AGENDA



CONTRA COSTA COUNTY Family and Human Services Committee

Supervisor Candace Andersen, Chair Supervisor John Gioia, Vice Chair

https://cccounty-us.zoom.us/j/87535225404 | USA

888-278-0254 Conference code: 854906

Monday, September 8, 2025

10:30 AM

309 Diablo Rd., Danville | 11780 San Pablo Avenue, Suite D., El Cerrito https://cccounty-us.zoom.us/j/875352254 04 | USA 888-278-0254 Conference code: 854906

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

- 1. Introductions
- 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).
- 3. RECEIVE and APPROVE the Record of Action for the July 14, 2025 Family and Human Services Committee (FHS) meeting. (Jason Chan, Sr. Deputy County Administrator)

Attachments: Draft ROA 7.14.25

4. CONSIDER recommending to the Board of Supervisors the appointment of Vedrana Varagic to the At-Large #4 seat on the Contra Costa Commission for Women and Girls with a term expiring February 28, 2029, as recommended by the Commission. (Chrystine Robbins, Sr. Management Analyst)

Attachments: CCCWG Roster, Seats, Terms 8.27.25

Varagic, Vedrana (CCCWG) 06-26-25 [D5] Redacted

25-3520

5. CONSIDER recommending to the Board of Supervisors the appointment of Candida Duperroir to the Community #4 - East County seat on the Local Planning and Advisory Council for Early Care and Education, as recommended by the Contra Costa County Office of Education. (Monica Joseph, LPC Staff)

25-3521

Attachments: LPC updated Roster 8.5.25

Duperroir, Candida (LPC application) 07-11-25 [D5] Redacted

CONSIDER recommending to the Board of Supervisors the reappointment of 6. Maura Millison to the At-Large #2 Seat and Carol Carillo to the Discipline Specific #3 Seat – Child Abuse Prevention Council with terms ending September 30, 2027 on the Family and Children's Trust Committee (FACT), as recommended by the Employment and Human Services Department. (Ana Kaye, FACT Staff)

25-3522

Attachments: FACT ROSTER 10.1.2025 - DRAFT Redacted

FACT FHS Membership Request Re-Appointment 8.6.2025

Millison, Maura (FACT) 05-05-25 [D4] - Redacted Carrillo, Carol (FACT) 05-01-25 [OOC] - Redacted

7. CONSIDER recommending to the Board of Supervisors the appointment of Wilson Cheng to the Consumer Under 60 Seat #1 and Rose Acampora to the Under 60 Seat #2 on the In-Home Supportive Services Public Authority Advisory Committee, as recommended by the Employment and Human Services Department. (Valerie Chatman, Executive Director)

25-3523

Attachments: AC Member Speard Sheet 07-28-2025

07-15-2025 Redacted Application Wilson Chen 07-15-2025 Redacted Application Rose Acampora

25-3524

CONSIDER recommending to the Board of Supervisors the appointment of Tim 8. Sbranti to the Labor Seat #3 seat, Doug Jones to the Labor Seat #4, Patience Ofodo to the Business Seat #12, Dawn King to the Business Seat #13, and the reappointment of Timothy Jeffries to the Labor Seat #1 on the Workforce Development Board (WDB), as recommended by the Employment and Human Services Department. (Tamia Brown, Executive Director)

Attachments: WDB Board Roster 08.2025 - PUBLIC

A4b - Tim (WDB) 07-30-25 [OOC, D5] Redacted

A4c - Jones, Doug (WDB) 07-30-25 [OOC] Redacted

A3b -Ofodu Patience Application (WDB) 08-02-24 (002) - Redacted

A3c -King Dawn Application (WDB) 02-19-25 - Redacted Jefferies, Timothy (WDB) 08-01-25 [D3, D4] Redacted

9. CONSIDER accepting the report from the Employment and Human Services Department (EHSD) on Aging and Adult Services, and DIRECT staff to forward the report to the Board of Supervisors for their information, as recommended by the EHSD Director. (Tracy Murray, Aging and Adult Services Director)

25-3525

Attachments: Aging Adult Services FHS Presentation September 8 2025

10. CONSIDER accepting the Council on Homelessness (COH) Quarter 2 report and directing staff to forward the report to the Board of Supervisors for their information. (Jaime Jenett, Staff to the COH)

25-3526

Attachments: Council on Homlelessness Q2-2025 Report

Q2 2025 COH report to FHS

11. CONSIDER accepting the annual reports on the Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment and the Secondhand Smoke Protections ordinances, and directing staff to forward the reports to the Board of Supervisors for their information, as recommended by the Health Services Department and Public Health Officer. (Sefanit Mekuria, MD, MPH, Deputy Health Officer; and Mayra Lopez, Tobacco Prevention Program Manager)

25-3527

Attachments: 2025 FHS Report Slide Deck Final 8.25.25

SFMUR FHS Report Final 8.25.25 TRL FHS Report Final 8.25.25

The next meeting is currently scheduled for October 13, 2025.

Adjourn

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.

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: Jason Chan, (925) 655-2050



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3519 Agenda Date: 9/8/2025 Agenda #: 3.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Record of Action for July 14, 2025
Submitted For: Family and Human Services Committee

Department: County Administrator

Referral No: N/A Referral Name: N/A

Presenter: Jason Chan, Sr. Deputy County Administrator

Contact: Jason Chan, (925) 655-2050

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda, and the decisions made in the meeting.

Referral Update:

Attached is the record of action for the July 14, 2025, Family and Human Services Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the July 14, 2025, Family and Human Services Committee meeting.

Fiscal Impact (if any):

There is no fiscal impact.

SEAT OF THE SEAT O

CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Family and Human Services Committee

Supervisor Candace Andersen, Chair Supervisor John Gioia, Vice Chair

https://cccounty-us.zoom.us/j/87535225404 | USA

888-278-0254 Conference code: 854906

Monday, July 14, 2025

10:30 AN516 Kamole Street, Honolulu, Hawaii | 11780 San Pablo Avenue, Suite D., El Cerrito https://cccounty-us.zoom.us/j/87535225404 | USA 888-278-0254 Conference code: 854906

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Supervisor Andersen called the meeting to order at 10:30 a.m.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

- 1. Introductions
- 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 public comment received.

3. RECEIVE and APPROVE the Record of Action for the June 9, 2025 Family and Human Services Committee (FHS) meeting. (Jason Chan, Sr. Deputy County Administrator)

Attachments: <u>Draft ROA 6.9.25</u>

The Committee approved the Record of Action for the June 9, 2025, meeting as presented.

4. CONSIDER recommending to the Board of Supervisors the appointment of LeJon Payne to the At-Large #7 seat on the Contra Costa Commission for Women and Girls with a term expiring February 28, 2029, as recommended by the Commission. (Chrystine Robbins, Sr. Management Analyst)

Attachments: CCCWG Roster 6.25.25

Payne, LeJon (CCCWG) 08-17-24 Redacted

The Committee approved the appointment for the Board of Supervisors approval as recommended.

5. CONSIDER recommending to the Board of Supervisors the appointment of Tim Fares to the Public Agency #4 - East seat, Megan Miccio to the Public Agency #3 - Central/South seat and Okeena Dickson to the Child Care Consumer #4 - East seat on the Local Planning

and Advisory Council for Early Care and Education, as recommended by the Contra Costa County Office of Education. (Monica Joseph, LPC Staff)

Attachments: Fares, Tim Application Redacted

<u>Dickson, Okeena Application Redacted</u> <u>Miccio, Megan Application Redacted</u>

CCCOE LPC Roster 7.9.25

The Committee approved the appointment for the Board of Supervisors approval as recommended.

Motion: Gioia Second: Andersen

6. CONSIDER recommending to the Board of Supervisors the appointment of Cesar Court to the City of Brentwood's local seat, Steven Freshman to the Alamo-Danville local seat, Inderprit Sekhon to the At-Large Alternate #1 seat, Deborah Weiner to the At-Large Alternate #2 seat and Holly Frates to the At-Large Alternate #3 seat on the Advisory Council on Aging, as recommended by the Council. (Tracy Murray, Aging and Adult Services Director)

Attachments: Cesar Court Advisory Council on Aging Redacted

Frates, Holly (ACOA) 03-30-25 [D4] Redacted

Sekhon, Indy 3.31.25 Redacted

Steven Freshman ACOA Application 7.2.2025 Redacted Wiener, Deborah (ACOA) 03-30-25 [D2] Redacted

ACOA Roster for FHS - Master

The Committee approved the appointment for the Board of Supervisors approval as recommended.

Motion: Gioia
Second: Andersen

7. CONSIDER accepting the Local Planning and Advisory Council for Early Care and Education's Annual Report and directing staff to FORWARD the report to the Board of Supervisors for their information, as recommended by the Contra Costa County Office of Education. (Monica Joseph, Early Care & Education Manager LPC Coordinator)

Attachments: <u>LPC Presentation 2025</u>

The Committee accepted the report and approved staff forwarding it to the Board of Supervisors for consent.

Motion: Gioia Second: Andersen

8. CONSIDER accepting the annual report of the Employment and Human Services Department's Child and Youth Services, and FORWARD to the Board of Supervisors for their information, as recommended by the Employment and Human Services Director. (Vicky Quinto, Children & Family Services Deputy Director; Scott Thompson, Interim Community Services Bureau Director; Carolyn Foudy, Aging & Adult Services Deputy Director; Ann Barrett, Workforce Services Deputy Director; and Tamia Brown, Workforce Development Board Executive Director)

Attachments: FHS Youth Services FINAL Presentation 7.14.25

The Committee accepted the report and approved staff forwarding it to the Board of Supervisors for discussion in Fall 2025.

Motion: Gioia Second: Andersen

The next meeting is currently scheduled for September 8, 2025.

Adjourn

The meeting was adjourned at 11:47 a.m.

General Information

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For Additional Information Contact: Jason Chan, (925) 655-2050



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3520 Agenda Date: 9/8/2025 Agenda #: 4.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Appointments to the Contra Costa Commission for Women and Girls

Submitted For: Monica Nino, County Administrator

Department: County Administration

Referral No: N/A Referral Name: N/A

Presenter: Chrystine Robbins, Sr. Management Analyst

Contact: Jason Chan, (925) 655-2050

Referral History:

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 adopting policy amendments governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee.

The Contra Costa Commission for Women and Girls (CCCWG) was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

The Commission consists of 15 members and one Alternate At-Large member including: five district representatives (one from each supervisorial district), ten At-Large members, and one Alternate. The five district representatives are nominated for a four year term by each member of the Board of Supervisors. The ten At-Large members and the one alternate are nominated by the CCCWG Membership Committee and forwarded to the full CCCWG. The full CCCWG then makes appointment recommendations to the Family and Human Services Committee. All Commission seat terms are for a period of four (4) years with staggered expiration dates.

Referral Update:

Vedrana Varagic applied to serve on the CCCWG on June 26, 2025. On August 26, 2025, the CCCWG voted to approve the recommendation of her appointment to At-Large #4 seat on the Commission, with a term expiring February 28, 2029.

Recommendation(s)/Next Step(s):

Recommend to the Board of Supervisors the appointment of Vedrana Varagic to the At-Large #4 seat on the Contra Costa Commission for Women and Girls with a term expiring February 28, 2029, as recommended by

File #: 25-3520 **Agenda Date:** 9/8/2025 **Agenda #:** 4.

the Commission.

Fiscal Impact (if any):

There is no fiscal impact for this action.

Contra Costa Commission for Women and Girls Roster

Seat/Position	Name	Term begins	Term ends	City	Email
District I	Joey Smith	3/1/2023	3/1/2027	Richmond	ms.jds94801@gmail.com
District II	Marilyn Cachola Lucey	3/1/2023	2/28/2027	Alamo	marilynlucey@gmail.com
District III	Shauna Polk	3/1/2022	2/28/2026	Brentwood	shaunapolk88@gmail.com
District IV	Ria Bhatt	5/23/2023	2/28/2026	Walnut Creek	riasen@gmail.com
District V	(vacant)		2/28/2029		
At Large 1	Dena Acosta-Beere	3/1/2025	2/28/2029	Concord	dena.acosta@gmail.com
At Large 2	Jennifer Rizzo	3/1/2025	2/28/2029	Danville	jennifer.ewen.rizzo@gmail.com
At Large 3	Cheryl Cotton	10/8/2024	2/28/2027	San Pablo	ccotton1908@gmail.com
At Large 4	Vedrana Varagic (recommended)		2/28/2029	Concord	vvaragic@icloud.com
At Large 5	Mohagany Spears	11/12/2024	2/28/2026	Antioch	mahoagnyspears@yahoo.com
At Large 6	Buffie Lafayette	11/12/2024	2/28/2026	Brentwood	lafayettebuf@hotmail.com
At Large 7	LeJon Payne	8/5/2025	2/28/2029	Pittsburg	lejonpayne@gmail.com
At Large 8	Nakenya Allen	6/4/2024	2/28/2027	Martinez	nashunta014@gmail.com
At Large 9	Christy Lam-Julian	6/4/2024	2/28/2027	Pinole	christy.n.lam@gmail.com
At Large 10	Destiny Brisco	7/26/2022	2/28/2026	Pittsburg	destiny.briscoe87@gmail.com
Alternate	Sherina Criswell	4/1/2025	2/28/2026	Concord	sherinagee415@gmail.com

Revised: 8/27/2025

Application Form

Profile				
Vedrana		Varagic		
First Name	Middle Initial	Varagic Last Name		
Home Address			Suite or Apt	
Concord			CA	- Partial Carl
City			State	Postal Code
	_			
Primary Phone				
vvaragic@icloud.com				
Email Address				
<u>District Locator Tool</u>				
Resident of Supervisoria	l District:			
None Selected				
New York Life Employer	Financia Job Title	l Professional	_	
Length of Employment				
2 y				
Do you work in Contra C	osta Coun	ty?		
⊙ Yes ⊙ No				
If Yes, in which District	do you woı	rk?		
How long have you lived	or worked	d in Contra Cost	a County?	
12 y				
Are you a veteran of the	U.S. Arme	ed Forces?		
○ Yes ⊙ No				
Board and Interest				
Which Boards would you	like to ap	ply for?		
Contra Costa Commission for	Women and	d Girls: Submitted		
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?
3
Education
Select the option that applies to your high school education *
None of the above
College/ University A
Name of College Attended
English Language and Literature
Degree Type / Course of Study / Major
ВА
Degree Awarded?
⊙ Yes ○ No
College/ University B
Name of College Attended
DVC
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 Insurance agent Certificate Awarded for Training? © Yes © No Other Training B Financial Professional Certificate Awarded for Training? © Yes © No

Qualifications and Volunteer Experience

Occupational Licenses Completed:

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

I believe I can contribute with my ideas and expertise in financial literacy. I am very much interested into supporting women thrive in this community.

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

I unfortunately have experienced numerous difficulties as a woman, trying to build better life for myself and my family as an immigrant and can easily relate to many problems that women face on daily basis therefore, I believe that I have great motives to help improve the position of women in the community. I have a strong need to be a part of the community contributing to better life of all. My great passion is helping families plan their financial future by sharing the knowledge and expertise of different concepts to create a stable and certain future. I've been active in my church community for almost 10 years as well as my work community helping on numerous projects improving the communities, including, but not limited to volunteering at the food banks, organizing fundraisers, locating resources to support certain causes. I would love to be a part of the team eager to support women as a foundation of a family and then an entire society.

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?

o 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.

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

✓ I Agree

<u>Important Information</u>

- 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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3521 Agenda Date: 9/8/2025 Agenda #: 5.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Appointments to the Local Planning and Advisory Council for Early Care and Education (LPC)

Submitted For: Monica Nino, County Administrator

Department: County Administration

Referral No: N/A Referral Name: N/A

Presenter: Monica Joseph, LPC staff Contact: Jason Chan, (925) 655-2050

Referral History:

The review of applications for appointments to the Contra Costa Local Planning Council for Child Care and Development was originally referred to the Family and Human Services Committee by the Board of Supervisors on April 22, 1997.

The Local Planning and Advisory Council for Early Care and Education (LPC) coordinates programs and services affecting early childcare and education, including recommendations for the allocation of federal funds to local early childcare and education programs.

The LPC consists of 20 members: 4 consumer representatives - a parent or person who receives or has received child care services in the past 36 months; 4 child care providers - a person who provides child care services or represents persons who provide child care services; 4 public agency representatives - a person who represents a city, county, city and county, or local education agency; 4 community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations; and 4 discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Referral Update:

The Local Planning and Advisory Council for Early Care and Education has reviewed the attached applications and determined that the applicants meet the eligibility requirements and request that the Family and Human Services Committee recommend the following individuals for appointment and reappointment.

SEAT	NAME	TERM EXPIRATION
Community #4 - East County	Candida Duperroir	April 30, 2027

Recommendation(s)/Next Step(s):

File #: 25-3521 **Agenda Date:** 9/8/2025 **Agenda #:** 5.

RECOMMEND to the Board of Supervisors the appointment Candida Duperroir to the Community #4 - East County seat on the Local Planning and Advisory Council for Early Care and Education.

Fiscal Impact (if any):

There is no fiscal impact for this action.



CONTRA COSTA LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION



Seat Title	Term Expires	Name	Business/Affiliation Address	Home Address	Email	Work # Home #	Fax #	Cell or Alternate #	Committee	Recommended Committee
Child Care Consumer 1	Lapites	Vacant	Dusiness/Attimation Address	Home radices	Eman	Work # Home #	Γαλ π	ruternate #	Committee	
West County Child Care Consumer 2 Central/South County	4/30/2028	Pamm Shaw	The YMCA of the East Bay 2330 Broadway, Oakland, CA 94612	Walnut Creek, CA						
Child Care Consumer 3 Central/South County	4/30/2028	Sara Guillermo	IGNITE, Oakland CA	Martinez, CA						
Child Care Consumer 4 East County	4/30/2028	Okeena Dickson	CEMCO, Technical Drafter	Antioch, CA						
Child Care Provider 1 West County		Vacant								
Child Care Provider 2 Central/South County		Vacant								
Child Care Provider 3 Central/South County	4/30/2028	Jacqueline Smith	Unity Council 1187 Meadow Lane Concord, CA 94520	Brentwood, CA						
Child Care Provider 4 East County	4/30/2027	Stacie Cooper-Roundtree	Training Children Childcare and Learning Center 4716 Parkland Court Antioch, CA 94531	Antioch, CA						
Community 1 West County	4/30/2028	Dr. Crystal McClendon-Gourdine (Chair)	Baby Love Child Development Services 845 Meadow View Drive Richmond, CA 94806	Richmond, CA						
Community 2 Central/South County	4/30/2028	Elianna Campos	NCal Family Child Care Association	Concord, CA						
Community 3 Central/South County	4/30/2027	Hannah Michaelsen (Second Chair)	CARE Parent Network 1340 Arnold Dr. #15 Martinez, CA 94553	Martinez, CA						
Community 4 East County	4/30/2027	Candy Duperroir	California Child Care Resource & Referral Network	Antioch, CA						
Discretionary 1 East County	4/30/2027	Rachel Bymun	Luv Muffins Preschool 98 Water St Bay Point, CA 94565	Bay Point, CA						
Discretionary 2 Central/South County	4/30/2027	Amy Mockoski	Contra Costa County Library Librarian III	Martinez, CA						
Discretionary 3 Central/South County	4/30/2028	Khulood Jamil	Khulood's Child Care	Pleasant Hill, CA						
Discretionary 4 West County		Vacant								
Public Agency 1 West County	4/30/2027	Amy Wells	Contra Costa County Community Services Bureau 3068 Grant Street Concord, CA 94520	Discovery Bay, CA						
Public Agency 2 Central/South County	4/30/2027	Corrie Littlejohn-Pope	Mount Diablo Unified School District 1936 Carlotta Dr, Concord, CA 94519	Walnut Creek, CA						
Public Agency 3 Central/South County	4/30/2028	Megan Miccio	CocoKids 5095 Lone Tree Way, Antioch, CA 94531	Concord, CA						
Public Agency 4 East County	4/30/2027	Tim Fares	Salesforce	Brentwood, CA						
LPC Coordinator		Monica Joseph	Contra Costa County Office of Education 77 Santa Barbara Rd Pleasant Hill, CA 94523		mjoseph@cccoe.k12.ca.us	925-942-3437				
Administrative Assistant		Alexia Lamarque Peraza	Contra Costa County Office of Education 77 Santa Barbara Rd Pleasant Hill, CA 94523		alamarqueperaza@cccoe.k12.ca.us	925-942-5313				
CCCOE Deputy Superintendent of Schools	ŧ	Lynn Mackey	Contra Costa County Office of Education 77 Santa Barbara Rd Pleasant Hill, CA 94523		lmackey@cccoe.k12.ca.us	925-942-3358				

Application Form

Profile				
Candida	S	Duperroir		
First Name	Middle Initial	Last Name		
Home Address			Suite or Apt	
Antioch			CA	94509
City			State	Postal Code
Primary Phone	-			
candyduperroir24@gmail.cor	n			
District Locator Tool				
Resident of Supervisoria	l District:			
□ District 5				
California Child Care Resource & Referral Network Employer	Directo Job Title	r of Public Policy		
Length of Employment				
4 months				
Do you work in Contra C	osta Coun	ty?		
○ Yes ⊙ No				
If Yes, in which District o	do you wo	rk?		
How long have you lived	or worke	d in Contra Cost	a County?	
32 years				
Are you a veteran of the	U.S. Arm	ed Forces?		
○ Yes ⊙ No				
Board and Interest				
Which Boards would you	like to ap	oply for?		

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted

Seat Name Community Representative 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? 12 **Education** Select the option that applies to your high school education * ☑ High School Diploma College/ University A Name of College Attended Los Medanos College **Degree Type / Course of Study / Major** A.A, Liberal Arts **Degree Awarded?** ⊙ Yes ○ No College/ University B **Name of College Attended CAL State East Bay** Degree Type / Course of Study / Major BA Major Human Development, Minor Women **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, commitee, or commission.

With over 25 years of dedicated service in the field of early care and education, I bring a deep, hands-on understanding of the child care system, both from a direct service and a policy and systems-change perspective. My professional journey includes extensive work as the Child Care Resource & Referral (R&R) agency in Contra Costa County, CocoKids, where I have supported families in accessing quality child care and guided providers - both formal and informal - in growing sustainable businesses, navigating licensing and implementing trauma-informed care, and meeting the diverse needs of children and families. I am a successful story of a mother of three who used subsidized child care to complete my education and start a career in Family- Centered Policy and Advocacy for all children.

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

I am the Director of Public Policy at the California Child Care Resource & Referral Network and I represent all R&Rs who are the hub for families and child care providers of all types to receive assistance in paying and looking for child care. Child Care is the Backbone of our Workforce and without it we can't build the California Economy!

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 served on the CAB for AB109 and the experience was life changing.
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?

23

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

✓ I Agree

<u>Important Information</u>

- 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.

Candida Duperroir

OBJECTIVE

Seeking a Director of Public Policy position at the California Child Care Resource & Referral Network. To find a position where my leadership and advocacy skills and experience help to advance child care policies for families and child care providers.

<u>California Child Care Resource & Referral Network, San Francisco, CA</u> 2025- Present – Director of Public Policy

Hively, Alameda County, CA

2022-2024 - VP of Community Services & Public Policy, Director of Community Services & Education

- Create strategies and goals for Hively to support families, child care providers and the community in Alameda County to disrupt poverty and create accessible and healthy policies at the local, state and federal levels.
- Collaborate with the Hively team to design, deliver and evaluate high impact and innovative programs and services.
- Provide educational opportunities to families and all types of child care providers.
- Leverage Hively Mental Health team to bring wellness programs and other mental health skill building programs to schools and the community.
- Manage the partnerships and funding from government contracts and city/agency grants to ensure goals and objectives are fulfilled. Oversee reporting requirements.
- Provide leadership, supervision, and support to a small and dedicated team. Develop measurable goals and outcomes with everyone that aligns with department strategy.
- Ensure the smooth operation of the Hively Family Resource Centers. Develop and promote community and company volunteer involvement.
- Partner with Alameda County school districts to provide education about CCRR programs and how children can benefit, including UPK and Early Learning before and after school programs.
- Represent Hively at community meetings, advisory groups, and city functions.

<u>Insperity / CocoKids, Contra Costa Child Care Council, Contra Costa County, CA</u> 1999-2022-<u>Resource & Referral and Child Care Bridge Team Manager, RR Supervisor, Program Assistant</u>

- Manage the daily operations of nine team members within 3 area offices to ensure compliance with State and Federal regulations as well as the Agency's policies and procedures
- Manage and oversee the Emergency Child Care Bridge Program for Foster Children, to include the Enhanced Referral, Voucher and Provider Coaching processes, Reports
- Manage state budgetary, personnel, contracting and administrative practices
- Responsible for staff development and training of all new hires and veteran employees
- Interview and recommend candidates for employment or termination
- Create and generate all monthly reports necessary for agency operations
- Consult with Agency Executive Staff to identify operational budgeting with regards to Alternative Payment Program, CalWORKS Stage 2 and 3 programs and Resource & Referral
- Meet programmatic compliance deadlines and implement policy changes as necessary
- Ensure all projects are completed accurately on schedule
- Resolve employer challenges with budget restraints and legislative bills
- Act as a liaison in collaboration with the Contra Costa County Health & Human Services, City Council Members, County Supervisors, Community Care Licensing, County office of Education and Local Planning Council as well as other community organizations
- Maintain accurate and timely parent and provider files in accordance with Title 5 State Regulations and Funding Terms and Conditions
- Maintain accurate computer database
- Coordinated the schedules of the R & R department as well as administrative staff
- Updated resource files on parent and provider resources in the community
- Completed monthly data and statistical reports
- Accountable for staff training and development
- Compiled reports to meet contract deadlines and satisfy Title 5 Funding Terms and Conditions contract

- Assisted Area Office staff with the coordination of provider development training
- Provided back up for referral intakes
- Provide back up for fingerprinting
- Assisted in processing of Trustline applicants
- Attended workshops, conferences, and community meetings assigned by the Area Director
- Maintained clearinghouse of local child care training opportunities
- Maintained Community Care Licensing
- Conserve Area Office administrative files

EDUCATION

California State University East Bay, Hayward, California – BA Human Development, minor Early Childhood Education, June-2011

Certified in Management & Supervision – Los Medanos College, Pittsburg, CA - May 2020

PROFESSIONAL ORGANIZATIONS & CERTIFICATIONS

- Active Public Policy Chair of the California Resource & Referral Network
- Active Public Policy Member of the California Family Resource Association (CFRA)
- Active Member of Child Welfare State Family First Prevention Services (FFPS) Advisory Committee
- Former Organizer for Parent VOICES Child Care advocacy on local, state & federal level
- National Women's Law Center Alumni
- Local Planning Commission Advocacy Chair
- Trauma Informed Certified Coach
- Five Protective Factors Facilitator
- Parent Café Facilitator
- Child Care Aware for Child Care Resource & Referral
- Agency (NACCRRA), Leadership & Management Training
- Contra Costa County Community Advisory Former Board Member (CAB) to reduce the overcrowded prison population and decrease recidivism for adults and juveniles.

SKILLS

Proficient with Google, Microsoft Office Applications, CC3, My Child Plan Software, CC4 (MCT).





CONTRA COSTA COUNTY

Staff Report

File #: 25-3522 Agenda Date: 9/8/2025 Agenda #: 6.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Reappointments to the Family and Children's Trust Committee (FACT)

Submitted For: Marla Stuart, Director

Department: Employment and Human Services Department

Referral No: N/A Referral Name: N/A

Presenter: Ana Kaye, FACT Staff

Contact: Laura Malone, 925-608-4885

Referral History:

On January 7, 2020 the Board of Supervisors adopted Resolution No. 2020/1 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee.

The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.

Every two years, the members of the FACT establish a series of County priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important. Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

On March 19, 2024 the Board of Supervisors approved a reduction of FACT Committee member seats from fifteen (15) to eleven (11). This reduction has allowed the FACT Committee to achieve quorum and meet regularly. Members are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. Terms for all

File #: 25-3522 **Agenda Date: 9/8/2025 Agenda #:** 6.

Commission seats are two years.

At Large and non-District appointed seat vacancies on the FACT have been assigned for Family and Human Services Committee review since 2003.

Referral Update:

The Family and Children's Trust Committee has reviewed the attached applications and recommends the reappointment of Maura Millison to the At-Large #2 Seat and Carol Carillo to the Discipline Specific #3 Seat -Child Abuse Prevention Council with terms ending September 30, 2027.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Maura Millison to the At-Large #2 Seat and Carol Carillo to the Discipline Specific #3 Seat - Child Abuse Prevention Council, with terms ending September 30, 2027, on the Family and Children's Trust Committee.

