos of the Safe Drinking Water Act and the agency's duty under the Act. Drafted guidance documents for the regulated community to ensure compliance with EPA regulations.

## PUBLICATIONS AND ORGANIZATIONS

American Bar Association, Water Resources Newsletter, [\*Mexican Sewage in American Waters: Who Is Responsible for Fixing the Sewage Crisis?\*](#)

Hanson Bridgett, [\*The Brown Act Finally Meets Social Media\*](#).

Hanson Bridgett, [\*Governor's Executive Order N-42-20 Restricts the Ability of Water Service Providers to Shut Off Water Service\*](#).



## 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**

Monday, January 24, 2022

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

### **Contra Costa County is Seeking Members for the Solid Waste Local Enforcement Agency Independent Hearing Panel**

In 2013, the Contra Costa County Board of Supervisors established an Independent Hearing Panel for the Contra Costa Solid Waste Local Enforcement Agency (LEA). The three-member panel requires two members of the public who reside in Contra Costa County and a technical expert with knowledge of solid waste management, technology, and laws. The Panel will hear matters related to solid waste enforcement, permits, and appeals.

County residents who have an interest in public policy and solid waste management are encouraged to apply for this volunteer opportunity. Panelists receive a stipend of \$50 on those days on which the panel meets. The County Board of Supervisors will appoint to fill three vacancies for a four-year term ending on March 31, 2026.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, February 18, 2022. Applicants should plan to be available for public interviews in Martinez on Monday, March 14, 2022.

For more information about the LEA Independent Hearing Panel, contact Tim Kraus, Contra Costa County Environmental Health, at (925) 608-5549 or [Tim.Kraus@cchealth.org](mailto:Tim.Kraus@cchealth.org).

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/12/2022  
**Subject:** Establishment of an Ad Hoc Arts Council Steering Committee  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 22/12  
**Referral Name:** Arts Council Steering Committee Formation  
**Presenter:** Lara DeLaney, Sr. Deputy CAO      **Contact:** Monica Carlisle (925) 655-2040

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#### **Referral History:**

The Arts and Culture Commission of Contra Costa County (also known as AC5) was established in 1994 to advise the Board of Supervisors in matters and issues relevant to arts and culture; to advance the arts in a way that promoted communication, education, appreciation, and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; and to increase communications and understanding between all citizens through art. Most importantly, the mission of the Commission was to promote arts and culture as a vital element in the quality of life for all citizens of Contra Costa County.

While AC5's work was instrumental in the development and support of numerous vital arts and culture programs and initiatives over the years, the organizational structure was ultimately deemed not as constructive to the mission as a public-private partnership Arts Council could be.

On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county, to serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

On May 3, 2022, County Administration staff issued Request for Qualifications (RFQ) #2205-564 seeking a qualified organization or individual to provide project management and public engagement facilitation services for the purpose of developing a Request for Proposals (RFP) to procure a nonprofit organization to be the designated public-private partner Arts Council for the county. Two responses to RFQ #2205-564 were received by the deadline of Friday, May 27, 2022. A Review Panel consisting of CAO staff and Arts Council representatives from northern California conducted interviews with the respondents. After extensive deliberation and careful consideration by the Review Panel, the Panel recommended the County not award the contract to either of the respondents. Instead, the Review Panel recommended the County revise and release a subsequent RFQ.

On July 29, 2022, County Administration staff issued RFQ #2207-578 seeking a qualified organization to provide project management and community engagement facilitation services for the purposes of conducting a robust and inclusive arts and cultural planning process, leading to the creation of a new Arts & Cultural Master Plan for the county, and working with County Administration staff to develop a Request for Proposals (RFP) for the selection or establishment of a public-private partner Arts Council for the county. A copy of RFQ #2207-578 is included as an attachment. By the deadline of August 22, 2022, two responses to RFQ #2207-578 were received. The Review Panel conducted interviews with the two respondents on August 29, 2022 and recommended that Arts Orange County be awarded the \$75,000 contract.

On August 2, 2022, the Board of Supervisors referred to the Internal Operations Committee the establishment of an Ad Hoc Arts Council Steering Committee.

**Referral Update:**

Staff recommends that the role of the Ad Hoc Arts Council Steering Committee be to guide the arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.

