



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
April 10, 2023

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: Cindy Shehorn, Public Works; Sarah Kennard, CAO Sr. Mgmt Analyst; Maureen Parkes, DCD; Alicia Nuchols, District III Supervisor's Office; Carrie Ricci, Public Works; Michael Kent, Health Services Dept.; Jill Ray, District II Supv Office

1. Introductions

Chair Andersen called the meeting to order at 10:31 a.m.

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

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the March 13, 2023 IOC meeting.

The Committee approved the Record of Action for the March 13, 2023 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Kevin Hernandez to the Environmental Justice Alternate seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2025.

Approved as recommended. Vice Chair Burgis reminded Committee staff to include a current roster showing city of residence in future items.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. CONSIDER applicants and DETERMINE recommendations to the Board of Supervisors for appointment to the County Representative seat on the County Connection Advisory Committee to complete the current term that will expire on June 30, 2023 and to a new two-year term that will expire on June 30, 2025.

The Committee decided to recommend Sarah Birdwell for appointment to the vacant County Representative seat to complete the current term that will expire on June 30, 2023 and to a new two-year term that will expire on June 30, 2025, and directed staff to forward this recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2022.

Cindy Shehorn presented the staff report, including pre- and post-pandemic purchasing data.

Vice Chair Burgis suggested that Purchasing also work with the County's Economic Development Manager in DCD, the Commission for Women and Girls, and the County's new department, the Office of Racial Equity and Social Justice, to help promote County small, MBE, WBE and DBE business opportunities. Chair Anderson said that each of the County Supervisors send out a weekly email blast and they can include highlights about the County's local business opportunities to help promote the County's purchasing programs.

Cindy advised that Purchasing has provided the city economic development partners lists of County purchasing contacts to promote better connection of local businesses to County purchasing and contract opportunities. She said that she can identify where these businesses originate and also their business category. Vice Chair Burgis requested that information also be provided to the County Supervisors, as that information would be helpful with an upcoming mixer she will be hosting for the chambers of commerce in her District.

The Committee accepted the report and directed staff to forward the report to the Board of Supervisors for its information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2023 Fish and Wildlife Propagation Fund grant funds for nine projects totaling \$60,702, and DETERMINE recommendations for Board of Supervisors consideration.

Maureen Parkes presented the staff report and also recommended that the Committee consider approving reimbursement to Golden Gate Audubon for eligible costs included in February and March for the Bring Back the Natives plant tour. The Committee approved the allocations as recommended and also agreed to recommend the requested policy waiver on a one-time basis with no change to the existing policy going forward.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for May 8, 2023.
9. Adjourn

Chair Andersen adjourned the meeting at 10:59 a.m.

For Additional Information Contact:

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

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 13, 2023

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: Jill Ray, District II Supv Office; Joe Yee, Public Works Dept; Ricky Williams, Public Works Dept; Sandra Bewley, Auditor-Controller's Office; Michael Kent, Health Services Dept.; Alicia Nuchols, District III Supervisor's Office; Lauren Weston, Public Works Dept.; Sean Boyle; Unidentified Caller 1

1. Introductions

Chair Andersen 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 two minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the February 13, 2023 IOC meeting.

The Committee approved the record of action for the February 13, 2023 as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Richmond City Councilmember Soheila Bana to the Mayors Conference #3 seat and Julian Vinatieri to the Labor #1 seat on the Hazardous Materials Commission to terms that will expire on December 31, 2024 and December 31, 2026, respectively.

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

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. INTERVIEW applicants for the At-Large Alternate #1 and #2 seats on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendations for Board of Supervisors consideration:

Mark DeMarce (Clayton)
Donn Walklet (Concord)

The Committee approved appointment of the applicants based on their applications and directed staff to forward them to the Board of Supervisors. Chair Andersen asked staff to verify that Mr. Walkets' employment would not constitute a conflict of interest or that he be advised to recuse himself in such case.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. ACCEPT report on the Auditor-Controller's audit activities for 2022 and APPROVE the proposed schedule of financial audits for 2023.

Sandi Bewley presented the staff report. Vice Chair Burgis asked if the staff training was adequate to promote better policy compliance. Ms. Bewley acknowledged that staff turnover can contribute to a lack of adherence to policies but that policies are communicated, are readily accessible by staff and that the Auditor's Office is always available to provide supplemental training.

The Committee accepted the report and directed staff to forward it to the Board for its information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. RECEIVE the 2021/22 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Joe Yee introduced Lauren Weston and new Fleet Services Manager Ricky Williams, who presented the staff report.

An unidentified caller commented about government tech programs that she said rerouted her and nearly caused her to have a traffic accident.

The Committee accepted the staff report and directed staff to forward the report to the Board for its information. Chair Andersen commented that vehicle navigation systems will sometimes reroute drivers to avoid road hazards and that this occurs more frequently during winter weather. She reminded people about checking traffic websites before driving to obtain information about road safety before setting out, and to drive safely.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for April 10, 2023.

Chair Andersen confirmed the meeting date and indicated that she plans to attend from a remote location and that staff should notice that location accordingly.

9. Adjourn

Chair Andersen adjourned the meeting at 10:59 a.m.

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 04/10/2023
Subject: RECORD OF ACTION FOR THE MARCH 13, 2023 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

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 March 13, 2023 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the March 13, 2023 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action for March 13, 2023

Minutes Attachments

No file(s) attached.

Application Form

Profile

Heidi _____ C _____ Taylor _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
Martinez _____ CA _____ 94553
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Self _____ Attorney _____
Employer Job Title

Length of Employment

25+ years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

All

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

22 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Justice (Alternate)

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?

2+

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

BA Political Science/Rhetoric

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California Western School of Law

Degree Type / Course of Study / Major

JD

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Diablo Valley College

Degree Type / Course of Study / Major

AA German

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:

Qualifications and Volunteer Experience

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

I am a new resident of the city of Martinez (August 2022). I lived in Pleasant Hill for 22 years. I now live 150 feet from the fence line of Martinez Refining Company. I was directly impacted by the spent catalyst release on Thanksgiving, 2022. Since that incident, I have learned a great deal about the various types of hazardous materials manufactured/stored in our county. I have attended many city council meetings and ISO/Community Warning System Ad Hoc Committee/Hazardous Material Commission meetings to voice my concerns and offer suggestions. I want to serve on this committee because I want to make sure that we all are doing everything we can to keep residents safe and informed regarding the realities of living in a county that is refinery dense and living around other hazardous material sources. I hope to bring not only my own opinions to the commission but also those of my neighbors. I will also advocate fiercely for those without access to social media and unable to participate in the decisions that directly affect them.

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

I am directly impacted by the operation of the MRC refinery. I am interested and willing to invest significant amounts of time in educating myself about the issues that come before the commission and dutifully attend those meetings. I am not afraid to ask questions. I enjoy working collaboratively with others to find workable solutions.

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:

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.

UC Berkeley Lifetime Member of the Alumni Association, California Bar Association, Contra Costa County Bar Association and DEI committee member, CASA Volunteer, Former Mock Trial Coach for DeAnza High School, Member of DeAnza High School Mentoring Group, UC Section German Club, UC Section Writer's Group

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:

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.

I Agree

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.

HEIDI TAYLOR
CA State Bar No. 189319
LAW OFFICE OF HEIDI TAYLOR

EXPERIENCE:

LAW OFFICE OF HEIDI TAYLOR, Pleasant Hill, CA, 2008 – present

Owner/Sole Proprietor: Consult with and direct litigation for clients involved in divorce, custody and support cases. Litigate cases through trial. Negotiate and settle various family law issues with pro per litigants or with opposing counsel. Manage the daily operations of a solo practice law firm.

LAW OFFICES OF MADSEN & WOLCH, Walnut Creek, CA, 2006 – 2008

Associate attorney: Assisted with the preparation and litigation of family law cases.

FURTADO, JASPOVICE AND SIMONS, Hayward, CA 2001-2006

Associate attorney: Litigated plaintiff personal injury cases.

BOXER AND GERSON, Oakland, CA, 1999 – 2001

Associate attorney: Litigated third party personal injury cases on behalf of clients who were injured while in the course and scope of employment.

BRAYTON HARLEY CURTIS, Novato, CA, 1998 - 1999

Associate attorney: Litigated personal injury claims on behalf of clients who were exposed to and suffering from exposure/inhalation of asbestos.

