



AGENDA

CONTRA COSTA COUNTY Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

<https://cccounty-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://cccounty-us.zoom.us/j/88137559668>
68
Call In: 888-278-0254
Conference code: 845965

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. Call to Order
 2. CONSIDER electing a committee member to the offices of Chair and Vice Chair for 2025. [25-538](#)
 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).
 4. RECEIVE and APPROVE the Record of Action for the December 9, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office) [25-539](#)
Attachments: [DRAFT IOC ROA 12-9-24](#)
 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) [25-540](#)
Attachments: [ATTACHMENT A: 2024 IOC Year-End Report to BOS 12-17-24](#)
[ATTACHMENT B: DRAFT 2025 DISCUSSION SCHEDULE](#)
 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) [25-541](#)
Attachments: [ATTACHMENT A: IOC AB Interview Responsibilities 2025](#)
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7. The next meeting is currently scheduled for March 24, 2025.
8. 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: Julie Enea, julie.enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-538

Agenda Date: 2/24/2025

Agenda #: 2.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 24, 2025

Subject: SELECTION OF COMMITTEE OFFICERS

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea, Sr. Deputy County Administrator

Contact: Julie Enea

Referral History:

At the January 14, 2025 reorganization meeting of the Board of Supervisors, the Board decided that each of its standing committees should choose its 2025 officers (chair and vice chair).

Referral Update:

The Committee is asked to elect its officers for 2025.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-539

Agenda Date: 2/27/2025

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 24, 2025

Subject: RECORD OF ACTION FOR THE DECEMBER 9, 2024 MEETING

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

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 December 9, 2024 Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the December 9, 2024 Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

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

Monday, December 9, 2024

11:00 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254
Conference code: 845965

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.

Present: Diane Burgis and Candace Andersen

1. Call to Order

Chair Burgis called the meeting to order at 11:02 a.m. and introduced the Committee. In attendance were Mario DiPrisco, Chrystine Robbins, Timothy Ewell, Sarah Kennard, Enid Mendoza, Alicia Nuchols, Elizabeth Farrell, Adam Nguyen, Bob Campbell, Anissa Basoco, Villarreal, Chris De Dios, District II Office, District III Office, John Henry, Shane Reisman, Paul Detjens and Julie Enea.

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

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

3. RECEIVE and APPROVE the Record of Action for the November 14, 2024 Special Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action 11-14-24](#)

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

4. CONSIDER recommending to the Board of Supervisors the appointment of Steven Piser to the Member of the Bar seat on the Public Law Library Board of Trustees for the one-year term of January 1 through December 31, 2025. (Julie Enea, County Administrator's Office)

Attachments: [Public Law Library Board of Trustees News Release 10-28-24](#)
[Steven Piser LL 11-20-24_Redacted](#)
[Steven Piser Biography](#)

Julie Enea presented the staff report and recommendation. The Committee met with Steven Piser, the sole applicant for the vacant seat, and decided to recommend him to the

Board of Supervisors for appointment effective January 1, 2025.**Aye:** Chair Burgis and Vice Chair Andersen**Result:** Passed

5. CONSIDER recommending the reappointment of Chris Cowen to the At Large 2 seat and Darryl Young to the At Large 3 seat on the Mosquito & Vector Control District Board of Trustees to new four-year terms ending on January 1, 2029. (Julie Enea, County Administrator's Office)

Attachments: [MOSQUITO VECTOR PRESS PUBLICATION 2024 CORRECT Cowen, Chris \(MVCD\) 11-22-24_Redacted](#)
[Young, Darryl \(MVCD\) 11-20-24](#)

Julie Enea presented the staff report and recommendation. Neither applicant attended the meeting; however, as both applicants have been longtime appointees to the District board of trustees, the Committee decided to recommend both applicants to the Board of Supervisors for reappointment to new four-year terms.

This Consent Item was adopted as amended.

