



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: December 17, 2019

Subject: 2019 YEAR-END REPORT ON INTERNAL OPERATIONS COMMITTEE REFERRALS AND THEIR DISPOSITION

RECOMMENDATION(S):

1. ACCEPT the 2019 Annual Report of the Internal Operations Committee of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. REMOVE without taking any further action the referrals listed under Exhibit A.
4. REFER to the 2020 IOC the items listed under Exhibit B.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **12/17/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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

ATTESTED: December 17, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: June McHuen, Deputy

cc:

RECOMMENDATION(S): (CONT'D)

FISCAL IMPACT:

None.

BACKGROUND:

During 2019, the Internal Operations Committee (IOC) received 14 referrals from the Board of Supervisors, made 10 reports to the Board, interviewed 32 candidates and made recommendations to fill 33 seats for certain advisory bodies whose composition requirements must be monitored. Our Committee appreciates the time and effort taken by the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted two reports from the Purchasing Services Manager, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019. This is a standing referral. **REFER**
2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2018 audit work and proposed 2019 Audit Schedule to the IOC on March 11, 2019. The IOC transmitted the Audit Schedule to the Board of Supervisors on March 19, 2019. This is a standing referral. **REFER**
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2018/19 fleet report on March 11, 2019 and reported out to the Board of Supervisors on March 19, 2019. This is a standing referral. **REFER**
4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and

presented by the Purchasing Agent or designee. The IOC received two reports, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019. This is a standing referral. **REFER**

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

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

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

This is a standing referral. **REFER**

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

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to

create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The second phase report of the current Triennial Review Cycle was completed on April 8, 2019 and reported out to the Board on April 16, 2019. This is a standing referral. **REFER**

8. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 21, 2019, the IOC received the third annual report on the Animal Benefit Fund covering FY 2018/19 and reported out to the Board of Supervisors on November 5, 2019. This is a standing referral. **REFER**

9. Commission for Women Member Attrition and Review. Following up on a referral begun in 2017, the IOC held several follow-up discussions in 2018 and 2019 related to a spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized. Staff made recommendations for reforming the Commission, which the Commission took under advisement, but were unable to fully consider during 2018 due to an inability to achieve a meeting quorum. The Board of Supervisors on April 24, 2018, at the IOC's recommendation, reduced the Commission's size from 15 to 10. The BOS, on May 7, 2019, also adopted IOC recommended changes to the Commission for Women and Girls bylaws. **TERMINATE**

10. Waste Hauler Ordinance Status Report. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC and staff from Environmental Health, Conservation and Development, the County Administrator's Office and the County Counsel's Office worked for more than five years with franchise haulers to craft an ordinance, which was adopted by the Board of Supervisors on December 5, 2017. The BOS, on November 13, 2018, approved an IOC recommendation to reduce the required performance bond from \$50,000 to \$20,000 to encourage greater compliance with the ordinance. The IOC reported back to the Board on May 21, 2019 on the implementation of the ordinance and the effect of reducing the performance bond amount. **TERMINATE**

11. Los Medanos Health Care District Board Member Recruitment. As part of the dissolution of the Los Medanos Community Healthcare District (District), the Board adopted Resolution No. 2018/436, which created the Los Medanos Health Advisory Committee (Advisory Committee). The Board formed the Advisory Committee to identify health disparities within the District's borders and to make recommendations related to a grant program to be conducted in the District's territory. The composition of the Advisory Committee called for (1) one At Large seat to be interviewed and recommended to the full

Board for appointment by the Internal Operations Committee. The IOC was scheduled to interview three candidates for the At Large seat on December 10, 2018, but decided to remove this item from consideration until the disposition of the District was determined by LAFCo. **TERMINATE**

12. Public Information Program. On February 26, 2019, the Board requested the IOC to review the County's current public outreach and engagement capabilities and future strategy, particularly in anticipation of the significant outreach effort that would be required for the 2020 U.S. Census Project. The review was to cover coordination with Department information officers, and current and future outreach tools and strategies to effectively inform and engage citizens in County government issues, with particular emphasis on social media and other emerging technologies. The Communications & Media Director reported to the IOC on October 21, 2019, highlighting 2019 accomplishments including the July 2019 launch of the new County website, creation of tax and permit portals, creation of a new landing page for the Board of Supervisors, and the addition of a "how do I?" help feature. She explained some of the goals of the new webpage design as being functional on a mobile device, offering many paths to the same information and opportunities to complete tasks beyond simply finding information. **TERMINATE**

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

14. Purchasing Agent Authority to \$200,000. On April 9, 2019, the Board requested the IOC to review of the purchasing agent's authority to engage independent contractors, in light of a legislative amendment that would permit the County to expand that authority. The IOC considered this matter on June 10, 2019 and recommended to the Board on June 18, 2019 an increase to the purchasing agent's authority to engage independent contractors from the current policy limit of \$100,000 to the new statutory limit of \$200,000 and extend the same authority to issuance of purchase orders, effective July 1, 2019. **TERMINATE**

EXHIBIT A
LIST OF REFERRALS TO BE REMOVED

9. Commission for Women Member Attrition and Review
10. Waste Hauler Ordinance Status Report
11. Los Medanos Health Care District Board Member Recruitment
12. Public Information Program
14. Purchasing Agent Authority to \$200,000

EXHIBIT B
LIST OF ITEMS TO BE REFERRED TO THE
2020 INTERNAL OPERATIONS COMMITTEE

Standing Referrals

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

Non-Standing Referrals

13. Language Interpretation Services for Public Meetings

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2020.