ROBBINS AND GREEN, Phoenix, AZ, 1996 – 1998

Associate attorney: Prepared motions and conducted research for toxic tort litigation against Motorola; assisted senior partners with litigation of medical malpractice and other personal injury claims;

EDUCATION:

California Western School of Law
San Diego, California

J.D. 1996

University of California, Berkeley
Berkeley, California

B.A. 1989

MEMBERSHIPS:

UC Berkeley Lifetime Member of the Alumni Association, California Bar Association, Contra Costa County Bar Association and DEI committee member, CASA Volunteer, Former Mock Trial Coach for DeAnza High School, Member of DeAnza High School Mentoring Group, UC Section German Club, UC Section Writer's Group

Application Form

Profile

Alexandria

First Name

Lanier

Middle Initial

Last Name

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

Lawrence Livermore National
Lab

Employer

Chemical Inventory Analyst

Job Title

Length of Employment

4.5 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Alameda Conty

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

22+ years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Justice Alternate Seat

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

Dominican University of CA

Degree Type / Course of Study / Major

BS Cell and Molecular Biology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UCSD/SDSU

Degree Type / Course of Study / Major

PhD Molecular Biology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

California Hazardous Waste Mgt

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have a special interest in hazardous waste generation and storage accumulation. I grew up in Antioch which is a town covered under district 3 and I have an interest in participating in keeping our community and neighboring communities safe. Although my educational background is in biology I have 5 years of environmental safety work and have only continued to expand my interest. I have found that being experienced both at the bench, in the field and continuing to learn and support regulatory requirements makes me a well-rounded candidate.

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

I have a Bachelors of Science in Biology and have performed 6+ years of bench top research resulting in a few publications. This has afforded me the experience in generating and understanding how to interpret results from assays. I have 5 years of experience in chemical management for a large government funded lab (LLNL) and 2 years of experience with regulatory reporting and the CUPA. My resume is attached with this application and I am open to answering any questions regarding my previous research and current employment.

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:

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.

I have served on the Institutional Biosafety Committee with San Diego State University in 2017

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:

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.

I Agree

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 - (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.

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EDUCATION

- ❖ *San Diego State University joint program with University of California, San Diego* (08/2013 - 12/2017) no degree awarded
San Diego CA
 - o Pursued Joint Doctoral Program in Cell and Molecular Biology with UCSD
 - o San Diego State University coursework: Advanced Topics in Molecular Biology, Ethics in Biology, and Laboratory Projects in Biology UC San Diego coursework: Genetics, Cell and Molecular Biology, Developmental Biology, Concepts in Stem Cell Biology *Overall GPA: 3.65
- ❖ *Ferris State University* (08/2011 - 05/2013)
Big Rapids MI
 - o Post-baccalaureate courses: General Physics II, Principles of Nutrition, Medical Terminology, Public Health Administration *Final GPA: 3.2
- ❖ *Dominican University of California* (08/2007 - 05/2011)
San Rafael CA
 - o *Awarded Degree: Bachelor of Science Molecular and Cell Biology*
 - o Science courses completed: Organismal Biology, Cell and Developmental Biology, Genetics, Ecology and Evolution, Comparative Anatomy, Animal Physiology, Advanced Microbiology, Molecular Cell Biotechnology, Advanced Cell Biology, General Chemistry, Organic Chemistry, Biochemistry, General Physics I, Geographic Information Systems *Final GPA: 3.32

SPECIFIC JOB TRAINING/QUALIFICATIONS

- ❖ U.S. Department of Energy Q-level Security Clearance - Expires February 27, 2024
- ❖ LLNL LTRAIN Coursework - Total of 80 unique courses completed. Refresher training current.
 - o Courses topics include LLNL Procedure, Safety Education & Training, Security, Training and Development and OMBUDS.
- ❖ RCRA California Hazardous Waste Management Training February 2019
 - o Lion Technology Inc. (973-383-0800) Member Pin: 7121281
 - o 1.4 CEUs, NEHA Authorized CE Contract Hours: 14
- ❖ National Institutes of Health Office of Extramural Research
 - o Protecting Human Research Participants Certification number: 2343092
- ❖ Collaborative Institutional Training Initiative (CITI Program)
 - o Animal Care and Use - Laboratory Animal Work Stage 1 Expires 08/2019
 - o IBC Member Stage 1 - Basic Course Expires 07/2020
 - o Human Subjects Research (HSR) IBR Member Stage 1- Basic Course Expires 09/2020

MEMBERSHIPS, HONORS AND AWARDS

- ❖ Gold Award - Lawrence Livermore National Lab FY2020

ALEXANDRIA LANIER

- o Conversion of XREF to paperless system
- ❖ Institutional Biosafety Committee - Voting Member (04/2017-08/2017)
 - o University Research Council, Graduate and Research Affairs SDSU
- ❖ Rees-Stealy Research Foundation/SDSU Heart Institute (10/2016-12/2017)
 - o Awarded at San Diego State University working with Dr. Mark Sussman
- ❖ Foundation Ledqcu Participant under Dr. Mark Sussman (09/2014-12/2017)
 - o Transatlantic Networks of Excellence Program: [Cellular and Molecular Targets to Promote Therapeutic Cardiac Regeneration](http://cardiostemnet.com/) <http://cardiostemnet.com/>
- ❖ *National Institute of Health Post-Baccalaureate Research Fellow* (08/2011-06/2013)
 - o Awarded at Ferris State University working with Dr. James Hoerter
- ❖ *Genetic Society of America Member* (2012-2013)
 - o Membership to increase networking skills and obtain access to scientific publications.
- ❖ *Beta Beta Beta National Biology Honors Society* (2009-2011)
 - o Awarded through Dominican University of California

RESEARCH AND PROFESSIONAL EXPERIENCE

❖ **Lawrence Livermore National Laboratory (2018 - current)**

- o Chemical Inventory Analyst (TSS.2), ChemTrack, ES&H, O&B (November 2021 - current)
- o Senior Technical Coordinator (538.3), ChemTrack, ES&H, Director's Office (2020-2021)
- o SDS Technical Coordinator (538.2) ChemTrack, ES&H, Director's Office (2018-2020)

Review S200 and S300 chemical inventory data to ensure regulatory compliance. Participate in annual chemical inventory field work. Perform SDS data entry, validation, and troubleshooting data issues. Manage Chemical Purchase Notifications (CPN) and approvals including interacting with TRRs. Train new TRRs, receiving personnel and new ChemTrack members on applications specific to our group. Collaborate with IT to convert existing Oracle applications into new Angular software versions and thoroughly test and troubleshoot development and design. Generate, compile and report chemical inventory amendments to county regulators monthly. Assist group leader on various projects and routine tasks. Lead ChemTrack training program.

❖ **Graduate Student - San Diego State University (2013 - 2017)**

- o Identification of cardiac stem cells (CSCs) with cardiomyogenic potential remains ambiguous due to heterogeneity within the population. This study explores the complex biology of CSC lineages by expression of c-Kit, PDGFR α and PW1. c-Kit⁺/PDGFR α ^{neg} and c-Kit⁺/PW1^{neg} sub-populations will be

ALEXANDRIA LANIER

characterized with the goal of excluding fibroblast (PDGFR α^+) and vascular (PW1 $^+$) lineages to augment cardiomyogenic potential.

✓ *This project involved being Point of Contact for human patient samples including patient history collection. Completed required HIPAA training to maintain database.*

- o Rotations with the following laboratories:
 - Kathleen McGuire - The role of cytoskeletal remodeling, extracellular matrix, and cell adhesion in prostate cancer development and racial disparities.
 - Christopher Glembotski - Elucidating the molecular mechanisms of heart disease through endoplasmic reticulum stress.
- o Research techniques: primary human cell line isolation, cell culture, immunoblotting, qRT-PCR immunostaining, immunofluorescence, flow cytometry, confocal microscopy, and live imaging.
- ❖ **Research Assistant - Ferris State University (2011 - 2013)**
 - o Grant/Project Title: Effects of Ultraviolet Light Radiation on Melanocyte Regeneration and Incidence of Melanocytic Tumors in Zebrafish Fins After Regeneration
 - o Description of research: Using the zebrafish model organism for melanoma, determine the effects of UVA upon melanocyte stem cells and pigment pattern formation. The goal of the lab is to develop an in vivo melanoma tumor model utilizing the model organism.
 - o Research techniques: Zebrafish husbandry, Animal Care protocols, UVA/UVB radiation, melanocyte stem cell manipulation, florescent microscope, imaging with dissecting microscope and use of QCapture Pro Program, amputation of zebrafish fins, and regulation of epimorphic regeneration.
- ❖ **Undergraduate Research Student - Dominican University of California (2009 - 2011)**
 - o Biology Research and Methodology Course: Skin Tissue Culture Lab
 - o Description of research: Learn the associated techniques with tissue culture and skin cell lines.
 - o Research techniques: tissue culture maintenance, harvesting and sub-culturing, cell maintenance protocols (counting, plating, treating), staining, and immunohistochemistry.

PUBLICATIONS

- ❖ Monsanto M, White K, Kim T, Fischer K, Ilves K, Khalafalla F, Casillas A, Broughton K, Mohsin S, Sussman MA. Concurrent Isolation of Three Distinct Cardiac Stem Cell Populations from a Single Human Heart Biopsy. *Circulation Research* 2017 Jul 7;121(2):113-124. doi: 10.1161/CIRCRESAHA.116.310494. Epub 2017 Apr 26.
- ❖ Völkers M, Doroudgar S, Quijada P, Konstandin M, Ilves K, Broughton K, Khalafalla F, Casillas A, Nguyen K, Gude N, Toko H, Ornelas L, Thuerauf D, Glembotski CC, Sussman MA. S100A4 protects the myocardium against ischemic stress. *Journal of Molecular and Cellular Cardiology* 2016 Nov; 100:54-63. doi: 10.1016/j.yjmcc.2016.10.001. Epub 2016 Oct 6.

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- ❖ Hoerter JD, Bradley P, Casillas A, Chambers D, Denholm C, Johnson K, Weiswasser B. Extrafollicular dermal melanocyte stem cells and melanoma. Stem Cells International 2012:407079 doi: 10.1155/2012/407079
- ❖ Hoerter JD, Bradley P, Casillas A, Chambers D, Weiswasser B, Clements L, Gilbert S, Jiao A. Does Melanoma Begin in a Melanocyte Stem Cell? Journal of Skin Cancer. 2012:571087 doi:10.1155/2012/571087.

CONFERENCES ATTENDED

- ❖ 25th California Unified Program Annual Training Conference 3/20-23/2023
 - o Scheduled to attend. Session participation will be updated after attendance.
- ❖ Annual Biomedical Research Conference for Minority Students 11/9-12/2011
 - o conference theme “increasing diversity to improve global and scientific competitiveness.”
- ❖ Model Organisms to Human Biology – Cancer Genetics 06/17-20/2012
 - o This conference allowed me to hear cutting edge research that is being performed in collaboration between model organisms and humans.

TEACHING EXPERIENCE

- ❖ San Diego State University 08/2013 – 12/2016
 - o Teaching Assistant Human Anatomy (BIO 212) Supervisor: Sandra Garver
 - o Duties: Teach lab section of BIO 212 Human Anatomy, supervise and assign duties to undergraduate teaching assistants and grade course exams.
- ❖ Mad Science of Mount Diablo, Concord, Ca 02/2010 – 07/2011
 - o Mad Scientist instructor Supervisor: Kate Merlone
 - o Duties: teach experimental science education programs for elementary to middle school in the classroom, assemblies, after-school programs and summer camps.

VOLUNTEER WORK

- ❖ Volunteer with Susan B. Wheatlake Cancer Center 01/2012 – 06/2013
 - o Assist cancer patients, family and friends of patients in obtaining the information they need regarding their diagnosis and provide a welcoming and comfortable atmosphere that promotes cancer awareness, wellness and education.

ADDITIONAL PREVIOUS EMPLOYMENT THAT SUPPORTS POSITION

- ❖ Women’s Information Service Inc. (WISE), Big Rapids, MI 03/2012 – 08/2012
 - o Administrative Volunteer Coordinator Supervisor: Kelly Samuels

ALEXANDRIA LANIER

- o Evaluate and update current volunteer program, recruit and retain volunteers, order supplies for office, write grants and complete administrative tasks and fundraisers.
- ❖ Terwilliger WildCare Bay Area, San Rafael Ca
02/2009 – 12/2009
 - o Education Intern Supervisor: Anya Pamplona
 - o Duties: presenting nature education programs at schools, developing curriculum for educational programs in compliance with State Science Standards, and various assigned projects
- ❖ State Farm Insurance Agency Lisa Elkins-Reuter, San Rafael CA
09/2008 – 06/2009
 - o Staff Assistant Owner: Lisa Elkins-Reuter
 - o Duties: screening calls, scanning files, purging files, taking claims, organizing, office advertisement and marketing, scheduling, bank transactions/deposits, and answering phones

*Thank you for your time in reviewing my qualifications and experience.

Application Form

Profile

Latifah

First Name

Abdullah

Middle Initial

Last Name

Home Address

Suite or Apt

Richmond

City

CA

State

94801

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Urban Tilth

Employer

North Richmond Community
Engagement Manager

Job Title

Length of Employment

6 months

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 1

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

20 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Justice

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?

2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Healds Business College

Degree Type / Course of Study / Major

Business

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

In researching solutions for my community and contributing to the North Richmond Profile of the General Plan, I found that the Hazardous Materials Commission's work and recommendations can affect the quality of life in my community.

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

My lived experience and being actively engaged in sustainability and environmental issues and solutions in North Richmond as a resident and homeowner.

[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:

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.

I'm an active contributor at the North Richmond Municipal Advisory Committee meetings (both as a resident and as an employee of Urban Tilth). As a resident, I spoke at a Hazardous Materials Commission meeting, a Board of Environmental Safety meeting, shared feedback on the North Richmond profile with the County, communicated with Department of Toxic Substance Control to advocate for North Richmond. I'm in contact with the County on a regular basis with recommendations for North Richmond.

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:

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.

I Agree

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.

Application Form

Profile

Kevin _____ G _____ Ruano Hernandez _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
San Pablo _____ CA _____ 94806 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Ramboll _____ Junior Environmental Engineer _____
Employer Job Title

Length of Employment

1 year & 5 months

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?

19 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Justice Seat (Alternate Seat)

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?

11

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Parliamentarian Certification

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I was one of the first interns for the Hazardous Materials Commission a long time ago and wish to circle back as an official member despite being an alternate. I have grown and enhance my skills technically and advocacy wise. I wish to bring a different perspective being a youth member in the community.

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

I have spent ten months interning at the Hazardous Materials Commission and after my departure from the Commission I have pursued air quality science at Ramboll, a consulting firm learning and gaining skills among the other engineers and consultants. In addition, have done more work in the community toward environmental justice at the local Richmond level and at the government agency, Bay Area Air Quality Management District. I have done significant work towards environmental justice and public health. As a result, I feel I will be a best fit for this position due to my experience, passion, and knowledge.

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:

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.

Community Advisory Council @BAAQMD AB 617 Community Emission Reduction Steering Committee @ BAAQMD

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:

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.

I Agree

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 - (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.

KEVIN G. RUANO HERNANDEZ

Bay Area CA

"Please contact for references"

EDUCATION

Contra Costa College

San Pablo, CA
2021-2023

Major: Atmospheric Science w/
Engineering
(3.1) GPA

Pinole Valley High School

Pinole, CA
2017-2021
(4.0) GPA

LANGUAGES

English Fluent | Reading, Writing,
Speaking

Spanish Fluent | Reading, Writing,
Speaking

Portuguese Limited Working|
Speaking and Reading

COMMUNITY SERVICE

**Art, Technically Environmental
Science Writer**- 20+

**Pinole Environment &
Sustainability Taskforce
Committee Member** - 10+

CERTIFICATIONS

CPR & AED

AMERICAN AED, INC.
Nov, 2020-2022

OCCUPATION

Ramboll Consulting

September 2021- Present

Junior Environmental Engineer / Part-time

- Assist with making Reports and other deliverables needed.
- Work with staff members with the Community Engagement & Air Quality Department in order to analyze data and give educational presentations to community members.
- Work with Groundwork Richmond on their Air Rangers initiative, providing support on data analysis and hands-on labor.
- Excel in using an application such as CalEEMod, Microsoft Applications, Python..

EXPERIENCE

Bay Area Air Quality Management District (BAAQMD)

November 2020- Present - 40+ hours

Community Advisory Councilman (Youth Seat)

- Serving as the youngest member of the Advisory Council of twelve members from across the Bay Area.
- Passing policies to reduce air pollution in low-income communities.
- Share the youth perspective on environmental issues and public health concerns.
- Recommended by the entire Community Engagement office and Executive officers, Veronica Eady & Jack Broadbent.
- Presented and passed a Land Acknowledgment to be passed unanimously.
- ❖ Richmond/San Pablo Community Emission Reduction Plan Steering Committee Member (Present)
 - Attend meetings on a monthly basis giving suggestions and the youth perspective on community proposals.
 - Collaborate with the Community Engagement team & community members in order to deliver the best solutions to the committee.
 - Led a Town Hall focus on uplifting community perspectives and concerns they had with different sources of air pollution.
- ❖ Monitoring Outreach Team Member (Present)
 - Attend meetings on a monthly basis giving input and suggestions on community issues and proposals.
 - Read over the material and provide resources to the team to

**Essentials of California
Community College Student
Leadership/ Parliamentarian
Certification**

A5ERO Group LLC
Sept. 2021

Learning Python (2020)

Linkedin Learning
Dec. 2021

**Critical Thinking for Better
Judgment and Decision-Making**

Linkedin Learning
Jan. 2022

ACHIEVEMENTS

Browsers Awards Recipient

Earth Island Institute
November 2022

Rusty Pike Award

Groundwork Richmond
November 2022

**Every Student Succeeding Award
(Region 6)**

Association of California School
Administrators
March 2021

National Honor Society

June 2018-2021

HARD SKILLS

Python

R

Microsoft Power IB

Tableau

Excel

ARCGIS

Arduino (C++)

AERMOD

Calemod

accomplish our mission.