Fiscal Impact (if any):

There is no fiscal impact for this action.

FACT ROSTER OCTOBER 2025

Discipline Specific Seats (3)	At-Large Members (3)	District Seats (5)
 First 5 Commission Exp. 09/30/2026 Emily Hampshire Concord, CA 94520 Mental Health Exp. 09/30/2026 Dr. Rhiannon Shires Danville, CA 94526 Child Abuse Prevention Council 	 Nakenya Allen Exp. 09/30/2026 Martinez, CA 94553 Maura Millison Exp. 09/30/2027 Clayton, CA 94517 VACANT Exp. 09/30/2027 	District I Exp. 09/30/2026 Supervisor John Gioia Catherine "Kay" Reed** Kensington, CA 94707 District II Exp. 09/30/2027 Supervisor Candace Andersen Mary Flott Alamo, CA 94507
Carol Carrillo, MSW Concord, CA 94520		District III Exp. 09/30/2026 Supervisor Diane Burgis Yvonne Wadleigh Brentwood, CA 94513 District IV Exp. 09/30/2027 Supervisor Ken Carlson Erin Cabezas Concord, CA 94521
*Chair **Vice-Chair	Ana Kaye 40 Douglas Drive Martinez, CA 94553 O: (925) 608-4885 kayea@ehsd.cccounty.us Jan Nelson 40 Douglas Drive Martinez, CA 94553	Exp. 09/30/2027 Supervisor Scales-Preston Isabel Renggenathen* Antioch, CA 94509
	O: (925) 608-4941 nelsojb@ehsd.cccounty.us Reception: (925) 608-5000	

Draft – Effective October 1, 2025 Blue Highlights represent 9/30/2025 re-appointments pending approval. Yello Highlight represents the vacant seat.

MEMORANDUM



Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

Family and Human Services Committee Supervisor Candace Andersen, District II, Chair

To: Supervisor John Gioia, District I, Vice Chair Date: August 6, 2025

CC: Ana Kaye, Staff to FACT

From: Marla Stuart, EHSD Director

Subject: Family and Children's Trust (FACT) Committee Seat Re-Appointment Recommendation

The Employment and Human Services Director, Marla Stuart, respectfully requests the Family and Human Services Committee accept the recommendation to re-appoint the following members to the FACT Committee:

Name	Seat	Area
Maura Millison	At-Large Seat 2 – Re-Appointment	Central County
	Term Expiration – September 30, 2025	-
Carol Carillo	Discipline Specific Seat 3 – Child Abuse	Central County
	Prevention Council – September 30, 2025	-

On September 30, 2025 the above two (2) FACT Committee members' term will expire and they are seeking reappointment.

With the suggested re-appointments of Ms. Millison and Ms. Carillo, the FACT Committee will have ten (10) of the eleven (11) seats filled with three (3) members in queue for re-appointment by their respective Districts.

The FACT Committee met on August 4, 2025 and vetted all prospective re-appointment requests. After review and vote, the FACT Committee recommends re-appointing Ms. Millison to the FACT At-Large Seat 2 and Ms. Carillo to the Discipline Specific Seat 3 – Child Abuse Prevention Council, all of which have a term expiration of September 30, 2025 and if approved will have a new term through September 30, 2027.

Based on the recommendation from the FACT Committee, I, Marla Stuart, EHSD Director, request approval for the re-appointment of Ms. Millison and Ms. Carillo to continue their service as members of the FACT Committee.

PURPOSE OF COMMITTEE

The purpose of this committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust

funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The FACT Committee continues to perform efforts to fill its vacant seat. At this time, there are no prospective applicants.

FACT Committee membership consists of the following:

- Three (3) At-Large seats
- Five (5) Supervisorial District Seats; One (1) representative from each District
- Three (3) discipline/sector specific seats

If the seat members referenced herein are re-appointed, FACT Committee seat members will live or work in the following areas of the county:

- East (2): District III Seat, District V Seat
- Central/South (7): District II Seat, District IV Seat, At-Large Seats 1 & 2, First 5
 Commission Seat, Mental Health/Education Seat and Child Abuse Prevention Council Seat
- West (1): District I Seat

Each of the members recommended herein have been an important component of the FACT Committee providing a unique voice and perspective, and are interested in continuing their service on the Committee.

With the re-appointment of Ms. Millison and Ms. Carillo referenced herein, the FACT Committee will continue to have sufficient membership to support voting quorum and committed participation to support in person meetings and conduct necessary business to support the FACT Committee deliverables and objectives.

Based on the above information, I, Marla Stuart, Director of EHSD respectfully recommend that the FHS Committee approve the re-appointment recommendation request for Ms. Millison and Ms. Carillo to continue their service as members on the FACT Committee.

Enc.

Board, Committees, and Commission Application for *Maura Millison* Board, Committees, and Commission Application for *Carol Carillo* FACT Roster - DRAFT

Submit Date: May 05, 2025

Profile				
Maura		Millison		
First Name	Middle Initial	Last Name		
Home Address			Suite or Apt	
Clayton			CA State	94517 Postal Code
City			State	Postal Code
Primary Phone	_			
Email Address				
District Locator Tool				
Resident of Supervisoria	al District:			
None Selected				
Employer	Job Title			
Length of Employment				
Do you work in Contra C	osta Coun	ty?		
o Yes o No				
If Yes, in which District	do you woı	rk?		
How long have you lived	l or worked	d in Contra Cost	ta County?	
Are you a veteran of the	U.S. Arme	ed Forces?		
○ Yes ○ No				
Board and Interest				
Which Boards would you	ı like to ap	ply for?		
Family & Children's Trust Cor	mmittee: Sul	bmitted		
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?
7
Education
Select the option that applies to your high school education *
College/ University A
Name of College Attended
San Francisco State University
Degree Type / Course of Study / Major
BS Health Education
Degree Awarded?
⊙ Yes ○ No
College/ University B
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
o Yes o No
College/ University C
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
o Yes o No
Other Trainings & Occupational Licenses

Other Training A	
Certificate Awarded for Training?	
○ Yes ○ No	
Other Training B	
Certificate Awarded for Training?	
o Yes o No	
Occupational Licenses Completed:	
Qualifications and Volunteer Experience	
Please explain why you would like to serve on this particular board, commitee, or commission.	
Current member of FACT - reapplication	
Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)	
Current member of FACT - reapplication	
Upload a Resume	
Would you like to be considered for appointment to other advisory bodies f which you may be qualified?	or
⊙ Yes ○ No	
Do you have any obligations that might affect your attendance at schedule meetings?	d
○ Yes ⊙ No	
If Yes, please explain:	
Are you currently or have you ever been appointed to a Contra Costa Count advisory board?	:у
○ Yes ⊙ No	
If Yes, please list the Contra Costa County advisory board(s) on which you a currently serving:	are

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

Important Information

✓ I Agree

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 - (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.

Print Form



Please return completed applications to:

Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial Last Name	
Carol	Carrillo	
Home Address - Street	City	State Postal Code
	Benicia	Ca 94510
Primary Phone (best number to reach you	Email Address	
Resident of Supervisorial District (if out of	County, please enter N/A):	District Locator Tool
Do you work in Contra Costa County?	Yes No If Yes, in which District do	you work?
Current Employer	Job Title	Length of Employment
Child Abuse Prevention Council	Executive Director	26 years
How long have you lived or worked in Con	ntra Costa County?	
Board, Committee, or Commission	Seat Name	
FACT	Advisory	
Have you ever attended a meeting of the		ng?
Pease check one: Yes	■No If Yes, how many?	
EDUCATION		
EDUCATION Check appropriate here if your persons are	af the fallering	
Check appropriate box if you possess one	of the following: A High School Proficiency Certificate	☐ G.E.D. Certificate
Check appropriate box if you possess one of the High School Diploma	A High School Proficiency Certificate	
Check appropriate box if you possess one of the High School Diploma ☐ CA Colleges or Universities Attended		Degree Awarded
Check appropriate box if you possess one of the High School Diploma	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded V Yes No
Check appropriate box if you possess one of the High School Diploma ☐ CA Colleges or Universities Attended	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded ✓ Yes
Check appropriate box if you possess one of the High School Diploma ☐ CA Colleges or Universities Attended	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded V Yes No
Check appropriate box if you possess one of the High School Diploma CA Colleges or Universities Attended Washington University in St, Louis	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded ✓ Yes
Check appropriate box if you possess one of the High School Diploma CA Colleges or Universities Attended Washington University in St, Louis Occupational Licenses Completed:	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded Yes No Yes No Yes No Certificate Awarded for Training?
Check appropriate box if you possess one of the High School Diploma CA Colleges or Universities Attended Washington University in St, Louis	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded Yes No Yes No Yes No Certificate Awarded for Training? Yes No
Check appropriate box if you possess one of the High School Diploma CA Colleges or Universities Attended Washington University in St, Louis Occupational Licenses Completed:	A High School Proficiency Certificate Degree Type/ Course of Study/Major	Degree Awarded Yes No Yes No Yes No Certificate Awarded for Training?
Check appropriate box if you possess one of this Propriet	Degree Type/ Course of Study/Major MSW	Degree Awarded Yes No One No No No No No No No No
Check appropriate box if you possess one of the High School Diploma	Degree Type/ Course of Study/Major MSW	Degree Awarded Yes No One No No No No No No No No
Check appropriate box if you possess one of this Propriet	Degree Type/ Course of Study/Major MSW	Degree Awarded Yes No One No No No No No No No No
Check appropriate box if you possess one of the High School Diploma	Degree Type/ Course of Study/Major MSW	Degree Awarded Yes No One No No No No No No No No
Check appropriate box if you possess one of the High School Diploma	Degree Type/ Course of Study/Major MSW fect your attendance at scheduled meeti	Degree Awarded Yes No Yes No Yes No Yes No Certificate Awarded for Training? Yes No Yes No Yes No Yes No
Check appropriate box if you possess one of this High School Diploma	Degree Type/ Course of Study/Major MSW fect your attendance at scheduled meeti ntment to other advisory bodies for which	Degree Awarded Yes No Yes No Yes No Yes No Certificate Awarded for Training? Yes No Yes No Yes No Yes No

PAGE 1 of 3

Please	explain why you would like to serve on this particular board, committee, or commission.
progi	ve on this committee to educate the members on best practice child abuse prevention rams in our county. I am able to educate the members about the importance of prevention focus on current and emerging issue in the field.
Descri	be your qualifications for this appointment. (NOTE: you may also include a copy of your resume).
progrand (e led the Child Abuse Prevention Council for 26 years and have foused our ams/services on prevention and early intervention. We work closely with CFS, schools CBO's to strengthen famileis and keep kids safe. We advocate for the best interest of en and families in our community.
am ın	cluding my resume with this application: Please check one: Yes No
	riedse check one. 🗾 165 📋 180
e vou	currently or have you ever been appointed to a Contra Costa County advisory board?
	Please check one: 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:
	volunteer and community experience, including any boards on which you have served.
tany	volunteer and community experience, including any boards on which you have served.
2115,552	
	have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships der the "Important Information" section on page 3 of this application or Resolution No. 2021/234).
	Please check one: Yes No
	If Yes, please identify the nature of the relationship:
	nave any financial relationships with the county, such as grants, contracts, or other economic relationships?
	Please check one: Yes No

PAGE 2 of 3

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 and agree that misstatements and/or ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: 1 000 1 000 Date: 5-1-262

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

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- 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.

RESUME

Carol Carrillo, MSW
Benicia, California 94510

Summary of Professional Experience.

Social Worker with over 30 years of experience in providing management and direct services in non-profit child welfare programs

Children's Home Society of California, Los Angeles and Oakland offices - 1986-1992 Foster Care Program Supervisor

Provided program development, evaluation, recruitment, training, certification, case management, and treatment services. Developed family preservation (home visiting) program. Hired and supervised professional staff.

Program Supervisor, 1992-1999 - San Francisco Court Appointed Special Advocates (SFCASA) and Contra Costa Court Appointed Special Advocates (CASA)

Child Welfare Advocacy- Provided recruitment, training, case management and supervision of volunteers providing advocacy service to children and families involved in the dependency court/reunification process. Hired and supervised professional staff. Managed a caseload of 100 advocates.

Executive Director, Child Abuse Prevention Council of Contra Costa County (CAPC) 1999- Present

Responsible for managing all aspects of the non- profit agency, including program development and evaluation, operational and personnel management, Board of Directors relations, budget planning and oversight, community outreach, interagency coordination, public relations and fundraising. Increased the agency budget to over 2 million dollars to expand programs using the Protective Factors Framework and with a Diversity, Equity and Inclusion lens. Manage two grants from the State Office of Child Abuse Prevention (OCAP) to coordinate the child abuse prevention work across the 10 Bay Area counties. Working on a Contra Costa county wide Child Abuse Prevention Plan to improve the social determinants of health for our families and communities.

Educational Background

December 1992 - Post Graduate Certificate in Human Service Administration San Francisco State University

August 1984 - Master's Degree in Social Work, George Warren Brown School of Social Work, Washington University, St. Louis Missouri

Volunteer Experience

1992 Newborn Connections Home Visiting Program

1996 Board of Directors Child Abuse Prevention Council Elected to the NASW Delegate Assembly worked on the "Code of Ethics" document

October 2024 was awarded the Lifetime Achievement Award from the National Association of Social Workers(NASW) California Chapter.

Professional Affiliation:

National Association of Social Workers, California Chapter.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3523 Agenda Date: 9/8/2025 Agenda #: 7.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: In-Home Supportive Services Public Authority Advisory Committee (IHSSPAAC)

Submitted For: Marla Stuart, Director

Department: Employment and Human Services

Referral No: N/A Referral Name: N/A

Presenter: Valerie Chatman, Executive Director

Contact: Jason Chan, (925) 655-2050

Referral History:

The Board established the In-Home Supportive Services (IHSS) Public Authority Advisory Committee in March 1998. Terms of membership are four years.

The Mission of the Public Authority Advisory Committee is to provide advice and assistance to the Board, Public Authority, and IHSS staff; and to provide a forum for discussion for consumers of personal assistance services, providers, advocates, and other interested parties to participate in Public Authority policy and program development. The primary role of the Advisory Committee is to serve in an advisory capacity to the Public Authority Governing Board (Board), Public Authority staff, and the administrators of In-Home Supportive Services (IHSS).

Referral Update:

The In-Home Supportive Services Public Authority Advisory Committee has reviewed the attached applications and requests that the Family and Human Services Committee recommend the following individuals for appointment.

SEAT	NAME	TERM EXPIRATION
Under 60 Seat #1	Wilson Cheng	March 6, 2028
Under 60 Seat #2	Rose Acampora	March 6, 2026

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment Wilson Cheng to the Consumer Under 60 Seat #1 and Rose Acampora to the Under 60 Seat #2 on the In-Home Supportive Services Public Authority Advisory Committee.

File #: 25-3523 **Agenda Date:** 9/8/2025 **Agenda #:** 7.

Fiscal Impact (if any):

There is no fiscal impact for this action.

Public Authority 2025 Advisory Committee

Name	Residential City	District/Position	Start Date	Term Ends	
District Seats					
Mustafa Aisalihy (12665)	El Sobrante	District 1 - John M Gioia	6/22/2021	6/22/2025	*expired
Vacant		District 2 - Candance Andersen	5/24/2022	5/25/2026	
Sydney Anderson (13922)	Bethel Island	District 3 - Diane Burgis	3/6/2024	3/6/2028	
Brock Randall Dubbela	Walnut Creek	District 4 - Ken Carlson	6/4/2024	3/6/2028	
Masoud Hamidi	Pittsburg	District 5 - Federal D. Glover	6/23/2023	6/23/2025	* expired
Consumer Seats					
Vacant		Consumer Under 60 - Seat 1		3/6/2028	
Vacant		Consumer Under 60 - Seat 2		3/6/2026	
Vacant		Consumer Any Age - Seat 3		3/6/2026	
Vacant		Consumer Any Age - Seat 4		3/6/2026	

Print Form



Please return completed applications to:

Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Wilson	Middle Initial Last Name W. Cheng	
El Cerrito Resident of Supervisorial District (if out of Co	<u> </u>	District Locator Tool
Current Employer How long have you lived or worked in Contr.	Job Title	Length of Employment
Board, Committee, or Commission IHSS Public Authority Advisory Committee Have you ever attended a meeting of the ad Phase check one:	lvisory board for which you are applying	ng? Every meeting since 06/2009
	the following: High School Proficiency Certificate Degree Type/ Course of Study/Major Bachelor of Arts in English	☐ G.E.D. Certificate Degree Awarded ✓ Yes ☐ No
Occupational Licenses Completed: Other Trainings Completed:	ter Training Program	Yes No Yes No No Certificate Awarded for Training? ✓ Yes No Yes No
Do you have any obligations that might affect If Yes, please explain:	ct your attendance at scheduled meeti	ngs? ☐ Yes ☑ No
Would you like to be considered for appoint Are you a veteran of the U.S. Armed Forces?		ch you may be qualified? ☑Yes☐No

Please explain why you would like to serve on this particular board, committee, or commission.	
I enjoy advocating for people with disabilities by changing current policies regarding disabilities through modifying the language of the policies in order for them to be more inclusive disabilities through brainstorming, passing, and implementing new policies that will affect the quality of care that people with disabilities will be receiving in the future.	of all
Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).	
Describe your quantications for this appointment. (NOTE: you may also include a copy of your resume).	
I have been a Board Member since 2009, and am currently serving as Vice Chair on the In Home Supportive Services Public Authority Advisory Committee, Chair of the Advocacy Sub-Committee as well as sitting on the Nominating Sub-Committee of the Advisory Committee.	
I have also been a Board Member of the Independent Living Resources of Solano and Cont Costa Counties since 2014, and have been serving as its Board President since 2017.	tra
I am including my resume with this application:	
Please check one: ✓ Yes No	
THE PROPERTY OF THE PROPERTY O	
Are you currently or have you ever been appointed to a Contra Costa County advisory board?	
Please check one: ✓ Yes No	
If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:	
In Home Supportive Services Public Authority Advisory Committee	
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	
In Florid Cupportive Convices I abile Authority Advisory Committee	
List any volunteer and community experience, including any boards on which you have served.	
Independent Living Resources of Solano and Contra Costa Counties	
Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationsl listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).	hips
Please check one: ☐ Yes	
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 relation	nships?
Please check one: Yes V No If Yes, please identify the nature of the relationship:	

PAGE 2 of 3

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 and agree that misstatements and/or ommissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:	Wilson Chang	Date:	5/30/2025	
	//			

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board 1025 Escobar Street, 1st Floor Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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SUMMARY

Talented and self-motivated writer and editor with a creative vision, great attention to detail, and a commitment to delivering dynamic written content. Ability to work under pressure to ensure strict deadlines are met. Extremely resourceful with experience utilizing print and social media to develop original content and gain loyal readers.

KEY COMPENTENCIES

TIME MANAGEMENT RESEARCH/ANALYTICS SOCIAL MEDIA
MULTI-TASKING WORK PRIORITIZATION PRINT/DIGITAL MEDIA
BLOG MANAGEMENT CONFIDENTIALITY TEAM COLLABORATION
COPYWRITING PROOFREADING CONTENT DEVELOPMENT

COLLEGE EDUCATION

University of California, Berkeley Berkeley, CA Bachelor of Arts in English

PROFESSIONAL EXPERIENCE

Independent Living Resources of Solano & Contra Costa Counties Board of Directors *Board President*

Concord, CA 07/2017 – Present

- Appoint standing and AD HOC committees in accordance with by-laws
- Serve as ex-officio member of all committees and monitor their activities
- > Draft, review & update Board's documents
- Provide legal authorization by signature on behalf of the agency where pertinent (i.e. contracts)
- Conduct activities of assignments as given by the Board of Directors
- Work with the Executive Director to develop meeting agendas
- > Act temporarily on behalf of the Board in emergencies if action must be taken before the Board or Executive Committee can meet

Board Member 07/2014 – Present

- Review Board's budget & financials
- Oversee Board's grants
- Review and approve Board's documents
- Advocate for people with disabilities to live independently
- > Support and partner with the community to expand opportunities for independent living

In-Home Supportive Services Public Authority

Pleasant Hill, CA 01/2020 – Present

Advisory Committee Vice-Chair

> Stay current on all Advisory Committee issues affecting the program, and know the procedures and processes set to handle them

- Assist the Chairperson in all aspects of the Chairperson's position including:
 - O Act as chairperson in their absence, advise Executive Director on meeting agendas, ensure that committee members receive adequate training, and that all committees function appropriately

Advisory Committee Member

06/2009-Present

- Stay informed & educated on IHSS/Public Authority issues, provide consumer & provider input into IHSS
- Advise and make recommendations to the Board of Supervisors on issues regarding Public Authority policy, program development, activities, services, and budget
- > Participate in community outreach, educational activities, and exploration of alternative funding sources
- Review, advise, and make recommendations to the Board on pending state legislation and budget that impact the IHSS program, consumers, providers, and/or Public Authorities
- Engage in advocacy activities related to IHSS consumer and provider issues while notifying the Board of such activities
- > Hear appeals and make final decisions regarding removal of providers or consumers from the Registry

AFFLIATIONS

The National Society of Leadership and Success Member

Jersey City, NJ 09/2021 – Present

Member

ADDITIONAL CREDENTIALS

Software: Microsoft Word, PowerPoint, Excel, Access, Adobe Acrobat Pro (Proficient)

Dreamweaver, Photoshop (Knowledgeable)

Networking Application: Google Hangout, Facebook Chat, Twitter, LinkedIn, Skype, Zoom, Microsoft Teams Languages: English (Native or bilingual proficiency), Mandarin (Limited working proficiency)



For Office Use Only
Date Received:

For Reviewers Use Only: Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:		
IHSS PA Advisory Committee	Consumer Seat	
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION	PRINT EXACT SEAT NAME (if applicable)	

(Last	Name)	/ (First Nan	ne)	(Middle Name)
. Address:	Concord, CA 94518	POTRACE DE MESONIE		(Zip Code
. Phones:		(Work No.)		

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☑ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved ☐ School Diploma ☐ Some Callege

Names of colleges / universities attended Course of Study / Major Degree Awarded Units Completed Type

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Co	mpleted	Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	Social Work	Yes No 🔟	112			
B) Berkeley City College	Travel	Yes No 🗆 🗸				
C)		Yes No 🔲				
D) Other schools / training completed:	Course Studied	Hours Cor		Се	Yes No X	

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year)	Title	Duties Performed
From To	see attached - pdf does not	
9999 9999		
Total: Vra Mag	Employer's Name and Address	
Total: <u>Yrs.</u> <u>Mos.</u> 9999		
9999 3000		
Hrs. per week		
B) Dates (Month, Day, Year)	Title	Duties Performed
From To	see attached - pdf does not	
9999 9999		
T-t-L V M	Employer's Name and Address	
Total: <u>Yrs.</u> <u>Mos.</u> 9999 9999		
9999 9999		
Hrs. per week . Volunteer		
, ps. 1361,		
C) Dates (Month, Day, Year)	Title	Duties Performed
From To	Title see attached - pdf does not	Duties Performed
Mari	see attached - pdf does not	Duties Performed
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From To 9999 9999 Total: Yrs. Mos. 9999 Hrs. per week . Volunteer D) Dates (Month, Day, Year) From From To 9999 9999 Total: Yrs. Mos. 9999 9999	Employer's Name and Address Title see attached - pdf does not	
From To 9999 9999 Total: Yrs. Mos. 9999 Hrs. per week . Volunteer D) Dates (Month, Day, Year) From From To 9999 9999 Total: Yrs. Mos.	Employer's Name and Address Title see attached - pdf does not	

Question 6

A. Dates: March 2023 to Present – 2 year and 1 month

Title: Case Manager

Employer: Easy Does It Emergency Services

Address: PO Box 3365 Berkeley 97403

Duties: assess client service utilization, determine need, refer to other

services, recruit, screen and refer caregivers to clients

B. Dates: December 2019 to May 2020 - 6 months

Title: Interim Executive Director

Employer: Easy Does It Emergency Services

Address: PO Box 3365 Berkeley 97403

Duties: Maintained relationship with City of Berkeley and other funders. Managed \$1.3 budget from multiple sources and foster relationships with funders. Developed procedures for newly established grant with the Alameda County Transportation Commission. Ensured daily operations continued and managed/coached staff. Developed and stayed up to date on fluid COVID19 protocols as outlined by the CDC. Chaired search committee for the agency's permanent Executive Director.

C. Dates: Mid 2014 to September 2019 – over 4 years

Title: Supervising Clerk II/Program Manager

Employer: Public Authority for IHSS and Alameda County

Address: 6955 Foothill Blvd third floor, Oakland 94605

Duties: Oversee the entire Homecare Registry for the Alameda County's In Home Support Services Program. Recruit, hire, train and manage 8-10 Staff.

Develop and implement policies and procedures. Attend labor management meetings with the Homecare Providers' Union. Stay informed and train staff about State policies, which effect the disability and senior communities. Advocate, on a local and State level, to maintain quality in home options for people living with disabilities and seniors. Screen potential care Providers for the Registry. Serve as liaison between Registry Staff, IHSS, Adult Protection and other social services agencies.

D. Dates: October 2009 to Mid 2014 – over 5 years

Title: Registry Coordinator

Employer: Public Authority for IHSS and Alameda County

Address: 6955 Foothill Blvd third floor, Oakland 94605

Duties: Worked closely with Consumers, assessed their needs for in home care, offered guidance, and selected pre-screened workers for Consumers to interview and hire. Recruited and trained homecare Providers. Maintained a database of available Providers. Assisted in creating policies and procedures manuals. Mentored new Registry Coordinators.

7. How did you learn about this vacancy?
✓ CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other
8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes
If Yes, please identify the nature of the relationship:
9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes
If Yes, please identify the nature of the relationship:
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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County. Sign Name: Date: Date:

Important Information

- 1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
- 2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
- 3. A résumé or other relevant information may be submitted with this application.
- 4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
- 5. Members of 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.
- 6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
- 7. Meeting dates and times are subject to change and may occur up to two days per month.
- 8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution no. 2011/55 on 2/08/2011 as follows:

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism; NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: 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. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
- 4. First cousin;
- 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
- 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's granddaughter, and spouse's grandson;
- 7. Registered domestic partner, pursuant to California Family Code section 297.
- 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
- 9. 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.

PROFESSIONAL SUMMARY

- Experienced Manager: Supervised employees, managed budgets exceeding \$1,100,000, oversaw daily business operations, created policies and procedures.
- Outstanding Leader: Served as mentor, trainer, group facilitator, and advocate for youth, adults and seniors with special needs, highly developed interpersonal skills.
- Motivator and Team Builder: Excellent public speaking and presentation skills, ability to effectively communicate an organization's mission and vision, skilled at conflict resolution.
- Highly Skilled Professional: Superior organizational skills, strong ability to multi-task, strategic thinker and problem-solver, detail-oriented.
- Effective Communicator: Strong written and verbal communication skills, professional phone manner, keen sense of humor.
- Computer Proficiency: Microsoft Office, Outlook, result focused internet research, Registry Software (HOMCare, CareTracker, NEXUS).

HISTORY

Public Authority for In Home Support Services

2009-2019

Supervising Clerk II/Program Manager, 2014-2019

Oversee the entire Homecare Registry for the Alameda County's In home Support Services Program. Recruit, hire, train and manage 8-10 Staff. Develop and implement policies and procedures. Attend labor management meetings with the homecare Providers' Union. Stay informed and train staff about State policies, which effect the disability and senior communities. Advocate, on a local and State level, to maintain quality in home options for people living with disabilities and seniors. Screen potential care Providers for the Registry. Serve as liaison between Registry Staff, IHSS, Adult Protection and other social services agencies.

Registry Coordinator, 2009-2014

Worked closely with Consumers, assessed their needs for in home care, offered guidance, and selected pre-screened workers for Consumers to interview and hire. Recruited and trained homecare Providers. Maintained a database of available Providers. Assisted in creating policies and procedures manuals. Mentored new Registry Coordinators.

Center for Independent Living

2009

Registry Specialist

Assessed consumers' needs both in person and over the phone. Matched caregivers and consumers specific needs utilizing a detailed database. Maintained detailed records of interactions with caregivers and consumers. Attended caregiver orientations, conducted interviews and reference checked all caregivers prior to acceptance to the home care database.

Easy Does It Emergency Services

2000-2008

Co-Executive Director, 2004-2008

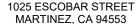
Developed and maintained relationship with the City of Berkeley and the Public Authority of Marin, various foundations and other non-profit funding sources. Corresponded closely with the Board of Directors. Hired, trained, and supervised emergency on-call attendants, dispatchers, and office personnel. Prepared and managed budgets exceeding \$1,000,000. Responsible for outreach to diverse communities. Dispatched and prioritized calls. Managed a staff of 25 employees and up to 5 volunteers.

Director of Emergency Services, 2000-2004

Supervised daily operations. Hired, trained, supervised, and scheduled staff of 20 employees. Drafted and implemented organizational policies, including creation of an agency handbook. Processed time sheets and payroll. HR responsibilities including benefits coordination. Responsible for fiscal management.

EDUCATION
University of California, Social Work 1991-1998

Berkeley City College 2007 Professional Travel Counsel Certificate





CONTRA COSTA COUNTY

Staff Report

File #: 25-3524 Agenda Date: 9/8/2025 Agenda #: 8.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Appointments to the Workforce Development Board (WDB)

Submitted For: Marla Stuart, Director

Department: Employment and Human Services Department

Referral No: N/A Referral Name: N/A

Presenter: Tamia Brown, Executive Director Contact: Jason Chan, (925) 655-2050

Referral History:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

Referral Update:

The Workforce Development Board has reviewed the attached applications and request that the Family and Human Services Committee recommend the following individuals for appointment and reappointment.

NAME	NAME	TERM EXPIRATION
Labor Seat #3	Tim Sbranti	June 30, 2029
Labor Seat #4	Doug Jones	June 30, 2029
Business Seat #12	Patience Ofodu	June 30, 2029
Business Seat #13	Dawn King	June 30, 2029
Labor Seat #1	Timothy Jeffries	June 30, 2029

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Tim Sbranti to the Labor Seat #3 seat, Doug Jones to the Labor Seat #4, Patience Ofodo to the Business Seat #12, Dawn King to the Business Seat #13, and the reappointment of Timothy Jeffries to the Labor Seat #1 on the Workforce Development Board.

Fiscal Impact (if any):

File #: 25-3524 **Agenda Date:** 9/8/2025 **Agenda #:** 8.

There is no fiscal impact for this action.



BOARD MEMBER PUBLIC ROSTER

BUSINESS SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
BUSINESS 1	Michael McGill	MMS Design Associates	Construction	District #2
BUSINESS 2	Jerry L. Aranas	Lam Research	Computer & Technology	District # -
BUSINESS 3	Devonn Powers	Humanity Way, Inc.	Social Service	District #4
BUSINESS 4	Terry Curley	United Business Bank	Banking	District #4
BUSINESS 5	VACANT			
BUSINESS 6	VACANT			
BUSINESS 7	Nichol Carranza	Marathon Petroleum Corporation	Advanced Manufacturing	District #5
BUSINESS 8	Application Rescind (Pending APPROVAL)			
BUSINESS 9	VACANT			
BUSINESS 10	Natasha Paddock	C.O.P.E. Family Support Center Inc.	Social Service	District #5
BUSINESS 11	Brandon Matson	Martinez Refining Company	Advanced Manufacturing	District #5
BUSINESS 12	Patience Ofodu (Pending FHS/BOS Confirmation)	East Bay Economic Development Alliance		District # -
BUSINESS 13	Dawn King (Pending FHS/BOS Confirmation)	Harris & Rosales LLP		District # -
WORKFORCE/LABOR	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
LABOR SEAT # 1	Timothy Jefferies(Pending FHS/BOS Confirmation)	International Brotherhood of Boilermakers	Skilled Trades	District#4
LABOR SEAT # 2	Joshua Anijar	Central Labor Council Contra Costa County	Skilled Trades	District #5
LABOR SEAT # 3	Tim Sbranti (Pending FHS/BOS Confirmation)	Contra Costa Building and Construction Trades Council	Skilled Trades	District #5
LABOR SEAT # 4	Doug Jones (Pending FHS/BOS Confirmation)	SEIU - UHW	Skilled Trades	Oakland, CA
LABOR SEAT # 5	VACANT			
EDUCATION & TRAINING	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
EDUCATION & TRAINING #1 (ADULT EDUCATION)	Steven France	Del Valle Education Center	Education	District #4
EDUCATION & TRAINING #2 (HIGHER EDUCATION)	Kelly Schelin	Contra Costa Community College District	Education	District #1
EDUCATION & TRAINING #3 (ECO./COMMUNITY DEV.)	Leslay Choy	San Pablo Economic Development	Advertising & Marketing	District #1
EDUCATION & TRAINING # 4 (WAGNER PEYSER)	Richard Johnson	California Employment Development Department	Government	District #4
EDUCATION & TRAINING # 5 (VOCATIONAL REHAB.)	VACANT			
FLEX SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
FLEX SEAT#1	Gregory Brooks	West Contra Costa Unifed School District	Education	District #1
FLEX SEAT # 2	Alison McKee	Contra Costa County Library	Government	District #5

Application Form

Profile				
Tim First Name	Middle Initial	Sbranti Last Name		
Home Address			Suite or Apt	
Dublin			CA	94568
Primary Phone			State	Postal Code
Email Address				
District Locator Tool				
Resident of Supervisoria	District:			
None Selected				
Contra Costa Building and Construction Trades Council Employer	Executive Job Title	e Director		
Length of Employment				
6 months				
Do you work in Contra Co	sta Coun	ty?		
⊙ Yes ○ No				
If Yes, in which District d	o you woı	rk?		
5				
How long have you lived	or worked	d in Contra Cos	ta County?	
6 months				
Are you a veteran of the	U.S. Arme	ed Forces?		
○ Yes ⊙ No				
Board and Interest				
Which Boards would you	like to an	mly for?		

Workforce Development Board: Submitted

Appointed by Contra Costa Central Labor Council (Josh Anijar)
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
Sacramento State
Degree Type / Course of Study / Major
BA - Government, Teaching Credential
Degree Awarded?
⊙ Yes ⊃ No
College/ University B
Name of College Attended
National University
Degree Type / Course of Study / Major
Administration Credential
Degree Awarded?
⊙ Yes ○ No
College/ University C
Name of College Attended
Degree Type / Course of Study / Major

Seat Name

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, commitee, or commission.
As Executive Director of the Contra Costa Building and Construction Trades Council, it is core to our mission to provide pathways for residents of Contra Costa County to enter as apprentices with any of our 20 affiliates. We are also interested in providing and expanding MC3 pre-apprenticeship programs and doing more outreach to increase the diversity of our workforce and also do outreach to other targeted communities such as veterans, those aging out of the foster system, and those who were formerly incarcerated (both juveniles and adults)
Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)
I have spent my entire life in various aspects of workforce development, including 24 years as an educator in the K-12 system, Trustee for the Chabot-Las Positas Community College District, and Vice-Chair of the California Collaborative for Educational Excellence. In addition, I spent 12 years on the Dublin City Council (6 as Mayor) where we were at the forefront of economic and workforce development.
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: Our Contra Costa Building Trades Council meets on the 1st and 3rd Thursday of the month from 8:00-11:00 a.m. 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. President - Chabot Las Positas Community College Foundation Board; President - City Serve of the Tri-Valley; Vice President - Innovation Tri-Valley Leadership Group; Former President -Suppy Bank.org; Advisory Board Member - Three Valleys Community Foundation 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?

63

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

I Agree

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- 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.

Tim Sbranti

Executive Director, Contra Costa Building and Construction Trades Council

- Contra Costa Building and Construction Trades Council
- California State University-Sacramento

Dublin, California, United Sta

Executive Director

Executive DirectorExecutive Director

<u>Contra Costa Building and Construction Trades Council · Full-timeContra Costa Building and Construction Trades Council · Full-timeFeb 2025 - Present · 6 mosFeb 2025 to Present · 6 mos</u>

Sports Broadcaster

Sports BroadcasterSports Broadcaster

<u>Tri-Valley Community Television (TV30) · Part-timeTri-Valley Community Television (TV30) · Part-timeOct 2011 - Present · 13 yrs 10 mosOct 2011 to Present · 13 yrs 10 mosPleasanton, California, United StatesPleasanton, California, United States</u>

Athletic Director

Athletic DirectorAthletic Director

<u>Dublin High SchoolDublin High SchoolAug 2018 - Jun 2025 · 6 yrs 11 mosAug 2018 to Jun 2025 · 6 yrs 11 mos</u>



Vice Chair Board Of Directors Vice Chair Board Of Directors

California Collaborative for Educational ExcellenceCalifornia Collaborative for Educational ExcellenceFeb 2015 - Jun 2025 · 10 yrs 5 mosFeb 2015 to Jun 2025 · 10 yrs 5 mosSacramento, California, United StatesSacramento, California, United States

Director of Strategic Initiatives

<u>Director of Strategic Initiatives Director of Strategic Initiatives</u>

<u>Innovation Tri-Valley Leadership Group · ContractInnovation Tri-Valley Leadership Group · ContractDec 2018 - Jan 2025 · 6 yrs 2 mosDec 2018 to Jan 2025 · 6 yrs 2 mos</u>



Board TrusteeBoard Trustee

<u>Chabot-Las Positas Community College District · Part-timeChabot-Las Positas Community College District · Part-timeApr 2019 - Dec 2024 · 5 yrs 9 mosApr 2019 to Dec 2024 · 5 yrs 9 mosDublin, California, United StatesDublin, California, United States</u>

Deputy Chief of Staff/District Director

<u>Deputy Chief of Staff/District DirectorDeputy Chief of Staff/District Director</u>

Office of Congressman Eric Swalwell (CA-15) · Full-timeOffice of Congressman Eric Swalwell (CA-15) · Full-timeJun 2015 - Aug 2018 · 3 yrs 3 mosJun 2015 to Aug 2018 · 3 yrs 3 mosCastro Valley, California, United StatesCastro Valley, California, United States



Teacher/CoachTeacher/Coach

<u>Dublin Unified School District · Part-timeDublin Unified School District · Part-timeJun 2015 - Jul 2018 · 3 yrs 2 mosJun 2015 to Jul 2018 · 3 yrs 2 mosDublin, California, United StatesDublin, California, United States</u>



<u>Teacher/Student Activities Director/CoachTeacher/Student Activities Director/Coach</u>

<u>Dublin High School · Full-timeDublin High School · Full-timeSep 1998 - Jun 2015 · 16 yrs 10 mosSep 1998 to Jun 2015 · 16 yrs 10 mosDublin, California, United StatesDublin, California, United States</u>



0

City of Dublin, CACity of Dublin, CA

Part-time · 12 yrs 9 mosPart-time · 12 yrs 9 mos

MayorMayor

<u>Dec 2008 - Dec 2014 · 6 yrs 1 moDec 2008 to Dec 2014 · 6 yrs 1 moDublin, California, United States Dublin, California, United States</u>

City Council MemberCity Council Member
Apr 2002 - Dec 2008 · 6 yrs 9 mos

Application Form

Profile				
Doug First Name	S Middle Initial	Jones Last Name		
Home Address			Suite or Apt	
San Leandro			CA	94577
City			State	Postal Code
Primary Phone				
Email Address				
District Locator Tool				
Resident of Superviso	orial District:			
N/A - Out of County				
SEIU-UHW		Organizer		
Employer	Job Title			
Length of Employmer	nt 			
17 years				
Do you work in Contr	a Costa Coun	tv?		
○ Yes ⊙ No				
If Yes, in which Distri	ct do you wo	rk?		
How long have you liv	ved or worke	d in Contra Cos	sta County?	
N/A				
And the second of	the II C. A	ad Favor - 2		
Are you a veteran of	tne U.S. Arme	ea Forces?		
Board and Interest				
Which Boards would	you like to ap	pply for?		
Workforce Development I				
	_ Ja. a. Jasiiiicto			
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?
Education
Select the option that applies to your high school education *
☑ G.E.D. Certificate
College/ University A
Name of College Attended
Chabot College
Degree Type / Course of Study / Major
Near AA
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? O Yes O No Other Training B Certificate Awarded for Training? O Yes O No

Qualifications and Volunteer Experience

Occupational Licenses Completed:

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

I have served on the Alameda County Workforce Development Board for many years. As I approach the end of my last term on that important Board, I am interested in continuing this WDB service here in the East Bay, where I have lived for all of my 62 years. Contra Costa and Alameda Counties share many workforce issues, and we have received presentations at the Alameda WDB meetings from leaders of organizations who share information which involve data from both Counties, but there are also areas in which the two Counties differ. It would be a pleasure to bring my knowledge, curiosity, and ability to work with leaders who have a range of ideologies and experiences of their own to improve the economy and culture of Contra Costa County. Jobs which provide at least a living wage, health insurance, and safe, respectful working conditions improve our society. I'm ready to help improve Contra Costa County society in this way.

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

In addition to my current service on the Alameda County WDB, I am in my third term as an Executive Board member of the Contra Costa Labor Council, and have served as a Delegate at the CCLC since 2008. These services have been important parts of my work as the East Bay Regional Political Organizer for SEIU-UHW, a Statewide healthcare workers' Union of over 110,000 members, almost all of whom work at private sector hospitals and clinics; many thousands of UHW members live and/or work in Contra Costa County. I've also taken the opportunity to work with coalition partners and allies outside the Labor movement. Among those has been the Contra Costa Democratic Party Central Committee. My many years of this coalition work was recognized by the County DPCC in 2019 when they chose me as the recipient of their Robert Reich Award. I have also served a term on the Alameda County Measure A Oversight Committee, which oversees the contracted providers of safety net health care services for indigent and underserved communities which Measure A tax revenue are required to serve. This Oversight Committee reports to the County Supervisors and plays a key advisory role on the Supervisors' annual choices on where they choose to direct Measure A revenue. My service as an SEIU-UHW staff member was preceded by my 25 years as a health case worker at Eden Medical Center, a Trauma-designated hospital.

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

✓ I Agree

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 - (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.

Submit Date: Aug 02, 2024

Application Form

Profile				
Patience	С	Ofodu		
First Name	Middle Initial	Last Name		
Home Address			Suite or Apt	
San Ramon			CA	94582
City			State	Postal Code
Violatics (025) 980-2330 Primary Phone	_			
natience@eastbayeda.org Email Address				
District Locator Tool				
Resident of Supervisori	al District:			
□ District 2				
East Bay Economic Development Alliance - Oakland, CA Employer	Head of Relation Partners	Community ns and Strategic ships	_	
Length of Employment	,			
16 months				
Do you work in Contra (Costa Coun	ty?		
○ Yes ⊙ No				
If Yes, in which District	do you wo	rk?		
How long have you live	d or worke	d in Contra Costa	County?	
18 years				
Are you a veteran of the	e U.S. Arm	ed Forces?		
○ Yes ⊙ No				
Board and Interest				
Which Boards would you	u like to ap	pply for?		
Workforce Development Boa	ard: Submitte	ed		

Seat Name	
open	
Have you ever attended a meeting of the advisory board for which you applying?	are
⊙ Yes ⊙ No	
If Yes, how many meetings have you attended?	
over 50	
Education	
Select the option that applies to your high school education *	
College/ University A	
Name of College Attended	
CSU East Bay	
Degree Type / Course of Study / Major	
Masters / Public Administration	
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?	
o Yes o No	

Other Trainings & Occupational Licenses

Other Training A

Workforce Development Executive Development

Certificate Awarded for Training?

⊙ Yes ○ No

Other Training B

Leadership Contra Costa

Certificate Awarded for Training?

⊙ Yes ○ No

Occupational Licenses Completed:

California Department of Real Salesperson License

Qualifications and Volunteer Experience

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

As an 18-year county resident, I am passionate about giving back to my community. I bring extensive experience in workforce and economic development, honed during my almost 11 years as county staff. The county has provided me with outstanding leadership experience and training. I am passionate about workforce development and deeply relate with the workforce community and stakeholders. I advocate for programs to help small businesses and the vulnerable population. My current role at the East Bay Economic Development Alliance as Head of Community Relations and Strategic Partnerships aligns with key industry sectors. I believe in the power of innovative strategic partnerships and collaborative efforts to create a thriving economic landscape. I continue collaborating with the WDBCCC staff and board members, referring alliances and supporting the WDBCCC's efforts. Board membership will allow me to leverage my partnerships in Alameda and Contra Costa to support the WDBCCC.

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

I have 15 years of leadership experience in workforce and economic development across the Bay Area. My nearly 11 years with Contra Costa County include serving as Interim Executive Director of the Workforce Development Board, Workforce Services Specialist/Business Services Manager, One-Stop Career Center Coordinator, and Case Manager. I convene industry, government, labor, education, community, and other stakeholders to address the skills gap and match job seekers with future employers. I recruited board members from top employers and non-profit organizations, staffed committees, raised sponsorships for events, and presented at workforce conferences and to community partners. I collaborated with state workforce and economic development organizations to ensure the appropriate application and accountability of workforce programs and funding. I participated in several county initiatives. As a California Workforce Association (CWA) Race and Equity Committee member, we designed an Action plan during the pandemic. My experience also extends to the workforce and economic development roles in Alameda County and the San Iose Office of Economic Development. Other initiatives and publications I coordinated or partnered with are the Contra Costa Economic Partnership for the Equitable Economic Recovery Task Force, which aims to expand economic opportunity in Contra Costa County and MEETING THE DEMAND HEALTH CARE WORKFORCE IN CONTRA COSTA COUNTY. I serve on several boards, including as Chair for the City of San Ramon Economic Development Advisory Committee. I also have experience as a CA-licensed real estate salesperson for over 20 years and as a past small business owner.

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.

Board Member Concord Chamber of Commerce, 2024, Chair City of San Ramon Economic Development Advisory Committee, 2024. Chair Economic Development Directors Council of East Bay Economic Development Alliance 2023, Executive Board Member San Ramon Chamber of Commerce 2018, East Bay Leadership Council 2022, and California Workforce Association member 2022.

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

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 - (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.



Professional Summary:

East Bay workforce and economic development leader with over 15 years in strategic roles across the Bay Area. Demonstrates a proven track record in driving economic growth, enhancing workforce capabilities, and fostering community partnerships. Skilled in strategic partnerships, community relations, policy development, advocacy, program management, event coordination, and stakeholder engagement. Recognized by the California Workforce Association (CWA) and the region as an expert on workforce development, frequently invited as a subject matter expert at state and regional convenings. Has hosted numerous employer and job seeker events with hundreds in attendance and participated extensively in national and local workforce and economic development conferences. Recognized for board member recruitment and managing board relationships and dedicated to Equity and Inclusion in supporting workforce development initiatives.

Professional Experience:

Head of Community Relations and Strategic Partnerships Economic Development Director *East Bay Economic Development Alliance - 2023-Present*

- Engage with various stakeholders, including community members, business partners, government officials, and non-profit organizations.
- Design and implement community engagement strategies to foster positive relationships that align with the organization's mission and goals.
- Identify and pursue strategic partnerships that align with the organization's goals.
- Foster collaboration between the organization and its partners to achieve mutual goals.
- Ensure efficient and effective use of resources and leverage partnerships to secure funding and sponsorships.
- Track and evaluate the performance and impact of partnerships.

Interim Executive Director (positions during this time include Workforce Services Specialist, Business Services Manager, One-Stop Career Center Coordinator, and Career Center Case Manager).

2012-2023, Contra Costa County Workforce Development Board

- Expert in board member recruitment and staffing multiple committees
- Managed Federal and State programs and funding, including AB109/ Reentry, Rapid Response, Business Services, and Youth, Adult, and Dislocated Worker Programs.
- Built strong relationships with business leaders, policymakers, and community organizations.

- Conducted comprehensive labor market analyses to inform program development.
- Led initiatives that improved employment opportunities and access to employment opportunities
- Managed multi-million-dollar budgets and funding for workforce programs.
- Developed and implemented strategic plans with local businesses and educational institutions.

Business Services Lead

Alameda County - NUMMI Re-Employment Center (NRC-LETC-UAW), 2010 -2012

Business Services Coordinator Job Placement Specialist

City of San Jose Office of Economic and Program Development, Work2future, 2010 – 2012

New Home Community Sales Manager for Several Builders Including:

Summer Hill Homes, Lennar Homes, Signature Properties and Pulte Homes, 2001-2008

Computer Associates, ACCPAC Inc,

Account Manager/Business Partner Recruiter, 1998-2001

Education:

Master's degree in public administration

California State University, East Bay

Board Memberships and Leadership:

- Chair City of San Ramon Economic Development Advisory Committee, 2023-2024
- Board Member, Concord Chamber of Commerce, 2020-2024
- Chair and Co-Chair, Economic Development Directors Council of East Bay Economic Development Alliance, 2021-2023
- California Workforce Association, Race and Equity, Legislative, and Capacity Building Committees 2016-2023
- Contra Costa County Employment and Human Services Diversity and Equity Committee, 2021-2023
- Executive Board Member San Ramon Chamber of Commerce, 2017-2018
- Member East Bay Leadership Council (EBLC)
- Contra Costa College Community College District, Advisory Board Participation to support skills and curriculum development as invited.

Professional Development and Conferences:

Bay Area Social Services Consortium, UC Berkeley Executive Development Program, - 2022 California Association for Local Economic Development Conference (CALED) - 2014-2024 California Economic Summit, 2016-2023

California Federation of Labor Unions / Rapid Response Conference – 2013-2022 National Association of Workforce Boards Forum and California Workforce Association Conference, 2014–2022

Leadership Contra Costa Graduate - 2020

California Workforce Association (CWA) Executive Boot Camp - 2017

Keys to Economic Development Certificate Program (CALED) - 2019

Contra Costa County — EHSD Leadership Academy and Mentor and Mentee Program

Executive Skills:

• Community Relations, Strategic Partnerships, Strategic Planning, Event Planning, Policy Development, Program Management, Stakeholder Engagement, Budget Management, Public Speaking, Advocacy.

Certifications:

• California Licensed Salesperson Certificate – 2001-Present

Submit Date: Feb 19, 2025

Application Form

Profile				
Dawn		King		
First Name	Middle Initial	Last Name		
Home Address			Suite or Apt	
Concord			CA State	94521 Postal Code
Homes (925) 890-2293 Primary Phone				
hekingpack@gmail.com Email Address				
<u>District Locator Tool</u>				
Resident of Superviso	rial District:			
District 4				
Harris & Rosales LLP	Controlle Job Title	er		
Length of Employmen	t			
1 year				
Do you work in Contra	Costa Coun	ty?		
⊂ Yes ⊙ No				
If Yes, in which Distric	t do you wo	rk?		
How long have you liv	ed or worked	d in Contra Cos	ta County?	
17 years				
Are you a veteran of t	he U.S. Arme	ed Forces?		
o Yes ⊙ No				
Board and Interest				
Which Boards would y	ou like to ap	ply for?		
Workforce Development B	oard: Submitte	d		

Seat Name	
Business	
Have you ever attended a meeting of the advisory board for which you are applying?	3
⊙ Yes ○ No	
If Yes, how many meetings have you attended?	
1 - of the youth committee	
Education	
Select the option that applies to your high school education *	
College/ University A	
Name of College Attended	
SFSU	
Degree Type / Course of Study / Major	
Humanities/Philosophy	
Degree Awarded?	
⊙ Yes ○ No	
College/ University B	
Name of College Attended	
Degree Type / Course of Study / Major	
Degree Awarded?	
o Yes o No	
College/ University C	
Name of College Attended	
Degree Type / Course of Study / Major	
Degree Awarded?	
c Yes c 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:	

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

I have worked as an accountant for 30+ years, mainly for small and medium-sized businesses. I have worn a lot of hats including the human resources role and I have a deep appreciation of what goes into business hiring decisions. I am passionate about small businesses and would like to contribute to the great work the WDB does creating opportunities in our local economy. I volunteered for many years with the San Francisco ILSP and have an appreciation of the obstacles many youth face in gaining an education and employment. I am interested in learning and serving my community and this seems like a perfect application of my skills, interests and background.

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

I am an experienced accountant, business manager and small business owner, so I would bring a wealth of private sector knowledge and experience to the board. I bring skills in data management and analysis which I use daily in my job. I have done job training and tutoring both in my professional and volunteer work and have lead marketing and fundraising efforts both at work and in my volunteer experiences. I am eager to learn more about the great work the WDB has been doing in our community and would love to be a part of it.

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?

o 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.

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

✓ I Agree

<u>Important Information</u>

- 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.

www.linkedin.com/in/dawnwilkinsking

Controller, Harris & Rosales, LLP (3/2024-present)

Accounting, Process Development, Retirement Planning,

Data Analytics for a growing law firm. Supervise a staff of 4 accounting professionals.

Controller, ServiceMaster Restoration Services and ServiceMaster Recovery Management (3/2018-6/2023)

Controller and Accounting Manager for the largest ServiceMaster Franchise in the country. Supervised a staff of 14+ accountarts and auditors. In my tenure we have remade and upgraded all department processes to maximize use of today's technology. Using Power BI, I successfully aggregated data from the Accounting and Operations sides of the business into actionable, integrated dashboards and reports that have contributed to more profitable billing and speedier collections.

Accounting Manager, Collins, Mason & Co. CPAs (8/2017-3/2018)

Supervised 6 bookkeepers who provided onsite and offsite full-charge, outsourced Accounting Services. We served Small-to-medium -Sized businesses clients, high net worth individuals and property investors. I worked closely with our clients as a proactive member of their management team. Leveraged cloud based apps, Excel and PowerBI skills to streamline client workflow and deliver insightful, accurate and customized financial reports.

Accounting Manager/Controller, California Sports and Orthopaedic Institute (10/2011-7/2017)

Performed/Supervised all accounting functions for a 2-location medical practice with 7 doctors and a large administrative staff. Produced and present to partners budgets and profitability reports on 12 profit centers. Calculate profitbased compensation for partners and physicians. Proactively worked with partners to identify areas for cost savings, contract improvements and new opportunites for growth. Manage the process of bringing the website, online profile and social media maintenance in-house.

Owner/President, King & Associates, Inc. (2010-2013)

I started this bookkeeping services firm which specialized in using QuickBooks along with other add-on applications to provide Full-Charge and after-the-fact, off-site, cloud-based bookkeeping services to 35+ clients. I supervised a staff of 11+ bookkeepers, data entry and marketing personnel. We did extensive marketing to the CPA community including 3 direct mail campaigns per year, 6 speaking engagements with the Cal Society of CPAs and a telemarketing campaign. I sold the company to one of my of my competitors in October 2013.

Accountant, Family Office, Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation (2004-2008)

Full-Charge Bookkeeper for Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation. Managed all aspects of Accountign and family office tasks for this high net-worth individual, his small business and his family foundation. In 2007 I was promoted to a business management and marketing role to assist with the setup and the launch of Seven Stones Winery. In that capacity I developed relationships with vendors, oversaw the creation of all packaging and marketing materials, including website development and product launch.

Full Charge Bookkeeper (1999-2002), Associate Publisher (2002-2004), FrancePress, Inc.

I began as a bookkeeper for this publisher of two small magazines: France Today (an English-language publication targeting American Francophiles) and Le Journal Français (a French-language publication targeting American Francophones). In 2002 I was promoted to the position of Associate Publisher. Over my term of employment I was responsible for performing or delegating all financial management tasks, managing a team of 11 people, including two editorial staffs, overseeing the production of both publications, developing Advertising and Marketing (circulation) strategies, developing strategic marketing partnerships, performing/delegating the Advertising Sales and all marketing efforts, which included two websites, email newsletters and 7+ direct mail campaigns/year.

Full Charge Bookkeeper, Featherpen Business Services (1996-2000)

I worked under the supervision of an experienced accountant and was placed at multiple clients in a variety of industries doing a full range of bookkeeping services. Duties included: A/R, A/P, Bank Reconciliation, Payroll (both in-house and via third-party service provider), Collections, Financial Statements, Job profitability analysis, cash flow, budgets; Setup clients in QuickBooks. Setup and maintained Chart of Accounts. Regularly filed Sales Tax, City of SF Business Tax, Worker's Compensation.

French

EDUCATION

San Francisco State University: M.A., Philosophy, Minor, Economics (courswork completed, thesis pending) B.A. Philosophy & Religion B.A. Humanities **LANGUAGES**

CERTIFICATIONS

QuickBooks ProAdvisor 20+ years
Certifications in Excel Power Plants

and Microsoft Power BI

Contact

www.linkedin.com/in/ dawnwilkinsking (LinkedIn) proadvisor.intuit.com/app/ accountant/search (Other)

Top Skills

Data Modeling
Spreadsheets
Microsoft Outlook

Languages

English (Native or Bilingual)
French (Professional Working)

Certifications

QuickBooks Proadvisor P3 Foundations Certified P3 Accounting Certified

Dawn King

Experienced Controller/Accounting Manager

Concord, California, United States

Summary

Extremely hi-tech, experienced accounting manager, with business management, business development and marketing experience. 30+ years of experience working directly with small to medium-sized business owners.

Quickbooks Expert and reporting specialist Advanced Excel user Power BI & Powerapp developer

I have a passion for helping business leaders take charge of their data and delivering the KPIs your current system has long denied you!

I'm very excited about the future role of accountants in delivering insightful Business Analytics.

In recent years technology has come to meet the skills set of most experienced accountants and we now can have data superpowers that a few years ago we only dreamed of having.

I enjoy using QuickBooks, Excel, Power BI and PowerApps to automate, integrate & streamline data and deliver meaningful financial reports & dashboards to managers at all levels of enterprise.

Experience

Harris & Rosales, LLP Controller March 2024 - Present (1 year)

Dawn King Bookkeeping & Consulting Business Owner, Accountant and Consultant June 2023 - Present (1 year 9 months) ServiceMaster Restoration Services (Sharjo, Inc.) Controller March 2018 - June 2023 (5 years 4 months) Concord, CA

Controller and Accounting Manager for a local ServiceMaster franchisee that became the largest ServiceMaster in the country during my tenure. Built and supervised an international team of 14+ accountants and auditors. I used Power BI to automate complex calculations and create dashboards that aggregated data from across the organization and delivered meaningful, actionable KPIs to all levels of management.

Collins, Mason & Company
Accounting Manager
August 2017 - March 2018 (8 months)
Oakland, California

Led the Accounting Services Team providing comprehensive, cutting-edge, outsourced Accounting Services to Small and Medium-Sized clients.

California Sports and Orthopaedic Institute, Inc. Business Manager/Accounting Manager October 2011 - July 2017 (5 years 10 months) Berkeley

Bookkeeping, Reporting, Financial Analysis and Budget preparation for this 2-location medical practice. Produce and present to partners budgets and profitability reports on 12 profit centers. Calculate profit-based compensation for partners and physicians. Proactively worked with partners to identify areas for cost savings, contract improvements and new opportunities for growth. Contributed to process refinements to automate and offshore workflow wherever possible.

Managed the process of bringing the website, online profile and social media maintenance in-house. Contributed to developing marketing and branding strategy for the practice.

King & Associates, Inc.
Owner and CEO
August 2010 - October 2013 (3 years 3 months)
Walnut Creek, CA

I started as Dawn King Bookkeeping Services, specializing in using QuickBooks along with other add-on applications to provide Full-Charge and after-the-fact, off-site, cloud-based bookkeeping services.

We grew and incorporated as King & Associates. I supervised a staff of 6+ bookkeepers, data entry and marketing personnel. We did extensive marketing to the CPA community including 3 direct mail campaigns per year, 6 speaking engagements with the Cal Society of CPAs and a telemarketing campaign. I sold the company to a competitor in October 2013.

Save The Pleasant Hill Dome (501(c)3) Founding Treasurer April 2013 - May 2013 (2 months) Pleasant Hill. CA

I helped found a non-profit to organize the efforts of Pleasant Hill-area citizens who were protesting the impending demolition of a Bay Area architectural gem, the Pleasant Hill CinéArts Dome.

In a matter of months we successfully organized, incorporated and raised over \$10,000 to support our legal battle against the demolition of this community landmark. Unfortunately, our efforts were unsuccessful and the Pleasant Hill city council approved the request of the property owners to destroy one of the last remaining Vinceny G. Raney domes in our country.

Our efforts are documented here:

https://en.wikipedia.org/wiki/Pleasant_Hill,_California

For more on the Raney domes see:

http://www.theverge.com/2014/4/21/5635454/silence-of-the-domes-1964-2014

Pleasant Hill/Walnut Creek Mothers' Club (501(c)7)

Treasurer

August 2010 - August 2011 (1 year 1 month)

Volunteer treasurer for a non-profit social club 501(c)7 whose mission is to, "Nurture the Nurturer" Manage deposits, disbursements, bank reconciliation, yearly budget. Prepare for yearly tax filings. Regularly present budget and financial reports to the club board.

Seven Stones Winery
Full Charge Bookkeeper
September 2004 - February 2008 (3 years 6 months)

Accountant for Seven Stones Winery, Ronald C. Wornick and the Wornick Family Foundation. Managed all aspects of bookkeeping and various administrative tasks for this high net-worth individual, his small business and his family foundation. Assisted CPA with necessary documentation for yearly tax filings. Managed outside payroll provider. Completed winery compliance filings with various federal and state agencies. Helped with human resources as needed. Audited and updated inventory of Mr. Wornick's large art collection.

Friends of San Francisco Independent Living Skills Program (501(c)3)

Founding Treasurer

May 2005 - December 2007 (2 years 8 months)

I served as volunteer treasurer for this non-profit 501(c)3 whose mission it is to, "Support current and former foster youth to meet life's challenges and work towards getting what they need to become self-sufficient, successful young adults."

I processed donations, disbursed scholarship funds, prepared budget and financial reports and regularly presented them to the board.

Freelance Bookkeeper
Freelance Bookkeeper
1991 - December 2004 (13 years)
San Francisco, Napa and Walnut Creek, CA

A/R, A/P, Bank Reconciliation, Financial Statements.

Job profitability analysis, Inventory management, Sales and Commission reports.

Inventory tracking. Cost of Sales analysis.

Cash flow planning, Collections, Budgets for business and non-profits.

Have worked with manual accounting systems and Quickbooks.

Processed payroll internally, filing all related tax filings, or managed payroll service provider.

Have filed Sales Tax, City of SF Business Tax, Worker's Compensation.

Trained/managed bookkeeping & admin personnel.

Regularly work with CPAs to ensure transactions are tracked to your best tax advantage.

Extensive Quickbooks and Excel experience: have setup countless clients on Quickbooks.

Have also done extensive cleanup of Quickbooks data.

Have documented and cleaned up books after bookkeeper fraud.

Personal bookkeeping, bill payment, financial statements for individuals.

Over the years I have worked for clients in the following industries:

- -Advertising
- -Architect
- -Art gallery
- -Construction
- -E-commerce
- -Furniture wholesale
- -Graphic Design
- -Hair salon
- -High tech
- -Import/Export
- -Non-profit Foundation
- -Non-profit 501(c)3
- -Non-profit 501(c)7
- -Photographer
- -Real estate investors
- -Rental property management
- -Small magazine publishing
- -Winery

FrancePress, Inc.

5 years

Associate Publisher 2002 - 2004 (2 years)

San Francisco

Promoted from Accountant to Associate Publisher, I was the business manager of FrancePress, publishers of Journal Francais, the largest Frenchlanguage newspaper in the United States and France Today, a publication in English on contemporary France.

Managed a staff of 11 people: two editorial staffs, Circulation, Marketing, Advertising Sales and Accounting Departments

- Direct Marketing: planned and executed 7+ direct mail campaigns per year aimed at subscriber acquisition and retention
- Advertising & Promotion: designed range of print and web ads, sales tools (media kits, sales sheets)

- Circulation Management: oversaw the operations of the fulfillment house, managed and developed other distribution and sales channels
- Partnerships & Event Planning: negotiate partnerships and cross-promotional agreements with key French-American organizations and event planners nationwide
- Online Marketing: implemented programs to increase web traffic and online sales such as e-newsletter campaigns
- Sales Team Management: trained and supervised new sales account executives, defined advertising offering, identified and allocated accounts, responsible for ad sales reporting and forecasting.

Part-Time Bookkeeper September 1999 - 2002 (3 years)

San Francisco

Accounting data entry, reconciliation and file maintenance for the publisher of the Journal Francais, the largest French-language newspaper in the United States and France Today, a publication in English on contemporary France.

Featherpen Business Services Full Charge Bookkeeper March 1996 - 2000 (4 years)

I worked under the supervision of an experienced accountant and was placed at multiple clients in a variety of industries doing a full range of bookkeeping services.

Duties included:

A/R, A/P, Bank Reconciliation, Payroll (both in-house and via third-party service provider), Collection calls, Financial Statements, Job profitability analysis, cash flow, budgets; Setup clients in Quickbooks. Setup and maintained Chart of Accounts. Regularly filed Sales Tax, City of SF Business Tax, Worker's Compensation. Regularly work with CPAs throughout the year and on year-end close.

Work included clients in advertising, design, photography, small magazine publishing, art gallery.

Quickbooks was used exclusively. Both Mac and PC environments.

Education

San Francisco State University

M.A., Philosophy · (2000 - 2002)

San Francisco State University

Bachelor's degrees, Humanities, Philosophy & Religion · (1997 - 2000)

Indiana University Bloomington

Bachelor's degree (incomplete), Classical Flute Performance · (May 1988 - January 1991)

Logansport High School

Profile				
Timothy	<u>M</u>	Jefferies		
First Name	Middle Initial	Last Name		
Home Address			Suite or Apt	
Brentwood			CA	94513
City			State	Postal Code
Primary Phone				
Email Address	9			
District Locator Tool				
Resident of Supervisor	ial District:	1		
District 5				
International Brotherhood of Boilermakers Employer		tional Representati	ve	
Length of Employment	:			
17 years				
Do you work in Contra	Costa Cour	nty?		
⊙ Yes ∩ No				
If Yes, in which Distric	t do you wo	ork?		
D4				
How long have you live	ed or worke	d in Contra Cost	ta County?	
20 years				
Are you a veteran of the	ne U.S. Arm	ed Forces?		
⊙ Yes ⊂ No				
Board and Interest				
Which Boards would ye	ou like to a _l	pply for?		
Workforce Development Bo	oard: Submitte	 ed		

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?
Unsure
Education
Select the option that applies to your high school education *
College/ University A
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
c Yes c No
College/ University B
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
c Yes c No
College/ University C
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
c Yes c No
Other Trainings & Occupational Licenses

96

Other Training A
United States Marine Corps
Certificate Awarded for Training?
⊙ Yes ○ No
Other Training B
Boilermakers Apprenticeship
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, commitee, or commission.
A desire to share my members perspectives on issues that will impact their careers and lifestyles.
Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)
I attend monthly meetings with my members to interact and understand their concerns.
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:
My duties as an international representative requires me to frequently travel.
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: Workforce development 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. Contra Costa Building trades, contra costa central labor council, ECNAACP, contra costa food bank **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? o 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 undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a

board, committee, or commission in Contra Costa County.

✓ I Agree

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 - (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

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3525 **Agenda Date:** 9/8/2025 Agenda #: 9.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: September 8, 2025

Subject: Adult Protective Services and Challenges for Aged & Disabled Populations

Submitted For: Marla Stuart, Director

Department: **Employment and Human Services Department**

Referral No:

Referral Name: Aging and Adult Services - Challenges for Aged & Disabled Populations/Elder Abuse

Presenter: Tracy Murray, Aging and Adult Services Director

Contact: Tracy Murray, 925-608-4805

Referral History:

On May 23, 2000, the Board of Supervisors referred to the Family and Human Services Committee an annual report on the progress made on the issue of elder abuse in Contra Costa County. Between 2000 and 2015, the Committee has received an annual status report from the Employment and Human Services Department.

On December 14, 2015, the Family and Human Services Committee received a report from the Employment and Human Services Department on this referral. At the time of the report, the new Aging and Adult Services Director was a recent hire, having only been with the department a couple of months. Since the new director had identified various strategies to address some pending issues, such as staffing and crisis response times, and program changes were in transition, the Family and Human Services Committee agreed to postpone the annual report until such time as the department would be prepared to discuss a timeline addressing the program and operational challenges discussed. An update was provided to the Family and Human Services Committee on February 7, 2017.

The most recent status updates were provided to the Family and Human Services Committee on April 14, 2025.

Referral Update:

Please see the attached report.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department (EHSD) on Aging and Adult Services, and DIRECT staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

There is no fiscal impact associated with the acceptance of this plan. Potentially, implementation of the plan

Agenda Date: 9/8/2025 **Agenda #:** 9. File #: 25-3525

will have future financial impacts.



EMPLOYMENT & HUMAN SERVICES

Building Brighter Futures Together

Tracy Murray
Director, Aging & Adult Services
tmurray@ehsd.cccounty.us

Aging & Adult Services

Table of Contents

- Aging in Contra Costa County
- Aging & Adult Services Overview
- Program Reports
- Aging & Adult Services Initiatives
- State & Federal Budget Impacts

Building Brighter Futures Together

Aging in Contra Costa County



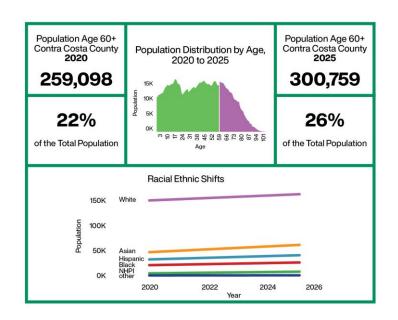
Contra Costa County Older Adults

In 2023, 58,826 (22%) of 60+ residents lived alone

In 2023, 88,240 (33%) of 60+ are in the workforce

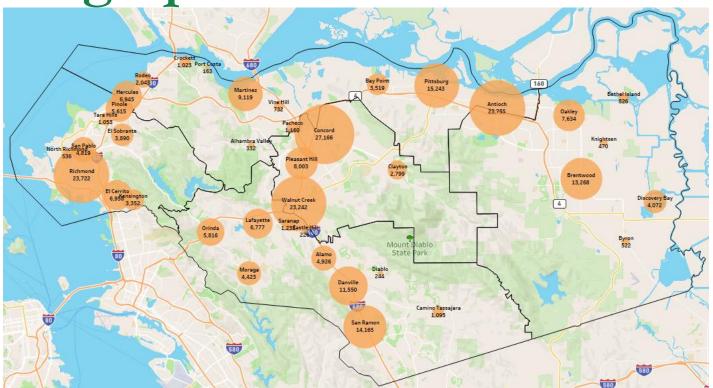
In 2023, 56,153 60+ residents have self-care or independent living difficulty

From 2020 to 2025, the number of 60+ residents increased by 41,661 (16%)



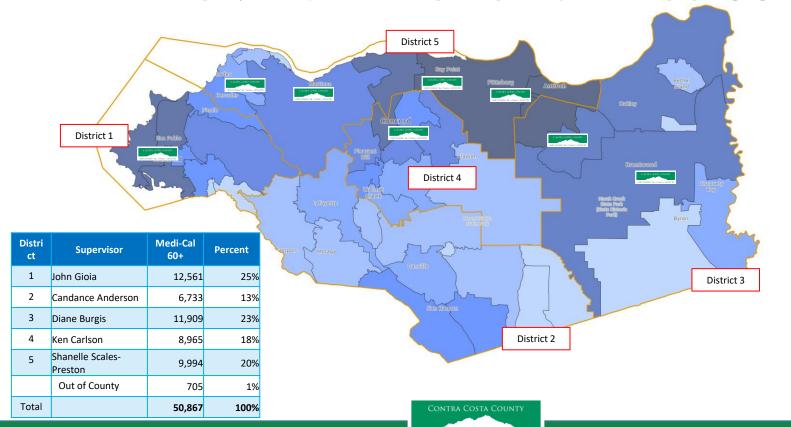


Geographic Distribution of 60+



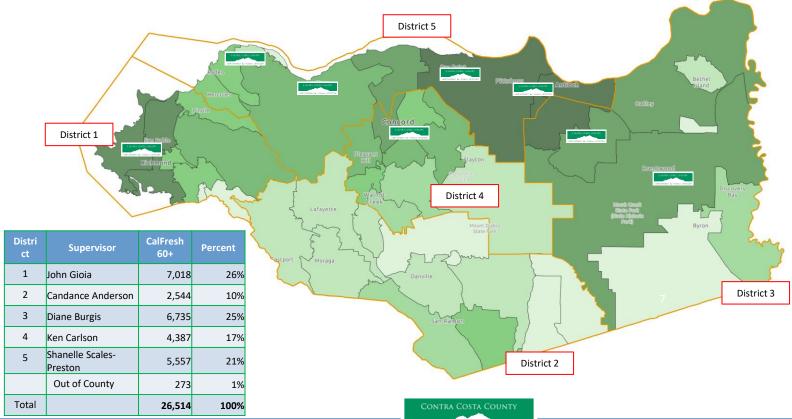
Medi-Cal Beneficiaries 60+

EMPLOYMENT & HUMAN SERVICES

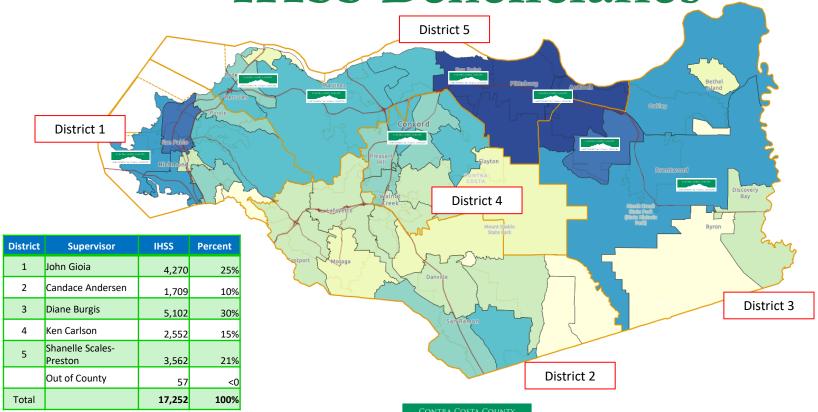


Calfresh Beneficiaries 60+

EMPLOYMENT & HUMAN SERVICES



IHSS Beneficiaries



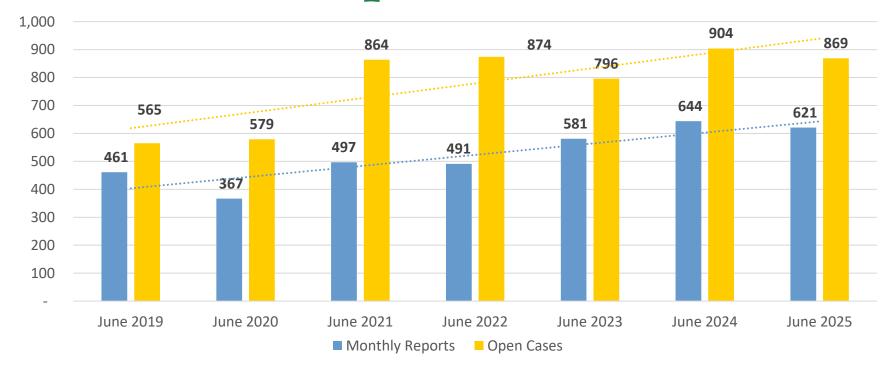
Aging & Adult Services Overview



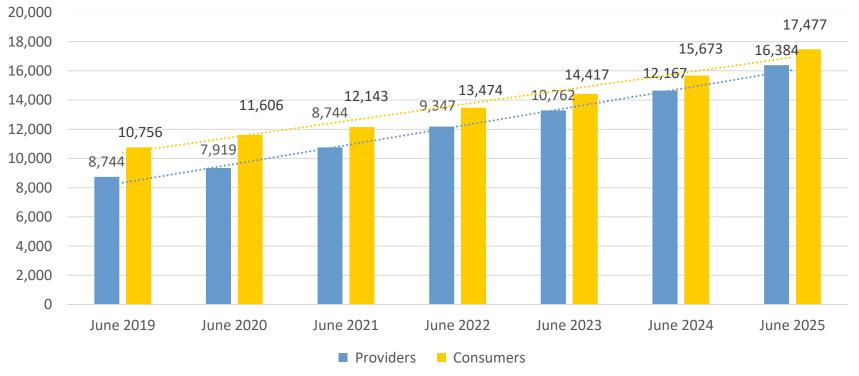
Aging & Adult Services Overview



APS Reports & Cases

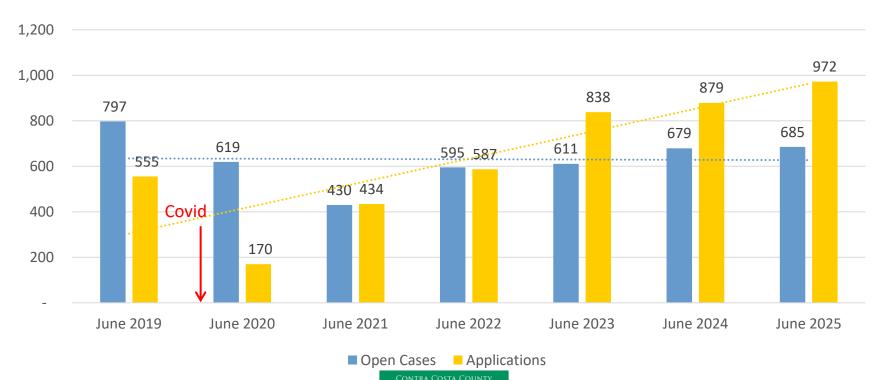


IHSS Providers & Consumers





GA Applications & Cases

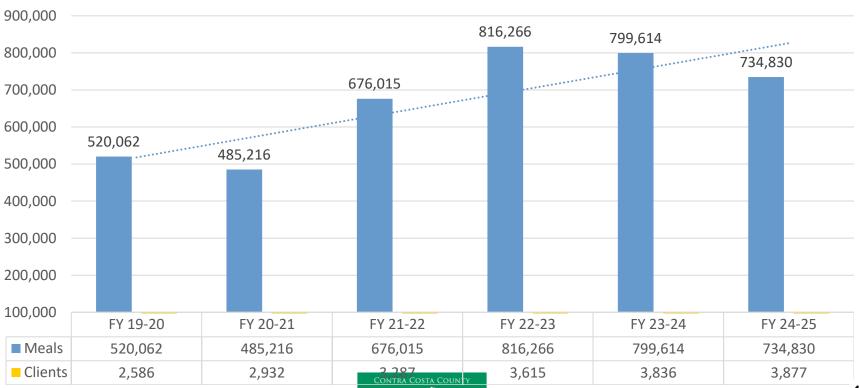


Area Agency on Aging Clients

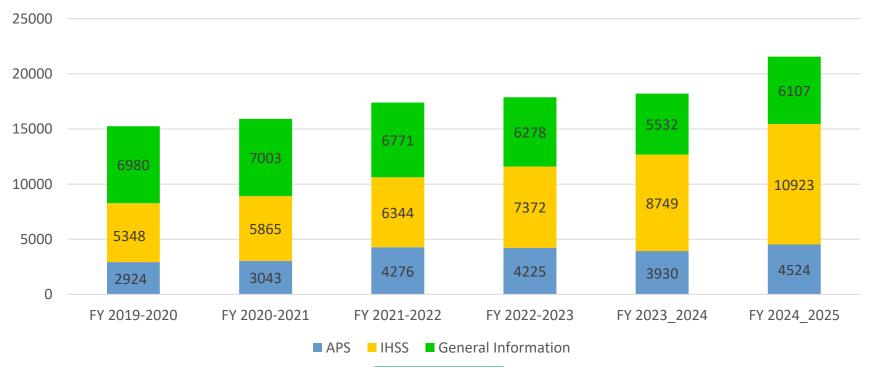


EMPLOYMENT & HUMAN SERVICES

Home Delivered Meals & Clients

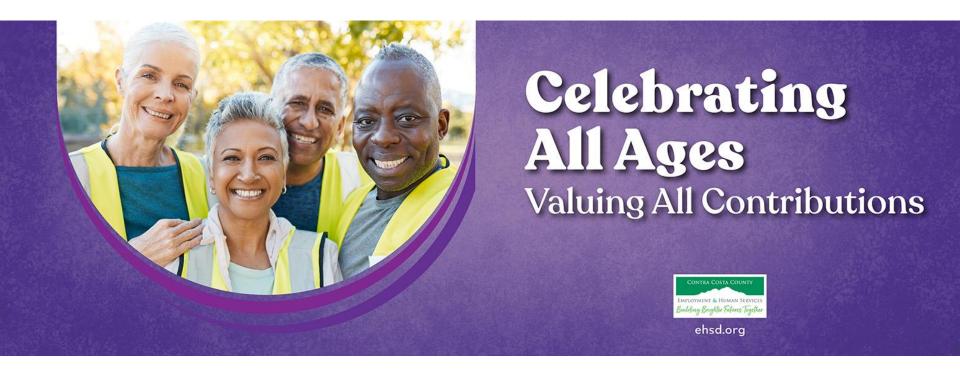


Area Agency on Aging Call Center





Aging & Adult Services Initiatives



Initiatives

- Master Plan on Aging
- Age Friendly Campaign
- Guaranteed Income Project
- IHSS GIS Mapping



Building Brighter Futures Together



State & Federal Budget Impacts



State & Federal Budget Impacts

- Reinstatement of Medi-Cal Asset limits (\$130,000 individual + \$65,000 additional household member) may impact IHSS Consumers
- SNAP-Ed funding for education programs eliminated
- Cost sharing for overdue IHSS cases

Building Brighter Futures Together

Questions and Feedback



Celebrating All Ages Living Life Fully



ehsd.org

Resources

- Senior Information Line: 800-510-2020
- IHSS Public Authority: (800) 333-1081

Building Brighter Futures Together



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3526 **Agenda Date:** 9/8/2025 **Agenda #:** 10.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: May 12, 2025

Subject: Council on Homelessness 2025 Quarter 1 Report Dr. Grant Colfax, Interim Health Services Director Submitted For:

Health Services Department:

Referral No:

Referral Name: Homeless Continuum of Care - Quarterly Report

Jaime Jenett, Health Services Community Engagement Specialist Presenter:

Contact: Jason Chan, (925) 655-2050

Referral History:

In November 2014, the Board approved "Forging Ahead Towards Preventing and Ending Homelessness: An Update to Contra Costa's 2004 Strategic Plan", that renewed the County's 2004 plan with the latest data, best practices, and community feedback and reaffirmed the County's commitment to the Housing First approach. As such, "Forging Ahead" establishes this guiding principle:

"Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through shared responsibility, accountability, and transparency of the community."

The Strategic Plan Update identifies two goals:

- 1) Decrease the length of time people experience homelessness by focusing on providing Permanent Housing and Services: and
- 2) Decrease the percentage of people who become homeless by providing Prevention activities.

To achieve these goals, three strategies emerged:

- Implement a coordinated entry/assessment system to streamline access to housing and services while addressing barriers, getting the right resources to the right people at the right time; and
- Use best, promising, and most effective practices to give the consumer the best possible experience through the strategic use of resources; and
- Develop the most effective platforms to provide access, support advocacy, and connect to the community about homelessness and available resources.

The Contra Costa Council on Homelessness (COH), a Board of Supervisors appointed body, provides advice and input on the operations of homeless services, program operations, and program development efforts in the County. The COH establishes the local process for applying, reviewing and prioritizing project applications for funding in the HUD Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant Program.

File #: 25-3526 **Agenda Date:** 9/8/2025 Agenda #: 10.

The County Health, Housing and Homeless Services Division (H3) of the Health Services Department partners with the COH to develop and carry out an annual action plan that identifies the objectives and benchmarks related to each of the goals and strategies of Forging Ahead. Further, H3 incorporates the strategic plan goals into its own delivery system of comprehensive services, interim housing and permanent supportive housing as well as contracting with community agencies to provide additional homeless services and housing with the goal of ending homelessness in our community.

The Council submitted its last quarterly report (2025-Q1) to the Family and Human Services Committee on May 12, 2025.

Referral Update:

Please see the attached Council on Homelessness Quarter 2 report for updates.

Recommendation(s)/Next Step(s):

ACCEPT the Council on Homelessness Quarter 2 report, and DIRECT staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

There is no fiscal impact for this action.



Contra Costa County Homeless System of Care Quarterly Report for Quarter 2, 2025 (April - June)

INTRODUCTION

The Contra Costa Council on Homelessness (CoH), appointed by the Board of Supervisors, serves as the governing and oversight body for the County's Continuum of Care (CoC). Supported by Contra Costa Health's Health, Housing & Homeless Services (H3) Division, the CoC is a collaborative network of service providers, community members, and public and private partners working to end homelessness. This quarterly report provides updates on CoC activities, system data, funding, and policy developments, along with CoH recommendations to support long-range planning and policy for the County's homeless response system. This report was produced on behalf of the CoH by H3 in collaboration with the CoH and CoC partners.

SUCCESS STORY

Pathways to Housing: The Impact of Rick Judd Commons

Maria, a resident at Concord Shelter, had endured years of homelessness as her disability severely limited her housing options. Fortunately for Maria, *Rick Judd Commons* opened this spring. This new affordable housing project with 62-unit affordable housing units, including 13 units set aside for formerly homeless households with disabilities, was made possible through a network of dedicated partners, including *Contra Costa Health's Health, Housing, and Homeless Services (H3), Contra Costa Behavioral Health Division, Resources for Community Development (RCD)*, the *John Stewart Company*, and the *Contra Costa Housing Authority*. Maria and 12 other formerly homeless households with disabilities were referred to the homeless set aside units through Contra Costa's Coordinated Entry System, with the support of *H3's CORE Homeless Outreach and staff at Concord and Brookside Shelter*, the *Bay Area Community Services Delta Landing Team*, and the *Contra Costa Health Enhanced Case Management Team*.

With access to ongoing supportive services through Contra Costa Behavioral Health, on-site supportive services, transit, and community amenities, these 13 households will now have a foundation to rebuild their lives. Maria's story is a testament to what is possible when housing providers, outreach teams, case managers, and community organizations unite to create pathways to housing. Together, we are making a difference—one home at a time.

SYSTEM FUNDING

This quarter the CoC continued to monitor the impact of the new federal administration on Housing and Urban Development (HUD) Continuum of Care (CoC) funding.

FEDERAL



- 2024 CoC NOFO Funding: \$22.3M awarded for renewal and one new project. Grant
 agreements are being issued, with new federal compliance language tied to executive
 orders (e.g., restrictions on gender identity language and immigration status). Agencies
 are advised to consult legal counsel regarding these changes. H3 clarified that HMIS
 does not track citizenship status and recommends continued legal review.
- **HUD CoC Application Debrief:** The local CoC scored highly overall in this national funding competition.
- **USICH Update:** As of March 14, 2025, the U.S. Interagency Council on Homelessness has scaled back to minimum operations per executive order.
- **CoC Builds NOFO (June):** HUD re-released the capital development NOFO for permanent supportive housing. Hope Solutions' Village of Hope project was re-submitted.

STATE

- Emergency Solutions Grant (ESG) FY 2025–26: DCD approved \$399,140 in ESG funding recommendations. Six applications were approved; 7.5% allocated to administration, with the remainder supporting homeless prevention, rapid rehousing, street outreach, and emergency shelter projects.
- AB 109 Funding: H3 informed the Council on Homelessness about new, one-time state funding recommended by the Community Advisory Board on AB 109 Public Safety Realignment to support local housing programs.
- HHAP Round 6: Planning underway for the next Homeless Housing, Assistance and Prevention (HHAP) application. Three stakeholder engagement meetings scheduled to inform budget and priorities, including one co-facilitated with Behavioral Health at June COH meeting. Application due to the State by end of August 2025.

LOCAL

• Housing & Homeless Services RFP: Board of Supervisors approved on April 15, with contracts starting July 1 or later.

DATA

System Performance Measures

In May, the COH received an overview of the HUD System Performance Measures (SPM), a federally mandated report used to assess Continuum of Care (CoC) performance and guide funding decisions. The data—covering metrics such as returns to homelessness, total homeless population, income and employment outcomes, and housing exits—helps track trends, evaluate policy impacts, and inform CoC goal-setting amid shifting funding priorities.

Point in Time Count

The 2025 Point-in-Time (PIT) Count report was released at the end of Q2 and showed a **26% decrease in homelessness** across Contra Costa County compared to last year. On a single night



in January, 2,118 people were identified as experiencing homelessness, 725 fewer people than in 2024.

Additional highlights from the 2025 PIT Count include:

- Homelessness decreased by more than 30% in Central, East and West County.
- Temporary and permanent housing beds increased by 34% since 2023.
- Similar to previous years, 72% of people reported being Contra Costa residents for 10 or more years.

You can view the full 2025 PIT Count report on our website.

Contra Costa County Communications and Media team made a short video about the Point in Time Count process: 2025 Annual Homelessness Point in Time Count - YouTube.

SYSTEM INITIATIVES

The CoC regularly engages in multiple activities, partnerships, evaluations, and improvement that are designed to improve services to clients and achieve various system goals.

CoC Participant Satisfaction Survey

The CoC received 897 participant satisfaction surveys in the month of March across the seven (7) different program models. Read more about the program models here:

This is a 44% increase from 2024. 61% of those surveyed had been accessing CoC services one year or longer with 40% hearing about CoC services from 211 call line or online database. 96% reported they would recommend CoC services to others.

Collaboration

- Contra Costa Health: Behavioral Health conducted a stakeholder feedback session during the 6/4 COH meeting.
- H3 and the Contra Costa Library system co-hosted a "Homelessness 101" community forum on 5/19 at Pittsburg Library, with additional events planned for next quarter. Food and basic survival supplies provided by White Pony Express.

Communications

- CCH: H3 staff presented at the Corporation for Supportive Housing and Housing California conferences, where they showcased Contra Costa's provider training resources and the El Portal Place project.
- CORE mobile outreach was showcased on page 10 in the March/April edition of the City
 of <u>Pleasant Hill's newsletter "The Outlook"</u>.

Engagement of People with Lived Experience of Homelessness (PWLE)

 Staff hosted monthly support meetings for Council members with lived experience of homelessness



 Engaged multiple people with lived experience in Point in Time count planning and execution.

Equity

• Equity Committee continued to refine the Equity dashboard and received demographic data from the Client Satisfaction survey.

Youth and Young Adult Homelessness

This quarter, the Youth Action Board (YAB) key activities included:

- Participated in Innovative Approaches to Youth Engagement in Policy, Democracy, and Participatory Research with UC Berkeley.
- Continued participation in the H3 Housing Needs Assessment Committee, Youth & Young Adults (YYA) Strategic Planning Implementation and Core Meetings, and the Council on Homelessness.
- Took part in the Pride Proclamation at the Board of Supervisors (BOS) June 10th meeting, where YAB members shared key findings from The Opportunity to Change: Community Needs Assessment for YYA Homelessness in Contra Costa County (2024).

Future YAB work includes:

- Participate in the H3 Youth and Young Adult Transitional Housing RFP panel.
- Join the YYA Homelessness & Adultism Train-the-Trainer sessions with the Matthew Aronson Consulting (MAC) team and present during November's National Youth Homelessness Outreach, Prevention, and Education (HOPE) Month.
- Finalize and submit recommendations to the Implementation Committee for the three identified priorities from the Youth and Young Adult Strategic Plan:
 - Resources (Action 1.2): Get a handle on the resources we have and provide a toolkit that helps different stakeholders access resources.
 - · Outreach (Action 1.5): Create and implement an outreach plan.
 - · Safety & Liberation (Action 4.3): Understand how well current partners are welcoming and supporting LGBTQIA+ and BIPOC YYA.

GOVERNANCE/REPORTING

- Approved revisions to Council bylaws, pending County Counsel approval.
- Recommended a new candidate for the City Government Representative seat.
- Following Zoom-bombing incident during the April meeting, transitioned Zoom component of COH meetings "Meetings" to "Webinar" format to reduce the ability of bad actors to disrupt meetings.
- Polls conducted at the beginning of each Council on Homelessness regular meetings capture data on # of Council meetings previously attended, lived experience of homelessness and race/ethnicity of attendees. (See Appendix B for Q2 averages.)



MEETINGS, TRAININGS AND EVENTS

Council on Homelessness (COH) Meetings: The Council on Homelessness held three (3) regular business meetings this quarter. In addition to the regular Council on Homelessness meetings, the following committees met:

Committee	Purpose	
Equity Committee	Create accessible information, outreach, and educational materials	
	to engage hard to reach or previously unreached communities in	
	Contra Costa County.	
HMIS Policy Committee	Develops and shares updates on <u>Homeless Management</u>	
	Information System (HMIS) policies & practices, compliance, &	
	troubleshooting. Plans technical assistance & training.	
Oversight Committee	Reviewing and assessing the development, implementation, and	
	improvement of the CoC, Coordinated Entry System, HMIS	
	database, and system outcomes	
PATH Innovation	Work towards the goal of reducing unsheltered homeless in Contra	
Committee	Costa County by 75%.	

Trainings

- VAWA Compliance & Strategies for Serving Survivors of Domestic Violence (4.14.25)
- Trauma Informed Care (5.15.25)
- Fair Housing (6.9.25)

Events

CoC Provider Meetings (3)

The minutes and materials for trainings and meetings can be found on the H3 website¹ and on the County agenda center², and a calendar of upcoming meetings and events can be found on the H3 website.

RECOMMENDATIONS

- Continue to advocate for ongoing support for people who lose eligibility for services and other resources due to federal and state policy decisions
- Share Annual Report and Point-In-Time Count reports and open seats on the Council on Homelessness with your constituents

¹ Trainings | Contra Costa Health (cchealth.org)

² https://www.contracosta.ca.gov/agendacenter



APPENDIX A

Commonly Used Acronyms and Terms

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
BIPOC	Black and Indigenous People of Color
CARE	Coordinated Assessment and Resource
CCYCS	Contra Costa Youth Continuum of Services
Continuum	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and
of Care (CoC)	funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CORE	Coordinated Outreach Referral, Engagement program
DCD	(Contra Costa County) Department of Conservation and Development
DOC	Department Operations Center
EHSD	(Contra Costa County) Employment and Human Services Division
ESG and	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant
ESG-CV	CARES Act coronavirus allocation.
ESG-CV	Emergency Solutions Grant CARES
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HEAP	Homeless Emergency Aid Program (State funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA/NOFO	Notice of Funding Availability/ Notice of Funding Opportunity
PHA	Public Housing Authority
PWLE	People With Lived Experience of Homelessness
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAY	Transition Age Youth (usually ages 18-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool



APPENDIX B

Poll Question Answers Q2

Foil Question Answers Q2	
How many Council on Homelessness meetings have you	00.
attended?	Q2 avg
This is my first meeting	9%
I've attended some meetings	33%
I've attended a lot of meetings	58%
I prefer not to answer	0%
Yes, currently	
Yes, within the past 7 years	2%
Yes, more than 7 years ago	10%
No	14%
I prefer not to answer	84%
	0%
What best describes your racial identity?*	
African American/Black	
American Indian/Alaskan Native	
Asian/Pacific Islander/Native Hawaiian	16%
Hispanic/Latinx	10%
White	7%
Multi-racial	16%
I prefer not to answer	42%
I describe myself in another way	8%
•	

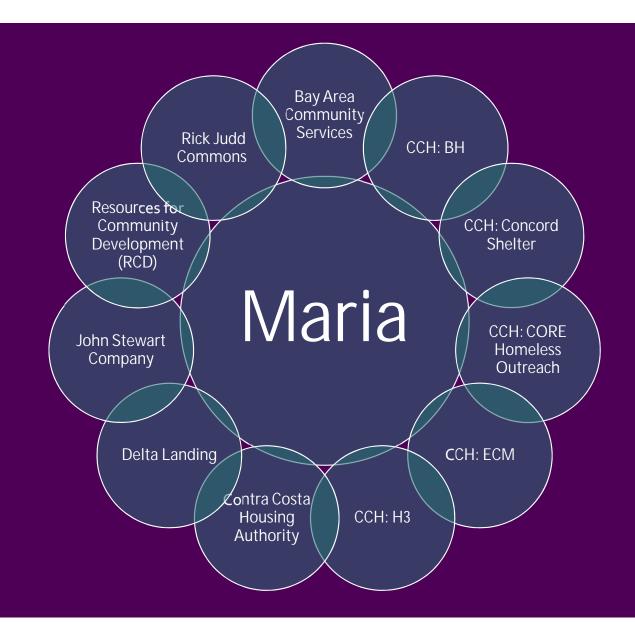
^{*}This category allows people to select multiple options



COUNCIL ON HOMELESSNESS PRESENTATION

September 8, 2025

Q2, 2025 COH REPORT



Rick Judd Commons



SYSTEM FUNDING

Federal • HUD CoC • USICH • CoC Builds NOFO State • ESG • AB109 • HHAP Round 6 Local • Housing & Services RFP

DATA

System Performance Measures

- Federal tool to assess CoC performance
- COH received report in May

Point in Time Count

- Data report released
- CC Media video



THERE IS A 26% DECREASE IN THE NUMBER OF PEOPLE EXPERIENCING HOMELESSNESS ON A GIVEN NIGHT IN CONTRA COSTA COUNTY (2025)

725 fewer individuals are experiencing homelessness on a given night since 2024.

6

SYSTEM INITIATIVES

Collaboration and Communication

- Behavioral Health Division
- Library System
- Presenting at state and national conferences

Youth and Young Adult

- YAB participation in research at UC Berkeley
- Strategic Planning
- Future: TAY housing RFP panel and train the trainer

GOVERNANCE

Bylaws

• Now with County Counsel

City Government Representative

Antioch City Manager Bessie Scott

Zoom Bombing

• Tightened virtual meeting security protocols

RECOMMENDATIONS

- Continue to advocate for ongoing support for people who lose eligibility for services and other resources due to federal and state policy decisions
- Share Annual Report and Point-In-Time Count reports and open seats on the Council on Homelessness with your constituents



QUESTIONS?

CONTACT

Jaime Jenett, Staff to the Council on Homelessness

<u>Jaime.jenett@cchealth.org</u>

925-464-0152 (cell)



CONTRA COSTA COUNTY

1025 ESCOBAR STREET MARTINEZ, CA 94553

Staff Report

File #: 25-3527 **Agenda Date:** 9/8/2025 Agenda #: 11.

FAMILY & HUMAN SERVICES COMMITTEE

Meeting Date: June 24, 2024

Subject: Annual Updates on the Tobacco Retail License and Secondhand Smoke Ordinances

Submitted For: Dr. Grant Colfax, Director of Health Services

Department: **Health Services** Referral No: 112 & 82

Referral Name: Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment

& Secondhand Smoke Ordinance

Presenter: Dr. Sefanit Mekuria, MD, MPH; and Mayra Lopez

Contact: Jason Chan, (925) 655-2050

Referral History:

FHS Referral No. 112 - Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment The Board of Supervisors approved two tobacco control ordinances in July 2017 to protect youth from tobacco influences in the retail environment: a zoning ordinance and a tobacco retailer licensing ordinance. Of particular concern were the marketing and availability of youth-friendly flavored tobacco products, small pack sizes of cigars and cigarillos, and density and location of tobacco retailers, since these contribute largely to youth exposure to tobacco influences and tobacco use.

The tobacco retailer licensing ordinance required extensive preparation for implementation, and tobacco retailers were required to be compliant with the new provisions by January 1, 2018. Health Services Department Public Health staff provided a report to the Board of Supervisors in March 2018 on preliminary implementation efforts.

In November 2019, the Board of Supervisors adopted Ordinance 2019-34 (Sale of Electronic Smoking Devices and E-Liquids Prohibited) which increased the protections for youth from tobacco influences in the retail environment. Ordinance 2019-34 was a necessary response to an epidemic rise in youth vaping where young people were vulnerable to tobacco addiction as well as concerns related to E-cigarette/Vaping Associated Lung Injury (EVALI). The ordinance also expanded the restrictions on the sale of flavored tobacco in all areas of the unincorporated areas of the County, rather than just within 1,000 feet of youth-sensitive areas.

At the October 29, 2020 Family and Human Services Committee (FHS) meeting, Public Health staff reported on the implementation of the newly adopted Ordinance 2019-34, including information on strategies to continue tobacco retailer licensing and businesses zoning ordinance implementation activities despite the challenges presented by the COVID-19 pandemic.

At the February 28, 2022, FHS Committee meeting, Public Health staff were directed to include in the next report, an update on SB793/Prop 31, which is the statewide flavored tobacco ban and to provide updates on File #: 25-3527 **Agenda Date: 9/8/2025** Agenda #: 11.

enforcement of the tobacco control laws.

At the December 13, 2022, the Board of Supervisors meeting, Public Health staff were directed to provide recommendations on cannabis youth education campaigns and/or programs.

On January 10, 2023, Ordinance No. 2023-03 was adopted allowing the sale and delivery of non-flavored cannabis vaping products. Contra Costa Health staff were directed to consult with stakeholders to develop a proposed program designed to raise awareness about the dangers of youth cannabis vaping and curtail the illegal market and return to the Board of Supervisors with a recommended program (continued from December 13, 2022).

On February 23, 2023, the Family and Human Services (FHS) Committee accepted the annual report on the Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment, including program and funding recommendations for cannabis education; and directing staff to forward the reports to the Board of Supervisors for their information as recommended by the Health Department and Public Health Officer. Contra Costa Health staff presented four cannabis education, outreach, and support programs. FHS approved the reports and department recommendations moving forward to the full Board for further discussion. Additionally, Health Staff were encouraged to identifying funding sources for recommended programs.

At the June 27, 2023 Board of Supervisors meeting, the Board accepted the report and adopted the recommendations presented at February's FHS meeting and directed staff to provide a future report to FHS and the Board on FY 23/24 revenues and expenditures.

FHS Referral No. 82 - Secondhand Smoke Ordinance

At the November 13, 2017 Family and Human Services Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke Ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. The Committee accepted the report and recommendations, requested that language be added to extend smoking restrictions to guest rooms of hotels and motels, and directed staff to forward those recommendations to the Board of Supervisors for discussion and approval.

The ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. At the request of the Board of Supervisors, Contra Costa Public Health staff provided reports in March 2018 on preliminary implementation of the ordinances. A follow up report was later presented to the FHS in October of 2018, at which the FHS asked Public Health staff to send a letter to each City Manager inviting them to model their own city ordinances after the County's ordinance.

At the October 29, 2020 FHS meeting, Public Health staff reported on the implementation of the Secondhand Smoke Protections Ordinance. The report included updates on the implementation of the Multi-Unit Housing Ordinance, compliance challenges and the technical assistance provided to cities within Contra Costa County.

At the February 28, 2022, FHS meeting, Public Health staff reported on the implementation of the Secondhand Smoke Protections Ordinance. The report included updates on the implementation of the Multi-Unit Housing

Agenda Date: 9/8/2025 File #: 25-3527 Agenda #: 11.

Ordinance, compliance challenges and the technical assistance provided to cities within Contra Costa County.

On February 23, 2023, the FHS Committee accepted the annual report on the Secondhand Smoke Protections ordinance and directed staff to forward the reports to the Board of Supervisors for their information as recommended by the Health Department and Public Health Officer.

At the June 27, 2023 Board of Supervisors meeting, the Board accepted the annual report.

Referral Update:

Please see the attached reports and presentation materials for updates on the implementation of Tobacco Retail Licensing Ordinance No. 2019-34 and Secondhand Smoke Protections Ordinance No. 2018-07.

Recommendation(s)/Next Step(s):

ACCEPT the annual reports from the Health Services Department's Public Health Division with updates on the implementation of the Tobacco Retail Licensing and Secondhand Smoke Protections ordinances, and DIRECT staff to forward the reports to the Board of Supervisors for their information.

ACCEPT the following recommendations from the Health Services Department's Tobacco Prevention Program (TPP) staff, and DIRECT staff to forward the recommendations for Board of Supervisors consideration:

- Present a revised Tobacco Retail License ordinance code, including any necessary updates to align with statutory updates and bolster the licensing, application, and enforcement sections. TPP requests that the TRL ordinance be updated with evidence based best practice recommendations that include no discounts or coupon redemptions to deter youth purchase of tobacco products.
- Review the current Tobacco Retail License and inspection fee and return with proposed fee increases to recover the reasonable regulatory costs of the administration, implementation, investigation, and enforcement of this program.
- TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include the definition of characterizing flavor to include sensation products and the definition of nicotine.
- TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include increasing the minimum pack size requirements from 10 to 20 little cigars/cigarillos and setting a minimum floor price per pack to deter youth purchase of tobacco products.
- TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include prohibiting the use of discounts or coupon redemptions to deter youth purchase of tobacco products.
- TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include an anti purchase, use, and possession (PUP) clause to prevent criminalization of youth purchase, use, and possession of tobacco products.

Fiscal Impact (if any):

There is no fiscal impact for this action.



Tobacco Prevention Program Annual Report

Family & Human Services Committee

09/08/2025



2024 Surgeon General's Report: Eliminating Tobacco-Related Disease and Death: Addressing Disparities

Tobacco Use has Decreased but Disparities Persist

Smoking is the leading preventable cause of disease, disability, and death in the U.S.

Cigarette smoking and secondhand smoke exposure kill more than

490,000

people each year.

Smoking is an economic burden costing the U.S. over **\$600 billion** each year in healthcare and lost productivity.

The U.S. has made progress in reducing tobacco use.

Cigarette smoking has **declined by more than 70%** since 1965.



Despite notable progress, disparities² in smoking and exposure to secondhand smoke persist in certain population groups. Since 2000:

- Disparities in smoking by education level have increased.
- Disparities in smoking by racial and ethnic group and poverty status do not appear to have changed.
- Disparities in **secondhand smoke** exposure by **race**, **poverty status**, and **education level** have increased.

¹Tobacco referenced in this fact sheet refers to commercial tobacco products and not to the sacred and traditional tobacco used by some American Indian communities for ceremonial or medicinal purposes. Commercial tobacco is tobacco sold for recreational use and includes cigarettes, e-cigarettes, smokeless tobacco, pipe tobacco, cigars, hookahs, and other products.

²Tobacco-related health disparities are differences in commercial tobacco product use and exposure to secondhand smoke; related health outcomes; capacity, infrastructure, and access to resources; and opportunities for a healthy life free from tobacco-related disease, disability, and premature death.

CONTRACOSTA HEALTH

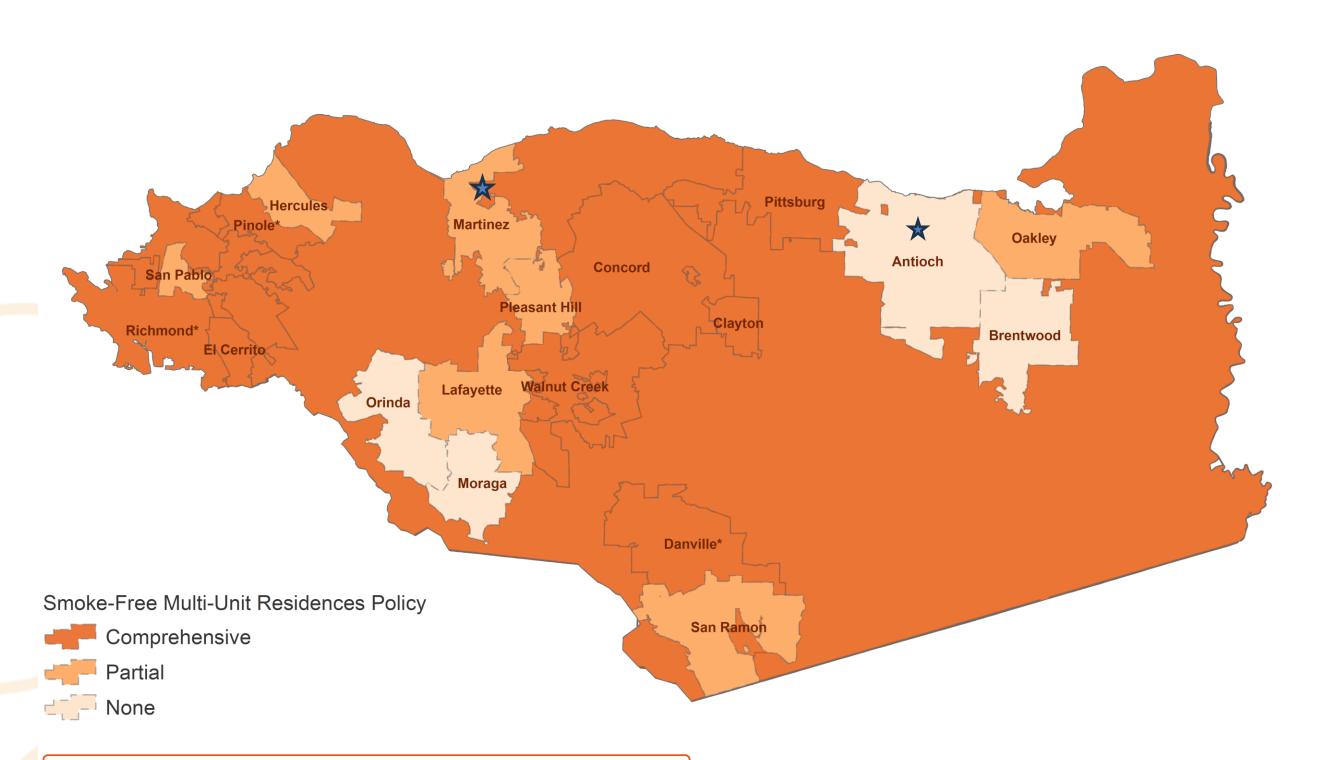


Secondhand Smoke Protections Policy



Contra Costa Smokefree Multi-Unit Residences (SFMUR) Ordinance 2018-07

Smoke-Free Multi-Unit Residences (SFMUR) Policy by Jurisdiction, Contra Costa County



A **comprehensive** SFMUR policy prohibits smoking in all 2+ MUR units, patios/balconies and common areas, including condominiums and townhouses, and for all types of smoke. May include a designated smoking area.

^{*} Three cities have comprehensive policies with minor exceptions:

Danville: Definition of multi-unit residence is three units or more.

Pinole: Does not address cannabis smoke in policy.

Richmond: Medical marijuana is exempt if smoke is not reasonably detectable.