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

6. INTERVIEW applicants for the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for the two-year term of January 1, 2025 through December 31, 2026 and DETERMINE recommendation to the Board of Supervisors for appointment. (Julie Enea, County Administrator's Office)

Attachments: [PRESS PUBLICATION EAST BAY REGIONAL PARKS DISTRICT PARK ADV CTE 2024](#)
[Detjens, Paul \(EBRPD\) 11-21-24](#)
[DiPrisco, Mario \(EBRPD\) 10-28-24](#)
[Dunivan, Earl \(EBRPD\) 09-18-24](#)
[Fernandez, Roland \(EBRPD\) 01-25-24](#)
[Henry, John \(EBRPD\) 10-28-24](#)
[Iyall, Dakota \(EBRPD\) 11-01-24](#)
[Lehn, Angela \(EBRPD\) 11-05-24](#)
[Meza, Monica \(EBRPD\) 10-29-24](#)
[Reisman, Shane \(EBRPD\) 11-22-24](#)

Julie Enea presented the staff report. Four of the nine applicants attended the meeting to be interviewed: Paul Detjens, John Henry, Shane Reisman, and Mario DiPrisco. At the conclusion of the interviews, the Committee decided to recommend Paul Detjens to the Board of Supervisors for appointment.

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

7. RECEIVE presentation on policy revisions to Administrative Bulletin 400 Position Management and Adjustments, formerly entitled Position Adjustments and CONSIDER providing direction to staff on any changes. (Enid Mendoza, County Administrator's Office)

- Attachments:** [Attachment A - Current Admin Bulletin 400](#)
 [Attachment B - DRAFT AB 400 Revised Dec 2024 IOC](#)
 [Attachment C - Summary of ALL Department Comment Submission Forms - Admin Bulletin 400](#)
 [Attachment D - AB 400 CAO presentation to IOC rev2](#)

CAO Senior Deputy Enid Mendoza presented the staff report and recommendations. The County Administrator’s Office maintains personnel policies and practices to assist departments in their position and staffing needs to meet their service delivery mandates. Over the past 30+ years, updates to Administrative Bulletin No. 400 “Position Adjustment Requests” have been codified in a patchwork of resolutions and simple memoranda with no comprehensive policy review and update. The County Administrator asked the IOC to review administrative policy changes meant to clarify terminology, address countywide position management responsibilities and the types of position adjustments, clarify which position adjustments may be approved administratively, and affirm that the County Administrator will provide to the Board an annual reconciliation of position changes.

The Committee accepted the staff report and directed staff to forward the report to the Board of Supervisors for its information.

This Consent Item was approved.

- 8. REVIEW the Committee's work for 2024 and identify issues to be referred to the 2025 Internal Operations Committee. (Julie Enea, County Administrator's Office)

- Attachments:** [DRAFT 2024 Year End IOC Report](#)
 [2024 Year End IOC Report Out Listings](#)

Julie Enea presented the draft year-end report and recommendations. The Committee approved the draft annual report with the following modifications:
-Referral #10 Managed Care Commission is recommended to be terminated.
-No referral will be added at this time to examine whether or not the Agricultural Advisory Task Force should be reinstated.
-The report will be updated with actions taken by the committee today, specifically in regard to the CAO's Position Management Policy.

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

No additional meetings are scheduled for the 2024 Internal Operations Committee.

Adjourn

Chair Burgis adjourned the meeting at 12:15 PM.

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For Additional Information Contact:

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-540

Agenda Date: 2/24/2025

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 24, 2025

Subject: 2025 MEETING SCHEDULE, MEETING FORMAT, AND WORK PLAN

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No: N/A

Referral Name: N/A

Presenter: Julie Enea, Sr. Deputy County Administrator

Contact: Julie Enea (925) 655-2056

Referral History:

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

Referral Update:

On December 17, 2024, the Board of Supervisors approved a report (**Attachment A**) summarizing the activities and accomplishments of the Internal Operations Committee in 2024 and recommending matters for referral to the 2025 Committee. The Board of Supervisors made the following eight referrals to the 2025 Internal Operations Committee:

Standing Referrals:

1. County Financial Audit Program
2. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles
3. Advisory Body Recruitment
4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee
5. Advisory Body Triennial Review
6. Animal Benefit Fund Review
7. Triennial Review of Countywide Purchasing Programs and Policies
8. Review of Proposed Updates to the County's Administrative Bulletins upon request by the County Administrator

The Committee also requested an update from the Commission for Women and Girls.

The Committee members have selected the fourth Monday of each month at 10:30 a.m. as the standing meeting date/time for 2025. Since May 26, 2025 is Memorial Day, it is recommended that a special meeting be scheduled for another date in May. Proposed meeting dates are:

February 24, March 24, April 28, May ?, June 23, July 28, August 25, September 22, October 27, November 24, and December 22, 2025. **Attachment B** proposes a discussion schedule.

Effective March 1, 2023, the Board's standing committees have been directed by the Board to use a hybrid meeting format that will enable the public to continue to participate in meetings electronically from remote locations. Additionally, the Brown Act and County's Better Government Ordinance permits remote participation of a Committee member under these rules:

- At least a quorum of the Committee (one member) must participate from a location in the county.
- Each telephone conference location and the meeting location must be shown on the agenda for the meeting. In addition, the agenda must provide an opportunity for members of the public to give public comment from each teleconference location.
- In addition to the usual agenda-posting agenda locations and the County website, an agenda must be posted at each teleconference location 96 hours in advance of the meeting.
- Each teleconference location must be open and accessible to members of the public.
- All votes taken during a teleconference meeting must be by roll call.

It is recommended that the Committee continue to meet remotely from their offices using the Zoom platform. The public and staff are now accustomed to this format, and it provides convenient online access to meetings as well as two physical meeting locations within the county.

Recommendation(s)/Next Step(s):

APPROVE the proposed 2025 Committee meeting schedule, meeting format, and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-7713

Agenda Date: 12/17/2024

Agenda #:

To: Board of Supervisors

From: Internal Operations Committee

Report Title: 2024 ANNUAL REPORT OF THE INTERNAL OPERATIONS COMMITTEE AND DISPOSITION OF REFERRALS

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

1. ACCEPT the 2024 Annual Report of the Internal Operations Committee (IOC) of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. CONTINUE the following referrals 2025 IOC: (1) County Financial Audit Program, (2) Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles, (3) Advisory Body Recruitment, (4) Process for Allocation of Propagation Funds by the Fish and Wildlife Committee, (5) Advisory Body Triennial Review, (6) Animal Benefit Fund Review, (8) Triennial Review of County Procurement Policies, and (9) Review of Proposed Updates to the County’s Administrative Bulletins as requested by the County Administrator.
4. TERMINATE the following referrals: (7) Racial Justice Oversight Body Dysfunction, (10) Managed Care Commission Bylaws Update, (11) Public Art on County Property and Rights of Way, and (12) Memorials/ Dedications Policy.

FISCAL IMPACT:

None.

BACKGROUND:

The 2024 Internal Operations Committee (IOC) was composed by Supervisor Diane Burgis, who served as Chair, and Supervisor Candace Andersen, who served as Vice Chair. During 2024, the Internal Operations Committee (IOC) met 10 times, worked on 13 referrals, made 13 reports to the Board, interviewed applicants and made recommendations to fill 33 seats for certain advisory bodies whose composition requirements must be monitored.

Our Committee appreciates the time and effort of County staff who prepared reports and analyses for

Committee discussion, the valuable time and input of the many County residents who attended our meetings, and the efforts of the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of its 2023 audit work and proposed 2024 Audit Schedule to the IOC on March 11, 2024, which the IOC accepted and approved, and reported to the Board on March 19, 2024 (Item C.5). This is a standing referral. **RETAIN**
2. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2022/23 fleet report on March 11, 2024 and reported out to the Board of Supervisors on March 19, 2024 (Item C.4). This is a standing referral. **RETAIN**
3. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Affordable Housing Finance Committee, Retirement Board, Advisory Fire Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee, as well as other advisory bodies as the need should arise; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2024, the IOC submitted recommendations to the Board of Supervisors to fill 33 vacant seats on various committees and commissions. The IOC interviewed individuals for seats on the Affordable Housing Finance Committee, Los Medanos Health Advisory Committee, Advisory Fire Commission to the Contra Costa Fire Protection District, Contra Costa Resource Conservation District, Contra Costa Transportation Authority Citizens Advisory Committee, East Bay Regional Parks District, Fish and Wildlife Committee, Integrated Pest Management Advisory Committee, Law Library Board of Trustees, Mosquito and Vector Control District, Planning Commission, and the Treasury Oversight Committee.

In 2025, the IOC will need to recruit and interview for the County Connection Citizens Advisory Committee, County Retirement Board, Affordable Housing Finance Committee, and the Law Library Board of Trustees. This is a standing referral. **RETAIN**

4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from the Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On February 2 and again on November 18, 2024, the IOC received reports from DCD proposing, on behalf of the FWC, the 2024

Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposals and recommended grant awards for 23 proposals totaling \$186,587, which the Board of Supervisors unanimously approved on February 27 (Item C.6) and December 3, 2024 (Item C.36). This is a standing referral. **RETAIN**

5. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, later superseded by Resolution Nos. 2020/1 and 2020/2, which revised and restated the Board's governing principles for the bodies. The Resolutions deal with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/CoB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The first phase report of the current Triennial Review Cycle was completed, reported to the IOC on May 13, 2024 and approved by the Board of Supervisors on June 4, 2024 (Item C.3), including extending the Library Commission through March 2027 and with follow-up action recommended in 2025 to examine whether and when to reactivate the Agricultural Advisory Task Force. This is a standing referral. **RETAIN**
6. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 14, 2024, the IOC received the eighth annual report on the Animal Benefit Fund covering FY 2023/24 and reported to the Board on November 5, 2024 (Item C.1). This is a standing referral. **RETAIN**
7. Racial Justice Oversight Body Dysfunction. On July 11, 2022, the IOC received a report from the County Probation Department regarding operational problems of the RJOB. The Public Protection Committee has previously received a report from a consulting firm engaged by the Office of Reentry & Justice at the Probation Department to provide technical assistance and meeting facilitation services for the RJOB. During the update, the Burns Institute highlighted several emerging issues hindering the RJOB's future work to include: changes in leadership and membership resulting in challenges with maintaining quorum, specifically at the Subcommittee levels; ambitious Task Force recommendations that are beyond the capacity and scope of the membership; and limited staffing resources to support the membership's requests for data collection, management, and analyses necessary to implement the recommendations of the RJOB. The County Administrator's Office identified additional issues: (1) the existing RJOB charge is vague; (2) staff support is insufficient to the RJOB's needs; (3) RJOB subcommittees are self-forming and, therefore, not always balanced; and (4) there is high interest in participation and no term limits. It was decided that CAO and Probation would work with the Office of Racial Equity and Social Justice, once fully established, and bring recommendations for changes to the RJOB bylaws and reporting structure back to the IOC at a future date.

In October 2023, the Co-Directors of the new Office of Racial Equity & Social Justice were appointed. Shortly afterwards in early 2024, the Office of Reentry & Justice (ORJ) and the Office of Racial Equity & Social Justice (ORESJ) began collaborating to plan for transitioning the administrative and staffing responsibilities in Summer/Fall of 2024. Throughout this period, ORESJ Co-Directors - who are staff to the Equity Committee - attended RJOB meetings and met with RJOB leadership to assess the operational challenges facing the Body. During an annual update on RJOB's work to the Equity Committee in April 2024, the Equity Committee members agreed to hold a joint meeting session with

the RJOB. The Equity Committee brought RJOB bylaws recommendations to the Board of Supervisors on August 13, 2024. The ORESJ Co-Directors are working on recommendations to better support the Body to present at an upcoming joint Equity Committee and RJOB meeting. Since the Equity Committee has apparently assumed leadership on this matter, it is recommended that the referral to the IOC be terminated. **TERMINATE**

8. Triennial Review of County Procurement Policies. On June 2, 2023, in the context of adopting updated County procurement policies, the Board referred to the Internal Operations Committee a triennial review of County procurement (Purchasing, Contracting, Small Business Enterprise, Local Bid Preference) policies to ensure harmony among the various policies and procedures and directed the Purchasing Agent to return to the Internal Operations Committee with a schedule of policies and procedures to be reviewed in each year of the triennial cycle. On October 14, 2024, the IOC received a report and recommendations from Public Works pertaining to the SBE and Outreach Programs. The IOC recommended, on November 13, and the Board approved on November 12, 2024 (Item C.5), updates to the SBE Program and abolishment of the old Outreach and eOutreach programs in favor of outreach requirements contained in the recently adopted Purchasing Policy. The next Purchasing policy review is scheduled for October 2027. **RETAIN**

9. Review of Proposed Updates to the County’s Administrative Bulletins. In separate referrals on April 24, 2023 and June 27, 2024, the Board referred to the IOC, at the recommendation of the County Administrator, a review of several existing and proposed new administrative policies on subjects including office space, requesting real estate and capital project services, real estate asset management, purchasing (see #8), social media, cybersecurity, and artificial intelligence. We recommend continuation of this referral for review of administrative policies as requested by the County Administrator. **RETAIN**
 - a. Capital Facilities/Real Estate. On June 10, 2024, the IOC received a report and recommendations from the County Administrator’s Office to update and consolidate several administrative policies on office space, capital projects and real estate management into one administrative policy. These recommendations were forwarded to and approved by the Board on June 25, 2024 (Item C.9). **TERMINATE**