- Work with community members to determine the areas being more affected by environmental impacts in Richmond and San Pablo.

University of California, Berkeley (SPH)

September 2020- October 2021- 50+ hours

Student Research Assistant / (Part-time)

- Conducting a research study in Richmond focusing on children 6-12 with Asthma with undergrads and UCSF professors.
- Using air monitoring devices to be able to collect data within homes to measure PM levels.
- Help educate community members on environmental justice and air quality by attending webinars and meetings.
- Excel in Python, Stack, Teams, and Google applications.

Communities for a Better Environment (CBE)

May 2021- Present - 20+ hours

Richmond Youth Organizer/Research Associate (Part-time)

- Attend weekly meetings and assist with outreach to the community and help the Richmond Organizer on community events.
- Assist with educating community members on environmental justice and public health.
- Assist in organizing events for the community.
- Excel in Microsoft Applications.

Groundwork Richmond (GWR)

October 2020 - Present - 50+ hours

Air Rangers Air Technician

- Represent Groundwork Richmond on their efforts in the AB 617 CERP Steering Committee on behalf of the data and air monitoring.
- I work with the Co-Executive Director in taking care of 54 air monitoring sensors.
- Conducted Presentations surrounding Air Quality findings and community sustainability practices.

❖ **Green Team Member**

- Participated as a team, learning about Environmental Justice and sustainable practices.
- Lead a group on air quality practices.
- Outreach and promote to community members.

Contra Costa College

September 2020 - June 2021 - 50+ hours

Office Assistant (Part-time)

- Management the office space, organize cabinets

-

❖ **Student Ambassador** (Part-Time)

- Work at the center of the Student Services Department.
- Assisting students in registering for classes and for the

college.

- Make phone calls to unregistered students and promote a better campus environment.
- Listen to students' concerns and work closely with the Student body to create solutions for the betterment of students.

Contra Costa College (Associate Student Union)

August 2021 - Present - 50+ hours

President (*December 2021 - 2022*)

- Chair a weekly meeting for the general student government meetings.
- The student representative on behalf of all the students.
- Leading a District-wide initiative called "the Listening sessions" where our board hosts active listening sessions on campus.
- Advocated for a weekly three day hot lunch program on campus.
- Gave an land acknowledgment and advocated for the native american population.
- Chair College Council, one of the main committees on campus.

❖ **Vice President of Club Affairs** (*November 2021*)

- Conducted and chaired weekly meetings for the Inter-Club Council.
- Support clubs in their chartering process and find the resources they ask for.
- Give reports from the council to the Student Body.

❖ **Director of External Affairs** (*October 2021*)

- Work collaboratively with community members to give presentations with the council.
- Gave a presentation on an Air Quality tool to be implemented across campus.

❖ **Senator** (*October 2021*)

Hazardous Material Commission (HMC)

September 2020 - June 2021 - 50+ hours

Intern


- Assisted in meetings on a monthly basis, listening to presentations from various stakeholders.
- Learn about the department's mission and members' passions in their respective fields.
- Gave a presentation on Recycling Lithium-Ion Batteries and the benefits from it.

Earth Team

September 2020 - June 2021 - 50+ hours

Intern

- Researched environmental injustices affecting disadvantaged communities and assisted in promoting awareness of Indigenous lands, sustainability, and user-based data from the GLOBE Observer app for tree

- 
- growth.
 - Partnered with the Friends of Pinole Valley Watershed to restore a Pinole Native Plant Garden where a group of local students cultivated plants to remediate the local creek, conduct litter clean-ups, and reach out to the local communities.

PRESENTATIONS/ PANELS

San Francisco State University, Guest Lecture - PH 655 Environmental Health, January 2022.

- *AB 617 Environmental Justice for Richmond/ San Pablo*

University of California, Davis, Panel - September 2021.

- *THE PAST, PRESENT, AND FUTURE OF AB 617: ENVISIONING A WAY FORWARD, TOGETHER.*

California Air Resource Board, Panel - October 2021.

- *Informational Update on AB 617 Community Air Protection and Air Toxics Programs, Agenda Item: Partners in AB 617 Implementation*

Groundwork Richmond/Richmond City Manager's Office, Econ., Panel - February 2022.

- *Community Air Monitoring Discussion.*

The Listening Project, Guest Speaker - February 2022.

- *Asthma Club Ep. 5*

PUBLICATIONS

[Air Toxics Monitoring Study Richmond - North Richmond - San Pablo](#), Dec. 2022.

- BAAQMD AB 617 Monitoring Outreach Team

[CC Spin](#) - Environmental Policy Article, Nov 2020.

- *Green New Deal a Must For Future*

[Spartan Ink](#) - Showcase Article, Oct. 2019.

- *The Case of Jesse Snodgrass*

PROJECTS

[Using Vegetation Barriers to Combat Against Diesel PM](#) - June 2021.

- *Pinole Valley High School Senior Research Thesis Paper*

**** 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 Justice Alternate Seat**.

You may apply if you ...

- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy;
- are a layperson from a community in Contra Costa County that is highly impacted and burdened by hazardous materials facilities and releases, and will be able to represent community interests;
- have an interest in hazardous materials issues; and
- can attend monthly Commission and committee meetings when needed.

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

The Commission's 14 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, cities and Environmental Justice communities.

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

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

<https://www.contracosta.ca.gov/3418/Appointed-Bodies-Committees-Commissions>

Applications must be received by March 1, 2023 and, if mailed, mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on March 10, 2023.

*Members: Fred Glueck – Chair, Tim Bancroft, Jonathan Bash, Marielle Boortz,
Mark Hughes, Steven Linsley, Jim Payne, Mark Ross, George Smith*

597 Center Avenue, Suite 110, Martinez CA 94553 Phone (925) 250-3227 mkent@cchealth.org



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 04/10/2023

Subject: RECOMMENDATION FOR APPOINTMENTS TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 23/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Executive Assistant to the Hazardous Materials Commission

Contact: Michael Kent,
925-313-6587

Referral History:

The Hazardous Materials Commission was established in 1986 to advise the Board, County staff, and the mayors, 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 hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

The Environmental Justice Alternate seat was vacated due to the resignation of Heather Youngs and declared vacant by the Board of Supervisors on February 28, 2023 (Item C. 21). The by-laws of the Hazardous Materials Commission provide for one environmental justice representative, being a layperson from a community that is highly impacted and burdened by hazardous material facilities and releases, who will be able to represent community interests, screened by the Internal Operations Committee, and appointed by the Board of Supervisors.

Referral Update:

The Hazardous Materials Commission recruited for the open Environmental Justice Alternate seat for five weeks (flyer attached). The Commission received four qualified applications (attached). At its March 23, 2023 meeting, the Commission unanimously voted to recommend Kevin Ruano Hernandez for the Environmental Justice Alternate seat. The term for this seat expires on December 31, 2025.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Kevin Hernandez to the Environmental Justice Alternate seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2025.

Attachments

Media Release-HazMat Commission

Application Kevin Hernandez HazMat

Application Latifah Abdullah HazMat

Application Alexandria Lanier HazMat

Application Heidi Taylor HazMat

Minutes Attachments

No file(s) attached.

Application Form

Profile

Sarah _____ J _____ Birdwell _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
Walnut Creek _____ CA _____ 94597 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Independent Living Resources _____ Travel Trainer _____
Employer Job Title

Length of Employment

4 months

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

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

34 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

County Connection Citizens Advisory Committee: Submitted

Sarah J Birdwell

Seat Name

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?

1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California College of the arts

Degree Type / Course of Study / Major

BFA graphic design

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I work for Independent Living Resources of Solano & Contra Costa Counties (ILRSCC) and we are currently partnering with County Connection to develop and implement our travel training program. We promote community living by teaching Independent Living Skills so consumers are able to reach their full potential and become social, economic, and political participants within mainstream society. One of the critical components to becoming more independent is being able to participate within the community which involves having accessible transportation services which is why we started the travel training program. We educate disabled individuals and seniors on how to navigate public transportation through trip planning to wheelchair accessibility and navigating service changes and provide information explaining the most appropriate and cost-effective transit options. Being disabled myself and using a wheelchair my goal for serving this board is to be a part of the conversation and provide insight into the challenges that our consumers face riding paratransit.

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

I am a disabled woman with over 17 years of experience as a designer, instructor, advocate, and volunteer. I attended California College of the Arts, graduating with a Bachelor of Fine Arts degree in Graphic Design. With that degree, I have worked with many renowned design agencies as a Designer, Creative Director, and teaching at the Academy of Art University. I have sat on the board of two different committees in the disability community. I was a board member at ILR, a non-profit that serves the disabled and seniors, from July 2008 until July 2018, where I held the seat of Board President from July 2010 until 2017. I was also a member of the In-Home Supportive Services Advisory Committee, a state-funded program that advises and assists the Board of Supervisors of IHSS Public Authority. I was appointed to the committee on March 7, 2011, until January 16, 2018, and held the position of Chair from 2012 to 2014. As an advocate, I have fought and continue to fight for women's rights and have lobbied for disabled rights at the Capitol in Sacramento, CA. I am a strong leader passionate about giving back to my community. I believe I am a powerful force in the workplace and use my positive attitude and tireless energy to encourage others.