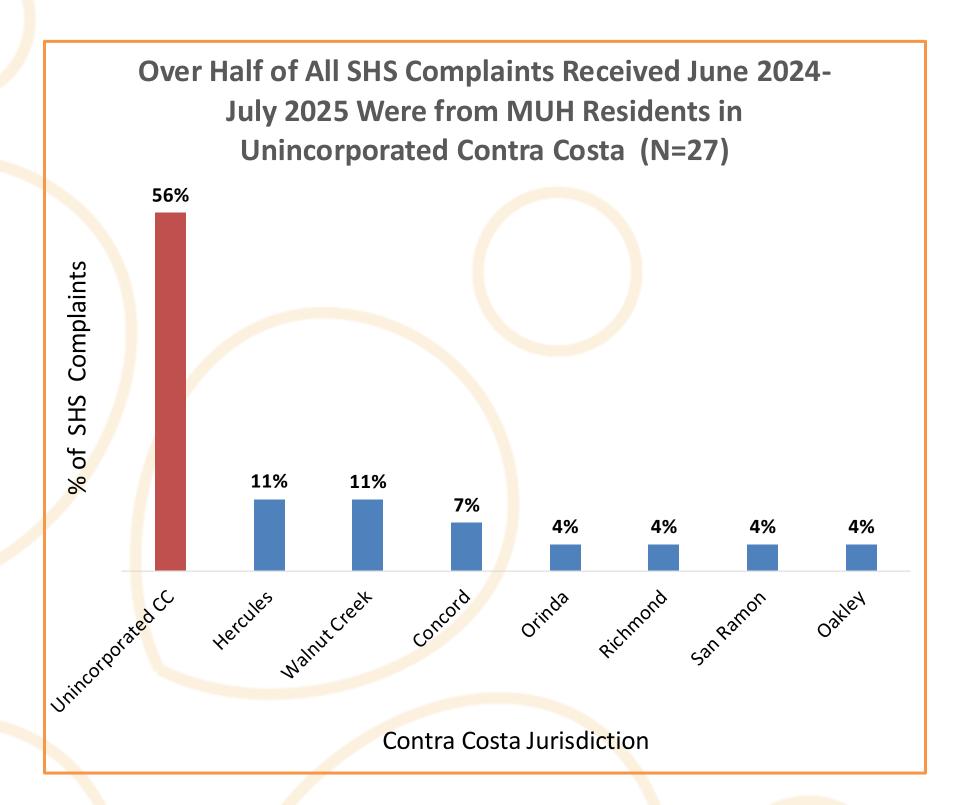


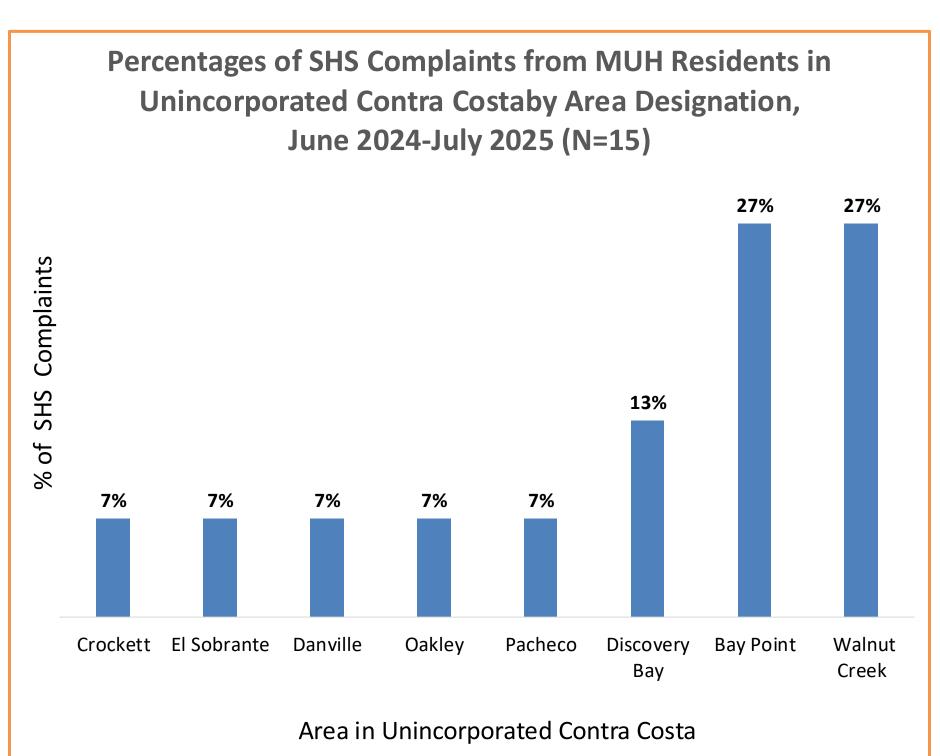
Contra Costa SFMUR Policy Matrix

Municipality	Last Policy Update	% of Units Smokefree	Minimum Number of Units	Policy Includes Condos	Policy Includes Cannabis				
Antioch			NO POLICY						
Brentwood		NO POLICY							
Clayton	5/1/2019	100%	2	Yes	Yes				
Concord	1/1/2021	100%	2	Yes	Yes				
Danville	5/1/2016	100%	3	Yes	Yes				
El Cerrito	1/1/2015	100%	2	Yes	Yes				
Hercules	7/1/2020	100%	10	Yes	Yes				
Lafayette	2/10/2014	100% new/ 0% existing leases	3	Yes	No				
Martinez	6/1/2010	0%	Yes						
Moraga		NO POLICY							
Oakley	7/8/2014	100% new / 0% existing	2	Yes	Yes				
Orinda									
Pinole	10/18/2019	100%	2	Yes	No				
Pittsburg	1/1/2026	100%	2	Yes	No				
Pleasant Hill	5/5/2010	100% new/ 50% existing	4	No	Yes				
Richmond	1/1/2011	100%	2	Yes	Yes, with Medical Cannabis Exempt				
San Pablo	7/1/2021	100%	2	No	Yes				
San Ramon	12/26/2019	0%	2	Yes	Yes				
Walnut Creek	1/30/2014	100%	2	Yes	Yes				
Unincorporated Contra Costa	7/1/2019	100%	2	Yes	Yes				



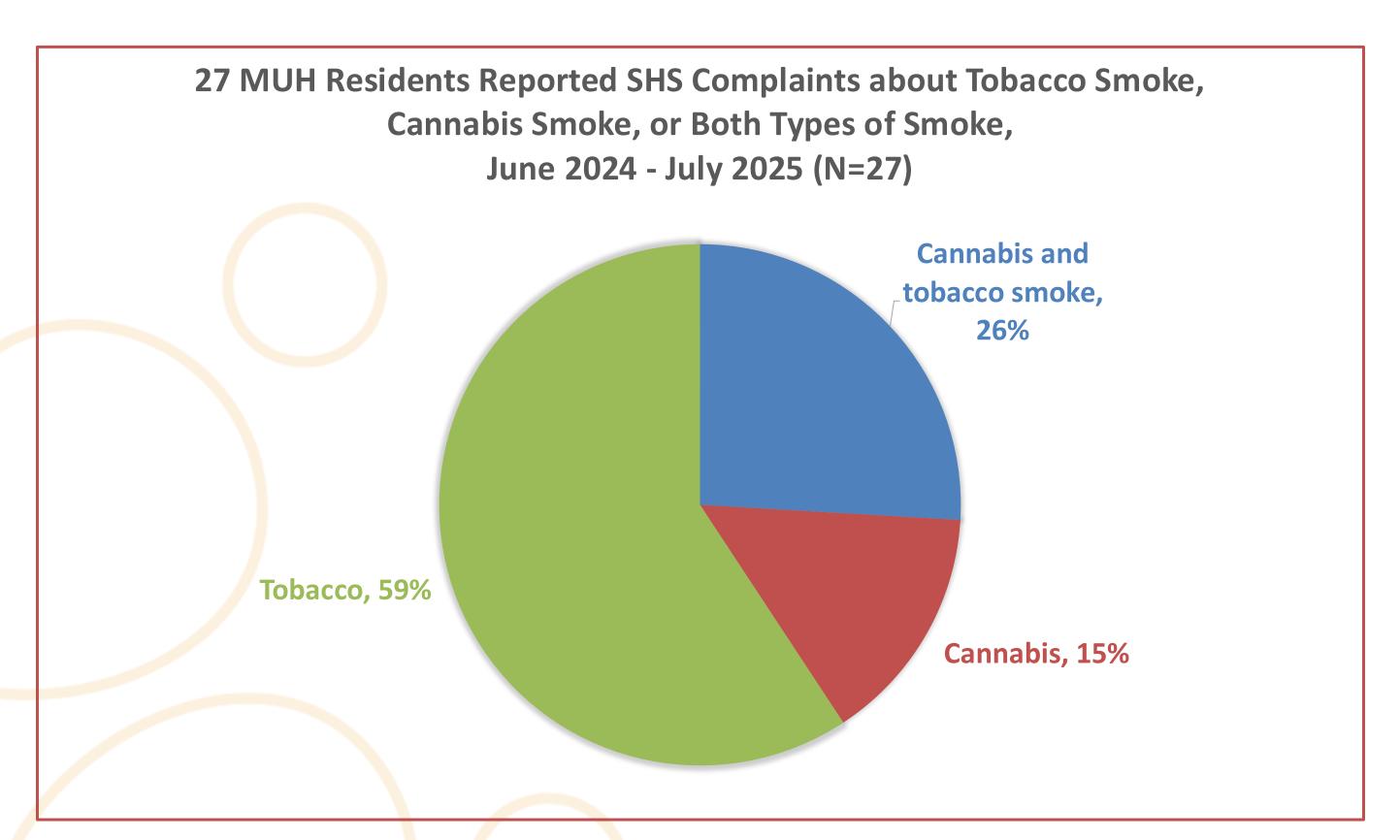
Multi-Unit Housing (MUH) County-Wide Secondhand Smoke Complaints







Multi-Unit Housing (MUH) County-Wide Secondhand Smoke Complaints (cont.)



CONTRA COSTA HEALTH

Tobacco Retail License (TRL) Policy





- •Increases the penalties for selling tobacco products to people under 21 years of age
- •Authorizes the seizure of prohibited flavored products
- •Updates the definition of "characterizing flavor" to include sensation products
- •Expands the definition of "nicotine"
- Preserves local authority



- 1. Creates an "Unflavored Tobacco List" ("UTL") that is administered by the State Attorney General
- 2. Permits the Attorney General to prohibit unauthorized electronic cigarettes from appearing on the list
- 3. Expands and clarifies restrictions on delivery sales
- 4. Penalizes manufacturers, distributors, wholesalers, and delivery sellers who violate the UTL provisions

New Non-Menthol Tobacco Cigarettes

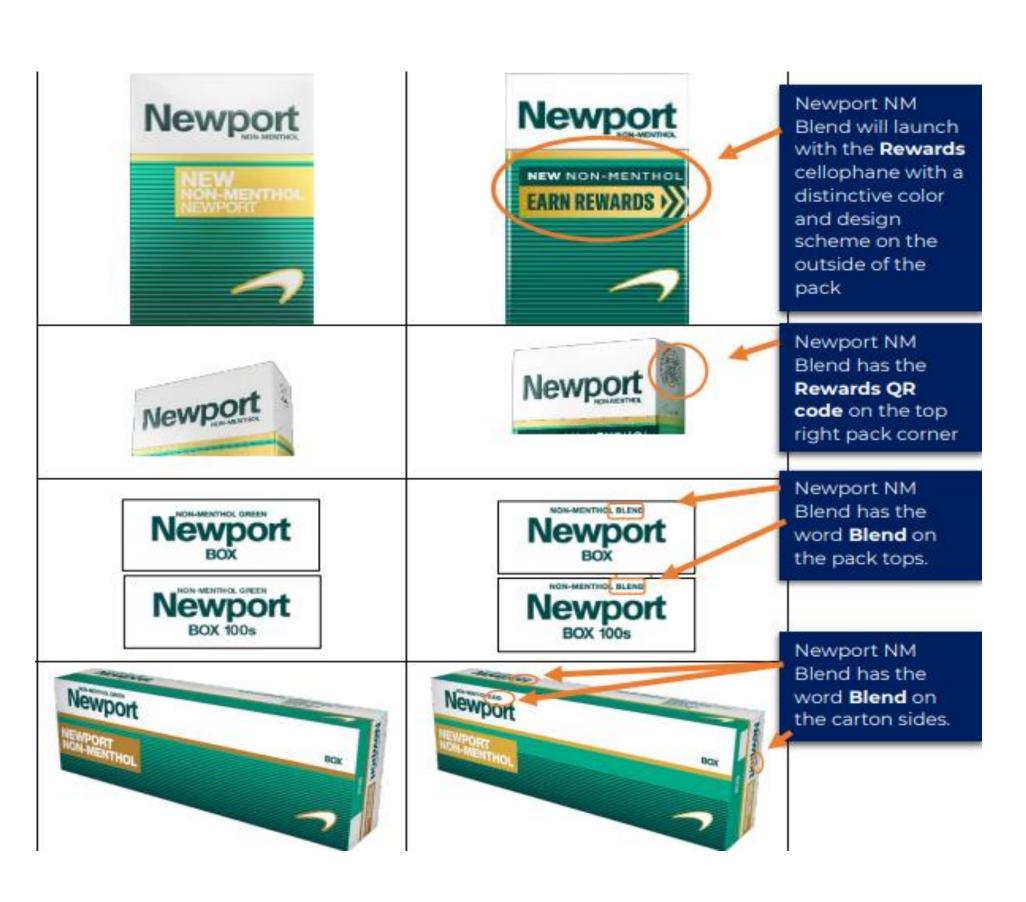






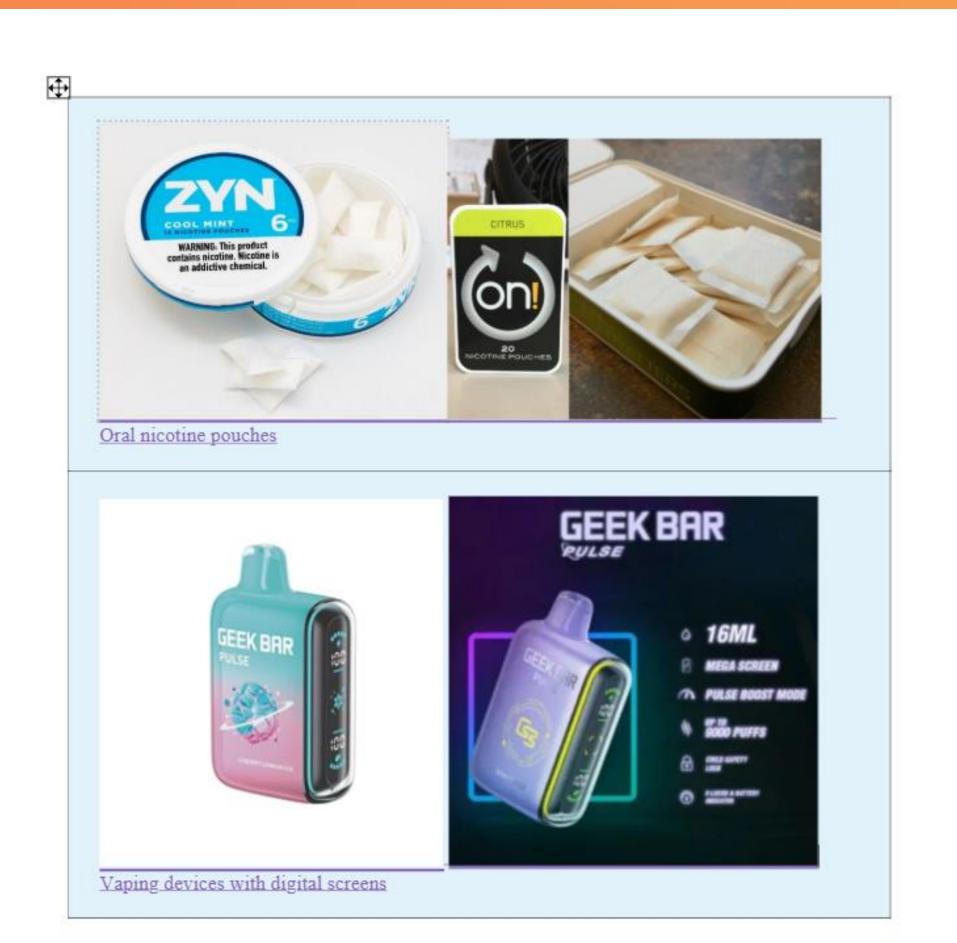
















Ordinance 2019-34

No sale of flavored tobacco (including menthol)

No sale of e-cigarette/vaping devices* (NJOY, VUSE, LOGIC allowed)

Little cigars must be sold in packs of at least 10

Prohibits coupons

Cap on tobacco retailers (90)

No new tobacco retailer within 1,000ft of youth sensitive area

No new significant tobacco retailers including smoke shops and hookah lounges

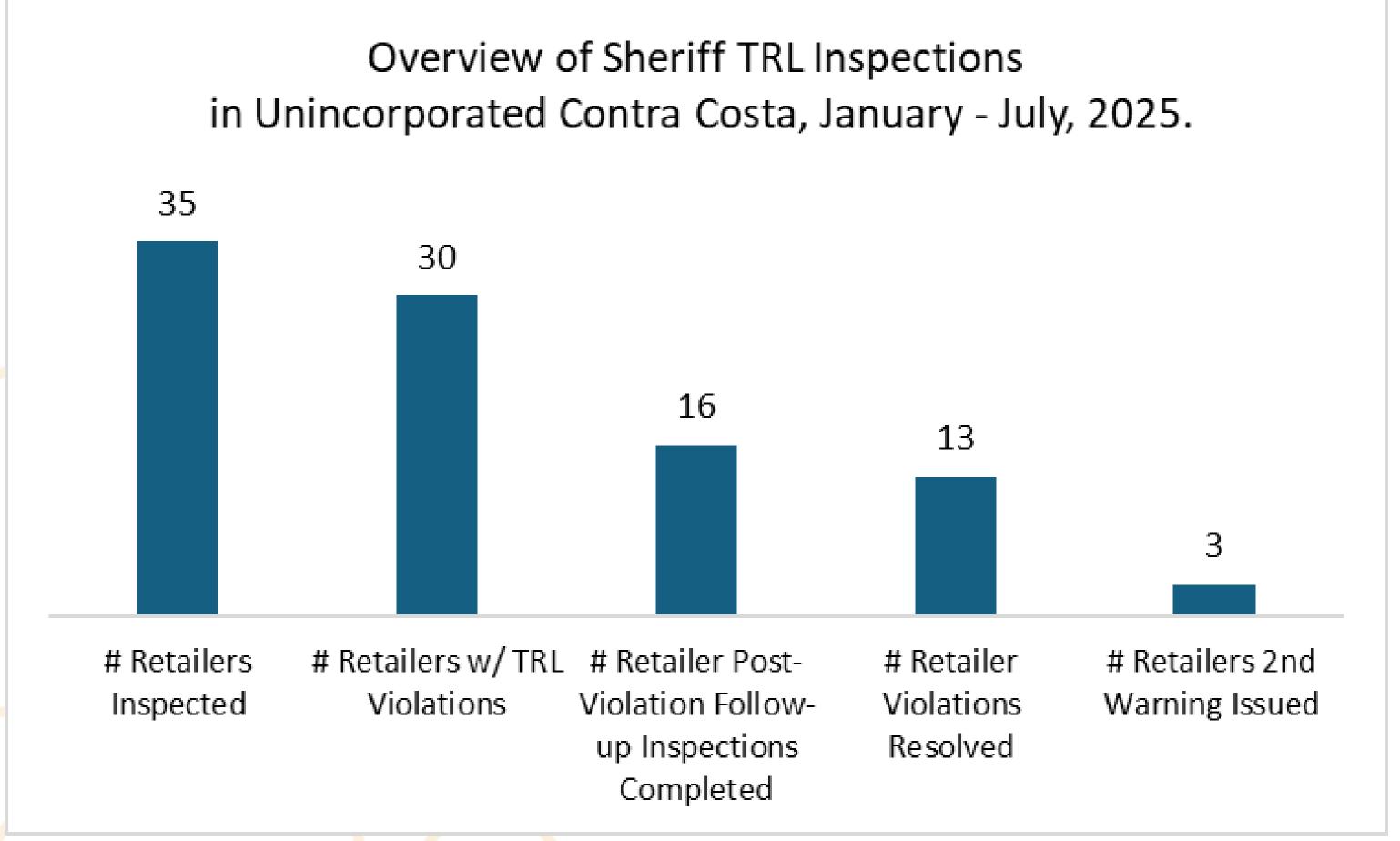


Contra Costa TRL Policy Matrix

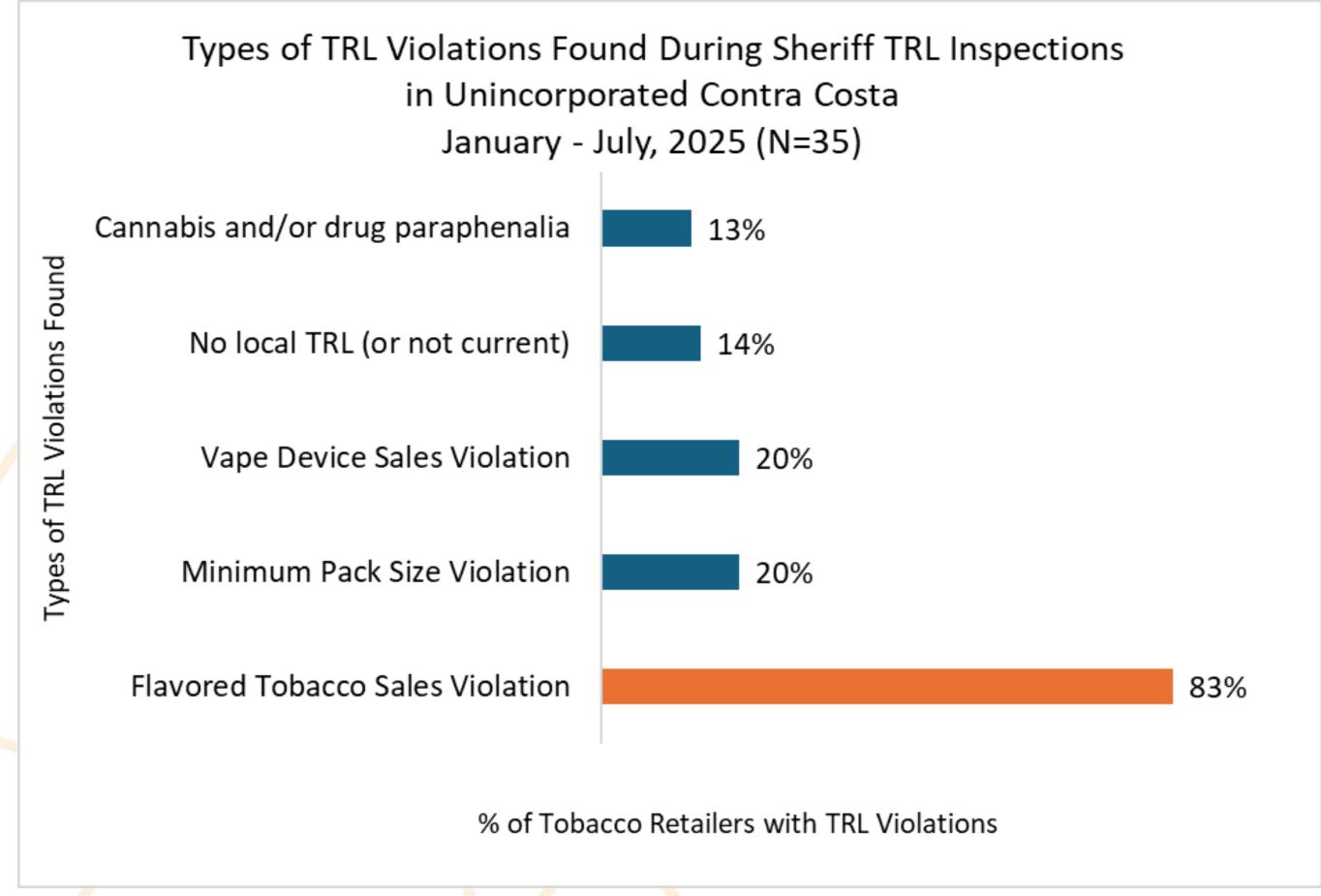
Contra Costa County Tobacco																				
		Richmond	Lafayette	San Pablo	Concord	E/Cerrito	Pittsburg	Pinole	Antioch	Danville	Ney Neo	Pleasant Hill	Moraga	Orinda	Walnut Creet	Hercules	San Ramon	Clayron	Brentwood	Martinez
License Required for All Tobacco Retailing	1	1	1	1	1	1	1	1		1	1						1	1		
Comprehensive Compliance Monitoring Conduct at least three (3) inspections during a 12 month period with at least one (1) inspection being an underage decoy operation							0.5													
100% Flavored Tobacco Restrictions No exemptions	1	1	1	1	0.5	1	0.5	1	1			0.5	1	1	0.5					
100% Vape Product Restrictions Includes FDA authorized vapes	0.5	0.5			1		0.5		1	0.5		1	1	1	1					
Restricted Retailer Location Near Youth Friendly Areas 1,000ft buffer between tobacco retailers and youth friendly areas	1	1		0.5		0.5	0.5		1	1	1					0.5				
Restricted Proximity to Other Tobacco Retailers 1,000ft buffer between tobacco retailers	0.5	0.5		0.5		1	0.5			0.5	0.5					0.5				
Minimum Price for Tobacco Products At least \$10 per little cigar and/or cigarillo package				1	1			1												
Minimum Pack Size for Tobacco Products Package requirement of at least 20 little cigars & cigarillos	0.5	1		1	0.5	0.5	0.5	0.5				1								
No Tobacco Coupons/Discounts Honored No coupon redemption, no multi-pack discounts, no free or discounted items	0.5	0.5	1		1	0.5	0.5													
Tobacco-Free Pharmacies No license authorizing tobacco retailing in a pharmacy is allowed	1	1	1																	
Population Based Density Cap Set a cap on tobacco retailers to reflect 1 tobacco retailer per 2,500 residents	0.5		1						0.5		0.5									
Explicit Non-Criminalization of PUP No penalizing the purchase, use or possession of a tobacco product by any person not engaged in tobacco retailing. or the clerk			1																	
Total Points by Jurisdiction	6.5	6.5	6	5	5	4.5	4.5	3.5	3.5	3	3	2.5	2	2	1.5	1	1	1	0	0



Implementation: Unincorporated Tobacco Retail Store Inspections



Implementation: Unincorporated Tobacco Retail Store Inspections Findings





Environmental Health and Tobacco Prevention Program Collaboration

- A transition plan for the tobacco retail license program is in development.
- EH has extensive experience conducting inspections and enforcing County business and restaurant regulations.
- EH plans to bolster tobacco retail enforcement through annual retailer inspection visits, administrative penalty structures, and updated tobacco retailer fee schedule.
- Within Contra Costa County, each jurisdiction assigns a fee for tobacco retailers; these fees range from \$29-\$1,602 annually, many of which were set prior to the adoption of local tobacco laws.
- In Unincorporated Contra Costa, the annual fee to retail tobacco is \$287 (prior to the implementation and enforcement of Ordinance 2019-34.

Recommendations



Tobacco Retail License Ordinance

Proposed amendments to Ordinance 2019-34

Alignment of County with State Definition of Characterizing Flavor and Nicotine

Increase Minimum Pack Size from 10 to 20 Little Cigars/Cigarillos

Set Minimum Floor Price Per Pack

Prohibit Use of Discounts or Coupon Redemption

Include anti-PUP clause

Update Tobacco Retail License Inspection Fee

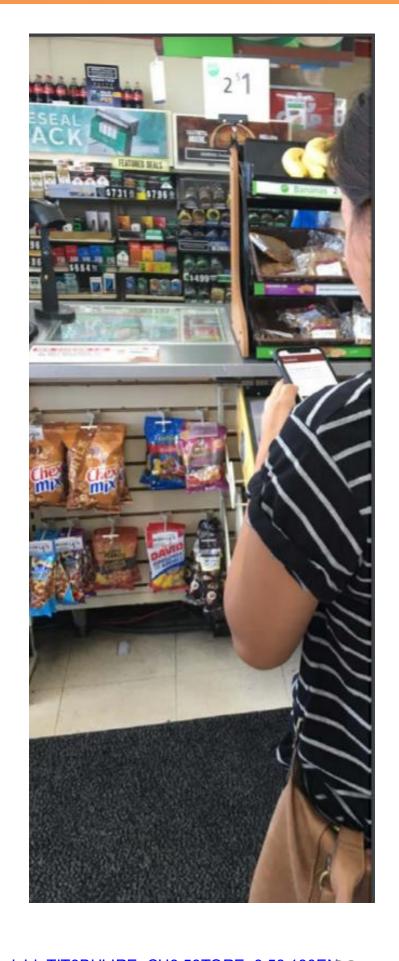


Recommendation: Increase Minimum Pack Size to 20 Little Cigars/Cigarillos

- Currently the County ordinance has a minimum pack size of 10
- Best practice supports minimum pack size of 20

Example: 20 municipalities in California that require a minimum pack of twenty (20) LCCs with six (6) also setting a minimum price

- ✓ Alameda County
- ✓ City of Richmond
- ✓ City of San Pablo
- ✓ Los Angeles County
- ✓ San Diego County



Recommendation: Include Minimum Floor Price per Pack

• Minimum price laws are most effective if used as a complement to high tobacco taxes, restricting coupons and multi-pack discounts, and can work to keep tobacco prices high and discourage consumption

Example: San Pablo, Concord, and Pinole. Among other jurisdictions in the Bay Area, research of city of Oakland's minimum price floor of \$8 per pack of cigarettes and cigars has lead to a 15% decrease in overall cigarette sales and a 25% reduction in the sale of lower priced cigarettes within the first 17 months of implementation.

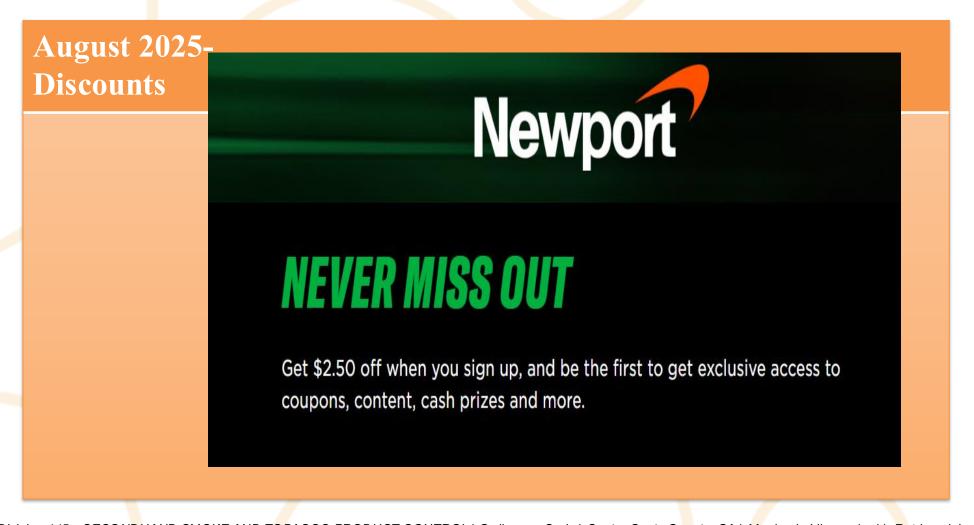
Suggesting that minimum price laws can effectively reduce tobacco consumption.