 - b. Social Media Policy. The Board of Supervisors, on September 24, 2024 (Item C.33), formally adopted Resolution No. 2024/321, the County Social Media Policy, and directed the Office of Communications and Media to develop and provide training to County departments. **TERMINATE**

 - c. TikTok Ban. On August 1, 2023, the IOC recommended, and the Board approved with amendments, updates to the County’s Social Media Policy, which prompted a new referral to the IOC regarding institution of a countywide ban on the TikTok social media application. Following the Board’s August 1, 2023 direction to study how best to implement a ban on TikTok on County devices, the IOC received a report on September 11 that provided additional information on risks associated with the TikTok platform, the status of TikTok bans elsewhere, and the County’s ability to implement a TikTok ban on County devices and limitations on that ability. The IOC provided direction to staff to continue developing IT device management tools to support enforcement of the ban on media platforms controlled by an “entity of concern” or a “country of concern” that holds 10 percent or more of the voting shares of a social media platform, or if the platform uses software or an algorithm controlled by a country of concern.” The proposed TikTok ban has been suspended

pending the outcome of a First Amendment challenge filed in May in the U.S. Court of Appeals for Washington, D.C. **RETAIN**

- d. Cybersecurity Policy (New policy). On July 8, 2024, the Department of Information Technology proposed to the IOC a new policy on cybersecurity. This policy was reviewed by the Board and promulgated to County departments by the County Administrator on October 1, 2024.

TERMINATE

- e. Artificial Intelligence Policy (New policy). During its August 1, 2023 regular meeting, in the context of updating the County's Social Media Policy, staff discussed with the Board of Supervisors the problem of mis- and disinformation proliferated on the County's social media pages and the need for a protocol to combat mis- or disinformation. Misinformation is simply false information. Disinformation is the intentional spreading of misinformation.

On September 11, 2023, the Internal Operations Committee (IOC) directed staff to draft a set of interim guidelines, like the cities of San Jose and Boston, to provide departments with some guardrails for AI use, and directed staff to continue researching reliable ways to identify AI-generated content posted within public comments on county website and social media pages, and then bring back updates to the Committee as appropriate. Office of Communications and Media Director Kristi Jourdan prepared an initial draft policy. Subsequently, the County Administrator assigned the Chief Information Officer Marc Shorr and Chief Information Security Officer Nathan Wiebe to prepare a final draft County policy on artificial intelligence in County operations.

At its July 8, 2024 meeting, in the context of reviewing the proposed Cyber/Information Security Policy, Marc Shorr briefly discussed how AI is presenting both exciting opportunities and new and difficult challenges in terms of IT security. For example, by agreeing to the Terms and Conditions of many popular AI platforms, staff may inadvertently be consenting to the platform owning any data - potentially private data -- entered onto the platform via user prompts. He said that the AI Policy in development would address security risks around AI and would dovetail with the County's Cyber/Information Security Policy.

On October 14, 2024, the Department of Information Technology proposed to the IOC a new policy on artificial intelligence. **TERMINATE unless referred back to the IOC**

- f. P300 Policy. The County Administrator's Office maintains personnel policies and practices to assist departments in their position and staffing needs to meet their service delivery mandates. Over the past 30+ years, updates to Administrative Bulletin No. 400 "Position Adjustment Requests" have been codified in a patchwork of resolutions and simple memoranda with no comprehensive policy review and update. The County Administrator asked the IOC to review administrative policy changes meant to clarify terminology, address countywide position management responsibilities and the types of position adjustments, clarify which position adjustments may be approved administratively, and affirm that the County Administrator will provide to the Board an annual reconciliation of position changes. The policy update is being transmitted to the Board today in a separate report. **TERMINATE unless referred back to the IOC**

10. Managed Care Commission Bylaws Update. The third phase of the current Advisory Body Triennial Review Cycle was completed on May 8, 2023 with follow-up action recommended with respect to the Managed Care Commission. A review of the Managed Care Commission's bylaws and meeting

procedures was anticipated during 2023. Draft bylaws were submitted by the Commission for consideration but were returned for additional work and review by County Counsel. However, it was subsequently determined that bylaws revisions were no longer necessary. Therefore, it is recommended that this referral be removed. **TERMINATE**

11. Public Art on County Property and Rights of Way. On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property and public rights-of-way. The Public Works Department periodically receives inquiries about placement of murals on retaining walls and other public locations that may be within the public rights-of-way or on public land or buildings. The IOC discussed this matter on March 11 and September 9, 2024 and provided additional direction to Public Works and the County Administrator prior to bringing a draft policy and undecided policy issues to the Board on November 5, 2024. The Board, on November 5, decided to continue the matter to its December 3, 2024 meeting for further deliberation. **TERMINATE unless referred back to the IOC**

12. Memorials/Dedications Policy. On May 14, 2024, the Board referred to the IOC the development of a policy on establishing memorials on County property other than County buildings and rooms in buildings, which are already governed by existing policy. The IOC provided direction on the policy scope and Public Works proposed, and the Board approved, on June 4, 2024 (Item D.1) the Plaques and Memorials Policy. **TERMINATE**

CONSEQUENCE OF NEGATIVE ACTION:

N/A

ATTACHMENT “B”

2025 Internal Operations Committee Discussion Schedule 4th Monday at 10:30 a.m. As of February 18, 2025

Meeting Date	Subject	Staff Contacts
February 24	<ul style="list-style-type: none"> ◆ Chair/Vice Chair selection ◆ IOC Schedule and Work Plan for 2025 ◆ IOC Advisory Body Recruitment Schedule 	Julie Julie Julie
March 24	<ul style="list-style-type: none"> ◆ Affordable Housing Finance Cte Interviews, 3 seats ◆ Internal Audit Work Plan for 2025 ◆ Fleet ISF/Low Mileage Vehicles 	Kristen Sherk Joanne Bohren/Sandi Bewley Joe Yee/ Ricky Williams
April 28		
May 26 May ?? Special	<ul style="list-style-type: none"> ◆ Retirement Board interviews, 1 seat ◆ Phase 2 Triennial AB Review 	Julie Jami Morrirt/Lauren Hull
June 23 (Jason)	<ul style="list-style-type: none"> ◆ County Connection Citizens Advisory Cte interviews, 1 seat 	Julie
July 28		
August 25		
September 22	<ul style="list-style-type: none"> ◆ Tik Tok Ban (On hold federal action...) 	Marc Shorr
October 27	<ul style="list-style-type: none"> ◆ Triennial Purchasing Policy Review (plus any recs on SBE and Local Bid Preference) ◆ Fish and Wildlife Propagation Fund Recs ◆ Animal Benefit Fund PY Review 	Cindy Shehorn/Julie Enea Maureen Parkes Steve Burdo
November 24		
December 22	<ul style="list-style-type: none"> ◆ Law Library interviews, 1 seat ◆ HazMat nominations, 6 seats ◆ Draft Year-End Committee Report 	Julie Enea Julie Enea



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-541

Agenda Date: 2/24/2025

Agenda #: 6.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: February 24, 2025
Subject: Advisory Body Recruitment Schedule
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No: IOC 25/3
Referral Name: Advisory Body Recruitment
Presenter: Julie Enea
Contact: Julie.enea@cao.cccounty.us

Referral History:

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCFPD) Fire Advisory Commission, the County Planning Commission, the Local Enforcement Agency Independent Hearing Panel (Solid Waste), and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees.

Additionally, the IOC has conducted public interviews for vacancies on the following bodies: County Connection Citizens' Advisory Committee, East Bay Regional Parks Advisory Committee, Fish and Wildlife Committee, Integrated Pest Management Committee, Mosquito & Vector Control District Board (if requested), Resource Conservation District (if requested), the Law Library Board of Trustees, and the Treasury Oversight Committee.

In 2025, the IOC will need to conduct public interviews to fill the following current and scheduled vacancies:

Advisory Body	Seat Name	Term Yrs	Term Exp
Contra Costa County FPD Fire Advisory Commission	At Large Alternate #3	4	VACANT
County Connection Citizens Advisory	County seat	2	6/30/2025
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2025
Affordable Housing Finance	Community 1	3	6/30/2025
Affordable Housing Finance	County 1 (East UI)	3	VACANT
Affordable Housing Finance	County 2 (West UI)	3	VACANT
Affordable Housing Finance	County 3 (Central UI)	3	6/30/2025
Hazardous Materials	Business 2	4	12/31/2025

Hazardous Materials	Business 2 Alt	4	12/31/2025
Hazardous Materials	Env Engineering Firms	4	12/31/2025
Hazardous Materials	Env Engineering Firms Alt	4	12/31/2025
Hazardous Materials	Env Justice	4	12/31/2025
Hazardous Materials	Env Justice Alt	4	12/31/2025

Also, attached for the Committee's information is a listing (**Attachment A**) of all advisory body seats that are screened by the Internal Operations Committee and their status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

Referral Update:

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms. Staff proposes the following recruitment schedules for those seats recruited by the County Administrator on behalf of the IOC:

Seats that will expire on 6/30/25:	
March 31	Issue press release advertising vacancy
April 25	Application deadline for vacancy (4-week applic
April 28 - May 2	Staff to screen applications and schedule all inte
May TBD	IOC Committee Meeting: Interview applicar
June 10	Board of Supervisors Meeting: Board considera appointment
July 1	Appointment takes effect
Seats that will expire on 12/31/25:	
October 13	Issue press release advertising vacancy
November 7	Application deadline for vacancy (4-week applic
November 10-14	Staff to screen applications and schedule all inte
November 24	IOC Committee Meeting: Interview applicar
December 9	Board of Supervisors Meeting: Board considera appointment
January 1	Appointment takes effect

Recommendation(s)/Next Step(s):

APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Fiscal Impact (if any):

None.

ATTACHMENT "A"

<u>Per</u>	<u>BOS Res</u>	<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Term Length</u>	<u>Staff Contact</u>
Interview	2020/2	Contra Costa County FPD Fire Advisory Commission	At Large 1	4	6/30/2028 Emily Cooper
Interview	2020/2	Contra Costa County FPD Fire Advisory Commission	At Large 2	4	6/30/2026 Emily Cooper
Interview	2020/2	Contra Costa County FPD Fire Advisory Commission	At Large Alternate #1	4	6/30/2028 Emily Cooper
Interview	2020/2	Contra Costa County FPD Fire Advisory Commission	At Large Alternate #2	4	6/30/2028 Emily Cooper
Interview	2020/2	Contra Costa County FPD Fire Advisory Commission	At Large Alternate #3	4	6/30/2026 Emily Cooper
Interview	2020/2	County Connection Citizens Advisory	County seat	2	6/30/2025 Diane Bodon, 925-256-4720
Interview	2020/2	East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2026 Pfuehler Erich, EBRPD (510) 544-2006
Interview	2020/2	Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2025 Christina Dunn/Julie Enea
Interview	2020/2	Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 5	3	6/30/2026 Christina Dunn/Julie Enea
Interview	2020/2	Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 6	3	6/30/2026 Christina Dunn/Julie Enea
Interview	2020/2	Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 9	3	6/30/2026 Christina Dunn/Julie Enea
Interview	2020/2	Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2026 Christina Dunn/Julie Enea
Interview	2020/1	Fish & Wildlife	At Large 1	4	12/31/2026 Maureen Parkes, DCD
Interview	2020/1	Fish & Wildlife	At Large 2	4	12/31/2026 Maureen Parkes, DCD
Interview	2020/1	Fish & Wildlife	At Large 3	4	12/31/2028 Maureen Parkes, DCD
Interview	2020/1	Fish & Wildlife	At Large 4	4	12/31/2028 Maureen Parkes, DCD
Interview	2020/1	Fish & Wildlife	At Large Alternate	4	12/31/2028 Maureen Parkes, DCD
Interview	2020/1	Integrated Pest Management	At Large 1	4	12/31/2027 Wade Finlinson
Interview	2020/1	Integrated Pest Management	At Large 2	4	12/31/2027 Wade Finlinson
Interview	2020/1	Integrated Pest Management	At Large 3	4	12/31/2026 Wade Finlinson
Interview	2020/1	Integrated Pest Management	Public Member Alternate/Environr	4	12/31/2026 Wade Finlinson
Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solic	At Large	4	3/31/2026 Tim Ewell/Sarah Kennard
Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solic	Public Member	4	3/31/2026 Tim Ewell/Sarah Kennard
Interview	N/A	Local Enforcement Agency Independent Hearing Panel (Solic	Technical Expert	4	3/31/2026 Tim Ewell/Sarah Kennard
Interview		Los Medanos Health Advisory Committee	At Large	3	12/31/2026 Ernesto de la Torre
Interview	2020/1	Planning Commission	At Large 1	4	6/30/2026 Hiliana Li, DCD
Interview	2020/1	Planning Commission	At Large 2	4	6/30/2028 Hiliana Li, DCD
Interview	2020/1	Treasury Oversight	BOS Member	4	4/30/2028 Ronda Boler
Interview	2020/1	Treasury Oversight	BOS Member Alternate	4	4/30/2026 Ronda Boler
Interview	2020/1	Treasury Oversight	Public 1	4	4/30/2026 Ronda Boler
Interview	2020/1	Treasury Oversight	Public 2	4	4/30/2026 Ronda Boler
Interview	2020/1	Treasury Oversight	Public 3	4	4/30/2028 Ronda Boler
Review	2020/2	Affordable Housing Finance	Community 1	3	6/30/2025 Kristin Sherk, DCD
Review	2020/2	Affordable Housing Finance	County 1 (East UI)	3	6/30/2026 Kristin Sherk, DCD
Review	2020/2	Affordable Housing Finance	County 2 (West UI)	3	6/30/2027 Kristin Sherk, DCD
Review	2020/2	Affordable Housing Finance	County 3 (Central UI)	3	6/30/2025 Kristin Sherk, DCD
Review	2020/2	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	4	12/31/2026 Lea Castleberry
Review	2020/2	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	4	12/31/2026 Lea Castleberry
Review	2020/2	BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	4	12/31/2026 Lea Castleberry
Review	2020/1	Hazardous Materials	Business 1	4	12/31/2026 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Business 2	4	12/31/2025 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Business 3	4	12/31/2028 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Business 1 Alt	4	12/31/2026 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Business 2 Alt	4	12/31/2025 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Business 3 Alt	4	12/31/2028 Adam Springer and Breanna Lingenfelter (ad.
Review	2020/1	Hazardous Materials	Labor 1	4	12/31/2026 Adam Springer and Breanna Lingenfelter (ad.