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:

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

In home supportive services public authority advisory committee

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

I was a board member at ILR from July 2008 until July 2018, where I held the seat of Board President from July 2010 until 2017. I was also a member of the In-Home Supportive Services Advisory Committee, I was appointed to the committee on March 7, 2011, until January 16, 2018, and held the position of Chair from 2012 to 2014.

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:

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.

I Agree

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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

County Administrator's Office • 1025 Escobar St., 4th Fl. • Martinez, CA 94553 • www.contracosta.ca.gov/

Media Release

FOR IMMEDIATE RELEASE

Friday, March 10, 2023

Contact: Julie DiMaggio Enea

Phone: (925) 655-2056

Email: julie.enea@cao.cccounty.us

IS PUBLIC TRANSPORTATION IMPORTANT TO YOU?

The Contra Costa County Board of Supervisors is seeking an individual to serve on the County Connection Advisory Committee. The Advisory Committee's role is to review and analyze issues and policies relating to fixed-route and paratransit service, and advise the County Connection Board of Directors accordingly. The County's appointee will also act as a citizen liaison from the County.

Regular meetings of the Advisory Committee are held bi-monthly on the second Tuesday at 1:00 PM in Concord. This is a volunteer position. The appointment will be for a two-year term ending June 30, 2025.

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. 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, April 7, 2023. Applicants should plan to be available for public interviews in Martinez on Monday, April 10, 2023.

Further information about the County Connection Advisory Committee can be obtained by calling Ruby Horta at (925) 680-2048 or visiting the County Connection website at <https://countyconnection.com/volunteer-opportunities/>.

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Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 04/10/2023

Subject: CONSIDER APPLICANTS TO THE COUNTY CONNECTION CITIZENS ADVISORY COMMITTEE

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: 23/5

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea, Sr. Deputy CAO

Contact: Julie Enea (925) 655-2056

Referral History:

County Connection was formed in 1980 as a Joint Powers Agency under the legal name The Central Contra Costa Transit Authority. Today County Connection provides fixed-route and paratransit bus service throughout the communities of Central Contra Costa County. The County Connection Advisory Committee meets bi-monthly to review, analyze, and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit bus service. Committee members also act as a citizen liaison from the represented jurisdictions.

Prior to 2019, the County Representative seat on the County Connection Advisory Committee had been vacant for many years. In 2019, the Board of Supervisors appointed, at the recommendation of the IOC, Marjorie McWee to the County seat.

Referral Update:

Marjorie McWee resigned from the Citizens Advisory Committee in early March. Staff opened a recruitment on March 10 for a four week period ending on April 7. For advisory body vacancies, our standard advertising includes:

- Posting a notice in the News Flash section of the homepage for the duration of the nomination period.
- Promoting with a recruitment announcement on CCTV's CountyNet bulletin board
- Emailing to area print/online publications, plus KCBS Radio and KKDV Radio.

At the time of publication, one application had been received from Sarah Birdwell (Walnut Creek), who appears well qualified for the role and who has attended a past CAC meeting. Ms. Birdwell has been invited to attend today's meeting.

Recommendation(s)/Next Step(s):

CONSIDER applicants and DETERMINE recommendations to the Board of Supervisors for appointment to the County Representative seat on the County Connection Advisory Committee to complete the current term that will expire on June 30, 2023 and to a new two-year term that will expire on June 30, 2025.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Media Release-County Connection Citizens Advisory Committee

Application Sara Birdwell County Connection CAC

Minutes Attachments

No file(s) attached.

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2022

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Agriculture						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	1	25.0%	\$18,801	\$890	4.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services *						
Professional/Personal services contracts	28	18	64.3%	\$870,354	\$724,954	83.3%
Purchasing Transactions	47	17	36.2%	\$477,193	\$81,277	17.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	2	20.0%	\$99,783	\$2,793	2.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Auditor-Controller *						
Professional/Personal services contracts	1	1	100.0%	\$50,000	\$50,000	100.0%
Purchasing Transactions	6	5	83.3%	\$53,726	\$47,555	88.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk Recorder-Elections						
Professional/Personal services contracts	19	8	42.1%	\$191,273	\$60,077	31.4%
Purchasing Transactions	15	3	20.0%	\$98,344	\$45,383	46.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development *						
Professional/Personal services contracts	12	12	100.0%	\$430,963	\$430,963	100.0%
Purchasing Transactions	5	5	100.0%	\$68,821	\$68,821	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	5	1	20.0%	\$412,152	\$10,000	2.4%
Purchasing Transactions	3	2	66.7%	\$8,841	\$2,491	28.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Reentry & Justice						
ORJ REPORTED WITH PROBATION						

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2022

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
County Administrator's Office - Clerk of the Board *						
Professional/Personal services contracts	3	2	66.7%	\$1,190,816	\$365,000	30.7%
Purchasing Transactions	5	4	80.0%	\$31,330	\$30,730	98.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	1	0	0.0%	\$74,323	\$0	0.0%
Purchasing Transactions	5	0	0.0%	\$156,321	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT) *						
Professional/Personal services contracts	1	1	100.0%	\$12,000	\$12,000	100.0%
Purchasing Transactions	54	10	18.5%	\$1,494,269	\$355,641	23.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	6	54.5%	\$106,545	\$18,167	17.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney *						
Professional/Personal services contracts	1	1	100.0%	\$195,000	\$195,000	100.0%
Purchasing Transactions	27	15	55.6%	\$463,005	\$209,475	45.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	99	0	0.0%	\$4,688,966	\$0	0.0%
Purchasing Transactions	102	48	47.1%	\$1,501,747	\$410,927	27.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2022

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Fire Protection District *						
Professional/Personal services contracts	5	3	60.0%	\$199,800	\$142,500	71.3%
Purchasing Transactions	19	7	36.8%	\$782,644	\$246,482	31.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services *						
Professional/Personal services contracts	148	85	57.4%	\$6,921,686	\$4,143,323	59.9%
Purchasing Transactions	138	86	62.3%	\$2,056,996	\$954,544	46.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	12	0	0.0%	\$5,520,480	\$0	0.0%
Purchasing Transactions	7	4	57.1%	\$47,111	\$16,900	35.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library *						
Professional/Personal services contracts	7	6	85.7%	\$209,350	\$148,600	71.0%
Purchasing Transactions	30	12	40.0%	\$151,191	\$58,105	38.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation - Includes ORJ Data						
Professional/Personal services contracts	37	15	40.5%	\$654,126	\$222,512	34.0%
Purchasing Transactions	65	27	41.5%	\$507,547	\$196,668	38.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	3	27.3%	\$139,643	\$17,166	12.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works *						
Professional/Personal services contracts	14	10	71.4%	\$393,673	\$303,288	77.0%
Purchasing Transactions	147	77	52.4%	\$4,028,883	\$1,905,032	47.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2022

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Office of the Sheriff						
Professional/Personal services contracts	16	2	12.5%	\$12,360,658	\$1,175,100	9.5%
Purchasing Transactions	159	54	34.0%	\$31,105,118	\$875,605	2.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	4	40.0%	\$126,577	\$88,085	69.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Total Activity Reported						
Professional/Personal services contracts	404	164	40.6%	\$34,375,620	\$7,973,317	23.2%
Purchasing Transactions	833	392	47.1%	\$12,419,318	\$5,632,737	45.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 04/10/2023
Subject: Small Business Enterprise, Outreach, and Local Program Report for July through December 2022
Submitted For: Brian M. Balbas, Public Works Director/Chief Engineer
Department: Public Works
Referral No.: IOC 23/3 & 23/4
Referral Name: Small Business Enterprise, Outreach, Local Bid Preference Programs
Presenter: Cynthia Shehorn, Procurement Services Manager **Contact:** Cynthia Shehorn, 925-957-2495

Referral History:

Contra Costa County values the contributions of small business and developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

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

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- Have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each County department to track and compile the data for purchasing activities in order to provide a countywide report to the Board of Supervisors.

The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending June 2022. Attachment A constitutes the report due for the period of July 1 – December 31, 2022.

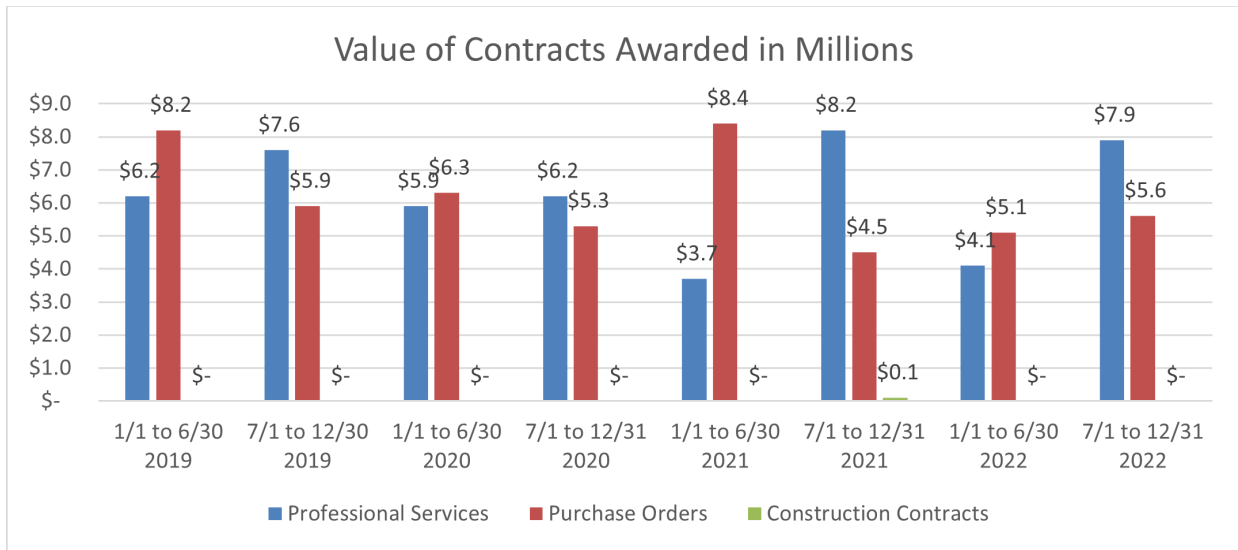
Referral Update:

The table below summarizes the attached department activity on a countywide basis.

The table below summarizes the attached department activity on a countywide basis.

July – December 2022

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	404	164	40.6%	\$34,375,620	\$7,973,317	23.2%
Purchasing Transactions	833	392	47.1%	\$12,419,318	\$5,632,737	45.4%
Construction Contracts	0	0	0%	0	0	0%



While the County did not achieve the 50% goal, this information shows the County directed more than \$13.5 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 23.2% award rate for professional/personal services transactions and a 45.4% award rate for purchasing transactions. There were no construction contracts reported in this period.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County's reported activity is within range for professional/personal services, and well above that range for purchasing transactions. The following departments are to be commended for achieving 50% or more program compliance this reporting period:

- **Professional/Personal Services:** Animal Services, Auditor-Controller, Conservation and Development, DOIT, District Attorney, Fire Protection District, Health Services, Library Administration, and Public Works.
- **Purchasing Transactions:** Auditor-Controller, Conservation & Development, Clerk of the Board, and the Treasurer – Tax Collector.

Of particular note, the Auditor-Controller, Conservation and Development, DOIT, District Attorney are to be commended for achieving a 100% award rate for qualifying professional services contracts. Conservation and Development also achieved 100% in qualifying Purchasing Transactions for this period.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Svcs						
Animal Services	28	18	64.3%	\$870,354	\$724,854	83.3%
Auditor-Controller	1	1	100%	\$50,000	\$50,000	100%
Conservation & Development	12	12	100%	\$430,963	\$430,963	100%
DOIT	1	1	100%	\$12,000	\$12,000	100%
District Attorney	1	1	100%	\$195,000	\$195,000	100%
Fire Protection District	5	3	60%	\$199,800	\$142,500	71.3%
Health Services	148	85	57.4%	\$6,921,686	\$4,143,323	59.9%
Library Administration	7	6	85.7%	\$209,350	\$148,600	71.0%
Public Works	14	10	71.4%	\$393,673	\$303,288	77%
Purchasing Transactions						
Auditor-Controller	6	5	83.3%	\$53,726	\$47,555	88.5%
Conservation & Development	5	5	100%	\$68,821	\$68,821	100%
Clerk of the Board	5	4	80%	\$31,330	\$30,730	98.1%
Treasurer-Tax Collector	10	4	40%	\$126,577	\$88,085	69.6%

E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 46 bids totaling \$27,293,989 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 46 bids were conducted using the BidSync e-outreach site. Notifications were sent to 626,459 businesses, of which 14.07% are considered small, local, or disadvantaged business enterprises.

E-Outreach July 1, – December 31, 2022

Number of Solicitations	46
Total Notifications	626,459
Dollar Value	\$27,293,989

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	15,102	2.4%
WBE - Women Business Enterprise	13,555	2.1%
SBE - Small Business Enterprise	48,002	7.7%
LBE - Local Business Enterprise	2,066	0.3%
DVBE - Disabled Veteran Business Enterprise	430	0.07%
DBE – Disadvantaged Business Enterprise	9,125	1.5%
Total	88,280	14.07%

Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$21,590,660. The dollar value awarded to Contra Costa County businesses was 16.6% or \$3.5 million. The value awarded to other Bay Area businesses was 21.9% or \$4.7 million. This represents Contra Costa County’s contribution to the local economy.

Contra Costa County	\$3,589,539	16.6%
Other Bay Area Counties	\$4,742,052	21.9%
Other	\$13,259,069	61.4%
Total	\$21,590,660	100.0%

Conclusion

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing some interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran, and disadvantaged business categories.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2022.

Attachments

Attachment A: July-December 2022

Minutes Attachments

No file(s) attached.



**CONTRA COSTA COUNTY
FISH AND WILDLIFE COMMITTEE**
c/o Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 925-655-2703

TO: Internal Operations Committee
Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

FROM: From: Daniel Pellegrini, Chair
Fish and Wildlife Committee
By: Maureen Parkes, Senior Planning Technician
Staff to Fish and Wildlife Committee

DATE: April 3, 2023

SUBJECT: Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee

The Contra Costa County Fish and Wildlife Committee (FWC) has completed its review of grant requests for funding from the Fish and Wildlife Propagation Fund (Fund) and is forwarding its grant award recommendations to the Internal Operations Committee (IO). The FWC reviewed 10 grant applications and recommends nine of them for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

I. Background

Fish and Wildlife Propagation Fund

The Fish and Wildlife Propagation Fund (Fund) was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. A portion of the fines are deposited into the Fund. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally portions of larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration, illegal take of a special status species, and pollution of waters are deposited into the Fund. In 2022, due to the settlement of *The People of the State of California vs. LP, SFPP*, regarding a Kinder Morgan ruptured oil pipeline that leaked a large amount of gasoline into a drainage canal that occurred in November 2020, a deposit of \$497,500 was made into the Fund. As of January 13, 2023, the Fund had an available balance of \$652,252.67.

FWC Grant Program

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

Public Outreach to Advertise the Grant Program

On September 29, 2022, the application packet was sent to the Fish and Wildlife Committee mailing list, the Contra Costa Watershed Forum mailing list, and to teachers and programs that could benefit from the grant program including Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, Mills College and St. Mary’s College. In October 2022, all Contra Costa County school districts were sent the announcement. The CCC Office of Communications and Media distributed a press release to local and regional media outlets regarding the availability of the grant application packet. CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. Supervisors also included the announcement in their email newsletters. It was posted as a newsflash on the Department of Conservation and Development’s website and displayed on its social media accounts: Facebook, Instagram and Twitter. It was also made available on the Committee’s website and to anyone who requested a copy.

FWC Grant Review Process in 2023

10 applications requesting a total of \$84,906.02 were reviewed.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

II. Recommendation of Funding on Grants for 2023

At its February 15, 2023 meeting, the FWC recommended full or partial funding for nine of the proposed projects. Projects recommended for funding total \$60,702.02 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and vote are listed on Pages 2 through 4 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Roni Gehlke (At-large), Madhan Gunasekaran (District III), Susan Heckly (District II), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), and Cass Rogers (At-large).

The following recommendations are for full funding of the project as proposed unless noted otherwise. FWC Recommendations:

- 1) Appropriate \$13,151.37 to International Bird Rescue for their “Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact - 2023” project. Funds will be used to repair and replace currently unusable and obsolete rehabilitation facilities and material in their small aviaries, predator-proof these and other enclosures, and improve their ability to care for unhatched eggs and chicks. Partial funding is recommended for the purchase of Brinsea TLC-50 Advance Series II Parrot Brooder/Intensive Care Unit/Recovery Incubator, 8-unit modular wall

cage, wood and building supplies for rehabilitation habitats, hardware cloth and netting, materials for staff to restore small pelican aviary and rubber matting for wash room; and may not be used for trimming trees and brush or weed abatement.