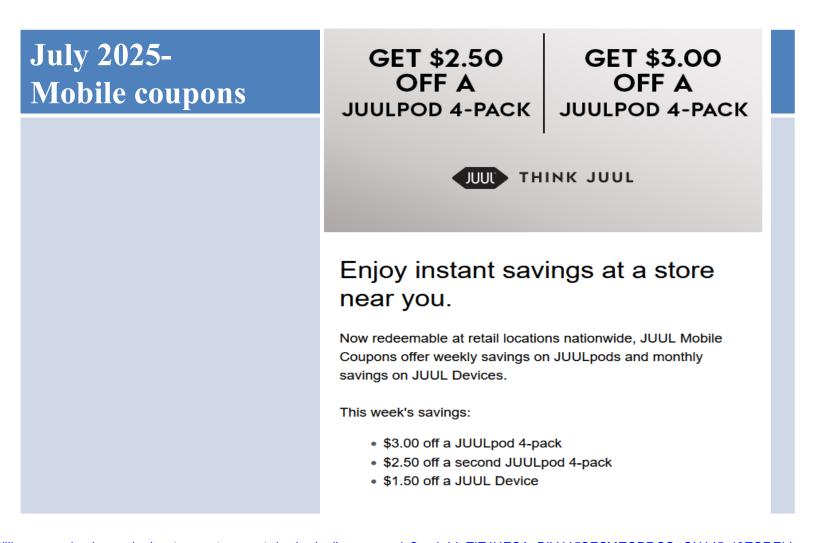


Recommendation: Prohibit Coupon Redemption and Discounts

- Low prices combined with coupons or other tobacco price discounts, encourage youth to move from experimentation to regular tobacco use.
- Additionally, these coupons and price discounts undermine quit attempts among adults who smoke.
- 45 municipalities (including some partially) require full price for tobacco-leaf products

Examples: Lafayette, Albany, Berkeley, Alameda County, and Santa Barbara County require full price for tobacco products





¹ Division 445—SECONDHAND SMOKE AND TOBACCO PRODUCT CONTROL | Ordinance Code | Contra Costa County, CA | Municode Library. (n.d.). Retrieved June 13, 2024, from <a href="https://library.municode.com/ca/contra_costa_county/codes/ordinance_code?nodeld=TIT4HESA_DIV445SESMTOPRCO_CH445-10TORELI 2. Title 5—HEALTH AND SANITATION | Code of Ordinances | Lafayette, CA | Municode Library. (n.d.). Retrieved June 13, 2024, from <a href="https://library.municode.com/ca/lafayette/codes/code_com/ca/lafayette/codes/codes/code_com/ca/lafayette/codes/codes/codes/codes/codes/codes/codes/codes/codes/code

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^{3.} City of Albany, CA: TOBACCO RETAILER LICENSE. (n.d.). City of Albany, CA Code. Retrieved June 13, 2024, from https://ecode360.com/37930123

^{4.} Ch. 9.80 Tobacco Retailers. (n.d.). Berkeley Municipal Code. Retrieved June 13, 2024, from https://berkeley.municipal.codes/BMC/9.80



Recommendation: Include Anti-PUP Clause

• While the County does not have a purchase, use, or possession laws, it is important to include a clause that ensures youth are not criminalized. An Anti-PUP clause would ensure no underage youth are punished or penalized.

Examples:

City of Lafayette ¹ (Ord. No. 675, § 1, 5-28-2019)	"The city council does not intend and nothing in this chapter shall be interpreted to penalize the purchase, use, possession, or attempted purchase, use, or possession of tobacco products or tobacco paraphernalia by persons under 21 years of age; provided, however, that persons under 21 years of age remain subject to generally applicable laws regulating such conduct without respect to the person's age."
San Diego County ² (Ord. No. 10699 (N.S.), effective 1-7-21)	"Nothing in this chapter shall be construed to penalize the purchase, use or possession of a tobacco product by any person under the legal age to purchase tobacco."
Alameda County ³ (Ord. No. 2020-4, § 1, 1-14-20)	"Whenever evidence of a violation of this chapter is obtained in any part through the participation of a person under the age of twenty-one (21) years old, such person shall not be required to appear or give testimony in any civil or administrative process brought to enforce this chapter and the alleged violation shall be adjudicated based on the sufficiency and persuasiveness of the evidence presented."
City of San Mateo ⁴ (Ord. No. 2023-7 § 2;)	"Nothing in this Chapter shall be construed to penalize the purchase, use, or possession of a Tobacco Product by any Person not engaged in Tobacco Retailing."
City of San Carlos ⁵ (Ord. 1600 § 3 (Exh. A), 2023;)	" Nothing in this chapter shall be construed to penalize the purchase, use, or possession of a tobacco product by any person not engaged in tobacco retailing"

^{1.} Title 5—HEALTH AND SANITATION | Code of Ordinances | Lafayette, CA | Municode Library. (n.d.). Retrieved June 13, 2024, from <a href="https://library.municode.com/ca/lafayette/codes/code_of_ordinances?nodeId=TIT5HESA_CH5-9TORELIRESATOFLTOPR_5-903SAFLTOPRPF

^{2.} CHAPTER 26. TOBACCO RETAILING. (n.d.). Retrieved June 13, 2024, from https://codelibrary.amlegal.com/codes/san_diego/latest/sandiego_regs/0-0-0-101648

^{3.} Chapter 3.58—TOBACCO RETAILERS | Code of Ordinances | Alameda County, CA | Municode Library. (n.d.). Retrieved June 13, 2024, from https://library.municode.com/ca/alameda_county/codes/code_of_ordinances?nodeld=TIT3BULIRE_CH3.58TORE_3.58.180EN_

^{4. 7.41.010} Requirement for a Permit. | City of San Mateo Law Library. (n.d.). Retrieved June 13, 2024, from https://law.cityofsanmateo.org/us/ca/cities/san-mateo/code/7.41.010

^{5.} Chapter 8.07 TOBACCO RETAILER PERMIT. (n.d.). Retrieved June 13, 2024, from https://www.codepublishing.com/CA/SanCarlos08/SanCarlos0807.html#8.07.270



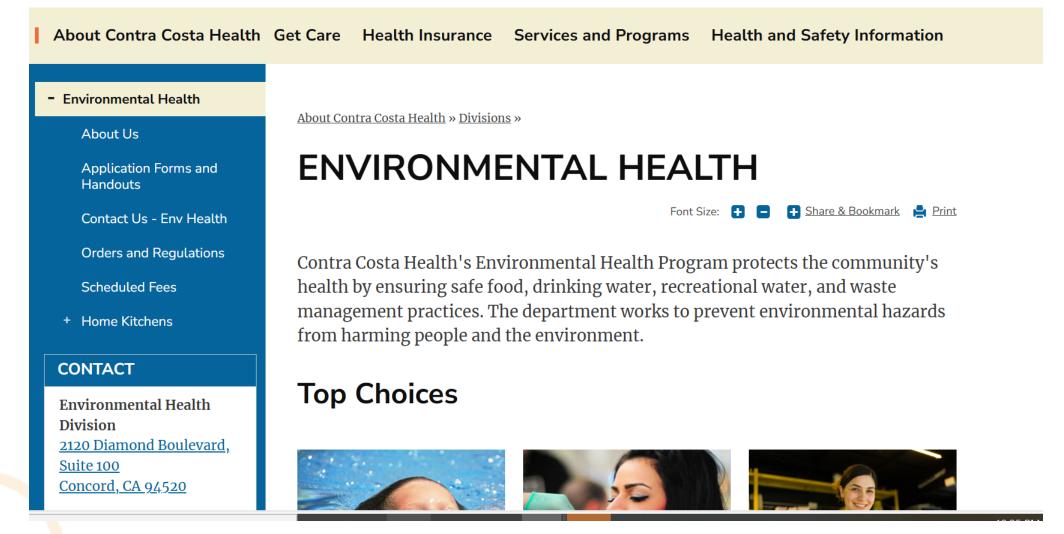
Recommendation: EH Update Tobacco Retail **Inspection Fee**

- Environmental Health to oversee business license, application process, and tobacco retail inspections
- A higher yet reasonable fee would be sufficient to offset the regulatory cost and would ensure a reliable and sustainable funding source

• The fee for a license can reimburse the total cost of administration and enforcement of ordinance 2019-34

including but not limited to:

☐ Issuing a license ☐ Administering the license program ☐ Retailer inspection ☐ Compliance checks ☐ Documentation of violations ☐ Suspension hearings for violations



- 1. Direct staff to return to the full Board of Supervisors to present a revised Tobacco Retail License ordinance code, including any necessary updates to align with statutory updates and bolster the licensing, application, and enforcement sections.
- 2. Direct staff to review the current Tobacco Retail License and inspection fee and return to the full Board of Supervisors with proposed fee increases to recover the reasonable regulatory costs of the administration, implementation, investigation, and enforcement of this program.
- 3. Accept the report and direct staff to annually inform the FHS Committee and Board of Supervisors about changes in tobacco policies and regulations, and emerging trends in tobacco sales and youth use.
- 4. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include the definition of characterizing flavor to include sensation products and expand the definition of nicotine.

- 5. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include increasing the minimum pack size requirements from 10 to 20 little cigars/cigarillos and setting a minimum floor price of per pack to deter youth purchase of tobacco products.
- 6. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include prohibiting the use of discounts or coupon redemptions to deter youth purchase of tobacco products.
- 7. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include an anti purchase, use, and possession (PUP) clause to prevent criminalization of youth purchase, use, and possession of tobacco products.
- 8. Accept the report and direct staff to annually inform the FHS Committee and the Board of Supervisors on the implementation of the Contra Costa County Smokefree Multi-Unit Residences Ordinance.

CONTRACOSTA HEALTH

Thank You



To: Family and Human Services Committee, Contra Costa Board of Supervisors

From: Sefanit Mekuria, MD, MPH
Public Health Director, Contra Costa Health

Re: Annual Report on Implementation of Smokefree Multi-Unit Residences Ordinance 2018-07

Date: 09/08/2025

I. Summary

The Contra Costa Board of Supervisors adopted the Smokefree Multi-Unit Residences (SFMUR) Ordinance 2018-07 on March 13, 2018, which increased secondhand smoke (SHS) protections for persons and families living within multi-unit housing. Implementation of Ordinance 2018-07 for new and renewing leases began on July 1, 2018, whereas for continuing leases and owner-occupied units, implementation would start on July 1, 2019. This brief report is specific to the continued implementation of the broader Secondhand Smoke Protections chapter of the county municipal code (Division 445-4)¹ and the technical assistance provided to the County and recommendations for future activities.

II. Secondhand Smoke Protections Policy Background

Nationally and across the State of California, Contra Costa County continues to be recognized as a leader in developing and implementing local tobacco control policies. The Contra Costa Board of Supervisors has updated and strengthened the county's Secondhand Smoke Protections for over a decade, adopting six different ordinances between 2009 and 2018.

Amendments have expanded SHS protections to include the following:

- Requiring all County-owned properties to be 100% smoke-free;
- Including smoke from electronic smoking devices and cannabis in the definition of "smoke"; and
- Expanding the prohibition of smoke in 100% of multi-unit housing and the requirement of smoke-free terms as part of lease or other rental agreements in apartments, condominiums, townhomes, and the guest rooms of hotels and motels.

Emerging Issues: Cannabis Cafes and The Impact on Smoke-Free Indoor Air

Beginning January 2025, AB1775 came into effect. This law expands what is permitted at cannabis/marijuana retailers and allows the sale of food and non-alcoholic beverages.

¹ Contra Costa County, California, Municipal Code: <u>Chapter 445-4</u>; https://library.municode.com/ca/contra_costa_county/codes/ordinance_code?nodeId=TIT4HESA_DIV445SESMTOPR CO_CH445-4SESM

California workers have had lifesaving smoke-free protections in all restaurants since 1995 and in all bars and other hospitality worksites since 1998. California residents and visitors have likewise come to expect being able to breathe air that is free of SHS when patronizing these hospitality venues. Unfortunately, there is concern that these successful public health protections for workers could be rolled back. There is concern from multiple organizations, universities, and researchers about the risk of cannabis SHS exposure for workers and patrons and the potential to weaken California's longstanding smoke-free restaurant and bar environments with the introduction of cannabis consumption lounges. Cannabis smoke contains 3x the emissions of a combustible cigarette (Ott et al., 2021). The same standards that are in place for secondhand tobacco smoking should be in place for cannabis vaping and smoking, particularly because there are other modes of cannabis use that do not pollute indoor air. (Rotering et al., 2021) The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) emphasizes that ventilation is not a solution for protecting health from SHS. Smoke-free indoor air should be prioritized. (American Nonsmokers' Rights Foundation, n.d.-b, n.d.-a; Wohlwend, 2023)

III. Implementation of Ordinance 2018-07 Since February 2024 Report

The Smokefree Multi-Unit Residences (SFMUR) Ordinance 2018-07 is implemented through the activities of the Tobacco Prevention Program (TPP) for the Public Health Division of Contra Costa Health. TPP oversees an SHS complaint line and provides resources and education to community members about SFMUR tobacco policies through email and phone calls.

TPP Staff last reported to the Family and Human Services Committee in June 2024 on activities that took place from January 2023 through May 2024. The following is a summary of activities conducted from June 2024 through July 2025.

From June 2024 through July 2025, TPP received 27 SHS complaints from residents and housing providers within unincorporated areas and incorporated cities throughout the County. Housing providers are defined as property management companies, homeowners' associations (HOA), and unit owners. TPP Staff monitors SHS complaints and inquiries and conducts follow-up by phone or email within 48 business hours. "No complaint has led or resulted in a site visit or administrative fine this reporting period.

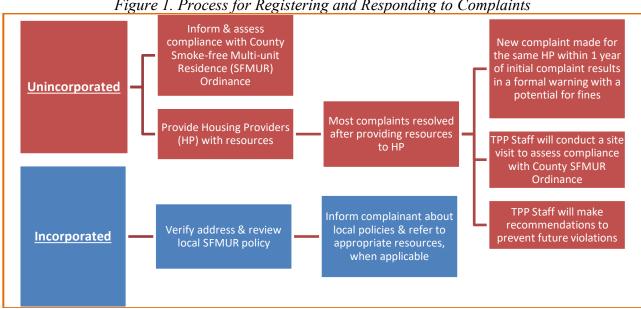


Figure 1. Process for Registering and Responding to Complaints

Figure 1 describes the steps taken to register and respond to complaints as well as distinguishes the differences between complaints received from unincorporated Contra Costa County and incorporated cities.

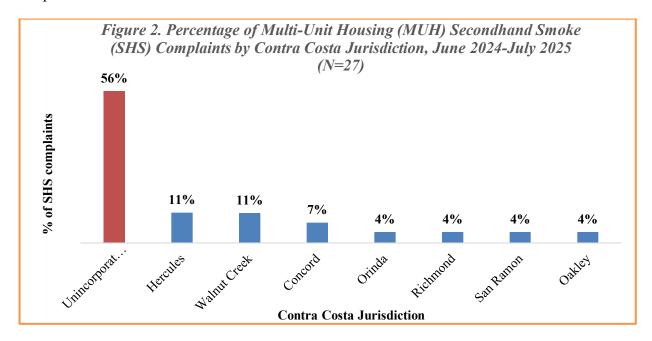


Figure 2 provides a distribution of the multi-unit housing (MUH) complaints received throughout Contra Costa County, where 56% of complaints were experienced in unincorporated Contra Costa County. The next highest number of complaints came from the cities of Hercules, Walnut Creek, and Concord.

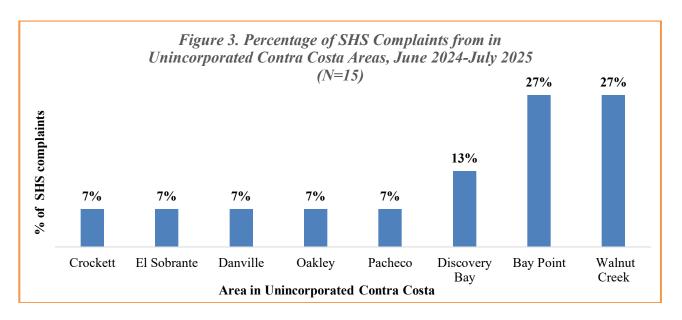


Figure 3 shows the distribution of complaints among the 15 complaints received from unincorporated Contra Costa, with the most received from unincorporated Bay Point and Walnut Creek, and the next highest from Discovery Bay.

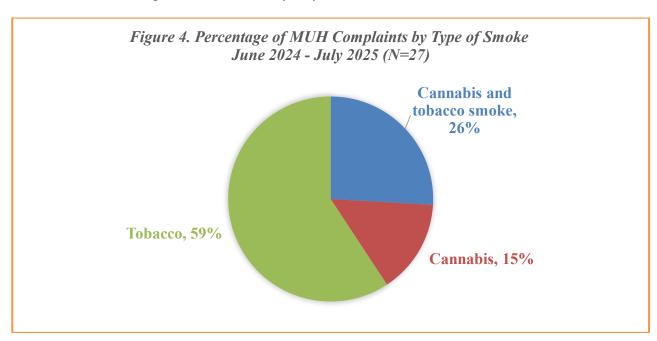


Figure 4 shows the distribution of complaints by type of smoke. Tobacco smoke made up 59% of the complaints, including vaping. Cannabis made up 15% of complaints, and both tobacco and cannabis made up 26%. TPP has also continued to receive complaints (n=5) regarding suspicious smoke drifting from nearby industrial businesses or poor commercial hygiene. TPP staff have referred these complaints to Environmental Health.

IV. Technical Assistance to Contra Costa Cities

Along with monitoring the County's SHS complaint line, TPP staff provided technical assistance to jurisdictions to incorporate components of a comprehensive SFMUR ordinance, as recommended by the California Department of Public Health and the Public Health Law Center. This activity also included informing and educating those localities that do not yet have a comprehensive tobacco control policy to consider implementing protective SHS measures. This past year, TPP Staff has focused on providing education and technical assistance to stakeholders and policymakers in Pittsburg, Martinez, and Antioch.

In the fall of 2024, TPP staff connected with a community-based organization (CBO) and local stakeholders in Antioch to educate stakeholders about the benefits of an SFMUR policy that protects residents from the harmful effects of SHS. The CBO shared survey data reflecting Antioch residents' opinions on the issue, and stakeholders shared an interest in collecting more data representative of all districts in Antioch. As a result, TPP staff collected data in the spring and summer of 2025 and will be analyzing the results in the upcoming quarter to share with local stakeholders.

On May 19, 2025, the Pittsburg City Council passed an SFMUR policy as part of their Creating Healthy Communities ordinance.² Taking effect on January 1, 2026, smoking will be prohibited in Pittsburg multi-unit residences, including in individual units, enclosed and unenclosed areas, other outdoor areas, and within 25 feet of doorways, openings, or building vents.

Finally, TPP staff provided technical assistance to housing management groups for common interest developments or HOAs in response to complaints from nonrental units, providing guidance on strategies to protect residents from SHS. As a result, one common interest development in the unincorporated Danville area adopted its own SFMUR policy and incorporated it into their HOA covenant, conditions, and restrictions.

Resources and downloadable smoke-free signs are available in four languages on the Contra Costa Health (CCH) TPP website. The smoke-free signs highlight that cannabis, vaping, and cigarette smoke are prohibited in MUH. Smoke-free signage and decals are provided upon request to any unincorporated property. The website now includes a table of SFMUR policies across all Contra Costa municipalities. This table illustrates Contra Costa cities with and those without any SHS protections. This table also directs residents to where they can learn more about local municipal ordinances. New smoke-free property guidance for housing providers will be added to the webpage as resources are being updated and will be made available for use as a template for any jurisdiction and housing provider. Smoke-free messages that focus on reaching residents in unincorporated Contra Costa are posted regularly on the Tobacco Prevention Coalition's Facebook and Instagram social media platforms in collaboration with TPP staff.

V. Next Steps for Implementation of County SFMUR Ordinance 2018-07

TPP staff will continue to respond to requests for tobacco and smoke-free education resources and

² Pittsburg, California, Creating Healthier Communities Ordinance (2025). https://onbaseweb.pittsburgca.gov/PublicAccess/api/Document/AZg8TjraI6QgSOpnt1OarAJHfCzN6ij9%C3%89CfJDirPzynyCifINvScRhPUK1oBy2V12rFkwud4ERJ2NVWDVx8X%C3%89DU%3D/

technical assistance from residents, housing providers, and community partners by phone and by email. Considering a decrease in complaints this past year, TPP staff have developed a plan for additional smoke-free education throughout Contra Costa County, with extra attention in the unincorporated areas.

TPP staff will continue to provide tools and materials through various platforms to expand the SHS protection education and share ways housing providers and residents can keep homes smoke-free and minimize the harms of drifting SHS. Staff will also collaborate with CCH Community and Media Relations to increase traffic and engagement on the CCH TPP website so that more community members are aware of their right to clean air.

To increase smoke-free education in unincorporated areas, TPP staff will reach out to the various Municipal Advisory Councils to make presentations on SHS and available resources. Staff will also develop printed educational materials for medical centers and recreation centers to increase community awareness. Changes to the website and the developed educational materials will include consumer testing with members of the Tobacco Prevention Coalition to ensure graphics and messages are clear and appropriate.

Tobacco education will continue in incorporated cities as TPP staff will continue to engage with local residents and decision-makers about comprehensive smoke-free policies and updated evidence-based, best practices around protections from SHS.

VI. Recommendations

1. Accept the report and direct staff to annually inform the FHS Committee and the Board of Supervisors on the implementation of the Contra Costa County Smokefree Multi-Unit Residences Ordinance.

Citations:

- American Nonsmokers' Rights Foundation. (n.d.-a). On-Site Cannabis Consumption Policy Guidance Tip Sheet. *American Nonsmokers' Rights Foundation* | *No-Smoke.Org*. Retrieved June 10, 2024, from https://no-smoke.org/on-site-cannabis-consumption-policy-guidance-tip-sheet/
- American Nonsmokers' Rights Foundation. (n.d.-b). Protecting Nonsmokers from Secondhand Marijuana Smoke. *American Nonsmokers' Rights Foundation* | *No-Smoke.Org*. Retrieved June 10, 2024, from https://no-smoke.org/protecting-nonsmokers-secondhand-marijuana-smoke/
- Ott, W. R., Zhao, T., Cheng, K.-C., Wallace, L. A., & Hildemann, L. M. (2021). Measuring indoor fine particle concentrations, emission rates, and decay rates from cannabis use in a residence. *Atmospheric Environment: X*, 10, 100106. https://doi.org/10.1016/j.aeaoa.2021.100106
- Rotering, T. L., Lempert, L. K., & Glantz, S. A. (2021). Emerging Indoor Air Laws for Onsite Cannabis Consumption Businesses in the U.S. *American Journal of Preventive Medicine*, 61(6), e267–e278. https://doi.org/10.1016/j.amepre.2021.05.012
- Wohlwend, H. (2023, August 10). California Cannabis Café Bill Threatens Smokefree Protections. *American Nonsmokers' Rights Foundation* | *No-Smoke.Org.* https://no-smoke.org/california-cannabis-cafe-bill-threatens-smokefree-protections/



To: Family and Human Services Committee, Contra Costa Board of Supervisors

From: Sefanit Mekuria, MD, MPH

Public Health Director, Contra Costa Health

Re: Annual Report on the Implementation of Tobacco Retail Licensing Ordinance 2019-34

Date: 09/08/2025

I. Summary

This report provides details of the tobacco enforcement of Ordinance 2019-34¹, specifically activities conducted since the last report made to this committee in June 2024. The report also includes updates on Federal, State, and local changes to commercial tobacco policies and technical assistance provided to Contra Costa County during the past year. The report also provides recommendations on how tobacco policies could be strengthened in unincorporated Contra Costa to address gaps and promote health and safety for all residents, especially the most vulnerable.

II. Background Tobacco Policy

In the past two decades there have been several key tobacco policy initiatives at the Federal, State, and local levels that have affected tobacco control in Contra Costa County. In 2009, the Family Smoking Prevention and Tobacco Control Act prohibited the sale of all flavored cigarettes except menthol. In 2017 and 2019, Contra Costa's Board of Supervisors strengthened protections for youth against tobacco influences in the retail environment by restricting the sale of all flavored tobacco products and vaping devices not approved by the US Food and Drug Administration (FDA). In 2022, California prohibited the sale of most flavored tobacco products (See Figure 1. California Flavored Tobacco Law).

¹ Tobacco Retailer License Ordinance Background: On September 12, 2019, the Board of Supervisors directed Public Health staff to prepare policy options that would address mounting concerns related to the rapid increase of use with electronic cigarettes by minors, as well as the co-occurring epidemic of serious lung disease that has been linked to the use of vaping devices. On November 18, 2019, Public Health staff provided the policy recommendations listed below:

^{1.} Revise Division 445-6.006 (Secondhand Smoke and Tobacco Product Control) of the County Ordinance Code to prohibit the sale of any electronic smoking device or e-liquid that is required to obtain, but has not yet obtained, a premarket review order from the U.S. Food and Drug Administration pursuant to the federal Family Smoking Prevention and Tobacco Control Act.

^{2.} Revise Section 445-6.006 of the County Ordinance Code to prohibit the sale of flavored tobacco products and menthol cigarettes expanding this prohibition to the entirety of the unincorporated county. Previously, the sale of these products was only prohibited within 1,000 feet of a public or private school, playground, park, or library.

^{3.} Amend Section 413-4.608 (Commercial Cannabis Health Permits) of the County Ordinance Code to prohibit the sale or delivery of any eliquid that contains tetrahydrocannabinol or any other cannabinoid, and to prohibit the sale or delivery of any electronic smoking device that can be used to deliver tetrahydrocannabinol or any other cannabinoid in aerosolized or vaporized form.

Figure 1: California Flavored Tobacco Law



In 2022, the FDA began the rulemaking process to prohibit, on a national level, the sale and manufacture of menthol cigarettes and flavored cigars. However, after two years of inaction, litigation ensued, which underscores the FDA's prolonged regulatory delay and the critical need for local public health intervention. In April 2025, the FDA's Office on Smoking and Health and the CDC became severely understaffed, closing many tobacco programs, research (including the National Youth Tobacco Survey), and media communications (Tips from NonSmokers Campaign). It is anticipated that these federal changes will directly impact all communities. Furthermore, as of July 2025, the FDA issued authorization for 39 e-cigarette products, which are the only e-cigarette products that currently may be lawfully marketed and sold in the U.S. There is concern over the lack of transparency of the scientific evidence that demonstrates these authorized products benefit the greater community, indicating foreseeable legal challenges in the future. The authorization of these products does not mean they are safe, nor approved as cessation devices. Juul's history is inseparable from the youth e-cigarette epidemic that emerged in the late 2010s. The FDA ruling on previously unauthorized JUUL products prohibited the sale of flavored vaping e-liquids, including menthol, however, authorization was issued to allow the sale of menthol/mint flavored e-liquids. These JUUL

devices include various nicotine strengths and flavors, which have been documented as attractive to youth and used to target the African American community specifically. In response to California's flavored tobacco ban, which includes the ban on the sale of menthol cigarettes, there has been an increase in the development, marketing, and retail of newer non-menthol blend tobacco cigarettes. However, because of the products' labeling, packaging and promotional materials, Contra Costa County established a rebuttable presumption that a tobacco product is flavored where its manufacturer "has made a statement or claim directed to consumers or to the public that the tobacco product has or produces a characterizing flavor, including but not limited to, text, color, images, or all, on the product's labeling or packaging that are used to explicitly or implicitly communicate that the tobacco product has a characterizing flavor." With many more ambiguously labeled products claiming to be less risky because they are tobacco free, nicotine free or smokeless tobacco, growing in popularity, pose additional challenges.

To strengthen the enforcement of tobacco regulations and support local authorities in addressing the ever-changing retail landscape, the California Department of Justice (DOJ) plans to publish an Unflavored Tobacco List (UTL) by December 31, 2025. The UTL will, per the name, contain only tobacco products that lack "characterizing flavors." Any product that is not on the UTL will be deemed a prohibited flavored tobacco product for purposes of California's flavored tobacco product sales restrictions. For a product to be listed on the UTL, manufacturers and importers must certify to the Attorney General's office, under penalty of perjury, that their products are unflavored. Based on those certifications and other evidence—including the manufacturer's marketing of the products—the Attorney General will determine which products belong on the UTL. This list will help streamline enforcement at the state and local level across multiple departments.

AB 3218 and SB 1230, two laws that began implementation in 2025, additionally permit the Attorney General to prohibit unauthorized electronic cigarettes (only 39 e-cigarette products have authorization) from appearing on the list. The Attorney General will not permit products without FDA authorization to be included in the UTL. This means the thousands of unauthorized e-cigarettes being sold around the nation could be prohibited for sale and distribution in California, regardless of whether they are flavored². This provision would not be enforced until the list is published (See Figure 2. Flavored Tobacco Policy Timeline).

