



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

<https://cccouny-us.zoom.us/j/88137559668>
Call In: 888-278-0254 Conference code: 845965

Monday, February 24, 2025	10:30 AM	309 Diablo Rd, Danville
		3361 Walnut Blvd, Suite 140, Brentwood
		https://cccouny-us.zoom.us/j/88137559668
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1. Call to Order

Chair Andersen called the meeting to order at 10:30 AM. In attendance were staff from the District III Brentwood office, Jill Ray, Alicia Nuchols, Tim Ewell, and Julie Enea.

Present: Candace Andersen and Diane Burgis

2. CONSIDER electing a committee member to the offices of Chair and Vice Chair for 2025.

The Committee elected Supervisor Candace Andersen as 2025 Committee Chair and Supervisor Diane Burgis as 2025 Committee Vice Chair.

Aye: Andersen and Burgis

Result: Passed

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

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

4. RECEIVE and APPROVE the Record of Action for the December 9, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC ROA 12-9-24](#)

Aye: Andersen and Burgis

Result: Passed

5. CONSIDER approving the proposed 2025 Committee meeting schedule, meeting format, and work plan, or PROVIDE direction to staff regarding any changes thereto. (Julie Enea, County Administrator's Office)

Attachments: [ATTACHMENT A: 2024 IOC Year-End Report to BOS 12-17-24](#)
[ATTACHMENT B: DRAFT 2025 DISCUSSION SCHEDULE](#)

The Committee unanimously adopted the 2025 meeting and discussion schedule as

presented except that the May meeting was rescheduled to May 27 at 10:30 AM.

Aye: Andersen and Burgis

Result: Passed

6. CONSIDER approving the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees. (Julie Enea, County Administrator's Office)

Attachments: [ATTACHMENT A: IOC AB Interview Responsibilities 2025](#)

Aye: Andersen and Burgis

Result: Passed

7. The next meeting is currently scheduled for March 24, 2025.

Confirmed.

8. Adjourn

Chair Andersen adjourned the meeting at 10:40 AM.

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: Julie Enea, julie.enea@cao.cccounty.us