- 2) Appropriate \$1,015.00 to Worth a Dam for their “Beavers: Climate Superheroes” project. The children will walk from booth to booth with a bookmark collecting stamps showing the issues beavers can address learning how they mitigate climate change. Funds will be used for climate hero stamps, superhero bookmarks, climate change hero posters for booths and exhibit location map festival brochures.
- 3) Appropriate \$4,336.00 to Golden Gate Audubon for their “Bring Back the Natives” project. The goals of the tour are to encourage homeowners to garden with native plants in order to create habitat for wildlife where they live and work; to reduce the amount of water used in the landscape; and to eliminate pesticide use, thus protecting pollinators affected by garden chemicals, and water quality for aquatic species such as frogs, trout and salmon. Partial funding is recommended and may be used for lawn signs, t-shirts for hosts and volunteers, Zoom fees for virtual tour, and keystone species cards; and may not be used for a consultant to provide technical help for a virtual tour.
- 4) Appropriate \$7,200.00 to KIDS for the BAY for their “Watershed Action Program” project. The project will engage eight elementary school classes, including 200 students, their teachers and families, in under-resourced schools in Contra Costa County, in hands-on watershed education and stewardship. Funds will be used for field trip bus transportation.
- 5) Appropriate \$15,100.00 to The Watershed Project for their “Contra Costa Water Quality Monitoring and Wildcat Creek Fish Habitat Suitability Study” project to support the continuation of their countywide creek monitoring program while partnering with Trout Unlimited to conduct a Steelhead and Salmon Habitat Suitability Study in Wildcat Creek. Partial funding is recommended and may be used for calibration standards and replacement parts for all meters in use, paper strip indicators, HOBO loggers, YSI meter and sensors, Oakton meter, lab fees and permits, educational materials for public events, replacement waders; and may not be used for website and app development fees, event space rental for year-end celebration, or intern stipend.
- 6) Appropriate \$5,280.65 to Lindsay Wildlife Experience for their “Hospital Exam Room Medical Light Fixture” project. The new light fixture will replace examination lights in the primary treatment room of the hospital and will improve their ability to properly examine and diagnose animals. Funds will be used for the purchase and installation of the medical light fixture.
- 7) Appropriate \$2,050.00 to River Otter Ecology Project for their “Ambassadors to the Watershed” project to support educational presentations about the Contra Costa Canal otters on Zoom and/or in person at which they will discuss the importance of community science in conservation and show how the information those who input sightings are giving them supports improved management decisions for wildlife. Funds will be used for design and printing of logo tees, printing of brochures, barrel bags and postage.
- 8) Appropriate \$5,695.00 to Contra Costa Resource Conservation District for their “CSUEB, Concord Eco-Cultural Garden Outdoor Classroom” project to purchase teaching supplies and infrastructure materials to equip the California State University, East Bay (CSUEB), Concord Eco-Cultural Garden to serve as an outdoor classroom. Partial funding is recommended and may be used for

dissection microscopes, hand lenses, binoculars, trowels, garden gloves, Outdoor Learning Store Soil Study and Inquiry Kit, craft supplies, folding tables, potting soil, shipping container, interpretive bulletin case, galvanized steel sign holders; and may not be used for a shipping container.

- 9) Appropriate \$6,874.00 to Wildcat Canyon Community School for their “Educating Future Generations About Wildlife Habitat Restoration and Mitigating Stormwater Runoff at Wildcat Canyon Community School” project which involves restoration and improvement of two disturbed hillside areas; creation of a native plant demonstration garden near the front of the school; and improved irrigation in the school garden. The restoration efforts will be carried out by the students and school community volunteers of Wildcat Canyon Community School (WCCS), with an emphasis on educating participants on the ecological benefits of planting native plants and impacts on wildlife. Funds will be used for native trees, native shrubs, native wildflower seeds and native bunchgrasses; gopher cages and wire roll, welding wire fencing, T-posts, work gloves, wheelbarrow and hand tools, and miscellaneous irrigation and water catchment supplies.
- 10) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.

[8 ayes/0 noes]

Ayes: Balbas, Gehlke, Gunasekaran, Heckly, Jennings, Morris, Pellegrini and Rogers; Noes: None; Abstain: None; Absent: None

Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Please contact Maureen Parkes at 925-655-2909 or Abigail Fateman at 925-655-2908 with any questions.

Attachments:

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	UC Davis	School	The Impact of Human Disturbance on Animal Learning	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	Central County	\$9,140.00	\$0.00	<p>This is a request for funds to investigate how human disturbance impacts social interactions among animals and learning strategies in the California ground squirrel at Briones Regional Park. The specific aims of this project are to 1) determine the long-term effects of human disturbance on social network properties, and 2) assess how human disturbance affects learning strategies. Funding is requested for Raspberry Pi sets, custom cut acrylic for puzzle boxes, RFID logger, RFID antennae, power bank 20mAH, charger cables, RasPi4 compatible touch screens, miscellaneous electronics, stepper motors, configuration fee of existing RFID logger, notebooks, storage unit rent in Martinez and mileage.</p> <p>Proposed Project Schedule: Field work will be conducted May 2023 - August 2023.</p>	Although a valuable research project, the Committee does not recommend funding because they prefer to fund special projects rather than having organizations depend on grant funding year-to-year for programs or projects.

