



**Contra
Costa
County**

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

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

RECOMMENDATION(S):

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/23/2021** ☒ 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: November 23, 2021

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

Contact: Julie DiMaggio Enea
(925) 655-2056

By: Stacey M. Boyd, Deputy

cc:

FISCAL IMPACT:

None.

BACKGROUND:

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

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

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted two reports from the new Purchasing Services Manager, together covering the period July 1, 2020 through June 30, 2021, and reported out to the Board of Supervisors on September 21 and October 19, 2021. This is a standing referral. **REFER**
2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of its 2020 audit work and proposed 2021 Audit Schedule to the IOC on February 8, 2021, which the IOC accepted and approved, and reported to the Board on March 2, 2021. This is a standing referral. **REFER**
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2019/20 fleet report on March 9, 2021 and reported out to the Board of Supervisors on March 23, 2021. This is a standing referral. **REFER**
4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and

presented by the Purchasing Agent or designee. The IOC received two reports, together covering the period July 1, 2020 through June 30, 2021, and reported out to the Board of Supervisors on September 21 and October 19, 2021. This is a standing referral. **REFER**

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

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

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

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 12, 2021, the IOC received a report from DCD proposing, on behalf of the FWC, the 2021 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and recommended grant awards for seven projects totaling \$60,831, which the Board of Supervisors unanimously approved on April 20, 2021. This is a standing referral. **REFER**

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/CoB's Office to institute a method to conduct a rotating triennial review of each body

and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The first phase report of the current Triennial Review Cycle was completed on March 8, 2021 and reported out to the Board on March 23, 2021. This is a standing referral. **REFER**

8. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 11, 2021, the IOC received the fifth annual report on the Animal Benefit Fund covering FY 2020/21 and reported to the Board on October 19, 2021. This is a standing referral. **REFER**

9. Language Interpretation Services for Public Meetings. On March 26, 2019, the Board requested the IOC to develop a policy on language interpretation services at the Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocates to the new Administration Building. The IOC gave staff direction to report back with additional information to assist the Committee in determining the best model for providing these services. The IOC received follow-up reports on December 9, 2019 and November 19, 2020, and directed staff to develop recommendations for a six-month pilot program providing limited interpretation and translation services, with the intention that the County would initiate a pilot process, promote it, and measure how extensively it is utilized. On March 8, 2021, the IOC received an extensive report from the Clerk of the Board on language interpretation and closed captioning services, and subsequently made to the Board related recommendations which, on March 23, 2021, the Board approved. **TERMINATE**

10. Cut the Commute Challenge. On November 3, 2020, the Board referred to the IOC the Bay Area Air Quality Management District's (BAAQMD) challenge to Contra Costa County employers to "Cut the Commute", to identify issues and determine the feasibility of accepting the Challenge. Employers that accept the BAAQMD Challenge must commit to actively study and determine what strategies will work best for their particular workforce to facilitate remote work opportunities. The BAAQMD has challenged employers to extend remote work options by at least 25 percent (or 1-2 days a week) for employees whose work requirements allow for that flexibility. The County was, at the time of the referral, engaged in negotiations with the Labor Coalition on a Remote Work Policy. The IOC provided the Board with a status report on May 18, 2021 outlining the many other employer and public service programs provided by the County to encourage alternatives to the daily commute, as well as ongoing community planning for such alternatives. The County in August 2021 adopted a Remote Work Policy that provides opportunities for remote work arrangements at the discretion of County department heads, but does not contain specific goals as suggested by the BAAQMD challenge. **TERMINATE**

11. Mental Health Commission Bylaws Changes. In the early spring of 2021, the Executive

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

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

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

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

CONSEQUENCE OF NEGATIVE ACTION:

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