Staff also recommends that the Ad Hoc Steering Committee consist of up to 7 members who represent the geographic and demographic diversity of the county and include representatives from the following sectors:

- Former Contra Costa Arts & Culture Commissioners and/or Managing Directors
- Representatives of County departments with interest in arts and culture
- Members of local arts and culture commissions/committees/foundations
- Artists and representatives of local arts and culture organizations
- Municipalities and Chambers of Commerce leaders
- School District Representatives and leaders of education
- Black, Indigenous and People of Color

A draft recruitment flyer for members of the Ad Hoc Arts Council Steering Committee is included in the attachments.

Staff recommends recruiting members for the Ad Hoc Steering Committee by distributing the digital flyer (in both English and Spanish) to local artists and arts and cultural organizations, through the communication networks and social media platforms maintained by the County Office of Communication and Media, via Board of Supervisors' newsletters, and other relevant outreach mailing lists and social media platforms maintained by County staff.

Staff recommends either of the following recruitment schedules to appoint members to the Ad Hoc Arts Council Steering Committee:

**2-Week Application Period:**

September 16: Issue press release and conduct outreach

September 30: Application Deadline

October 10: Internal Operations Committee Meeting Interviews

October 18: BOS consideration of IOC nominations and establishment of Ad Hoc Steering Committee

**3-Week Application Period:**

September 13: Issue press release and conduct outreach

October 4: Application Deadline

October 10: Internal Operations Committee Meeting Interviews

October 18: BOS consideration of IOC nominations and establishment of Ad Hoc Steering Committee

After its formation, the Ad Hoc Arts Council Steering Committee will meet monthly with the consultant and County staff to receive reports on the public engagement and arts/cultural planning progress and provide input and guidance. Meetings held by the Ad Hoc Arts Council Steering Committee will be facilitated by the consultant with support from County staff and are subject to public meeting rules governed by the Brown Act and Better Governance Ordinance. The Ad Hoc Arts Council Steering Committee will be dissolved once an organization is established as the Arts Council for the county.

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

RECOMMEND to the Board of Supervisors the establishment of an Ad Hoc Arts Council Steering Committee;  
RECOMMEND to the Board of Supervisors the membership composition of the Ad Hoc Arts Council Steering Committee;  
and PROVIDE directions to staff regarding the recruitment process for appointing members to the Ad Hoc Arts Council Steering Committee.

**Fiscal Impact (if any):**

No fiscal impact.

Attachment 1 - RFQ 2207-578 Cultural Planning and Arts Council Project Manager

Attachment 2 - Steering Committee Recruitment Flyer Draft Updated

Measure-X-Recommendation-Exhibit 7 Arts Council

Public Comment Jenny Balisle 9-9-22

**Minutes Attachments**

*No file(s) attached.*

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The Contra Costa County Administrator's Office (CAO) announces a **Request for Qualifications (RFQ) #2207-578** seeking a qualified consultant to provide project management and community engagement facilitation services for the purposes of conducting an inclusive arts and cultural planning process, leading to the creation a new Arts & Cultural Master Plan for the county, and working with County Administration staff to develop a Request for Proposals (RFP) for the selection or establishment of a nonprofit organization to be the designated public-private partner Arts Council for the county and serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

## **I. STATEMENT OF PURPOSE**

The intent of this **Request for Qualifications (RFQ) #2207-578** is to invest up to \$75,000 in securing the services of a consultant/organization to conduct an inclusive arts and cultural planning process through the facilitation of a comprehensive community engagement process that may include, but not be limited to, steering committee formation, survey instruments, interviews, focus groups, and public engagement workshops to solicit input from local arts and culture organizations, individual artists, creative practitioners, stakeholders and other community members leading to the creation of a new Arts & Cultural Master Plan for the county.

In addition, the consultant/organization will work closely with County Administration staff to develop a Request for Proposals (RFP) for the purpose of selecting or establishing a nonprofit organization to serve as the county's Arts Council and State-Local Partner with the California Arts Council. The designated Arts Council will support arts and cultural activities as outlined in the new Arts & Cultural Master Plan that ensures inclusion and equity in service to individuals and communities throughout the county.

After the conclusion of the public engagement process, the contractor will develop an Arts & Cultural Master Plan and assist County Administration staff with the development of an RFP to select or establish a nonprofit organization as the county's Arts Council and SLP.

We invite qualified consultants with relevant expertise to submit a Statement of Qualifications that describes their qualifications and experience in:

- Working with steering or advisory committees
- Working with arts councils/commissions/committees, arts and culture organizations, individual artists, and creative practitioners
- Conducting community outreach and facilitating public engagement workshops and activities
- Successfully engaging community-based organizations, stakeholders, and community members
- Designing, marketing, facilitating, and reporting out on multi-location community engagement activities
- Conducting arts and cultural planning processes
- Creation of Arts and Cultural Plans



Through facilitating the community engagement and arts/cultural planning process, the successful contractor will lead the effort to explore:

- Priorities and service needs of arts and culture organizations and individual artists in Contra Costa County
- Arts and cultural service and program needs of Contra Costa County residents
- Identification of services and programs to be prioritized and provided by the Arts Council
- Identification of target populations to be served by proposed arts and culture programs to be provided by the Arts Council
- Needs for capacity building, training, professional and organizational development for artists and arts agencies
- Public art and supervisorial district-based art programs goals and opportunities
- Best models to increase inclusion and equity in residents' access to and participation in arts and cultural activities and services
- Best models to increase arts education for youth throughout Contra Costa County
- Best models to increase equitable access to and engagement in arts and cultural programs and services for historically under-served and marginalized populations
- Needs for grantmaking activities to local arts and culture organizations and individual artists
- Prioritization of various needs in the arts community
- Strategies to boost community and economic development through increased arts and cultural programs and services
- Proposed budget for the Arts Council
- Proposed levels of staffing needed at the Arts Council
- Fundraising and business development strategies for the Arts Council for sustainable provision of services and programs

This RFQ is not in itself an offer to work, nor does it commit Contra Costa County to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

## **II. FUNDING**

The County Administrator's Office will award one (1) county standard contract in an amount up to **\$75,000.00** (inclusive of all expenses) to the selected contractor. The anticipated contract duration is ten months, for the period of approximately September 1, 2022 through June 30, 2023. Distribution of payments will be based upon deliverables.

## **III. SCOPE OF SERVICES**

The scope of services is a general guide and is not intended to be a complete list of all work necessary to perform the duties under this RFQ.

- A. In collaboration with CAO staff, responsibilities of consultant will include but are not limited to:
1. Develop a project Work Plan including draft timeline, activities, and refined outreach and engagement strategy.
  2. Assist in the formation and functioning of a steering committee to inform project management.
  3. Identify, invite, and engage arts and culture organizations, artists, and stakeholders to participate in the public engagement and arts & cultural planning process.
  4. Develop public engagement workshop and focus group formats and survey questions.
  5. Develop material to promote and encourage public participation in the public engagement and arts & cultural planning process on all forms of media.
  6. Identify and secure venues to host in-person workshops and focus groups throughout the County.
  7. Conduct virtual and in-person community engagement workshops and focus groups in all five supervisorial districts of Contra Costa County.
  8. Create a new Arts & Cultural Master Plan for the county.
  9. Solicit interest from and capacity of existing nonprofit organizations to serve as the designated Arts Council for the county prior to the release of the RFP.
  10. Assist County Administration staff with development of RFP, participate in the evaluation of proposals received, and assist in the selection or establishment of a nonprofit organization to be designated as the County's Arts Council.
  11. Conduct conversations with private foundations which might be interested in providing grant funding to the County's new Arts Council and SLP.
  12. Assist in the development of a service contract between the County Administrator's Office and the selected nonprofit organization to serve as the Arts Council and SLP.
  13. Make presentations to County Board of Supervisors and/or its committees summarizing the comprehensive public engagement and arts & cultural planning process, key elements of the new Arts & Cultural Master Plan, and subsequent selection of an Arts Council.

**IV. MINIMUM QUALIFICATIONS**

- A. Consultant must have previous experience with successfully facilitating public engagement processes.
- B. Consultant must have previous experience conducting arts and cultural planning processes, working with Arts Councils, and creating arts and cultural plans.
- C. Consultant must have previous experience writing reports and making written recommendations following public engagement and outreach activities.
- D. Consultant must have ability to engage community members, arts and culture organizations, and stakeholders.

**V. EXPERIENCE AND SKILLS DESIRED:**

- A. Familiarity and existing relationships with Contra Costa County-based arts and culture organizations, local artists, and stakeholders
- B. Experience with project/program management, implementation and/or coordination
- C. Has ability to facilitate small and large groups to create work products and come to consensus when needed
- D. Experience working with artists and arts and culture organizations and commissions
- E. Experience in conducting robust arts and cultural planning processes
- F. Experience in developing arts and cultural plans
- G. Experience in the development of Requests for Proposals and evaluation of proposals
- H. Experience in contract negotiation and development
- I. Experience in fundraising activities and has existing relationships with private foundations
- J. Comfortable with public speaking
- K. Possesses strong analytical skills
- L. Possesses strong collaboration skills; able to collaborate with internal and external partners
- M. Possesses strong writing skills including ability to develop reports, PowerPoint presentations, tables, charts, etc.
- N. Able to manage projects and meet deadlines
- O. Able to work independently, creatively and with self-initiative as well as within a team
- P. Capable of maintaining and providing high-quality documentation and records.

**VI. REVIEW AND SELECTION:**

- A. The submission will be evaluated by a County Selection Committee (CSC) to identify the most qualified respondent(s). If more than one respondent is deemed to be highly qualified, CSC may require oral interviews and/or supplemental information from those respondents before making a final selection.
- B. Contract negotiations will begin upon identification and notification of the most qualified respondent(s). If a satisfactory contract cannot be negotiated in a reasonable time frame, County, in its sole discretion, may terminate negotiations with the respondent(s) and begin contract negotiations with another qualified respondent(s).

**VII. SUBMISSION REQUIREMENTS**

- A. Interested parties **must** submit all of the following documentation to be considered for this RFQ:
  - 1. A Statement of Qualifications describing interest in the project and relevant experience and abilities.
  - 2. Resume of experience, job description(s), and other factors relevant to the services described in this RFQ. Include information addressing work similar to this project, any related completed projects, and training.
  - 3. A work plan proposal to deliver services described in this RFQ.
  - 4. A proposed budget to deliver services described in this RFQ.
  - 5. A minimum of three references in the areas prescribed by the RFQ.

**VIII. RESTRICTION AND DISCLOSURE**

- A. Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.
- B. Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that CAO is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).
- C. County will not notify Respondents of requests for release of information or that County released data unless County receives a request for information previously marked and identified by Respondents as confidential or proprietary. If County receives a request for release of such previously marked and identified confidential or proprietary information, County will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

**IX. SUBMISSION PROCESS AND DEADLINE**

- A. Submissions must include all documentation indicated above including the responding agency's contact person, email address and contact phone number. Submissions are to be addressed and delivered as follows:

Contra Costa County – County Administrator's Office  
RFQ #2207-578  
Attention: Monica Carlisle, Senior Management Analyst  
1025 Escobar Street, 4<sup>th</sup> Floor  
Martinez, CA 94553

For hand-delivery, submit the packet to the Clerk of the Board's Office located at 1025 Escobar Street, 1<sup>st</sup> Floor, Martinez, CA 94553. Please be advised that the building is open to the public 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays).

- B. **Responses must be received no later than 12:00 p.m. Monday, August 22, 2022.** Please note that responses will not be returned, and postmarks will **NOT** be accepted.
- C. Responders are to submit one (1) original hard copy response, with original blue ink signatures, plus one (1) copy of their response. It is preferred that all responses shall be printed double-sided and on minimum 30% post-consumer recycled content paper.
- D. **Responders must also submit an electronic copy of their response.** The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures and must be on a USB flash drive and enclosed with the sealed hard copy of the response.
- E. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- F. The RFQ process may be cancelled at any time without written notice.
- G. Only Respondents submitting a proposal in accordance with RFQ #2207-578 may appeal the RFQ process. Responders may appeal the recommended award or denial of award provided the following stipulations are met:
  - 1. Appeal must be in writing.
  - 2. Must be submitted within five (5) calendar days of the date of the letter of notification of recommended award or denial of award.
  - 3. An appeal of a denial of award can only be brought on the following grounds:
    - a. Failure of the County to following the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments.
    - b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
    - c. A violation of state or federal law.

Appeals will not be accepted for any other reasons than those stated above.  
Appeals must be addressed to:

Monica Nino, County Administrator  
Contra Costa County  
1025 Escobar Street, 4<sup>th</sup> Floor  
Martinez, CA 94553  
Monica.Nino@cao.cccounty.us

Notification of a final decision on the appeal shall be made in writing to the Respondent. The decision of the County Administrator shall be deemed final.



Contra Costa County Board of Supervisors directed staff to establish a Public-Private Partnership Arts Council for the County.

The County will hire a consultant to facilitate a robust public engagement and arts/culture planning process.

A Steering Committee will be formed to guide the process and oversee the effort to establish an Arts Council.

The Steering Committee will meet monthly with the Consultant and County staff.

**Recommend interested people to serve on the Steering Committee!**

## JOIN CONTRA COSTA COUNTY ARTS COUNCIL STEERING COMMITTEE

The Contra Costa County Administrator's Office is looking for members to serve on the Arts Council Steering Committee.



### **Steering Committee's role is to:**

- ✓ Guide arts and culture planning through robust community engagement
- ✓ Provide input and collaboration with County staff and consultants on Arts Council establishment process
- ✓ Ensure diversity, equity, and inclusion throughout process and outcomes
- ✓ Listen to the community

### **The Steering Committee is currently recruiting members who are:**

- ✓ Former Contra Costa Arts & Culture Commissioners and Managing Directors
- ✓ Representatives of County departments with interest in arts and culture
- ✓ Members of local arts and culture commissions/committees/foundations
- ✓ Artists and representatives of local arts and culture organizations
- ✓ Municipalities and Chambers of Commerce leaders
- ✓ School District Representatives and leaders of education
- ✓ Black, Indigenous and People of Color

Are you interested in joining our Steering Committee?

Apply today to make a difference!

An application form is at <https://www.contracosta.ca.gov/DocumentCenter/View/6433/Application-for-Appointive-bodies> or contact Senior Deputy County Administrator Lara DeLaney at [Lara.DeLaney@cao.cccounty.us](mailto:Lara.DeLaney@cao.cccounty.us) or (925) 655-2057.



**Arts and Culture Programs: \$250,000 (On-going)**

The Measure X Community Advisory Board priority recommendations identified that the Arts and Culture Commission's signature and proposed new programs are part of a strategy to support mental/behavioral health, disabled, and the Contra Costa County community. As part of the *Equity in Action* goal, the Arts prioritize equity, remove structural barriers, serve as second responders, address collective grief, provide creative expression, increase educational outcomes, and uplift communities in which everyone can thrive. In addition, the Arts have a positive impact on local businesses and the economy.

Contra Costa County ranks last of all Bay Area counties in arts funding. The feedback from the California Arts Council (CAC) during a recent grant application stated that CAC is looking for organizations who demonstrate adequate community investment. In the Bay Area, the average arts funding is \$1.04 per person. California State-Local Partners average 2.94 full-time employees, 2.93 part-time employees, and 6.92 contractors. Contra Costa County has one part-time contractor.

An on-going Measure X investment of \$250,000 provides grant application leverage and supports new initiatives.

**\$100,000 Support Staff:**

- Supplement existing funding for a full-time Managing Director and part-time Communication and Marketing employees.

**\$100,000 District Public Art Program:**

- District Public Art Program: Contra Costa County's first public art program following Bay Area Counties (\$20,000 each District investment).
- Addresses District public art requests through an application process for artists and art organizations.

**\$50,000 New Programs:**

- Youth Advisor in each District: Expand equity and opportunity to every District.
- Arts Connection: Connect artists and art organizations for quarterly meetings for advocacy, opportunities, and data collection.
- AIRS (Artist-in-Residency in the School) pilot program: Place teaching artists in CCC schools to work with students to create art projects.

**Recommendation:**

The County Administrator's recommendation is that the program enhancements be fully funded with an on-going annual allocation of \$250,000.



WWW.ARTSCCC.COM

September 9, 2022

Dear Supervisor Diane Burgis and Supervisor Candace Andersen,

Thank you for taking the time to review a recommendation to the Board of Supervisors for the establishment of an Ad Hoc Arts Council Steering Committee and its development.

My name is Jenny Balisle and I'm the Executive Founding Director of ARTSCCC (Arts Contra Costa County). I've served on the Richmond Arts & Culture Commission, Public Art Advisory Committee, and Managing Director of Arts & Culture Commission of Contra Costa County.

As Contra Costa County moves forward, I wanted to share two recommendations:

1. In the Internal Operations Committee agenda packet, Exhibit 7 is the Measure X Arts and Culture recommendation of \$250k (original ask was \$625k). The \$250k contains specific earmarks and requests. This is no longer applicable. Measure X funds would be best served as general operating support. This would follow a funding development process similar to the Office of Racial Equity and Social Justice.
2. Please consider a flexible RFP (request for proposal) for a new arts organization requirement:
  - a. The RFP could include options like fiscal sponsorships, mentorship, and/or partnerships with several organizations.
  - b. A nonprofit organization mentors a fiscal sponsor.
  - c. Multiple organizations (max 3) work together.
  - d. An organization works with a fiscal sponsorship and cultural leaders.

In this new and unprecedented beginning, expanding requirements and supporting general operating funding would result in more applications and meaningful collaborations throughout Contra Costa County!

With sincere appreciation,

*JB*

Jenny Balisle