² In 2009, the Family Smoking Prevention and Tobacco Control Act was signed into law as a comprehensive federal initiative aimed at protecting public health by regulating the tobacco industry. Among other provisions, this law gave regulatory power over the content, marketing, and sale of tobacco products to the FDA. One aspect of this policy is that the FDA is required to provide authorization for tobacco products, especially electronic smoking devices, through a Premarket Tobacco Product Application process. All tobacco companies are required to submit an application in which the FDA will consider among other things:

Risk and benefits to the population as a whole, including people who would use the proposed new tobacco product, as well as non-users

Whether people who currently use any tobacco product would be more or less likely to stop using such products if the proposed new tobacco product were available

Whether people who currently do not use any tobacco products would be more or less likely to begin using tobacco products if the new products were available

[•] The methods, facilities, and controls used to manufacture, process, and pack the new tobacco products

Figure 2: Flavored Tobacco Policy Timeline

Year	Level	Prohibited Tobacco Products	
2009	Federal	Flavored cigarettes, except for menthol	
2017	County	All flavored tobacco products, including menthol, within 1,000 ft of any school, playground, park, or library; small pack cigar sales (no packs less than 10, unless cigar is over \$5)	
2019	County	All flavored tobacco, regardless of location; all e-cigs or e-liquids pending FDA approval	
2020	Federal	Flavored cartridge-based e-cigarettes (menthol flavor exempt) FDA <i>proposes</i> to prohibit menthol cigarettes and flavored cigars	
2021	Federal		
2022	State	Most flavored tobacco products (flavored hookah/shisha, pipe tobacco, and premium cigars are exempt).	
2024	Federal	Flavored cigars and menthol cigarettes removed and dismissed from FDA priority Laws implemented to strengthen enforcement against prohibited flavored tobacco sales	
2025	State		
2026	State	DOJ Unflavored Tobacco List (UTL) expected to be published	

Key: Federal State County

2025 Emerging Youth Use Tobacco Trends

There are several tobacco products that have seen a rapid rise in sales in the past two years, and are becoming increasingly more common among youth, such as nicotine pouches and devices with a large digital screen (See Appendix A. Images of Popular Tobacco Products Among Youth). There are also new tobacco products entering the market, one that has an autofill technology that claims to "regulate juice flow" with a puff count estimated at ~40,000 puffs, and another that is an oral nicotine pouch with 9 mg and 15 mg of nicotine strengths (See Appendix B. Images of Emerging Tobacco Products). The total monthly national nicotine pouch sales increased by 207% between January 2023 and April 2025, with a few of these nicotine pouches being tobacco-flavored. In California, nicotine pouch sales are dominated by products marketed as "smooth" or "original." A popular nicotine pouch among youth is Zyn. As of January 2025, Zyn Smooth and Zyn Chill have been determined to have a characterizing flavor by both the FDA and the California DOJ.

Nicotine pouches are gaining popularity among youth because they are easily hidden and do not produce smoke or aerosols. The 2024 California Youth Tobacco Survey reports that nicotine pouches are now the third most common tobacco product among youth who have ever tried tobacco (3.6%),

behind cigarettes (5.5%) and vapes (16%). They are the second most popular tobacco product among youth who report current tobacco use, or use within the past 30 days, with 1.4%, behind vapes at 5.0% (See Appendix D. Data Brief April 2025 Total Nicotine Pouch Dollar Sales, California)

III. Implementation of Ordinance 2019-34 Since June 2024 Report

The Tobacco Prevention Program (TPP) facilitates the implementation of the unincorporated County's tobacco retail license ordinance and collaborates with the Contra Costa Sheriff's Department for the enforcement of commercial tobacco sales. Additionally, TPP provides education to all Contra Costa jurisdictions and supports decision-makers in understanding the public health framework and best practices in tobacco control.

TPP receives funding from the California Department of Justice Tobacco Grant Program. Programmatic deliverables include conducting bimonthly training on tobacco control laws and facilitating monthly workshops with law enforcement agencies and city staff on the implementation and enforcement of tobacco control laws. This includes maintaining active licenses, education on characterizing flavors, and distinguishing what constitutes a flavored tobacco product. For example, there has been a rise in the availability of characterizing flavors in the retail market, some of which are challenging to identify as flavored tobacco. This has posed challenges to agencies enforcing flavored tobacco laws.

TPP partners with the Contra Costa County Business License Office, Tax Collector's Office, and the Department of Conservation and Development to issue tobacco retail licenses for unincorporated Contra Costa. Retailers in unincorporated Contra Costa are required to have a state and local license to operate their business in the area. TPP provides annual educational mailers regarding local and state law changes during the renewal period, in addition to conducting other retailer educational outreach (See Section V. Enforcement for more information).

IV. Enforcement of Ordinance 2019-34 since June 2024 Report

Research indicates that routine inspections and on-site retailer education help decrease health disparities in communities targeted by the tobacco industry, reduce crime rates, and reduce sales to youth.³ Since tobacco retail license enforcement has been implemented, the Sheriff's Department reported that there had been a significant decrease in crimes by conducting routine compliance inspections, as their presence in the retail environment deters criminal activity. To further increase voluntary compliance among tobacco retailers with tobacco laws and streamline enforcement efforts, the transfer of administration and compliance of the tobacco retail policy to Environmental Health will ensure effective implementation of the tobacco retail licensing ordinance for unincorporated areas. Environmental health has a history of successfully conducting inspections on other types of businesses.

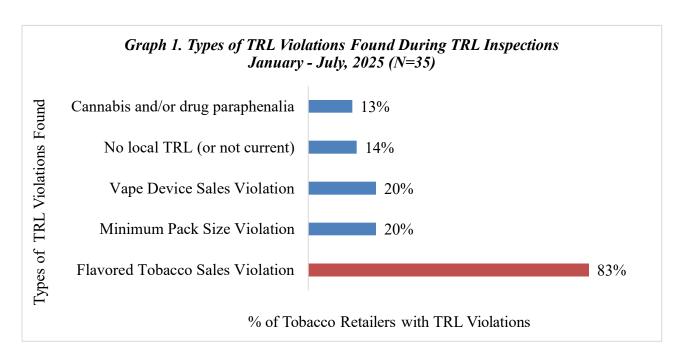
³ The Public Health Law Center is a nonprofit organization that offers comprehensive legal and policy support to public health professionals, policymakers, and advocates aiming to reduce tobacco use and its harmful effects. Their initiatives include drafting model policies, providing litigation support and offering guidance on regulatory measures to curb tobacco consumption. By promoting smoke-free environments and stricter tobacco regulations, the Public Health Law Center plays a crucial role in safeguarding public health and advancing tobacco-free communities.

Unincorporated Tobacco Retail Store Inspection Findings January – July 2025

The Contra Costa Sheriff's Department conducted tobacco retailer inspections at 35 stores from January to July 2025. The inspection checklist included questions about whether the retailer had a local Tobacco Retail License (TRL) or sold any of the following: "electronic smoking devices or eliquids; flavored tobacco products; cigars or other tobacco products in packs of less than 10; cigars for less than \$5; Cannabis, or drug paraphernalia."

Thirty of the 35 stores inspected from January to July 2025 were found in violation of current tobacco policies, which is a violation rate of 86%. Twenty-nine (or 83%) of retailers sold a flavored tobacco product; this was the most common violation among the retailers inspected. Unauthorized vape device sales and small pack size (packs of less than ten) were found in seven stores; five stores did not have a local tobacco retail license (or the license was not current), and three stores sold cigars for less than \$5 (minimum price violation). Graph 1 below illustrates the percentages of TRL violations observed during the inspections, by violation type.

In addition to tobacco policy violations, other county policy violations were also found. The inspection findings showed that two tobacco retailers sold cannabis products, and three sold drug paraphernalia (together, four retailers had cannabis and/or paraphernalia violations). Tobacco retailers must obtain a California Cigarette and Tobacco Products Retailer's License in addition to their local Tobacco Retailer's License. Cannabis can only be sold at a licensed cannabis retailer; cannabis retailers cannot sell alcohol or tobacco.⁴



Follow-up inspections were conducted at 16 of the 30 stores with violations, February to July 2025. The follow-up inspections found that violations were resolved at 13 of the 16 retailers

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⁴ California Department of Tax and Fee Administration, "Permits and Licenses," accessed [6/10/2024], https://www.cdtfa.ca.gov/services/permits-licenses.htm.

(81%). At the remaining three stores, second warnings were issued, and retailers were advised that a citation would occur if the violation had not been corrected by the next inspection. See Table 2 below for more information on the TRL inspections and violations in the past 6 months.

Table 1. Number of TRL Inspections and Violations, January – July 2025

# Retailers Inspected	# Retailers with Violations	# Retailers Post- Violation Follow- up Inspections	# Retailers' Violation Resolved	# Retailers 2 nd Warning Issued
35 stores	30 stores	16 stores	13 stores	3 stores

In May 2025, the Business License Office mailed the annual business renewal reminder letters to 70 tobacco retailers in unincorporated Contra Costa. Upon reviewing the list of registered tobacco retailers provided by the California Department of Tax and Fee Administration, TPP found that nine additional retailers did not have a local tobacco retailer's license. These nine tobacco retailers have been advised to obtain their local tobacco retailer licenses.

In July 2025, one hearing was held to revoke nonconforming land use at a location for numerous violations by a significant tobacco retailer in the unincorporated County.

Transfer of the Tobacco Retail Licensing Program to Environmental Health

To further streamline and strengthen County enforcement efforts, the Public Health's TPP will transfer the administration of the licensing program and tobacco retailer enforcement to the Environmental Health Department. The TPP will focus primarily on education on the adoption and implementation of tobacco policies within the County. The EH Department has extensive experience conducting inspections of restaurants, mobile food units, among other facilities, and can enforce environmental health regulations associated with many other business activities.

Additionally, the EH Department plans to bolster retailer compliance through amendments made to the enforcement structure of retailer inspections, penalties, and fees. Per Proposition 26, no profit can be made from these fees. Within Contra Costa County, each jurisdiction assigns a fee for tobacco retailers; these fees range from \$29-\$1,602 annually, which were set prior to any local tobacco regulation that went into effect. In unincorporated Contra Costa, the annual fee of \$287 was set 25 years ago, before the 2017 and 2019 ordinances were implemented.

The fee for a license can reimburse the total cost of administration and enforcement of Ordinance 2019-34, including but not limited to issuing a license, administering the license program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators. This fee would ensure that the full cost of TRL administration and enforcement is always covered. With the transfer of the administration and enforcement of the retailing program to EH, a higher yet reasonable fee would be sufficient to ensure a reliable and sustainable funding source that is not dependent on the Department of Justice's tobacco enforcement limited and competitive grant funding. Contra Costa County's TRL fees are outdated and do not cover the growing inspection and enforcement costs. TPP and EH will present to the Board of Supervisors an updated tobacco retail license fee and compliance program proposal at a future date.

V. Technical Assistance to Contra Costa Cities

TPP continues to offer technical assistance at the request of local jurisdictions. Over the past year, TPP staff have worked primarily with the City of Brentwood and the City of Pittsburg as they adopt tobacco control policies.

Brentwood is working towards adopting and implementing a comprehensive TRL, which includes stopping the sale of all vape products and setting a minimum price and pack size for tobacco products. TPP has also supported city staff through the development of three (3) maps showing the proximity of tobacco retailers and youth-oriented establishments. Along with concerned Brentwood residents, TPP staff have met with elected officials to speak to the best practices associated with a comprehensive TRL. As a result, on May 13, 2025, Brentwood held the first reading of their TRL ordinance, in which the council directed staff to return for another first reading with changes such as decreasing the buffer zones and removing buffer zones between tobacco retailers. Brentwood TA is anticipated over the next reporting cycle. In Pittsburg, TPP staff have supported the Policy Consultant hired to assist the city with the development of its Healthy Communities Ordinance. This policy was adopted on June 2, 2025, and will become effective on January 1, 2026, when all tobacco retailers will be required to receive a TRL.

VI. Best Practice Supports Enhancing Youth Protections in Retail Environment

The Centers for Disease Control and Prevention (CDC) 2024 Surgeon General's report on Smoking and Tobacco Use found that significant disparities due to tobacco still persist. This report reviews the latest scientific evidence on commercial tobacco-related health disparities in the United States. It documents that there has been significant progress in reducing commercial tobacco use in the United States overall. Still, tobacco use and exposure to secondhand smoke (SHS) have not decreased at the same rate across all population groups.

Disparities persist. Smoking is the leading preventable cause of disease, disability, and death in the U.S.—including cancer, heart disease, and chronic obstructive pulmonary disease (COPD)—among all racial and ethnic groups. A recent study found that nicotine-based e-cigarettes are likely to be carcinogenic to humans who use them and are likely to cause lung cancer and oral cancer (Stewart B. (2025) E-cigarettes and Cancer: A Qualitative Risk Assessment. Clinical Oncology Society of Australia; Sydney). Furthermore, another study found that the rapidly evolving market pose significant implications for public health. With drastic cuts to the FDA Center for Tobacco Products, the closing of the CDC Office on Smoking and Health will potentially lead to an increase in tobacco caused disease and cause health care costs to rise exponentially. Researchers conducted an analysis of the California Tobacco Control Program from 1989 to 2019, 30 years after Prop 99 created the program. California's adult smoking prevalence fell from 21.8% to 10% in 2019. Those who didn't quit smoking completely still cut back by an average of 119 packs per year in response to the program. A total of 15.7 billion fewer packs of cigarettes were smoked in California than would be expected, and the Tobacco Industry lost \$51.4 billion in sales due to the State Tobacco Control Program (Lightwood, J., Anderson, S., Glantz, S., 2023).

Through tobacco control frameworks that prioritize protecting youth and communities of color who are among the most vulnerable groups to tobacco-related health disparities, the TPP continues to work towards a Contra Costa County free of the negative health impacts of commercial tobacco use in the County. Following CDC and California Tobacco Prevention Program guidelines, TPP provides evidence-based education on policies to make tobacco products less appealing, affordable, and available. TPP continues to work towards collaboration opportunities with other departments, like Behavioral Health, to increase access to treatments and resources to help people quit tobacco use.

Studies continue to show that nicotine exposure significantly harms neurodevelopment potentially leading to cognitive deficits and mental health issues like depression, anxiety, substance use disorders, and elevated suicide risk. Additionally, nicotine impacts sleep, leading to irregular emotion regulation, impulse control, and increased dependence (Ji, et al, 2025).

The recommendations below include amendments to the TRL ordinance based on best practices and strategies that have proven to be effective in reducing the negative health impact and influence of tobacco on youth and those seeking to quit tobacco use. These policies have been adopted in other cities in Contra Costa County, the Greater Bay Area, and throughout California, and have been deemed the gold standard by the California Tobacco Prevention Program. The recommendations below strengthen current policies, address gaps, and promote health and safety for all residents.

a. Align the County with the State's Definition of Characterizing Flavor and Nicotine

To streamline enforcement and make it easier to enforce tobacco laws, it's essential for local and state definitions to be aligned. The current ordinance defines "characterizing flavor" as a distinguishable taste or aroma imparted by a tobacco product or any byproduct produced by the tobacco product that is perceivable by an ordinary consumer by either the sense of taste or smell, other than the taste or aroma of tobacco. A "characterizing flavor" includes, but is not limited to, a taste or aroma relating to a fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice.

- <u>Updates the definition of "characterizing flavor" to include sensation products</u>: provisions updating the definition of "characterizing flavor" in Health and Safety Code Section 104559.5 to include products that produce a "cooling sensation," which should explicitly capture the new "non-menthol" sensation products marketed by the industry.
- <u>Add the definition of "nicotine"</u>: Both laws define "nicotine" under state law to include synthetically derived nicotine and nicotine analogs, which should encompass products like Metatine in Spree Bar e-cigarettes

b. Prohibit Coupon Redemption and Discounts

The current TRL ordinance prohibits the distribution of coupons from retailers to customers. However, it permits redemption of coupons distributed by tobacco companies and permits retailers

to offer product discounts.

Research consistently shows that youth and young adults are particularly price sensitive, and the tobacco industry exploits this by using discounts to make products more affordable, appealing, and accessible. This makes it more likely for youth experimentation to progress to regular use and addiction into adulthood.

Amending the prohibition to cover both the distribution and retail redemption of coupons, as well as multi-pack promotions like "buy one, get one" offers and all forms of price discounts, is a proven strategy for reducing youth access and addressing tobacco-related health disparities. Research indicates that youth are highly price sensitive; for example, a 10% increase in price is associated with a 14% decline in adolescent smoking prevalence.

According to national survey data, a significant portion of youth tobacco users report using coupons or other price discounts to obtain products, underscoring how such promotions can drive experimentation and progression to regular use. Youth are price sensitive, and even small increases in price can meaningfully reduce initiation rates. Tobacco companies themselves have consistently viewed young people as essential for long-term industry sustainability. In tobacco industry documents, company insiders acknowledged the critical importance of youth as future market drivers. One memo openly stated: "They represent tomorrow's cigarette business. As this 14–24 age group matures, they will account for a key share of the total cigarette volume for at least the next 25 years."

Data also shows that adults exposed to e-cigarette coupon marketing are 1.5 times more likely to start using e-cigarettes, more likely to relapse if they are former users, and less likely to quit if they are current users.

Additionally, coupon recipients⁵ relapse at roughly twice the rate of those who do not receive them. Furthermore, preventing coupon redemption supports cessation among adults who smoke, as these discounts have been shown to undermine quit attempts. By eliminating these promotions, such policies not only decrease the likelihood of youth initiation but also remove a key marketing tactic that targets price-sensitive populations, including youth, low-income communities, and communities of color. The current policy could be enhanced with evidence-based recommendations to increase effectiveness in reducing youth access to tobacco.⁶

c. Include Anti-PUP (Purchase, Use, and Possession) Clause

Historically, many retail licensing and other "youth access" laws have included penalties for underage people who purchase, use, or possess (or attempt to purchase, use, or possess) tobacco

⁵ A "coupon recipient" refers to anyone who receives a coupon for tobacco products, whether it is distributed directly by a tobacco company (through mail, email, online sign-ups, or packaging inserts) or issued by a retailer at the point of sale. Both sources are included in research examining the impact of coupon use.

⁶ The Public Health Law Center is a nonprofit organization that offers comprehensive legal and policy support to public health professionals, policymakers, and advocates aiming to reduce tobacco use and its harmful effects. Their initiatives include drafting model policies, providing litigation support and offering guidance on regulatory measures to curb tobacco consumption. By promoting smoke-free environments and stricter tobacco regulations, the Public Health Law Center plays a crucial role in safeguarding public health and advancing tobacco-free communities.

products. There is no evidence demonstrating that these laws are effective in reducing youth initiation, use of, or addiction to tobacco products (Wakefield, Giovino, Teen Penalties for Tobacco Possession, Use, and Purchase: Evidence and Issue 12 Tobacco Control, 2003).

Laws that penalize purchase, use, and possession, commonly referred to as "PUP laws," seek to punish youth for buying, using, or having tobacco products if they are under 21 years old. These laws impose penalties on underage individuals. While the goal of this law is to help curb youth use of tobacco products, research and data indicate that PUP laws are often ineffective at reducing youth tobacco use and can cause more harm by criminalizing youth. Therefore, including a clause that specifically ensures youth are not criminalized is an important preventative step.

While the County ordinance does not currently have PUP clauses, TPP recommends including this language to ensure that PUP laws maintain the responsibility on retailers for selling to youth under 21 as a preventative measure to not penalize youth tobacco users. For example, the City of Lafayette states in their retail licensing ordinance, "The city council does not intend and nothing in this chapter shall be interpreted to penalize the purchase, use, possession, or attempted purchase, use, or possession of tobacco products or tobacco paraphernalia by persons under 21 years of age; provided, however, that persons under 21 years of age remain subject to generally applicable laws regulating such conduct without respect to the person's age." Similar language could be included in the County's ordinance.

d. Increase Minimum Pack Size and add Minimum Floor Pack Price

While the 2009 Family Smoking Prevention and Tobacco Control Act requires cigarettes to come in packs of at least 20, there are no regulations on pack sizes for cigars and cigarillos. This allows companies to sell the products at very low prices, making them extremely appealing to pricesensitive shoppers, like youth.⁹

Currently, the County ordinance has a minimum pack size of 10, and TPP recommends that the minimum pack size for little cigars/cigarillos be increased to 20. Additionally, evidence from cigarette regulations suggests that larger pack sizes can reduce consumption. Smokers may smoke less frequently if the cost per purchase is higher and if they need to commit to buying a larger quantity at once. It can also help discourage initiation - new smokers, particularly youth, are less likely to start smoking if the financial commitment is higher. A larger pack size may deter initiation of smoking among non-smokers.

Setting a minimum price for tobacco products, including little cigars and cigarillos, is an evidence-based strategy to reduce youth access and initiation. Price-sensitive populations, particularly youth, are more likely to be deterred from purchasing tobacco products when low-cost options are eliminated.

⁷ PUP in Smoke: Why Youth Tobacco Possession and Use Penalties Are Ineffective and Inequitable. Change Lab Solutions. (n.d.). https://www.changelabsolutions.org/sites/default/files/2019-05/PUPinSmoke FINAL 2019-04-17.pdf

⁸ Municipal code | city of lafayette, CA. (n.d.). https://www.lovelafayette.org/city-hall/municipal-code

⁹ Mays, D., Johnson, A. C., Jeong, M., Ganz, O., Audrain-McGovern, J., Strasser, A. A., & Delnevo, C. D. (2024). Tobacco minimum packaging policy to reduce cigarillo use among young people: Results of an experimental study. Tobacco Control, 33(2), 164–170. https://doi.org/10.1136/tc-2022-057304

Currently, 20 municipalities in California, including Alameda County, Los Angeles County, Richmond, and San Pablo, require a minimum pack size of 20 for little cigars and cigarillos, with seven jurisdictions also implementing a minimum price.

The City of Oakland's policy, which established a minimum price floor of \$8 per pack for cigarettes and cigars, demonstrated measurable public health benefits. Within the first 17 months of implementation, the city reported a 15% decrease in overall cigarette sales and a 25% reduction in the sale of lower-priced cigarettes. These results suggest that minimum price laws can effectively reduce tobacco consumption and limit access to cheaper products that appeal to youth.

A minimum price requirement for the sale of all tobacco products works to further strengthen existing tobacco control measures and support reductions in youth access and initiation. This approach is consistent with best practices and aligns with public health objectives to reduce tobacco use and its associated harms.

The progress that has been made in Contra Costa County in reducing the death, disease, and addiction caused by tobacco use has had a rippling effect throughout the State and across the nation. Unfortunately, with the federal programs closure, there is deep concern that more youth will start using tobacco products, fewer people will quit, and more people will become ill and die from tobacco-caused disease. Tobacco used has been described as a pediatric disease because almost all tobacco use begins during the teen years. Through evidence- based policy updates to ordinance 2019-34, streamlining enforcement efforts, the Community Health and Safety Branch, can address the harms caused by tobacco and protect children's health.

VII. Recommendations

- 1. Direct staff to return to the full Board of Supervisors to present a revised Tobacco Retail License ordinance code, including any necessary updates to align with statutory updates and bolster the licensing, application, and enforcement sections.
- 2. Direct staff to review the current Tobacco Retail License and inspection fee and return to the full Board of Supervisors with proposed fee increases to recover the reasonable regulatory costs of the administration, implementation, investigation, and enforcement of this program.
- 3. Accept the report and direct staff to annually inform the FHS Committee and Board of Supervisors about changes in tobacco policies and regulations, and emerging trends in tobacco sales and youth use.
- 4. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include the definition of characterizing flavor to include sensation products and the definition of nicotine.
- 5. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include increasing the minimum pack size requirements from 10 to 20 little cigars/cigarillos and setting a minimum floor price per pack to deter youth purchase of tobacco products.

- 6. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include prohibiting the use of discounts or coupon redemptions to deter youth purchase of tobacco products.
- 7. TPP requests that the Tobacco Retail License ordinance be updated with evidence-based best practice recommendations that include an anti purchase, use, and possession (PUP) clause to prevent criminalization of youth purchase, use, and possession of tobacco products.

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Appendix A

Popular Tobacco Products Among Youth



Oral nicotine pouches – Nicotine pouches contain a powder made of nicotine, flavorings, and other ingredients that dissolve in the mouth and the nicotine is absorbed through the gums.





Vaping devices with digital screens – Built-in screen to monitor real-time battery life and puff count, as well as customize settings for added personalization

Appendix B

Emerging Tobacco Products



Updated vape technology with an estimated 40,000 puffs

Comparison of EBCREATE BC Pro 40K (left) and BC5000 (right) in the Blue Razz Ice Flavor (not to scale)

Updated vape technology with video game capability and a digital screen





Non-nicotine, non-tobacco oral nicotine products

Appendix C

California's Flavored Tobacco Enforcement Laws

AB-3218 Unflavored Tobacco List.

An act to amend Sections 22980 and 22990 of, and to add Sections 22974.2 and 22978.3 to, the Business and Professions Code, to amend Section 104559.5 of, and to add Article 4.5 (commencing with Section 104559.1) to Chapter 1 of Part 3 of Division 103 of, the Health and Safety Code, and to amend Section 30101.7 of the Revenue and Taxation Code, relating to tobacco, and making an appropriation therefor.

SB-1230 Strengthen Tobacco Oversight Programs (STOP) and Seize Illegal Tobacco Products Act.

An act to amend Section 22958 of, and to add Section 22974.1 to, the Business and Professions Code, to amend Section 104559.5 of the Health and Safety Code, and to amend Section 30449 of the Revenue and Taxation Code, relating to tobacco sales.

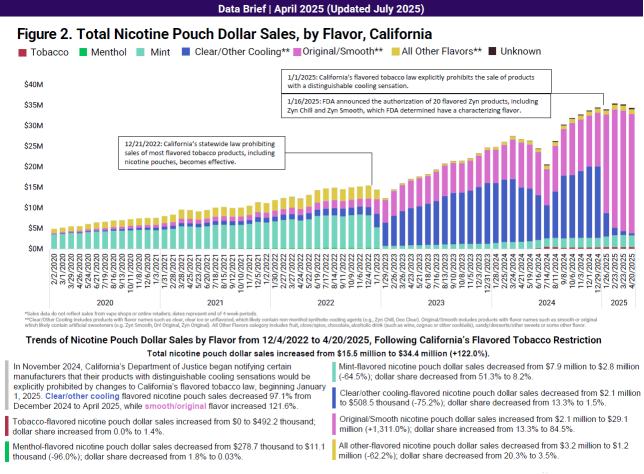
Together, these two laws strengthen and close loopholes within the State Flavored Tobacco Law.

- 1. Expands and clarifies restrictions on delivery sales. The changes in the law explicitly prohibit delivery sellers in California—including anyone who sells products through the internet or via remote delivery—from selling tobacco products that are not on the UTL. Just as importantly, it requires all delivery sellers to be licensed under state law and to abide by any state or local tobacco control laws as if the delivery sales occurred entirely within that jurisdiction. Thus, any provisions in a local tobacco retail licensing ordinance will automatically apply with equal force to online and delivery sales.
- 2. Penalizes manufacturers, distributors, wholesalers, and delivery sellers who violate the UTL provisions. If a manufacturer or importer "had no reasonable basis" to certify that their products lacked a characterizing flavor, the Attorney General can seek penalties up to \$50,000. And distributors, wholesalers, and delivery sellers are liable for fines ranging from \$2,000 (for a first violation) to \$10,000 (for the fifth violation within a five-year period) for each prohibited tobacco product they sell in violation of the UTL law.
- 3. Increases the penalties for selling tobacco products to people under 21 years of age. Currently, penalties under the STAKE Act range from \$400 (for a first violation) up to \$6,000 (for a fifth violation in a five-year period). Those penalties will increase to \$1,000 (for a first violation) up to \$20,000 (for a fifth violation in a five-year period).
- 4. Repeals the state provision permitting the sale of tobacco products to military personnel who are at least 18 years of age. Current state law prohibits the sale of tobacco to anyone who is under 21 years of age unless the person is in the military. Importantly, despite this exemption in state law, the federal law has set an across-the-board minimum legal sales age of 21 since 2019, so the state-level exemption was no longer valid. This law brings state law into conformity with federal law by repealing that provision, eliminating confusion, and making it clear that retailers cannot sell to anyone who is under 21.
- 5. Authorizes the seizure of prohibited flavored products. The California Department of Tax and Fee Administration or any other enforcing agency, including local law enforcement, will be authorized to seize prohibited flavor products from retailers and wholesalers and to impose a

- penalty of \$50 per individual package of flavored tobacco products or tobacco product flavor enhancers.
- 6. Updates the definition of "characterizing flavor" to include sensation products. Both laws contain provisions updating the definition of "characterizing flavor" in Health and Safety Code Section 104559.5 to include products that produce a "cooling sensation," which should explicitly capture the new "non-menthol" sensation products marketed by the industry.
- 7. Expands the definition of "nicotine": Both laws define "nicotine" under state law to include synthetically derived nicotine and nicotine analogs, which should encompass products like Metatine in Spree Bar e-cigarettes.
- 8. Preserves local authority. The laws are not preemptive, and local jurisdictions can enact their own flavor policies provided they are as restrictive or more restrictive than state law.

Appendix D

Data Brief April 2025 Total Nicotine Pouch Dollar Sales, California



Retail sales data are based on custom research by the CDC Foundation using Circana retail POS (Multi-Outlet + Convenience). According to Circana, new product coding is managed to consistently meet or exceed releasing products that cover a minimum of 95.5% of total dollar sales at any given time. Coding and releasing of new products are prioritized based on significance of dollar sales to continually comply with capturing at least 95.5% of total dollar sales in each period. Financial support was provided by Bloomberg Philamthropies through a grant to the ODF condations.

