



# CONTRA COSTA COUNTY

## AGENDA - PUBLISHED

### Los Medanos Health Advisory Committee

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**Tuesday, May 13, 2025**

**5:00 PM**

**2311 Loveridge Rd.  
Los Medanos Conference Room  
Pittsburg, CA**

**Zoom:  
<https://cchealth.zoom.us/j/96421869738>  
Dial in: +1 646 518 9805 ID: 964 2186  
9738**

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

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. RECEIVE Staff Report on the Grant Program Review Panel [25-1875](#)
4. DISCUSS and APPROVE A New Timeline for the Los Medanos Grant Process [25-1876](#)
5. RECEIVE Staff Review of Grant Scoring Process and Scoring Rubric [25-1877](#)

The next general meeting is currently scheduled for June 10th at 5:00 pm. This does not include grant proposal review meetings.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee 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 2311 Loveridge Rd., Pittsburg during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: [ernesto.delatorre@cchealth.org](mailto:ernesto.delatorre@cchealth.org)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-1875

**Agenda Date:** 5/13/2025

**Agenda #:** 3.

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**Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE**

Subject: RECEIVE Staff Report on the Grant Program Review Panel

Presenter: Ernesto De La Torre

Contact: [ernesto.delatorre@sbcglobal.net](mailto:ernesto.delatorre@sbcglobal.net)

**Information:**

On May 5<sup>th</sup> the Los Medanos Healthcare Operations Committee was provided information about the process for creating a review panel. The County Administrators Office (CAO) determined that creating a review panel was a material change to the legislation that created the advisory committee. The creation of a grant review panel needs to be approved by the Board of Supervisors (BOS). The process for getting this to the BOS could take 2-3 months. Both Supervisor Scales-Preston and Supervisor Carlson have directed this committee to move forward with the original process. This includes public discussion of the grant proposals before finalizing the advisory measure to the Board of Supervisors.

At the request of Supervisor Scales-Preston the CAO is reviewing and updating the legislation that created this advisory committee. The review panel will be added to the revised legislation along with some other changes. Staff will provide updates as they are available. This also will take 2-3 months.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 25-1876

**Agenda Date:** 5/13/2025

**Agenda #:** 4.

**Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE**

Subject: DISCUSS and APPROVE A New Timeline for the Los Medanos Grant Process

Presenter: Advisory Committee

Contact: [ernesto.delatorre@cchealth.org](mailto:ernesto.delatorre@cchealth.org)

**Information:**

On May 5<sup>th</sup> the Los Medanos Healthcare Operations Committee (LMHOC) provided direction to this committee to revert back to the original process without a review panel. As such this committee should discuss and approve a new timeline for the Los Medanos Grant Process.

- All meetings will be open to the public.
- Staff will take all scores and average committee scores to identify the top 35 proposals.
- Top 35 scoring proposals will be reviewed at public meetings. If there is a tie at 35 both proposals will be reviewed.
- Full committee review requires a quorum of 4 members for each review meeting. We do not need the same members at each meeting.
- A sub-committee review requires 3 members for each review meeting. The same 3 members would need to be at every meeting.
- Review meetings could take 3-4 hours each

Staff will notify all agencies of their status. The top 35 will also be notified at which meeting the committee will discuss their proposal.

**Draft timeline for discussion**

Item	Previous Date	New Date
Los Medanos Health Advisory Committee, individual review and score proposals	April 21-April 29, 2025	May 12-May 23
Staff to review and average committee scores. Top 35 scoring agencies will move forward to discussion.		May 26
Public meetings of LMHAC to review proposal scores and make recommendation to the Board of Supervisors. < <a href="https://cchealth.zoom.us/j/96421869738">https://cchealth.zoom.us/j/96421869738</a> > April 29, 2025, 5:00 pm		

Los Medanos Healthcare Operations Committee to review and approve the LMHAC Advisory Measure on the proposed grants.		July 7th
Board of Supervisors to consider award recommendations from the advisory committee. Awards announced after BOS approval.	On or after May 6, 2025	
Begin contracting process	TBD, after BOS approval	TBD, after BOS approval

**Recommendation(s)/Next Step(s):**

Discuss and approve a new grant process timeline.



# CONTRA COSTA COUNTY

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MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-1877

**Agenda Date:** 5/13/2025

**Agenda #:** 5.

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**Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE**

Subject: RECEIVE Staff Review of the Grant Scoring Process and Scoring Rubric

Presenter: Ernesto De La Torre

Contact: ernesto.delatorre@sbcglobal.net

**Information:**

The grant review process will start with individual review and scoring of each proposal. A scoring rubric is a tool that outlines the criteria for evaluating deliverables based on standardized metrics for each section.

Each section has criteria approved by this committee to evaluate proposal contents. All evaluating criteria were included in the RFP. Each section has point values to score the proposal. There is a total of 150 points possible for each proposal.

Steps of a proposal scoring review:

1. Read each proposal carefully and completely.
2. Review each rubric criterion carefully.
3. Score each grant proposal by completing each scoring section. Notes are optional.
4. Each section has different point values. Standardize how you appoint scores for each section.
5. Scores will automatically total for each proposal.

Tips:

- Avoid comparing proposals. Focus on how each proposal compares to the rubric.
- Be consistent with your evaluation metrics.
- Utilize the notes section to standardize your rankings and support your final scores.
- Utilize the full range of each point value. Not every proposal should get a perfect score.
- Avoid scoring the proposals on your overall impression. Focus on the criteria.
- Avoid being overly generous or harsh with your scoring.

**Questions?**