Review	2020/1	Hazardous Materials	Labor 2	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Labor 1 Alt	4	12/31/2026	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Labor 2 Alt	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Engineering Firms	4	12/31/2025	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Engineering Firms Alt	4	12/31/2025	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Organizations 1	4	12/31/2028	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Organizations 1 Alt	4	12/31/2028	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Organizations 2	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Organizations 2 Alt	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Justice	4	12/31/2025	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	Env Justice Alt	4	12/31/2025	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	General Public	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/1	Hazardous Materials	General Public Alt	4	12/31/2027	Adam Springer and Breanna Lingenfelter (ad)
Review	2020/2	Housing Authority Board of Commissioners, if needed	Tenant #1 (age 62 or above)	2	5/31/2025	Joseph Villarreal
Review	2020/2	Housing Authority Board of Commissioners, if needed	Tenant #2	2	5/31/2025	Joseph Villarreal
Review	2020/1	Law Library Bd of Trustees	Member of the Bar	1	12/31/2025	Carey Rowan, Sup Court
Review	2020/2	Mosquito & Vector Control District Bd of Trustees	At Large 1	4	1/2/2027	Paula Macedo, pmacedo@contracostamosq
Review	2020/2	Mosquito & Vector Control District Bd of Trustees	At Large 2	4	1/6/2029	Paula Macedo, pmacedo@contracostamosq
Review	2020/2	Mosquito & Vector Control District Bd of Trustees	At Large 3	4	1/6/2029	Paula Macedo, pmacedo@contracostamosq
Review	2020/2	Resource Conservation District Bd of Trustees, if needed	Director 1	4	11/30/2028	Hunter Teresa, RCD, (925) 672-6522
Review	2020/2	Resource Conservation District Bd of Trustees, if needed	Director 2	4	11/30/2026	Hunter Teresa, RCD, (925) 672-6522
Review	2020/2	Resource Conservation District Bd of Trustees, if needed	Director 3	4	11/30/2028	Hunter Teresa, RCD, (925) 672-6522
Review	2020/2	Resource Conservation District Bd of Trustees, if needed	Director 4	4	11/30/2028	Hunter Teresa, RCD, (925) 672-6522
Review	2020/2	Resource Conservation District Bd of Trustees, if needed	Director 5	4	11/30/2026	Hunter Teresa, RCD, (925) 672-6522
Review	2020/2	Tri-Delta Transit Auth Bd of Directors	Member 1 Alt	2	12/31/2025	Jamar Stamps, DCD
Review	2020/2	Tri-Delta Transit Auth Bd of Directors	Member 2 Alt	2	12/31/2024	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	Crockett	2	1/1/2025	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	Crockett Alt	2	12/31/2022	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	Rodeo	2	1/1/2025	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	Rodeo Alt	2	12/31/2022	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	San Pablo	2	1/1/2025	Jamar Stamps, DCD
Review	2020/2	Western CC Transit Auth Bd of Directors	San Pablo Alt	2	12/31/2022	Jamar Stamps, DCD

Key:

currently vacant
will have a 2025 vacancy
filled