*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
B	International Bird Rescue	non-profit	Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact - 2023	(a) public education (b) temporary emergency treatment and care of injured or orphaned wildlife. (c) temporary treatment and care of wildlife confiscated by the department as evidence.	Countywide	\$15,251.37	\$13,151.37	<p>This is a request for funds to repair and replace currently unusable and obsolete rehabilitation facilities and material in their small aviaries, predator-proof these and other enclosures, improve their ability to care for unhatched eggs and chicks, and improve workplace safety for their patients and property. Funds are requested for Brinsea TLC-50 Advance Series II Parrot Brooder/Intensive Care Unit/Recovery Incubator, 8-unit modular wall cage, wood and building supplies for rehabilitation habitats, hardware cloth and netting, materials for staff to restore small pelican aviary, rubber matting for wash room, fire protection (trim trees and brush away from buildings, rehabilitation areas, and power lines; weed abatement)</p> <p>Proposed Project Schedule: This project can begin within 30 days, and be completed within 6 months, following notification of grant approval.</p>	<p>The project meets the requirements of Section 13103 (a) public education, (b) temporary emergency treatment and care of injured or orphaned wildlife, and (c) temporary treatment and care of wildlife confiscated by the department as evidence. The goals of the project are to positively resolve human/wildlife interactions and to propagate hundreds of native Contra Costa wild animals, representing dozens of different species. Partial funding is recommended and may not be used for trimming trees and brush or weed abatement.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	Worth a Dam	non-profit	Beavers: Climate Superheroes	(a) public education	Central County	\$1,015.00	\$1,015.00	<p>This is a request for funds for a children's educational activity at the 14th Annual Beaver Festival in Martinez. The children will walk from booth to booth with a bookmark collecting stamps showing the issues beavers can address learning how they mitigate climate change. Funds are requested for climate hero stamps, superhero bookmarks, climate change hero posters for booths and exhibit location map festival brochures.</p> <p>Event Date: June 24, 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. "Beavers: Climate Superheroes" is a fun way to learn how beavers mitigate climate change.</p>
D	Golden Gate Audubon Society	non-profit	Bring Back the Natives	(a) public education (e) habitat improvement	<p>Central 50%</p> <p>West County 50%</p>	\$4,900.00	\$4,336.00	<p>This is a request for funds to support the 2023 Bringing Back the Natives Garden Tour. The goals of the tour are to encourage homeowners to garden with native plants in order to create habitat for wildlife where they live and work; to reduce the amount of water used in the landscape; and to eliminate pesticide use, thus protecting pollinators affected by garden chemicals, and water quality for aquatic species such as frogs, trout and salmon. Funds are requested for lawn signs, t-shirts for hosts and volunteers, Zoom fees for virtual tour, consultant providing technical help for virtual tour, and keystone species cards.</p> <p>Event Dates: May 6-7, 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The garden tour has direct benefits to wildlife as it will improve habitat by teaching Contra Costa residents about the importance of native plants to wildlife, how to transform gardens into habitat, inspire, and provide the resources that will help residents protect species whose numbers are in decline by creating ecologically diverse gardens. Partial funding is recommended and may not be used for a consultant to provide technical help for the virtual tour.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	KIDS for the BAY	non-profit	Watershed Action Program	(a) public education (e) habitat improvement	West County 60% East County 40%	\$7,200.00	\$7,200.00	<p>This is a request for funds to support the Watershed Action Program which will engage eight elementary school classes, including 200 students, their teachers and families, in under-resourced schools in Contra Costa County, in hands-on watershed education and stewardship. Funds are requested for field trip bus transportation.</p> <p>Proposed Project Schedule: 2023 - 2024 school year</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. Students will discover wildlife in unique aquatic environments, explore and investigate like scientists, and make personal connections with nature. Students will become environmental leaders at school and at home by taking action for their environment, making behavior changes and teaching their families and school communities how to protect their local watershed and wildlife.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
F	The Watershed Project	non-profit	Contra Costa Water Quality Monitoring and Wildcat Creek Fish Habitat Suitability Study	(a) public education (e) habitat improvement	West County 60% Central County 25% East County 15%	\$20,000.00	\$15,100.00	<p>This is a request for funding to support continuation of their countywide creek monitoring program while partnering with Trout Unlimited to conduct a Steelhead and Salmon Habitat Suitability Study in Wildcat Creek. Funds are requested for calibration standards and replacement parts for all meters in use, paper strip indicators, HOBO loggers, YSI meter and sensors, Oakton meter, lab fees and permits, website and app development fees, educational materials for public events, event space rental for year-end celebration, replacement waders and intern stipend.</p> <p>Proposed Project Schedule: The project would begin when notified of grant approval and be completed in May 2024.</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The Wildcat Creek Steelhead and Salmon Habitat Suitability Study will provide a direct benefit to anadromous fish species in Wildcat Creek by better understanding spawning and rearing conditions in the creek, and interventions necessary to accompany fish passage improvements. Additionally, the goal of their creek monitoring program is to train and engage community scientists on improving water quality in Contra Costa County in order to provide suitable habitat for fish populations. Partial funding is recommended and may not be used on website and app development fees, event space rental for year-end celebration and intern stipend.</p>
G	Lindsay Wildlife Experience	non-profit	Hospital Exam Room Medical Light Fixture	(b) Temporary emergency treatment and care of injured or orphaned wildlife.	Countywide	\$5,280.65	\$5,280.65	<p>This is a request for funds to replace examination lights, which are currently 1/2 functional, that are located in the primary treatment room of the hospital.</p> <p>Proposed Project Schedule: The project would begin when notified of grant approval.</p>	<p>The project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife. Replacing the examination lights will improve their ability to properly examine and diagnose animals coming into the hospital.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
H	River Otter Ecology Project	non-profit	Ambassadors to the Watershed	(a) public education	Central County	\$2,050.00	\$2,050.00	<p>This is a request for funds to support educational presentations about the Contra Costa Canal otters on Zoom and/or in person at which they will discuss the importance of community science in conservation and show how the information those who input sightings are giving them supports improved management decisions for wildlife. Funds are requested for design and printing of logo tees, printing of brochures, barrel bags and postage.</p> <p>Proposed Project Schedule: 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. River otters in the Contra Costa Canal are attracting the public's attention, and this is an opportunity to promote public awareness and education on responsible wildlife viewing, photography and the importance of watershed health, offering education and ways to use community science data to support watershed conservation.</p>
I	Contra Costa Resource Conservation District	government	CSUEB, Concord Eco-Cultural Garden Outdoor Classroom	(a) public education	Central County	\$13,195.00	\$5,695.00	<p>This is a request for funds to purchase teaching supplies and infrastructure materials to equip the California State University, East Bay (CSUEB), Concord Eco-Cultural Garden to serve as an outdoor classroom. Funds are requested for dissection microscopes, hand lenses, binoculars, trowels, garden gloves, Outdoor Learning Store Soil Study and Inquiry Kit, craft supplies, folding tables, potting soil, shipping container, interpretive bulletin case, and galvanized steel sign holders.</p> <p>Proposed Project Schedule: This project can begin within 30 days, and be completed within 4 months, following notification of grant approval.</p>	<p>The project meets the requirements of Section 13103 (a) public education. The vision for the garden is to serve as an entry point to create awareness of the interconnectedness of human actions and watershed health. Installing interpretive signage to educate the community and providing materials for an outdoor classroom will allow the highly visible and accessible CSUEB Concord Eco-Cultural garden to expand environmental awareness of curious students, educators, and members of the public. Partial funding is recommended and may not be used to purchase a shipping container.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
J	Wildcat Canyon Community School	School	Educating Future Generations About Wildlife Habitat Restoration and Mitigating Stormwater Runoff at Wildcat Canyon Community School	(a) public education (e) habitat improvement	West County	\$6,874.00	\$6,874.00	<p>This is a request for funds to restore native wildlife habitat on the campus of Wildcat Canyon Community School (WCCS), and to assist in educating the community about their native ecosystem. Funds are requested for native trees, native shrubs, native wildflower seeds and native bunchgrasses; gopher cages and wire roll, welding wire fencing, T-posts, work gloves, wheelbarrow and hand tools, and miscellaneous irrigation and water catchment supplies.</p> <p>Request for exception to the grant funding cost reimbursement requirement.</p> <p>Proposed Project Schedule: May 2023 - February 2024</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. This project will involve restoration and improvement of two disturbed hillside areas; creation of a native plant demonstration garden near the front of the school; and improved irrigation in the school garden. The restoration efforts will be carried out by the students and school community volunteers of Wildcat Canyon Community School (WCCS), with an emphasis on educating participants on the ecological benefits of planting native plants and impacts on wildlife.</p> <p>The Committee recommends approving their request for an exception to the grant funding cost reimbursement requirement.</p>
					Total	\$84,906.02	\$60,702.02		
			Total Available Funds as of January 13, 2023			\$652,252.67			
					Remainder	\$567,346.65	\$591,550.65		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$5,880.00	6.93%	\$5,145.00	8.48%
West	\$25,644.00	30.20%	\$22,422.00	36.94%
Central	\$32,850.00	38.69%	\$14,703.00	24.22%
Countywide	\$20,532.02	24.18%	\$18,432.02	30.36%
TOTAL	\$84,906.02	100.00%	\$60,702.02	100.00%

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Deidra Dingman
Deputy Director

Maureen Toms
Deputy Director

Gabriel Lemus
Assistant Deputy Director

September 29, 2022

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Thursday, January 5, 2023 (a postmark of January 5, 2023, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-655-2909 prior to the deadline. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 1, 2022. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits, or utilities. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials). Due to the current drought conditions, proposals should seek to minimize water usage and address the project's water requirements in the grant application. Organizations, schools, and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2022 grant cycle a total of \$50,324.27 was awarded to ten projects. The awards ranged from \$998.00 to \$9,949.00. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by May 2023. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Grant awardees may request a budget modification to address any proposed changes to the project costs. This request must be made in writing prior to incurring the unapproved expenses. Unapproved expenses will not be reimbursable. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (May 2024), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-655-2909 or maureen.parkes@dcd.cccounty.us.

Sincerely,

Maureen Parkes
Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page – See attached.
(PDFs and e-signatures are acceptable)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 1, 2022. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 5, 2023 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

- Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material.

Grant recipients may use the following standard language in making attributions for funding by the FWC:

- Attribution for full Grant funding: "This (research, publication, project, web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
- Attribution for partial Grant funding: "This (research, publication, project, web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."

- 3) Project schedule - The project must be completed within a year from the date you receive notification of funding (by May 2024).
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Electronic submittals are preferred. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by November 1, 2022. (See exception for Section 13103 (i) on Page 1.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Thursday, January 5, 2023 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 5, 2023 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).*

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us

or

Mailed or Hand Delivered**: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-655-2909.

**Due to operating procedures related to COVID-19 safety measures, contact Maureen by email or telephone at 925-655-2909 to coordinate hand delivery of your application to ensure your application is received by the submission deadline.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 655-2909.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2023 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, school, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 04/10/2023
Subject: RECOMMENDATIONS FOR ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDING
Submitted For: John Kopchik, Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 23/6
Referral Name: Allocation of Fish & Wildlife Propagation Funds
Presenter: Maureen Parkes **Contact:** Maureen Parkes (925) 655-2909

Referral History:

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 the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which has since been a standing referral to the IOC.

Referral Update:

Attached is a memo from the Fish & Wildlife Committee describing the outreach and selection process and criteria, and transmitting the grant funding recommendations for full or partial funding of nine projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix attached to the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

As shown below, annual receipts had been on a declining trend until FY21-22, when the Fund received a deposit of \$497,500 from a fine levied on Kinder Morgan following a pipeline rupture.

2010-11	\$66,969.25
2011-12	\$29,576.67
2012-13	\$187,437.10
2013-14	\$50,705.88
2014-15	\$11,694.40
2015-16	\$210,606.85
2016-17	\$92,965.83
2017-18	\$14,187.33
2018-19	\$207,918.55
2019-20	\$45,173.84
2020-21	\$8,697.46
2021-22	\$520,330.12
2022-23 thru Feb	41,043.41

Recommendation(s)/Next Step(s):

CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2023 Fish and Wildlife Propagation Fund grant funds for nine projects totaling \$60,702, and DETERMINE recommendations for Board of Supervisors consideration.

Fiscal Impact (if any):

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$60,702 or about 9% of the \$652,253 propagation funds available as of January 13, 2023. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

Attachments

2022-23 Fish & Wildlife Propagation Fund Allocation Recommendations

Minutes Attachments

No file(s) attached.
