



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Internal Operations Committee

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

<https://cccouny-us.zoom.us/j/85280600959>  
Call In: 888-278-0254 Conference code: 845965

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**Monday, June 10, 2024**      **11:00 AM**      **1516 Kamole Street. Honolulu, HI | 3361**  
**Walnut Blvd, Suite 140, Brentwood |**  
**<https://cccouny-us.zoom.us/j/85280600959> |**  
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1. Call to Order

*Chair Burgis called the meeting to order at 11:01 a.m. In addition to the Committee members, the following individuals were in attendance: Eric Angstadt, Steve Kowalewski, Jill Ray, Alicia Nuchols, Tavane Payne, Jennifer Bruggeman, Jeffrey Acuff, and Julie Enea.*

**Present:** Diane Burgis and Candace Andersen

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

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

3. RECEIVE and APPROVE the Record of Action for the May 13, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

**Attachments:**      [DRAFT IOC ROA 5-13-24](#)

*Approved as presented.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

4. ACCEPT report from the County Administrator on process undertaken to update Administrative Bulletin No. 527, "Capital Projects and Real Estate Services" and CONSIDER approving the updated Bulletin and directing the County Administrator to prepare all necessary actions to implement the policy for consideration by the full Board of Supervisors, or PROVIDE any additional direction to staff as needed. (Eric Angstadt, County Administrator's Office)

**Attachments:**      [ATTACHMENT A - Referral to IOC - 2023 Admin Bulletins 4-24-](#)  
[ATTACHMENT B - Admin Bulletin 527 Capital Projects and Real](#)  
[Estate Services\\_final draft](#)

*Chief Asst. County Administrator Eric Angstadt presented the staff report, proposed policy, and recommendations.*

*Vice Chair Andersen asked if this policy would help avoid past issues experienced with some Health Services Department facilities projects, to which Eric responded that it would and that he was currently developing an RFP for the care court and inpatient treatment facility projects. He also confirmed that Public Works Director Warren Lai and several others assisted with development of the policy.*

*Eric reported that for FY 24/25, 20 of 40 requested capital projects were approved to proceed. He noted the two levels of CAO review: capital planning (himself) and finance (Adam Nguyen). Projects were considered and prioritized in terms of need, urgency, cost and funding source, timing, and capacity to manage/implement the jobs. Some projects were moved up in priority if there was ability to bundle them with similar projects to achieve economies of scale. He also stated that Capital Projects' staff capacity had been increased in anticipation of the new policy and procedures, which attempt to funnel project requests through the annual budget process. He also reported that more robust project management software will be implemented to better support the entire process.*

*The Committee unanimously approved the proposed Capital Facilities Policy and directed staff to forward it to the Board on Consent.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

5. CONSIDER the Mental Health Commission's proposed changes to its bylaws pertaining to attendance. (Julie Enea or Laura Griffin, Commission Chair)

**Attachments:**

[MHC Bylaws Last Updated Sept 2021](#)

[Mark-up of Proposed Changes from Sept 2021 version - Attendance Section Only](#)

[Final Draft of Changes from Sept 2021 version - Attendance Section Only](#)

*Julie Enea provided background for the recommendation. Vice Chair Andersen advised that Proposition 1 will necessitate combining the Alcohol and Other Drugs Advisory Board with the Mental Health Commission (MHC) (or decommissioning those bodies and creating a new body), and that the Family and Human Services Committee would likely be working on that effort. Still, the IOC agreed that the proposed MHC bylaw amendments could move forward in the interim.*

*Jennifer Bruggeman advised that the MHC requires 8 attendees to achieve a Commission quorum, which is usually achieved. However, she said that MHC subcommittees have had more difficulty achieving a quorum due to their small size.*

*Vice Chair Andersen said the proposed amendments were important because they define what constitutes an excused absence and provides a procedure to report and recognize excused absences. This is especially important for Commissioners who have professional obligations, particularly involving travel, that prevents attendance at MHC meetings.*

*Tavane Payne urged the IOC to approve the amendments even if they will only be*

*operational for the remainder of the calendar year.*

*The IOC approved the proposed bylaw changes and directed staff to forward them to the Board on Consent.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

6. The next meeting is currently scheduled for July 8, 2024.

*Staff advised that CAO Senior Deputy Jason Chan would provide Committee staff support at the July 8 meeting.*

7. Adjourn

*Chair Burgis adjourned the meeting at 11:29 a.m.*

#### General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

#### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: