



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, November 24, 2025

10:30 AM

**309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/81079842919>
Call in: (888) 278-0254, Conference code:
845965**

1. Call to Order

Chair Andersen called the meeting to order at 10:30 a.m. In attendance were Jason Callan, District 3 Brentwood office, Kristin Sherk, Susan Johnson, Jill Ray, Victoria Smith, Sonya Bynum, Adam Springer, Alicia Nuchols, Julie Enea, and Unnamed with phone ending in 8366.

Present: District II Supervisor Candace Andersen and District III Supervisor Diane Burgis

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).

Jason Callan alerted the Committee that he was in attendance and interested in being considered for the Affordable Housing Finance Committee vacancy.

3. RECEIVE and APPROVE the Record of Action for the October 27, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC ROA 10-27-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

4. CONSIDER recommending the reappointment of Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026. (Julie Enea, County Administrator's Office)

Attachments: [Public Law Library Board of Trustees News Release 10.2.2023](#)
[Steven Piser LL 11-20-24](#)
[Steven Piser Biography](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

5. CONSIDER applicants for the Community/At-Large Representative seat on the Affordable Housing Finance Committee to complete the current term that will expire on June 30, 2028 and DETERMINE recommendation for Board of Supervisors consideration. (Kristin Sherk, Department of Conservation and Development)

Attachments: [AHFC Media Release - Sep. 2025](#)
 [AHFC Roster - Nov. 2025](#)
 [AHFC Applications](#)

The Committee received comments from Jason Callan about his interest in joining the AHFC. Since he was ineligible, they suggested he contact Supervisor Carlson's office for opportunities in his district.

The Committee interviewed Sonya Bynum and Victoria Smith for the vacant Community At Large seat. Both applicants are well qualified, so the Committee will recommend changes to allow both appointments and ensure a quorum. The appointments were postponed to January to modify the bylaws and recruit under the new designations.

This Consent Item was continued.

6. RECEIVE report on current status of the Affordable Housing Finance Committee and CONSIDER directing staff to return with recommendations to revise the adopted bylaws of the Affordable Housing Finance Committee. (Kristin Sherk, Conservation and Development Department)

Attachments: [AHFC Bylaws - Final March 2021](#)
 [AHFC Roster - Nov. 2025](#)

The Committee directed staff to prepare modifications to the AHFC bylaws to substitute five seats, one from each County Supervisorial District, for the six Regional (East, West, Central) City/County seats, and add one Community At Large seat bringing the total At Large seats to two, maintaining the AHFC size of seven members. They directed that meeting frequency be increased to quarterly and that language be added to clarify attendance expectations. The Committee asked staff to forward the bylaws changes to the Board of Supervisors by December 16th.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

7. CONSIDER recommending to the Board of Supervisors the reappointment of Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and the appointment of Ron Chinn to the Environmental Engineering Firm seat to terms ending December 31, 2029; and the appointment of Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat, to complete the current terms will expire December 31, 2025 and to new terms ending December 31, 2029 on the Hazardous Materials Commission, as recommended by the Commission. (Adam Springer, Health Services Department)

Attachments: [HMC Roster 11.17.25](#)
 [Hughes, Mark \(HMC\) 9-23-25](#)
 [Mark Hughes Resume 2025.doc](#)
 [McTigue, Amy \(HMC\) 9-25-25](#)
 [amy_mctigue_resume_10_30_2025_CCC_HMC](#)
 [McTigue FinancialRelationshipInfo 2025_10_30](#)
 [IA Hazardous Materials Commission Letter for Mark and Amy's](#)
 [Application 2025.doc](#)
 [Chinn, Ron \(HMC\) 09-24-25](#)

[Nomination - Ron Chinn](#)

[Brennan, Maureen \(HMC\) 10-17-25](#)

[Pinkstaff, Sharon \(HMC\) 10-26-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

8. REVIEW the Committee's work during 2025 and identify issues to be referred to the 2026 Internal Operations Committee. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT 2025 Year End IOC Report](#)
[2025 Year End IOC Report DATA](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

The December 22, 2025 meeting has been canceled. No additional meetings are scheduled for the 2025 Internal Operations Committee.

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, Senior Deputy County Administrator, julie.enea@cao.cccounty.us